



In-Booth Forklift & Labor Order Form

T-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Manual.

SAE Small Engine Technology Conference

Midwest Airlines Center • September 9 - 11, 2008

DISCOUNT DEADLINE DATE:

August 18, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- An additional Laborer will be required for all in-booth forklift work for headers exceeding either 16 feet in length or 200 lbs. See additional Laborer Rates on this form.

Important Information & Rates

All exhibitors requesting labor must go to labor dispatch to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move-in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of all labor crews and the order that the requests are confirmed. Upon completion of work an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for labor is one (1) hour per worker and forklift. Equipment and labor thereafter is charged in onehalf (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS: 5000 lb FORKLIFT: \$ 65.65

Forklift w/Operator Per Hour	Rate
Straight Time	\$ 129.40
Overtime	\$ 150.00

Additional Worker Per Hour	Rate
Straight Time	\$ 65.00
Overtime	\$ 99.50

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: Monday through Friday 4:30 PM - 8:00 AM and Saturdays 8:00 AM to 4:30 PM.
- Double Time: All other times and all day on Sundays & Holidays. .
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

A 5% Rental Tax will be added to the price of the Forklift.

A 25% surcharge will be added to the above labor rates for labor ordered at show site.

Please Indicate Service Place Order Here

GES is responsible for the Following:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating | <input type="checkbox"/> Unskidding | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Reerating |
| <input type="checkbox"/> Reskidding | | |

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

1. Total Labor Ordered	\$
2. 5% Forklift Rental Tax	\$
3. Payment Enclosed	\$

Authorized Signature: X

AUTHORIZED NAME - PLEASE PRINT	DATE
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