CONVENTION & SHOW SERVICES

BELLE TIRE

Huntington Place
Detroit, MI
January 14, 2023

CARPENTER LABOR ORDER

Convention & Show Services can provide skilled carpenter labor for the install and dismantle of your display. The minimum charge is one (1) hour, per laborer, labor thereafter is charged in half (1/2) hour increments. Depending on the requested date and time, you could be responsible for up to a four (4) hour minimum charge per laborer. 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.
Carpenter	$105.00	$165.00	$195.00
Carpenter Steward and/or General Foreman	$105.00	$165.00	$195.00

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

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 **$65.00**.

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.

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:	

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