



<b>Rigging Labor Order Form</b>	<b>Return Deadline: December 19, 2011</b>
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**Order Rigging Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.**

**PLEASE NOTE:** Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function. However, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders after 8:00 AM will be assigned after finishing earlier requests. Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

<b>Rigging Labor Rates</b>	<b>Rigging Crew consists of one Rigger and one Equipment Operator</b>	
	<b>Straight Time</b> 8:00 am to 4:30 pm Monday through Friday	<b>Overtime</b> After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday
<b>Rigger</b>	\$ 42.00 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 63.00 per hour, one hour minimum, per worker, thereafter ½ hr. increments
<b>Fork Lift with Operator</b> Up to 5,000 lbs. Capacity	\$ 129.15 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 193.73 per hour, one hour minimum, per worker, thereafter ½ hr. increments.
<b>Over 5,000 lbs.</b>	Quoted upon Request	

	Dates Required (circle all that apply):	Service Required	Time Requested	Estimated # of Hours Per Crew	Estimated Amount
<b>ERECT</b>	Thursday, January 5th				\$
<b>DISMANTLE</b>	Saturday, January 7th (overtime)				\$
<b>TOTAL AMOUNT →</b>					<b>\$</b>

# of Pieces to be Spotted: \_\_\_\_\_ Heaviest Pieces: \_\_\_\_\_

**Payment Policy:** Credit Card information must be on file for all rigging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

**Cancellation Policy:** Rigging labor service orders cancelled before the return deadline will be refunded at 100%. Cancellation of any advance order for rigging labor or material handling equipment must be at least 24 hours in advance. Rigging labor service orders cancelled after move-in begins will be charged a one hour minimum per worker.

Name of Event:	<b>SE Regional Fruit &amp; Vegetable Conference</b>
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: