## ADDITIONAL INFORMATION

Task of Forklift & Crew (Install Header, Spot Machinery, etc.):

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Date</th>
<th>Est. Start</th>
<th>Est. End</th>
<th># of Men</th>
<th># of Hrs.</th>
<th>Total Man Hrs.</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td>Straight Time</td>
<td>Monday - Friday, 8:00 am - 4:30 pm</td>
<td></td>
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<tr>
<td>Dismantle</td>
<td>Overtime</td>
<td>Monday - Friday, 4:30 pm - 8:00 am; All day Saturday, Sunday and Holidays</td>
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</tbody>
</table>

### TERMS AND CONDITIONS

- Exhibitors ordering forklift will be assigned a forklift, operator, and crew.
- All rates are hourly with a one-hour minimum.
- A forklift crew usually includes a forklift operator and one laborer; however, determination of crew size is at the discretion of the official service contractor.
- Exhibitors ordering a forklift to assemble displays or for uncrating, unskidding, positioning, and reskidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the workday, i.e. 8:00 am. Exhibitor must check in at the Exhibitor Service Center to pick up forklift ordered; and check out at the Exhibitor Service Center upon the completion of work.
- 5,000lb. maximum capacity. Larger forklift and crane service is available by advance request.
- You will be charged a one-hour minimum labor fee if labor is not cancelled 24 hours prior to start time.

### NOTE:

Exhibitors who wish to allow a display builder or Exhibitor Authorized Contractor to order services on their behalf MUST file a Third Party Authorization form with The Expo Group.

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## CALCULATING YOUR TOTAL

Exhibiting Company: ____________________________  Booth Number: ____________________________

Print Name: ____________________________  Date: ____________________________

Authorizer’s Signature: ____________________________