

Booth Labor

Information and Order Forms

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How Can We Help?

Call: 1-407-292-0025 | Email: eventservices@ags-expo.com | **Order Services Now**





Southern Exposure 2021
Walt Disney World Dolphin Resort
Lake Buena Vista, FL
April 6-8, 2021

Discount Price Deadline Date
MARCH 22nd
Method of payment must accompany your order



Company Name	Tel #	Booth Number
Billing Address	Email	
City / State / Zip	Signature	

Labor Install/Dismantle

Labor Rates		Discount	Standard
Straight-Time:	8:00 AM to 4:30 PM Monday through Friday.	\$93.82	\$112.60
Overtime:	Before 8:00 AM and after 4:30 PM Monday through Friday and all day Saturday.	\$140.74	\$168.89

Calculate Labor	Date	Time	# of Laborers	Total Hours	Rate per Laborer	Total Cost
Installation		AM / PM			\$	\$
Dismantle		AM / PM			\$	\$
(Example calculation - 2 Laborers x 2 Hours x Rate/Laborer = Total Cost)					Total Labor Cost:	\$

- After the 1st hour time can be billed in 1/2 hour increments.

Supervision of Labor

Supervision of all labor is required. Please select a supervision plan by checking the boxes.

Exhibitor Supervision Install Dismantle

All labor performed under the supervision of exhibitor. Starting time guaranteed only in those instances where labor is requested for the start of the work day (e.g. 8:00 AM). **Exhibitor MUST check-in at the AGS Service Center to confirm labor order and check-out labor at the AGS Service Center upon completion of work.**

On-Site Representative Name/Company & Cell: _____

AGS Supervision Install Dismantle

All labor performed under the supervision of AGS. Our fee for installation supervision is 35% or a \$50.00 minimum, whichever is greater. Similarly, our fee for dismantle supervision is 35% or a \$50.00 minimum, whichever is greater. In order to perform the labor without exhibitor's representative present, **AGS MUST have detailed set-up instructions (blueprints/floorplans, etc.) with this labor order.**

Exhibitor must also include outbound shipping instructions with this labor order.
(SEE NEXT PAGE - LABOR ORDER FORM, PAGE 2)

Must provide Twenty-four (24) hour notice of cancellation of labor services. Without twenty-four (24) hour notice, exhibitor will be charged a one hour minimum per laborer ordered.

Total Order

Total Labor Cost (from Total Labor Cost above) Subtotal: \$ _____

AGS Supervision Fee (per supervision service, 35% or \$50.00 min.): \$ _____

Total Booth Labor: \$ _____

Mail or Fax to: AGS Expo Services • 4561 SW 34th Street • Orlando, FL 32811
Phone: 407.292.0025 • Fax: 407.292.4414

Email: eventservices@ags-expo.com Order Online: www.ags-expo.com

Submit Form



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AGS Supervised Labor Only

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address. If your freight is being forwarded to another show, be sure to include the name of the show and your booth number.

Company/Show: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

Number of Destinations: _____ Number of pieces: _____ Number of Labels Requested: _____

Select Shipping Method:

Ship via carrier of exhibitor's choice - Exhibitor Appointed Carrier

Name of Carrier _____

Ship via official show freight carrier, **ABF Freight**

****In the case that your carrier does not show please select one of the below dispositions for your shipment****

Re-Route via Show Carrier, ABF Freight

Drayback to Warehouse - Additional fees will apply

Please Note:

- **This service is provided for Supervised Labor Services ONLY.**
- If an exhibitor is using a carrier of his/her own choice (not using the official show freight carrier), the exhibitor is responsible for arranging for pick-up at the close of the event.
- If your shipment has more than one destination please fill out a form for each destination.

Outbound Shipping Instructions

Bill Shipping Charges to (if different from above):

Shipper (Print): _____ Phone: _____

Contact Name: _____ Cell: _____

Freight Charges Billed to (Company): _____

Address: _____

City: _____ State: _____ Zip: _____

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[Submit Form](#)



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Booth Layout Form

This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please print/photocopy as needed.

- Pegboard / Tackboard - *Seating & Accessories Form*
- Special Colored Drape - *Seating & Accessories Form*
- Standard Exhibit Systems (if exhibit size is smaller than booth size) - *Display Solutions Form*
- Pad and Carpet (if you are not carpeting your entire booth) - *Carpet Form*
- Installation and Dismantling - *Labor Order Form*

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

indicate adjacent booth or aisle number:

indicate adjacent booth or aisle number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to AGS for your orders to be processed.**

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BOOTH LAYOUT FORM