



CONVENTION & SHOW SERVICES

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

National Dental Association
Annual Convention

Rosen Centre Hotel – Grand Ballroom C, D, E
Orlando, FL
July 11 – 15, 2018



INSTALL/DISMANTLE LABOR ORDER

Please complete this form to order installation and dismantle labor. The minimum charge for labor is one (1) hour per worker. 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. There will be no exceptions, unless other arrangements are made with CSS. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. Once the work order is signed, no adjustments will be made.

Install/Dismantle Labor Rates	S.T.	O.T.
Carpenter/Decorator	\$107.00	\$139.00

CSS offers Supervision Services for the install/dismantle of your exhibit.

CSS will supervise labor to unpack and install your exhibit before exhibitor arrival at show site. At the close of the show the labor will dismantle, pack, and arrange to ship display per exhibitor instructions. Supervised jobs will be completed at CSS' discretion prior to show opening and before the hall must be cleared.

The charge for this service is **35%** of the total labor bill, with a minimum of **\$139.00**.

Circle **YES** or **NO** if CSS Supervision is required.

Install

Date: _____ Time: _____ # of Workers: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Workers: _____ # of Hours: _____

Please estimate the number of workers and hours per worker needed for install and dismantle above. Invoice will be calculated according to actual hours worked. Please include sales tax rate of 6.0% when calculating amount due.

Total Est. Hrs.	Hourly Rate	Sub-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 Representative Authorized to Sign for Labor: _____		