

RETURN THIS FORM TO:  
 PCCA/SMG LABOR SERVICES  
 1101 Arch Street  
 Philadelphia, PA 19107  
 Phone: (215)418-2032  
 Scanned Forms To:  
 laborservicesforms@paconvention.com



AN MANAGED FACILITY

**DOCK SERVICES ORDER FORM**

(Valid through 04/30/2016)

Email for Billing Purposes: \_\_\_\_\_

PCC Show / Event: \_\_\_\_\_

Date: \_\_\_\_\_

Company to be Invoiced \_\_\_\_\_

Authorized Contact On-Site \_\_\_\_\_

Invoicing Address \_\_\_\_\_

Cell Phone Number of Person On-Site \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Office Number and Office Fax Number \_\_\_\_\_

**CREDIT CARD AUTHORIZATION REQUIRED FOR SERVICES ORDERED:**

Visa  MasterCard  Amex Account Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Print Card Holder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**RATES: Straight time - \$53.00 Mon-Fri first 8 hrs. worked, Overtime - \$68.00 after 8 hrs. Mon-Fri and all day Sat., Double time - \$ 83.00 all day Sundays and Holidays (4 Hour Minimum call)**

SCHEDULE			TYPE	QUANTITY		
Date	Start	End	Traffic/Checker	# of Hours	# of People	Booth/Hall #
<b>Additional Information:</b>						

**The Terms of this Labor Order are as follows:**

- The above Show Labor is being provided solely in accordance with the terms and conditions contained within PCCA/SMG published 2015 Labor Rates and. If you have not reviewed a copy of these current Labor Rates and Right of Entry Agreement, you should immediately contact the PCCA/SMG Labor Services office at (215) 418-2032 to request a copy of these documents.
- PCCA/SMG Labor Services Department observes union jurisdictional claims, and as such, reserves the right to assign, substitute, replace and allocate all Show Labor required under this order at our sole discretion. Please contact the PCCA/SMG Labor Services Department at (215) 418-2032 for further details concerning work rules.
- The ordering company / contractor is fully responsible for the operational management, supervision and work performance of the Show Labor provided under this order. The ordering company / contractor is responsible for ensuring prudent supervision of the Show Labor provided herein.
- The above Service order is strictly for manpower estimating purposes only. The ordering company / contractors are liable for all Show Labor hours worked as a result of this order. The contractors' final invoice shall be based upon the actual total hours worked by the Show Labor provided under this order and calculated in accordance with PCCA/SMG published 2015 Labor Rates and 2015 Payment Terms.
- If an advanced payment is required, PCCA/SMG reserves the right to review and question the accuracy of the above labor order estimate.
- Contractors are responsible for the condition of all equipment, whether owned or rented, that is supplied for use by Show Labor under this order.
- Requested Show Labor must be cancelled in writing, twenty-four (24) hours in advance. The contractor is fully responsible for all labor ordered that is not cancelled outside of the 24 hour window. The 24 hour window begins 24 hours before the authorized time of the affected call.
- It is the Contractor's responsibility to review, then approve or dispute their Show Labor Time sheets on a daily basis during a show. If, for any reason, this on-site review does not occur, a Contractor waives its right to dispute any incurred labor charges on post-show basis.
- By signing this form, I approve the labor supplied and all PCCA/SMG 2015 Payment Terms and Right of Entry Agreement.

**PAYMENT TERMS & CONDITIONS**

- > Full payment is due with service order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to Pennsylvania Convention Center Authority, (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- > Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval
- > Outstanding balance for services will be automatically billed to the credit card on file.
- > A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- > Rates are based on current wages and are subject to change without notice.
- > Claims regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- > Refunds of overpayments will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- > For unpaid balances on pre-approved invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month by law.
- > The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer.
- > This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- > International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.

**RULES & REGULATIONS FOR SERVICES-**

- > Please refer to the PCCA/SMG Right of Entry Agreement

\_\_\_\_\_  
**CONTRACTOR'S AUTHORIZATION (REQUIRED TO PROCEED)**

\_\_\_\_\_  
**DATE SIGNED**

\_\_\_\_\_  
**PRINTED NAME AND TITLE**