

**ADDITIONAL SERVICES  
ORDER FORM**

**JOHN S. KNIGHT CENTER**

**77 EAST MILL STREET, AKRON, OH 44308  
330.374.8900 800.245-4254 Fax 330.374.8825**

EVENT NAME: \_\_\_\_\_  
BOOTH NUMBER: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
**FOR OFFICE  
USE ONLY**      **EVENT ID:** \_\_\_\_\_  
**DATE RECEIVED:** \_\_\_\_\_

**CONTRACTED LABOR: @ \$45.00/hour/ with a four (4) hour minimum**      Hrs.: \_\_\_\_\_      Total: \_\_\_\_\_

**TECHNICAL LABOR: @ \$48.00/hour/ with a four (4) hour minimum**      Hrs.: \_\_\_\_\_      Total: \_\_\_\_\_

Subtotal: \_\_\_\_\_  
6.5% Sales Tax: \_\_\_\_\_  
Grand Total: \_\_\_\_\_

**CREDIT CARD INFORMATION**

**Please complete the attached Credit Card Authorization & Payment Form and submit with your order forms.**

**\*NOTE: The John S. Knight Center needs to have a complete understanding of your Labor requirements in order to meet your expectations.**

**Please contact the Operations Department prior to ordering to review your labor requirements.**

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**AKRON/SUMMIT CONVENTION & VISITORS BUREAU**

The ASCVB is available for hospitality and transportation arrangements.  
Call 330.374.7560 or 800.245.4254

**PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE**