

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

Rigging & Forklift

**Order Deadline:
November 2, 2009**

**Web 2.0 Expo New York
November 18 - 19, 2009**

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

Forklift & Operator

Date	Time	Forklifts & Operators	Total Hours	Hourly Rate	Cost
Installation			x	\$	= \$
Dismantle			x	\$	= \$

Additional rigger(s)

Date	Time	# of Riggers	Total Hours	Hourly Rate	Cost
Installation			x	\$	= \$
Dismantle			x	\$	= \$

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

Exhibitor Show Site Contact (available for logistical questions):

Name: _____ Phone/Pager: _____

3 Describe Work to be Done

Help us assess your needs.

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

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

- Please indicate work to be performed:

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

(*Installation Only) **Sales Tax (8.875%):** _____

Total Booth Labor: _____

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.