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Questions about this form?
E-mail us at help@championexpo.com.
Please include name of show.

Rigging & Forklift

Order Deadline:
August 29, 2008

Web 2.0 Expo NY
September 17 - 18, 2008

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

1 Rigging Rates

Exhibitors ordering rigging will be assigned a forklift, operator and crew.
A rigging crew usually includes a forklift operator and two riggers; however, determination of crew size is at the discretion of the official service contractor. Exhibitors ordering rigging to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs (see 2, below).

- **Straight-Time:** 8:00 a.m. to 4:30 p.m., Monday through Friday.
- **Overtime:** Before 8:00 a.m. and after 4:30 p.m, Monday through Friday, and all hours on Saturday.
- **Double-Time:** All day Sunday and observed union holidays, where applicable.
- **Orders placed on show site:** Add 30% to hourly rates.
- **All rates are charged at a one-hour minimum.**

Rates per hour	**Straight Time**	**Overtime**	**Double Time**
Forklift* and operator	$384.00	$450.75	$539.75
Additional rigger	$148.50	$199.75	$231.75

****5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request.***

NOTE: Supervision of all labor is required. Time for workmen to get tools and check in and out at Champion Service Desk will be charged to exhibitor and included in the work order.

2 Order Forklift & Rigging

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m. Twenty-four (24) hour notice is required for cancellation of rigging services. If such notice is not provided, and an order has been placed but not picked up, exhibitor will be charged a one-hour minimum "No-Show" fee. Exhibitor MUST check in at the Champion Service Desk to pick up rigging ordered, and check out at the Champion Service Desk upon completion of work.

Calculate your needs

Installation

	Date	Time	# of Workers	Total Hours	Hourly Rate	Cost
Forklift & Operator				x	x $	= $
Additional rigger(s)				x	x $	= $

(Installation Only) State Sales Tax (8.375%): $

(One-hour minimum) **Total Due:** $

Dismantle

	Date	Time	# of Workers	Total Hours	Hourly Rate	Cost
Forklift & Operator				x	x $	= $
Additional rigger(s)				x	x $	= $

(One-hour minimum) **Total Due:** $

3 Describe Work to be Done

Exhibitor Show Site Contact (available for logistical questions):

Name: _____ Phone/Pager: _____

Help us assess your needs.

- Please describe the largest piece of equipment to be handled:

Weight: _____ lbs. Size: _____ (LENGTH) x _____ (WIDTH) x _____ (DEPTH) Height to be placed: _____

- Please indicate work to be performed:

☐ Uncrating ☐ Unskidding ☐ Reskidding of Machinery
☐ Installation/Dismantling Header ☐ Other *(describe)* _____

Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.