

Return to:  
**George Fern Company**  
**Expositions • Corporate Events • Exhibits**  
Nationwide

3752 Crittenden Drive Louisville, Kentucky 40209-1122  
 Telephone: 502.367.0254 Fax: 502.368.0284

**FORKLIFT WITH OPERATOR  
 SERVICE ORDER FORM**

(THIS FORM IS NOT FOR UNLOADING AND RELOADING -  
 SEE DRAYAGE SERVICE)

**DEADLINE** **October 27, 2009**

for return of this form:

**Cancellation:** Cancellation of any portion of labor order within 48 hours of start will be charged 1 hour minimum per man at the applicable hourly rate.

**Late Request:** Request received on-site will be filled as work force is available.

**LABOR WITH FORKLIFT TO RIG IN BOOTH**

If your exhibit includes large header signs, cantilever structures, heavy display components or machinery which cannot be lifted in place by display carpenters, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost to the exhibitor is billed at hourly increments with a one (1) hour minimum. If additional decorators are required, prevailing decorator labor charges will be assessed. If you have forklift questions, please call the George Fern Co. at 502-367-0254. **It is important that exhibit representative check in at service desk to pick up labor ordered.**

**ORDER FOR FORKLIFT FOR IN-BOOTH WORK**

ORDER:	Number of Men Required	Estimated Hours (one hour increments) Each Man	Start Date	Start Time	Estimated Finish Time	Estimated Total Time
(1005) Labor for Installation						
(1007) Labor for Dismantle						

**RATES: ESTIMATED RIGGING LABOR COST FOR ADVANCE PAYMENT**

Charges for forklift are based on prevailing rates for labor and materials. All labor before 8:00 A.M. and after 4:30 P.M. weekdays, all day Saturday, Sunday and holidays will be charged at the Overtime rate. Forklift and operator is billed at hourly rate with a minimum charge of one (1) hour per man, billed in one (1) hour increments. For information and costs related to Labor To Install Displays, Labor To Hang Signs, or Labor For Unloading Services - refer to other forms in this Service Kit.

**INSTALLATION**

\_\_\_\_ # of Fork/operators x \_\_\_\_ # of hours per man x \_\_\_\_ # of days \_\_\_\_ Total straight time hours x \$157.00 / hr. = \_\_\_\_\_

\_\_\_\_ # of Fork/operators x \_\_\_\_ # of hours per man x \_\_\_\_ # of days \_\_\_\_ Total over time hours x \$214.00 / hr. = \_\_\_\_\_

**Add 30% if supervised by George Fern Co. (\$ 50.00 min.)** = \_\_\_\_\_

**DISMANTLE**


\_\_\_\_ # of Fork/operators x \_\_\_\_ # of hours per man x \_\_\_\_ # of days \_\_\_\_ Total straight time hours x \$157.00 / hr. = \_\_\_\_\_

\_\_\_\_ # of Fork/operators x \_\_\_\_ # of hours per man x \_\_\_\_ # of days \_\_\_\_ Total over time hours x \$214.00 / hr. = \_\_\_\_\_

**Add 30% if supervised by George Fern Co. (\$ 50.00 min.)** = \_\_\_\_\_

**NOTE:**  
 Your company is encouraged to carry insurance covering potential damages or loss associated with your display. The George Fern Company will NOT be responsible for damage or loss of display materials. In any case, the liability of the George Fern Company will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

**Yes, I have completed and enclosed the Payment Form**  
 No credit will be given after close of event on items or services ordered, but not received.  
 If you have a problem please see George Fern Co. Service Personnel at the event site prior to opening.

 **Sub Total:** \$ \_\_\_\_\_  
**TOTAL:** \$ **NO TAX ON LABOR** \_\_\_\_\_

Name of Event Aerotech Congress & Exhibition #4-7119-09 Booth# \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Firm Name \_\_\_\_\_ Fax # ( ) \_\_\_\_\_

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

Street City State Zip Code

Print/Type Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_