

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.

SCTEA - 2014

EVENT NAME/LOC. _____

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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

Installation Labor

- Check one 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
Please Call

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

Dismantle Labor

- Check one 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
Please Call

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.