

Atlantic Audio Visual  
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**IMPORTANT:** This form must be completely filled out to ensure timely set up of your Trade Show Booth. Orders with incomplete paperwork may not be processed promptly and / or accurately.

Exhibitor Information					
Company Name:		Event Name:			
Street:		Location:			
City:		Booth #:			
Prov./State:		Installation Date:	Time:		
Postal/Zip:		Exhibit Start Date:	Time:		
Tel #:		Exhibit End Date:	Time:		
Fax #:		Contact On Site:			
Contact Name:		On Site Contact #:			
Email Address:					

**DISPLAY LABOUR RATES: (Two Hour Minimum per Worker)**

Straight Time:	8:00 am - 12 am (Monday - Friday)	\$45.00 per hour
Overtime:	12am - 8am (Monday - Friday)	\$67.50 per hour
	8am - 6pm (Saturday and Sunday)	
Double Time:	ALL OTHER TIMES NOT MENTIONED ABOVE AS WELL AS HOLIDAYS	\$90.00 per hour

**INSTALLATION LABOUR**

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Extended Cost

**DISMANTLE LABOUR**

Description	Date	Start Time	# of persons	Approx Hrs per person	Total Hours	Hourly Rate	Extended Cost

**Method of Payment:**

<b>Circle applicable:</b>	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex	
Credit Card Number:	_____	Subtotal: _____
Expiration Date:	_____	14% HST _____
Card Holder's Name:	_____	Total: _____
Card Holder's Signature:	_____	Date: _____