

# 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](mailto:ncconventions@gmail.com)

EVENT NAME \_\_\_\_\_  
 EVENT LOCATION \_\_\_\_\_  
 YOUR COMPANY \_\_\_\_\_  
 YOUR EMAIL \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
 SHOW DATE \_\_\_\_\_ BOOTH # \_\_\_\_\_

**Email Form To: [ncconventions@gmail.com](mailto: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:**  
3% 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 \$ \_\_\_\_\_ 3% Credit Card Fee \$ \_\_\_\_\_ Total \$ \_\_\_\_\_