

# CONVENTION MAKERS, INC.

## LABOR ORDER FORM Submit by August 10

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. **Joint Service ATC Symposium - 2022**

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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  
Email: Conventionmakers@aol.com  
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

<b>Installation Labor</b>	
Check one	<input type="checkbox"/> Full Display (10ft +) = 4hr minimum
	<input type="checkbox"/> Table Top Display = 2hr minimum
NUMBER OF PEOPLE REQUESTED	_____
APPROXIMATE HOURS	_____
WILL YOU HAVE A REP. PRESENT?	_____
APPROXIMATE START TIME	_____
Start Date	_____
<b>LABOR CHARGES</b>	
	\$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

<b>Dismantle Labor</b>	
Check one	<input type="checkbox"/> Full Display (10ft +) = 4hr minimum
	<input type="checkbox"/> Table Top Display = 2hr minimum
NUMBER OF PEOPLE REQUESTED	_____
APPROXIMATE HOURS	_____
WILL YOU HAVE A REP. PRESENT?	_____
APPROXIMATE START TIME	_____
Start Date	_____
<b>LABOR CHARGES</b>	
	\$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.