



- Forklift labor is available for assembly of displays or for uncrating, skidding, positioning, crating of equipment or machinery.
- Orders for forklift will include a forklift, operator, and a crew. A crew consists of a forklift operator and one laborer. The crew size is based on union jurisdiction and there may be situations where the general service contractor, at their discretion, may need to modify or increase the crew size.
- Rates listed below are per hour, whenever possible, all work will be performed on Straight Time (ST) hours.
- Orders received after the deadline date or received without payment will be billed at the standard rates.
- Exhibitors must check-in with TEG Service Desk to confirm they are ready for their labor and return to the TEG Service Desk to sign out the personnel upon completion of work. Failure to pick up personnel at the requested time will result in an assessment of a one (1) hour cancellation charge.
- A one (1) hour minimum will apply and is billed in half (1/2) hour increments thereafter. The hours billed will include the time necessary for workers to report to the booth. Please review and approve hours worked upon checkout.
- Forklift must be cancelled in writing at least two (2) business days prior to the scheduled date to avoid a one (1) hour cancellation charge.
- Dismantle forklift is not available until at least one (1) hour after the show closes. This is to allow for removal of aisle carpet and sufficient time for empty containers to be returned to the booth space.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
OVERTIME: Monday-Friday, 4:30pm-8:00am; All day Saturday, Sunday & Holidays

Order online at cyberservices.theexpogroup.com

FORKLIFT EQUIPMENT AND LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
5,000 lb. Forklift and Crew - ST	_____ @	\$248.75	\$355.50	= _____
5,000 lb. Forklift and Crew - OT	_____ @	\$320.00	\$457.25	= _____
Additional Laborer - ST	_____ @	\$133.00	\$190.00	= _____
Additional Laborer - OT	_____ @	\$207.50	\$296.50	= _____

*NOTE: Forklifts with larger capacity and crane service are available if requested in advance. Prices are quoted upon request and must be requested in advance.

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Please indicate work to be performed: Uncrating Un-skidding Re-skidding of Machinery Header/Booth Work Other (Specify Below)
Please describe the largest piece of equipment to be handled: _____
Weight: _____ lbs. **Size:** _____ x _____ x _____ **Height to be placed:** _____
Exhibitor Show Site Contact (for logistical questions): _____ **Cell Phone #:** _____

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Other work to be performed:	TOTAL _____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____