

# CONVENTION MAKERS, INC.

## LABOR ORDER FORM

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

EVENT NAME/LOC. **CETA 2020**

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YOUR COMPANY \_\_\_\_\_

YOUR ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

Cell # \_\_\_\_\_ Booth#

SHOW DATE \_\_\_\_\_

ORDERED BY \_\_\_\_\_  
PRINT

ORDERED BY \_\_\_\_\_  
SIGNATURE

EMAIL

### MAILING ADDRESS

CONVENTION MAKERS, INC.

4501 Hwy 544

MYRTLE BEACH, SC 29588

PHONE: 843.650.6300

Fax 843.650.6301

### AUTHORIZED CREDIT CARD PAYMENT

CARD TYPE ( ) VISA ( ) MC ( ) Amex

CARD# \_\_\_\_\_

EXPIRATION \_\_\_\_\_ / \_\_\_\_\_

CVV Code  
Back of Card

3% Processing Fee  
Declined Credit Card Fee = \$ 40.00

Check one

☐ **Installation Labor**

☐ Full Display (10ft +) = 4hr minimum

☐ Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED \_\_\_\_\_

APPROXIMATE HOURS \_\_\_\_\_

WILL YOU HAVE A REP. PRESENT? \_\_\_\_\_

APPROXIMATE START TIME \_\_\_\_\_

Start Date \_\_\_\_\_

**LABOR CHARGES**

\$65.00 PER MAN HOUR (STRAIGHT)

\$90.00 PER MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES

OTHER THAN MONDAY - FRIDAY

8:00am TO 5:00pm

Check one

☐ **Dismantle Labor**

☐ Full Display (10ft +) = 4hr minimum

☐ Table Top Display = 2hr minimum

NUMBER OF PEOPLE REQUESTED \_\_\_\_\_

APPROXIMATE HOURS \_\_\_\_\_

WILL YOU HAVE A REP. PRESENT? \_\_\_\_\_

APPROXIMATE START TIME \_\_\_\_\_

Start Date \_\_\_\_\_

**LABOR CHARGES**

\$65.00 PER MAN HOUR (STRAIGHT)

\$90.00 PER MAN HOUR (OVERTIME)

OVERTIME = HOLIDAYS AND TIMES

OTHER THAN MONDAY - FRIDAY

8:00am TO 5:00pm

**\*All Displays must include detailed step by step instructions, as well as, any special tools required\***

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.