

**AAPG Eastern Section Meeting  
Kalamazoo, Michigan  
September 25 – 29, 2010**



**LABOR SERVICES FORM**

*(Please Type or Print, and Duplicate Form for Your Records)*

NAME OF EVENT: \_\_\_\_\_ BOOTH: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

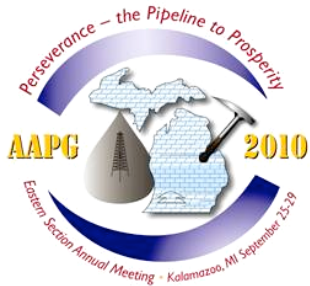
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

***\*All Vendors/ Exhibitors must complete the enclosed Payment Authorization Form.***

***\*All truck/ semi shipments must have their own crew, supplied by the company bringing it, to unload the contents of the truck/ semi or the company will be charged for the hotel staff to unload the truck at \$15.00 per hour with a 1 hour minimum.***

**LABOR SERVICE RATE**

Standard Labor – Set-Up/Tear Down Assistance                      \$15.00/HR (1 HR Minimum)



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**LABOR SERVICE REQUEST**

IN \_\_\_\_\_ Assistance Required at \_\_\_\_\_ (am, pm) on \_\_\_\_\_ (date) for \_\_\_\_\_ hrs.

OUT \_\_\_\_\_ Assistance Required at \_\_\_\_\_ (am, pm) on \_\_\_\_\_ (date) for \_\_\_\_\_ hrs.

SPECIAL REQUIREMENTS:

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AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***\*All requests must be submitted no later than five (5) days prior to event for scheduling purposes.***