



Please Place your initial
and/or next day
Traffic/Checker Labor
order prior to
2:00pm each day.

DOCK SERVICES ORDER FORM

(Valid through 04/30/2026)

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

If you would like to put the charges on a Credit Card, please call 215-418-4730 for our fax number

RATES: Straight time - \$75.15 Mon.-Fri.-first 8 hrs. worked, Overtime - \$95.44 after 8hrs. Mon- Fri and all-day Sat., Double-time -\$ 119.33 all day Sundays and Holidays (4 Hour Minimum per man on all labor calls)

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

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 PACC/ASM Global published 2025-26 Labor Rates. If you have not reviewed a copy of these current Labor Rates and Right of Entry Agreement, you should immediately contact the PCCA/ASM Global Contractor Services Department office at (215) 418-2032 to request a copy of these documents.
- PCCA/ASM Global Contractor 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/ASM Global Contractor 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/ASM Global published 2025-26 Labor Rates and 2025-26 Payment Terms.
- If an advanced payment is required, PCCA/ASM Global 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 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.
- It is the Contractor's responsibility to review, then approve or dispute their Show Labor Time sheets daily 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/ASM Global 2025- 26 Payment Terms and SMG Right of Entry Agreement. Rates and Terms are subject to change.

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 by fax to 215-418-4813. 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/ASM Contractor Services Department at 215-418-2032 for approval.
- Rates are based on current wages and are subject to change without notice.
- A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.
- Claims regarding services provided by PCCA/ASM Global will not be considered unless filed by customer issued prior to the close of show.
- Refunds of over payments will be issued by submitting request to PCCA/ASM Global 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/ASM Global 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

CONTRACTOR'S AUTHORIZATION (REQUIRED TO PROCEED)

DATE SIGNED

PRINTED NAME AND TITLE

Labor Order Form Effective:
May 1, 2025 through April 30, 2026