Elliott-Lewis
Convention Services, LLC

Pennsylvania Convention Center
PHILADELPHIA

PA CONVENTION CENTER LABOR SUPPLIER

Phone: 215.418.2197

ALL LABOR CALLS & REVISIONS TO ellabor@paconvention.com

LABOR ORDER FORM

Email for Invoices: _____

PCC Show / Event: _____ Date: _____

All show contractors must complete this form prior to ordering any Show Labor at the Pennsylvania Convention Center (PCC). Elliott-Lewis Convention Services LLC (Elliott-Lewis) is the PCC's designated Labor Supplier and the exclusive supplier of Show Labor at PCC.

_____ Company to be Invoiced

_____ Invoicing Address

_____ City/State/Zip

_____ Authorized Contact On-Site

_____ Cell Phone Number of Person On-Site

_____ Office Number and Office Fax Number

Please estimate the amount of Show Labor required:

SCHEDULE			TYPE	QUANTITY		
Date	**Start**	**End**	**Trade Needed**	**# of Hours**	**# of People**	**Booth/Hall #**
Additional Information:						

The Terms of this Labor Order are as follows:

1. The above Show Labor is being provided in accordance with the terms and conditions contained solely within Elliott-Lewis Convention Services LLC (Elliott-Lewis CS) published 2026 Labor Rates and Elliott-Lewis CS's published 2026 Purchase Terms and Conditions (Effective January 2026). If you have not reviewed a copy of these current Labor Rates and Purchase Terms and Conditions, you should immediately contact the Elliott-Lewis CS's PCC labor office at (215) 418-2179 to request a copy of these documents.
2. Elliott-Lewis CS observes union jurisdictional claims, and as such, reserves the right to assign, substitute, replace and allocate all show Labor required under this order at its sole discretion. Please contact the Elliott-Lewis CS Labor Office at (215) 418-2197 for further details concerning work rules.
3. The ordering company / contractor is solely and 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.
4. The above labor 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 Elliott-Lewis CS's published 2026 Labor Rates and 2026 Purchase Terms.
5. If an advanced payment is required, Elliott-Lewis CS reserves the right to review and question the accuracy of the above labor order estimate.
6. Contractors are responsible for the condition of all equipment, whether owned or rented, that is supplied for use by Show Labor under this order.
7. All re-sell tax exemptions should be provided to the Elliott-Lewis CS labor office. Otherwise, an 8% sales tax may be applied to the final invoice.
8. Requested Show Labor must be canceled in writing, twenty-four (24) hours in advance. The contractor is fully responsible for all labor ordered that is not canceled outside of the 24 hour window. The 24 hour window begins 24 hours before the authorized time of the affected call.
9. 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.
10. By signing this form, on behalf of the ordering company / contractor I approve and accept the labor supplied and all PCC Labor Supplier 2026 Purchase Terms and Conditions.

_____ **CONTRACTOR'S AUTHORIZATION (REQUIRED TO PROCEED)**

_____ **DATE SIGNED**

_____ **PRINTED NAME AND TITLE**