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FORKLIFT SERVICE

ADVANCE PRICE DEADLINE:
 October 4, 2017

Wisconsin State Music Conference 2017
Monona Terrace, October 26 - 27, 2017

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 Rigger Foreman and forklift with an operator.

IMPORTANT INFORMATION AND RATES

All exhibitors requesting labor must go to the Valley Service Desk to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. Valley reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to the Valley Service Desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per work and equipment ordered.

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

Straight Time : 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday; All day Saturday
Double Time: All day Sunday and Holidays

Advance Labor Rates		
Straight Time	Overtime	Double Time
\$ 204.90 Per Hour	\$ 307.35 Per Hour	\$ 409.80 Per Hour
Onsite Labor Rates		
Straight Time	Overtime	Double Time
\$ 266.40 Per Hour	\$ 399.60 Per Hour	\$ 532.80 Per Hour

PLACE ORDER HERE

Please estimate the number of forklifts and/or workers and hours per forklift and/or work needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

INSTALLATION

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
Describe work to be done:					Total	

DISMANTLE

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
Describe work to be done:					Total	

Exhibiting Company Name: _____

Booth Number(s) _____

