

LABOR ORDER FORM

If your company requires labor services to install/dismantle your equipment at show site, please complete this form and email to: ncconventions@gmail.com

EVENT NAME _____

EVENT LOCATION _____

YOUR COMPANY _____

YOUR EMAIL _____

PHONE _____ FAX _____

SHOW DATE _____ BOOTH # _____

Email Form To: ncconventions@gmail.com

PHONE: (828) 215-2254

MAILING ADDRESS: (No Freight)

**PO Box 1075
Morganton, NC 28680**

If Paying With Credit Card, Please Provide Card Holder Name & Card Billing Address:

AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE: () VISA () MC () AMX

Security Code

Card #

EXPIRATION ____/____/____

CREDIT CARD FEES:

4% Processing Fee
\$50.00 Dishonored Card Fee

ORDERED BY _____

PRINT

ORDERED BY _____

SIGNATURE

INSTALLATION LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

STANDARD LABOR CHARGES

\$75.00/MAN HOUR (STRAIGHT) - \$85.00/MAN HOUR (OVERTIME)

RIGGING LABOR CHARGES

\$150.00/MAN HOUR (STRAIGHT) - \$175.00/MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am to 5:00pm

Any items we deem necessary to complete the task, including but not limited to safety equipment, rigging materials and lift equipment will be added to your final bill.

DISMANTLE LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____

APPROXIMATE HOURS _____

WILL YOU HAVE A REP. PRESENT? _____

APPROXIMATE START TIME _____

STANDARD LABOR CHARGES

\$75.00/MAN HOUR (STRAIGHT) - \$85.00/MAN HOUR (OVERTIME)

RIGGING LABOR CHARGES

\$150.00/MAN HOUR (STRAIGHT) - \$175.00/MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY 8:00am to 5:00pm

Any items we deem necessary to complete the task, including but not limited to safety equipment, rigging materials and lift equipment will be added to your final bill.

TERMS AND CONDITIONS

Please read below, as you are bound by these terms and conditions once services are rendered, whether you read them or not!

Convention Makers, Inc. will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. Please properly pack, label and INSURE all materials prior to shipping inbound OR outbound. Due to increasingly tight schedules and turn-around times, we occasionally find it necessary to adjust scheduled install/dismantle times to meet other time critical stages of show set up or break down. Convention Makers, Inc. reserves the right to assign additional labor personnel to any order to safely or timely complete the task, at your expense, based on the above pricing schedule. We will do our best to accommodate your requests, but please be patient and understanding when that is not possible. On-site labor orders will be handled on a first-come basis as work load permits, and will be provided after pre-ordered services are completed. Completion of this form and payment in full must be provided PRIOR to any services rendered, or delays might be encountered. Final card processing and emailed receipts will occur after the event concludes to insure proper billing amount. There is a 3% card fee for all credit card orders, and a 20% fee for any returned checks or dishonored card payments.

Sub-Total \$ _____

4% Credit Card Fee \$ _____

Total \$ _____