

In-Booth Forklift Order Form

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PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOUR NEEDED.

TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOUR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labour 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.

IMPORTANT INFORMATION & RATES

Starting time can be guaranteed only when labour is requested for the start of the working day at 8 AM. All exhibit labour for 8 AM starting times will be dispatched to booth space. Confirm labour and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the service desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the service desk and approve the work order. Equipment and labour cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "NO SHOW" charge per worker and forklift will apply.

The minimum charge for labour and equipment is one (1) hour per worker and forklift. Equipment and labour thereafter is charged in half (1/2) hour increments. GRATUITIES IN ANY FORM, INCLUDING CASH GIFTS, OR LABOUR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES. GES requires the highest standards of integrity from all employees. Please call our office at the above number to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labour and materials costs.

HOURLY RATES		Forklift & Driver		Labourers	
		Discount \$	Regular \$	Discount \$	Regular \$
Straight Time	Between 8:00 AM and 4:00 PM Weekdays	\$ 105.00	\$ 147.00	\$ 70.00	\$ 105.00
	Before 8:00 AM and after 4:00 PM Weekdays and all day Saturdays, Sundays and Holidays.	\$ 147.00	\$ 179.00	\$ 105.00	\$ 147.00
Over time	8' High				

PLEASE INDICATE SERVICE

PLACE ORDER HERE

GES IS RESPONSIBLE FOR THE FOLLOWING:

- ☐ Uncrating
- ☐ Unskidding
- ☐ Positioning
- ☐ Leveling
- ☐ Dismantling
- ☐ Recrating
- ☐ Reskidding

SCHEDULE DATES	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	LABOUR RATE	TOTAL
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$
	AM	AM			\$
	PM	PM			\$

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

EXHIBITOR MUST BE PRESENT TO SUPERVISE

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.

Notes:		TOTAL OF ALL ITEMS ORDERED: \$	
		5% GST: \$	
		PAYMENT ENCLOSED: \$	

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COMPANY NAME	EMAIL ADDRESS	BOOTH #
AUTHORIZED SIGNATURE	AUTHORIZED CONTACT	DATE
X		

SAVE TIME WITH GES ON-LINE ORDERING AT www.gesexpo.ca