

RETURN THIS FORM TO:  
 PCCA/SMG CONTRACTOR SERVICES  
 Phone: (215)418-2032  
 Email Forms To:  
 contractorservices@paconvention.com



Pennsylvania  
 Convention Center  
 PHILADELPHIA

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
<b>Additional Information:</b>						

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

1. The above Show Labor is being provided solely in accordance with the terms and conditions contained within PACC/SMG 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/SMG Contractor Services Department office at (215) 418-2032 to request a copy of these documents.
2. PCCA/SMG 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/SMG Contractor Services Department at (215) 418-2032 for further details concerning work rules.
3. 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.
4. The above Service order is strictly for manpower estimating purposes only. The ordering company / contractors are liable for all Show Labor hours worked because 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 2023-24 Labor Rates and 2024-25 Payment Terms.
5. If an advanced payment is required, PCCA/SMG 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. Requested Show Labor must be canceled in writing, twenty-four (24) hours in advance. The contractor is fully responsible for all labor orders that are not cancelled outside of the 24-hour window. The 24-hour window begins 24 hours before the authorized time of the affected call.
8. 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.
9. By signing this form, I approve the labor supplied and all PCCA/SMG 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/SMG 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/SMG will not be considered unless filed by customers issued prior to the closing of show.
- Refunds of over payments will be issued by submitting requests to PCCA/SMG Finance Department within 30 days of closing of final invoice.
- 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 with 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)**

**PRINTED NAME AND TITLE**

**DATE SIGNED**

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