



Labor

| LABOR INFORMATION | | | Discount Price | Standard Price | Show site Price |
|-------------------|-------------------|-----------------|----------------|----------------|-----------------|
| Straight Time | Monday - Friday | 8:00am - 4:30pm | \$ 96.00 | \$ 124.50 | \$ 168.00 |
| Overtime | Monday - Friday | 4:30pm - 8:00am | \$ 144.00 | \$ 187.50 | \$ 252.50 |
| | Saturday - Sunday | All Day | | | |
| Double Time | Holidays | All Day | \$ 192.00 | \$ 250.00 | \$ 337.50 |

Please note

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation or no-show fee per crew and/or worker.

| | | |
|---|------------------------------|-----------------------------|
| Is Labor for assembling sign for hanging? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Is Labor for laying your own carpet? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Expo Supervisory Fee is 30% of total cost or \$60.00, whichever is greater. If you require labor services for booth setup, please submit detailed instructions with the provided form attached to info@expocci.com or via fax 305-751-1298

Installation

| Your Supervisor's name: _____ | | | | Expo CCI supervision? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
|-------------------------------|------------|---------------|---------------|--|-----------------------|----------------|
| Cell phone #: _____ | | | | | | |
| Date | Start Time | Number of Men | Hours per Man | Rate | Expo Supervision Cost | Estimated Cost |
| | | | | | | |
| | | | | | | |

Dismantle

| Your Supervisor's name: _____ | | | | Expo CCI supervision? YES <input type="checkbox"/> NO <input type="checkbox"/> | | |
|-------------------------------|------------|---------------|---------------|--|-----------------------|----------------|
| Cell phone #: _____ | | | | | | |
| Date | Start Time | Number of Men | Hours per Man | Rate | Expo Supervision Cost | Estimated Cost |
| | | | | | | |
| | | | | | | |

Please complete this section if you have chosen EXPO CCI to supervise your installation and/or dismantling.

Set Up Information for Installation

Please check all that apply and provide information where requested:

Booth Size: _____ x _____

Forklift required: YES NO

Carpet is? OWNED RENTED FROM EXPO

Carpet padding? YES NO

Drawings FAXED TO EXPO CCI SHIPPED W/ EXHIBIT CRATES

Inbound Freight Information

For all inbound freight, please complete the [Material Handling Authorization Form](#).

You can return the completed form via email at info@expocci.com or via fax 305-751-1298.

Outbound Freight Information

Please complete the Bill of Lading (BOL) form on our website: <https://order.expocci.com/>
 Additionally, please refer to the included [Shipping Instructions Form](#) for detailed guidelines.

If for any reason your shipment is not picked up by your carrier, please choose one of the following options. (Initial beside preferred option).

Force Freight through EXPO CCI's preferred carrier:

Send shipment back to EXPO CCI warehouse: (\$50.00 min. fee.)

GO BACK TO TABLE OF CONTENTS ←

Discount deadline:
August 21, 2026

ORDER A CUSTOM BOOTH?

click here

NEED SHIPPING TO AND FROM THE EVENT?



click here

Need assistance or have questions?

Call: 305-751-1234
email: info@expocci.com

15959 NW 15th Avenue,
Miami, Florida 33169

[ORDER ONLINE NOW](#)