



In-Booth Forklift & Labor Order Form

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RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

DISCOUNT DEADLINE DATE:

January 8, 2007

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.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor 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 labor and equipment is one (1) hour per worker and equipment. All equipment and labor is charged in one (1) hour increments per worker and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY PDC/GES.** PDC/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.

DISCOUNT LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:		FORKLIFT W/OPERATOR	EXTRA LABORER(S)
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 150.00 per hour	\$ 82.50 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 210.00 per hour	\$ 154.00 per hour

REGULAR LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:		\$ 195.00 per hour	\$ 107.25 per hour
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 273.00 per hour	\$ 200.25 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays		

Please Indicate Service	Place Order Here
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- **PDC/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"/> Recrating |
| <input type="checkbox"/> Reskidding | | |

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
	AM PM	AM PM				\$
	AM PM	AM PM				\$
	AM PM	AM PM				\$
	AM PM	AM PM				\$
I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.						1. Total Labor Ordered
Authorized Signature: X						2. Payment Enclosed
AUTHORIZED NAME - PLEASE PRINT					DATE	

Please estimate the number of forklifts and/or workers and hours per forklift and/or worker needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required. Invoice will be calculated according to actual hours worked.