



Hemp Beverage Expo 2025

July 9-11, 2025
Omni Atlanta at Centennial Park

COMPANY NAME		BOOTH #	
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DISPLAY LABOR

DEADLINE DATE: **6/25/2025**

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES		HOURS	COST PER HOUR	TOTAL
	STRAIGHT TIME (ST) - One Hour Minimum			\$ 102.90	
	OVERTIME (OT) - One Hour Minimum			\$ 154.35	
	DOUBLE TIME (DT) - One Hour Minimum			\$ 205.80	
	LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$195.00 OT \$292.50 DT \$390.00				
	<i>MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.</i>				
STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.					

FORKLIFT NOT AVAILABLE

SUPERVISION	<input type="checkbox"/> DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/> OK TO PROCEED (MUST FILL OUT FORM BELOW): LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE	<input type="checkbox"/> SHOW SITE
SPECIAL INSTRUCTIONS					
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO

CONSIGNEE (Where your freight is being shipped to when the show closes)

BILLING INFORMATION (Responsible party paying your carrier's shipping charges)

CO. NAME				CO. NAME			
ADDRESS				ADDRESS			
CITY	STATE	ZIP		CITY	STATE	ZIP	
SHOW		BOOTH #		SHOW			
CONTACT				CONTACT			
PHONE				PHONE			

Labor orders must be sent in by the deadline date to ensure labor availability.

Onsite orders will be handled on a first come first serve basis at the higher rate and upon availability.