champion exposition services
139 Campanelli Drive, Middleboro, MA 02346
Phone 800-723-1123
Outside US 001-508-923-5200
Fax 508-946-1019
www.championexpo.com

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

Rigging & Forklift

Order Deadline:
January 19, 2009

DesignCon 2009
February 3 - 4, 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, 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**
Forklift* and operator	$281.00	$386.00
Additional rigger	$ 73.00	$123.75

****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

	Date	**Time**	**Forklifts & Operators**	**Total Hours**	**Hourly Rate**	**Cost**
Forklift & Operator						
Installation				x	x $	= $
Dismantle				x	x $	= $
	Date	**Time**	**# of Riggers**	**Total Hours**	**Hourly Rate**	**Cost**
Additional rigger(s)						
Installation				x	x $	= $
Dismantle				x	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: LENGTH x WIDTH x DEPTH Height to be placed:

- Please indicate work to be performed:

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

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.