



robinsonshowservices.ca

LABOUR



Labour Information/Checklist



Please Indicate Service (check):

<input type="checkbox"/> ROBINSON SHOW SERVICES SUPERVISED	<input type="checkbox"/> EXHIBITOR SUPERVISED
1. Robinson Show Services will supervise labour 2. Unpack and install display pre-show opening 3. Dismantle and pack display after show close 4. 35% (\$50 minimum) surcharge will be applicable for this supervision	1. Exhibitor MUST BE PRESENT to supervise 2. Indicate workers required for install and dismantle 3. RSS will NOT be responsible for loss/damage resulting from unpacking, install, dismantle or repacking of exhibitor property

YOUR EXHIBIT SET UP INFO

(check all that apply)



Set-up plans/ photos attached	<input type="checkbox"/>	Electrical Plan/Drawing attached	<input type="checkbox"/>
Set-up plans/ photos sent with exhibit	<input type="checkbox"/>	Drawing sent with exhibit	<input type="checkbox"/>
Drawing in Crate #	<input type="checkbox"/>	Under carpet wiring (attach drawing)	<input type="checkbox"/>
Graphics shipped with exhibit	<input type="checkbox"/>	Carpet shipped with exhibit	<input type="checkbox"/>
Graphics shipped separately	<input type="checkbox"/>	Carpet rented from Robinson Show Services	<input type="checkbox"/>

HOW IS YOUR EXHIBIT GETTING TO THE SHOW?	HOW WILL YOUR EXHIBIT LEAVE THE SHOW?
Carrier Name	Carrier Name
Carrier Telephone	Carrier Telephone
Shipment Tracking #	Ship to Address Below <input type="checkbox"/> Show Site Pick Up <input type="checkbox"/> Post Show Storage @RSS Warehouse <input type="checkbox"/>
Shipped To: RSS Warehouse <input type="checkbox"/> Show Site <input type="checkbox"/>	Address:
From City/State:	
# of crates <input type="text"/> # of boxes <input type="text"/> # of cases <input type="text"/>	
Other (Specify):	
Method: Common Carrier <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Line <input type="checkbox"/>	Special Instructions/Notes:
Other:	
Carrier: Show Carrier <input type="checkbox"/> Other:	
Freight Charges: Collect <input type="checkbox"/> If other please fill out section below	
Bill To:	
PLEASE PROVIDE AN ONSITE CONTACT:	
NAME:	
CELL:	
ALTERNATE CONTACT NUMBER:	

Labour Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME:

BOOTH#

BOOTH SIZE:

SHOW NAME/EVENT:

DATE:

Labourer

General worker suitable for pop-up booths and uncomplicated installations

Supervisor

Supervises general worker(s)
- has more experience

Carpenter

Custom booth builds, millwork cutting, drilling etc

STANDARD TIME (ST): Monday to Friday 8AM to 4PM

OVER TIME (OT): Monday to Friday 6AM to 8AM, 4PM to 11:59PM & Saturday/Sunday 8AM to 4PM

DOUBLE TIME (DT): Any time not noted above (including holidays)

NOTE: A 30% SURCHARGE IS APPLICABLE FOR ONSITE ORDERS



DISCOUNTED LABOUR

(One hour MINIMUM per worker)

AFTER DEADLINE LABOUR

(One hour MINIMUM per worker)



	LABOURER RATE	SUPERVISOR RATE	CARPENTER RATE	LABOURER RATE	SUPERVISOR RATE	CARPENTER RATE
ST	\$ 75.00	\$ 93.75	\$115.00	\$ 97.50	\$121.88	\$149.50
OT	\$ 112.00	\$140.63	\$ 172.50	\$146.25	\$182.82	\$224.25
DT	\$150.00	\$187.50	\$230.00	\$195.00	\$243.76	\$299.00

Fill Out Sections Below - Labour Types: Labourer (LAB) Supervisor (SUP) Carpenter (CARP)

Installation

SKU	<input checked="" type="checkbox"/> TYPE OF LABOUR	SCHEDULED DATE(S)	STARTING TIME	ENDING TIME	TOTAL HOURS	LABOUR RATE	TOTAL COST
LIL	<input type="checkbox"/> LAB						
LIS	<input type="checkbox"/> SUP						
LIC	<input type="checkbox"/> CARP						
LIL	<input type="checkbox"/> LAB						
LIS	<input type="checkbox"/> SUP						
LIC	<input type="checkbox"/> CARP						

Dismantle

SKU	<input checked="" type="checkbox"/> TYPE OF LABOUR	SCHEDULED DATE(S)	STARTING TIME	ENDING TIME	TOTAL HOURS	LABOUR RATE	TOTAL COST
LDL	<input type="checkbox"/> LAB						
LDS	<input type="checkbox"/> SUP						
LDC	<input type="checkbox"/> CARP						
LDL	<input type="checkbox"/> LAB						
LDS	<input type="checkbox"/> SUP						
LDC	<input type="checkbox"/> CARP						

- A one hour minimum, per labourer charge is applicable.
- Rates are per labourer; per hour; in half hour increments.
- Supervisor must check in with the RSS Site Manager to pick up labourer. Start time is guaranteed only at start of the work day.
- Labour must be cancelled in writing, two (2) business days in advance, to avoid a one hour, per worker cancellation fee.
- When scheduling dismantle labour, please allow for sufficient time to return empty containers to the booth.
- Robinson supervised jobs will be completed at the discretion of RSS administration, sometime before show opening.
- Invoicing will be based on actual time & labour incurred.

Estimated Subtotal	\$
35% RSS Supervision (\$50 Minimum)	\$
Total Items Ordered	\$
HST 13%	\$
ESTIMATED TOTAL	\$

In-Booth Forklift Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET

COMPANY NAME: BOOTH# BOOTH SIZE:

SHOW NAME/EVENT: DATE:

In-Booth Forklift Service Provides:

- Movement, repositioning and/or spotting of exhibitor materials to their final position
- Rate includes forklift and certified driver
- Minimum charge is 1 hour. Labour thereafter is charged in 30 minute increments
- Material Handling (movement to/from booth area) is not included
- Exhibitor must check in at Exhibitor Hub to request labour on install and dismantle
- Please be mindful to allow sufficient time for empty crates/containers to be returned to booth area prior to dismantle
- Rigging and ceiling lift not applicable. See venue for rigging contractor order forms

Straight Time

Monday - Friday
(8:00am - 4:00pm)

Over Time

Monday - Friday
(6:00am - 8:00am)
(4:00pm - midnight)

Saturday - Sunday
(8:00am - 4:00pm)

Double Time

All other times
not listed
- including holidays

1. Show site prices will apply to labour orders placed on-site.
2. A 30% surcharge is applicable for onsite orders.
3. Start time guaranteed only at start of working day.
4. If move-in/move-out times fall during overtime hours, overtime rates will apply.

FORKLIFT LABOUR HOURLY RATES

(1 hour minimum)

Loads up to 5000 lbs

ST	\$ 228.00
OT	\$ 287.00
DT	\$ 341.00



INSTALLATION

SKU	Desc.	Date	Start Time	Approx. Hours	Hourly Rate	Est. Cost
MHFI						

DISMANTLE

SKU	Desc.	Date	Start Time	Approx. Hours	Hourly Rate	Est. Cost
MHFD						

Special Requirement/Instructions:

Estimated Subtotal	\$
HST 13%	\$
ESTIMATED TOTAL	\$