

IN-BOOTH FORKLIFT LABOR ORDER FORM



SMG Exposition Services

355 Plaza Drive • Secaucus, NJ 07094
201.330.8227 • Fax: 201.330.1586

*SupplySide East International
Trade Show and Conference
April 28 & 29, 2009
Meadowlands Exposition Center*

Advance Order Deadline **APRIL 17, 2009**

Method of Payment Form must accompany Order

Company Name: _____ Booth # _____

Contact Name: _____ Phone # _____

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 re-skidding equipment or 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 and assistant.

IN-BOOTH FORKLIFT & LABOR

		Forklift & Crew	Extra Assistant
Straight Time	8:00am to 4:30pm, Monday - Friday	\$354.75	\$127.88
Overtime	All other times and Saturdays	\$451.55	\$166.93
Double Time	Sundays and Holidays	\$628.93	\$205.98

One hour minimums apply for crews and extra assistants; thereafter, charges are assessed at 1/2 hour increments.

Start time guaranteed only when labor is requested for the start of the working day at 8:00am.

Supervisor must check in at SMG Exposition Services Service Desk to pick-up labor.

Upon completion, the Supervisor must return crew to SMG Exposition Services Service Desk and approve the work order.

Labor must be cancelled in writing, **24 hours in advance** to avoid one (1) hour cancellation or no-show fee per crew and/or worker.

Invoice will be calculated according to actual hours worked.

INSTALLATION LABOR

Description	Date	Start Time	# of Equip./Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-total	
						8.625% Tax	
						Total	

DISMANTLE LABOR

Description	Date	Start Time	# of Equip./Person	Approx Hrs per Person	Total Hours	Hourly Rate	Estimate Total
						Sub-total	
						Total	