



Lancaster County Convention Center
 25 South Queen St., Lancaster, PA 17602
 P: (717) 207-4000 F: (717) 207-4028

LABOR ORDER FORM

Name of Event		Event Dates		Booth #
Company Name		Phone Number		
Address	City	State		Zip
Contact Person	Email			Date

Payment Notice: All labor charges must be pre-paid prior to services rendered by utilizing this credit card authorization form or by check made payable to Lancaster County Convention Center. LABOR SERVICE WILL NOT BE SUPPLIED UNTIL PAYMENT IS RECEIVED IN FULL. Prices are subject to change without notice.

LABOR

Labor	Standard Rate	# of Men	Date	Time	Approx. Hours	Total
Set Up Display	\$55/hour per person					\$
Dismantle Display	\$55/hour per person					\$

BANNER HANGING

Must provide your own cable or rope to hang banners

Labor	Standard Rate	# of Banners	Date and Time of Banner Arrival	Total
Banner Hanging	\$50/banner			\$
Subtotal				
PA 6% Sales Tax				
SERVICE TOTAL				

Completed forms can be returned via fax to (717) 207-4028, emailed to exhibitors@interstatehotels.com or mailed to the address at the top of the page. Please make checks payable to: Lancaster County Convention Center or fill out the credit card information below. If payment by credit card is chosen, payment will be posted to your credit card 5 days before the day of the event.

VISA MasterCard AMEX Discover

Card Number _____ Exp. Date _____

Print Name _____

Authorized Signature _____

One hour minimum per person. Please include any instructions, diagrams or pictures that would assist in the setup and dismantling of your booth.