

LABOR ORDER FORM

If your company requires labor services to install/dismantle your equipment at show site, please complete this form and fax or Email to Convention Makers, Inc.

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

Email Form To: NCConventions@aol.com

MAILING ADDRESS

CONVENTION MAKERS, INC.
 150 WESTSIDE DRIVE
 ASHEVILLE, NC 28806
 PHONE: (828) 215-2254 FAX: (828) 252-9900

If Paying With Credit Card, Please Provide Card Billing Address:

AUTHORIZED CREDIT CARD PAYMENT

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

Card # _____

EXPIRATION ____/____/____ CREDIT CARD FEES:
 3% Processing Fee
 \$40.00 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 _____

LABOR CHARGES

\$50.00/MAN HOUR (STRAIGHT) - \$65.00/MAN HOUR (OVERTIME)
 OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY
 8:00am TO 5:00pm

DISMANTLE LABOR (2 hour minimum)

NUMBER OF PEOPLE REQUESTED _____
 APPROXIMATE HOURS _____
 WILL YOU HAVE A REP. PRESENT? _____
 APPROXIMATE START TIME _____

LABOR CHARGES

\$50.00/MAN HOUR (STRAIGHT) - \$65.00/MAN HOUR (OVERTIME)
 OVERTIME = HOLIDAYS AND TIMES OTHER THAN MONDAY - FRIDAY
 8:00am TO 5:00pm

Convention Makers, Inc. Will assume no responsibility for freight or goods lost or damaged during shipping, receiving, handling or storing. It is imperative that all materials be properly packed, labeled and INSURED, with completed waybill, prior to shipping or removal from show floor. Please note that due to increasingly tight schedules, and turn-around times, we find it necessary at times to alter scheduled installation and dismantle times to meet other time-critical stages of show set up. We will do our best to accommodate your individual set up schedule, but please be patient when this is not possible. On-site labor requests will be handled on a first-come basis as workload permits, and will be provide after pre-ordered services are rendered. Payment is due in full prior to any services rendered. If credit card authorization is provided, billing will occur after completion of services to insure accurate charges are applied. All invoices not paid within 30 days will incur a 15% charge per month.

Sub-Total \$ _____ 3% Credit Card Fee \$ _____ Total \$ _____