



HALE NORTHEASTERN

828 E. Ferry Street, Buffalo, New York 14211  
Phone: (716) 896-6170 \* Fax: (716) 896-8908

# ORDER SUMMARY

**WASHINGTON D. C. HOME & GARDEN SHOW  
WALTER E. WASHINGTON CONVENTION CENTER  
MARCH 9 - 11, 2012**

PLEASE PRINT LEGIBLY OR  
TYPE ALL INFORMATION

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Booth Dimensions: \_\_\_\_\_ x \_\_\_\_\_

Show-Site Representative: \_\_\_\_\_ Email: \_\_\_\_\_

**Credit Card Authorization (will be used for Hale services only):**

**A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.**

Please fill out the credit card information as requested below. This will authorize Hale Northeastern to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

**We accept American Express, Visa, MasterCard and Discover Card**

Billing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Print name as it appears on card: \_\_\_\_\_ Signature: \_\_\_\_\_

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract.

Account#: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ V-Code: \_\_\_\_\_

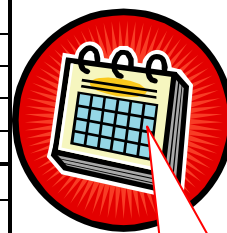
V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

**Your credit card statement will read "Hale Northeastern, Inc."**

**Order Summary:**

\*\*\* PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS \*\*\*

TAXABLE ITEMS	
CARPETING, PERFBORAD, SPECIAL BACKGROUND DRAPE	\$
SPECIAL FURNITURE PACKAGE	\$
FURNITURE RENTAL	\$
RENTAL DISPLAY	\$
STANDARD BOOTH SIGN	\$
SPECIAL SIGNS & BANNERS	\$
CLEANING & PORTER SERVICE	\$
SHIPPING INFORMATION / MATERIAL HANDLING	\$
	ADD 6% SALES TAX: \$
	TAXABLE SUBTOTAL: \$
	D10
NON-TAXABLE ITEMS	
INSTALLATION & DISMANTLING LABOR	
SIGN HANGING	
	NON-TAXABLE SUBTOTAL: \$
	GRAND TOTAL: \$
ELECTRIC , TELEPHONE, PLUMBING , CABLE TV & VIDEO/AUDIO FORM. Payments go directly to the Walter E. Washington Conv. Ctr.	



Discount Price  
Deadline Date:  
**2-13-12**

\*Exempt customers must provide an exempt certificate for the state the show takes place in.

Resale certificates will not qualify for exempt status.

Discount prices are available for orders placed and paid for by the advance prices deadline date. Items cancelled at show site will be charged 50% of the original price. For more information, please see our Payment Policy.

Return forms to: [csr@haleexpo.com](mailto:csr@haleexpo.com) or Fax or Mail



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**INSTALLATION & DISMANTLE LABOR  
FORKLIFT SERVICE**

**WASHINGTON D. C. HOME & GARDEN SHOW  
WALTER E. WASHINGTON CONVENTION CENTER  
MARCH 9 – 11, 2012**

Company Name: \_\_\_\_\_ Booth No.(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor Name : \_\_\_\_\_ Supervisor Contact Number: \_\_\_\_\_

**Installation/Dismantle Labor \* Please choose between Exhibitor Supervision and Hale Supervision\***

**SUPERVISED BY EXHIBITOR PERSONNEL** – Starting time can be guaranteed only in those instances where men are requested to start at 8am unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously assigned jobs. Exhibitors must sign labor out at the service desk & labor charges will continue until the exhibitor returns to the desk to sign in his labor.

**Straight-Time Rate: \$80.50                      Overtime Rate: \$118.25**

	# of Men	# of Hours		
Installation:	_____	x _____	Date service is Required _____	Time service is Required _____
Dismantle:	_____	x _____	Date service is Required _____	Time service is Required _____

**SUPERVISED BY HALE NORTHEASTERN PERSONNEL** – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. The charge for supervision is 25% of the total labor bill with a \$26.50 minimum on installation and a \$21.50 minimum on dismantling.

**Straight-Time Rate: \$80.50                      Overtime Rate: \$118.25**

	# of Men	# of Hours	Hale Supervision	
Installation:	_____	x _____	+ \$26.50 (minimum) or 25% of Subtotal	Date service is Required _____ Time service is required _____
Dismantle:	_____	x _____	+ \$21.50 (minimum) or 25% of Subtotal	Date service is Required _____ Time service is Required _____

**Forklift Services (cost includes Hale Northeastern operator)**

Check in at the Hale Service Desk at your scheduled time to confirm forklift service. Due to liability, forklifts may only be operated by an authorized Hale Northeastern employee.

**Straight-Time Rate: \$130.00                      Overtime Rate: \$190.00**

	# of Men	# of Hours		
Installation:	_____	x _____	Date service is Required _____	Time service is Required _____
Dismantle:	_____	x _____	Date service is Required _____	Time service is Required _____

**Plastic Banding, Shrink Wrap**

There is a minimum charge of ½ hour for plastic banding and/or shrink wrap.

Plastic Banding is .80¢ per foot plus ½ hr. labor

Shrink Wrap is \$32.00 per pallet (includes labor)

**STRAIGHT TIME**  
Monday – Friday  
8am – 4pm

There is a minimum labor / forklift charge of one-hour.  
Additional hours will be invoiced at ½ hour increments.

**OVERTIME**  
Mon. – Fri., Before 8am, After 4pm  
Weekends, Holidays

**There will be a one-Hour Per Man No-Show Charge, Unless notice is given to Hale Northeastern Inc. at 24 Hours prior to the Date & Time requested.**

\*Please enter total on the Order Summary\*  
(Applicable taxes not included)