



**WARDS AUTO Interiors Conference
Cobo Center
May 30, 2018**



CONVENTION & SHOW SERVICES

1250 John A Papalas Dr., Lincoln Park, MI 48146
p: (313)386-5555 f: (313)386-2048

TEAMSTER CREW LABOR ORDER

Convention & Show Services can provide skilled labor for the install and dismantle of your display. The minimum charge for labor is one (1) hour, per crew. Labor after the hour minimum is charged in half (1/2) hour increments. Dependent on requested install/dismantle date and time there could be a possibility of up to a four (4) hour minimum charge per crew. Start times cannot be guaranteed, however, every effort is made to meet all requests. CSS reserves the right to dispatch all labor calls based upon availability of labor and the order that the requests are confirmed. No work shall be started until you check in at the service desk on show site to confirm the labor order, unless you have ordered supervision services. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. There will be no exceptions, unless other arrangements are made with CSS. Once the work order is signed, no adjustments will be made.

Install/Dismantle Labor Rates	S.T.	O.T.	P.T.
Teamster Crew	\$230.00	\$318.00	\$369.00

**Steward and/or General Foreman will be billed additionally when work takes place outside of normal ST hours at these hourly rates.

Install

Date: _____ Time: _____ # of Crews: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Crews: _____ # of Hours: _____

Please estimate the number of crews and hours per crew needed for install and dismantle above. Invoice will be calculated according to actual hours worked.

Total Est. Hrs.		Hourly Rate		TOTAL
_____	X	_____	=	_____

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within twenty four (24) hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to assure a report is filed. CSS will not accept any claims for damage if there is not a report on file.

Company Name:		Booth #:
Phone:	Fax:	
Email Address:		
Signature:	Print Name:	
Show Site Rep Authorized to Sign for Labor:		