



Discount Deadline: Feb 20

Booth Labor (1 hour minimum per worker)

			Discount	Standard
Straight time:	8:00 am - 4:30 pm	Monday through Friday	\$96.00	\$96.00
Overtime:	4:30 pm - 8:00 am	Monday through Friday	\$144.00	\$144.00
	All Day	Saturday and Sunday		
Double time:	All times not mentioned above, as well as Holidays		\$192.00	\$192.00

Show site orders will apply to all orders placed at the service desk on site

- * Start time is only guaranteed at start of the work day
- * One hour minimum per person
- * Supervisor or Exhibitor must check in at the service desk to pick up labor
- * Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- * When scheduling dismantle labor, please ensure you allow enough time for your empties to be returned to your booth

Installation Labor

Pinnacle Supervised Installation Labor - Please fill out page 19 for important set up information

- Installation of your exhibit will be completed at our discretion prior to the show opening
- The charge for this service is 30% of the total installation labor bill

Onsite Contact Name: _____ Phone Number: _____

Exhibitor Supervised Installation Labor-

Supervisor onsite will be: _____ Phone Number: _____

Date	Start Time	Number of People	Approx Hours		Total Hours		Hourly Rate	Estimated Total Cost
				x		x	\$	
				x		x	\$	
				x		x	\$	
Pinnacle Installation (+30%)								

Dismantle Labor

Pinnacle Supervised Dismantle Labor - Please fill out page 19 for important dismantle information

- Pinnacle is not responsible for product or literature not properly packed and labeled by the exhibitor
- The charge for this service is 30% of the total dismantle labor bill

Onsite Contact Name: _____ Phone Number: _____

Exhibitor Supervised Dismantle Labor-

Supervisor onsite will be: _____ Phone Number: _____

Date	Start Time	Number of People	Approx Hours		Total Hours		Hourly Rate	Estimated Total Cost
				x		x	\$	
				x		x	\$	
				x		x	\$	
Pinnacle Dismantle (+30%)								

Total Installation and Dismantle Labor



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Pinnacle Supervised Labor information Sheet

Please complete this form if you have chosen Pinnacle Supervised installation or dismantle.

For Installation

Inbound Freight Information

Carrier Company Name _____

Tracking Number _____

Number of Pieces _____

Estimated Arrival Date _____

Is Shipment: Crated Uncrated

Weight of Shipment _____

Shipment to arrive at Warehouse Show

Booth Size: x

Fork lift required? Yes No

Carpet is: Owned Rented from Pinnacle

Carpet Padding Yes No

For Dismantle

Outbound Freight Information

Carrier Name _____ Phone _____

Deliver Shipment to _____

Address _____

City _____ State _____ Zip _____

Types of Service Air Van Line Fed Ex/DHL/UPS

If for any reason your shipment is not picked up by your specified carrier, would you like Pinnacle to:

Redirect your materials via the house carrier Send shipment back to Pinnacle warehouse*

*there is a \$150 service fee for this option

Services you have ordered

- Electrical* Furniture Audio Visual Equipment
- Booth Cleaning Telephone/Internet Other _____

*Please provide electrical order information

- Electric should go under the carpet (diagram attached)
- Electrical drawings are attached
- Electrical drawings are in crate number