





**PAYMENT ESTIMATES & INSTRUCTIONS**



115 Moonachie Avenue  
Moonachie, N.J. 07074  
Phone: 201-994-1301 Fax: 201-994-1350



July 13 - 15, 2010

Jacob K. Javits Convention Center

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Calculate Estimated Totals	
Standard Furnishings & Accessories Order	
Backwall Banner Order	
Labor Order	
<i>Check the box to add \$1.00 to your grand total to plant a tree in one of our national forests.</i> <input type="checkbox"/>	GRAND TOTAL

**CHECKS -**

- \* If you wish to pay by check, a credit card back up is required. If you do not have a credit card, please pay by wire transfer.
- \*All checks must be received before the services are rendered.
- \* If a check sent is not received and cleared prior to the order deadline date, the order WILL default to standard rates.

**WIRE TRANSFERS -**

- \*It often occurs that both the bank that you use to transfer the funds and our bank will charge a service fee for this type of transaction. Our fee is \$25.00 per transfer. Please verify with your bank on their service fee.

**CREDIT CARDS -**

- \* Once the cardholder signs off for the credit card given, Metropolitan Exposition Services has the right to charge the card for any services ordered at show site or additional costs above and beyond any estimates given for services such as labor and material handling. This also covers any services that were not known prior to happening such as a labor job being forced by the union, items that are in the booth other than what was ordered or materials shipped in where our labor was used to accept and deliver the materials.



# LABOR ORDER FORM



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PAYMENT AUTHORIZATION FORM  
MUST ACCOMPANY YOUR ORDER



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Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

## DISPLAY LABOR (1/2 Hour Minimum per Worker)

		per man per 1/2 hour
Journeyman Labor	Hour Breakdown	Showsite Price
Straight Time	Move-in hours, Monday through Friday	\$82.58
Overtime	All hours outside the move-in schedule, Monday through Friday; all day Saturday	\$107.35
Double Time	Sundays and Holidays	\$134.19

## IMPORTANT INFORMATION

Any adjustments prior to the show should be given to Messe Frankfurt. Any rack/shelf adjustment requests made after July 5, 2010 can not be accommodated by Messe Frankfurt and will be charged at the above rates.

Exhibitors must order labor for any show site rack adjustments. Please visit the Metropolitan Service Desk to place this order. Any show site adjustments will be charged at the above rates based on a 30 minute minimum.