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 www.valleyexpodisplays.com  
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM  
 FAX: 815.873.1544

**FORKLIFT SERVICE**

**Wisconsin State Music Conference 2018  
 Monona Terrace, October 25 - 26, 2018**

ADVANCE PRICE DEADLINE:  
 October 2, 2018

**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 within your booth.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift up to 5,000lbs with an operator. Please call for quote if forklift over 5,000lbs is required.

**Forklift time required to move freight to and from the dock to your booth is included in the freight handling charges, refer to Advance or Direct order forms for further information**

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 in 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 event. 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 worker 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. All rates are subject to change if necessitated by increased labor and material costs.

**Important Information & Rates**

Description	Advance Rate (per hour)	Floor Rate (per hour)
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 211.05	\$ 274.40
<b>Overtime</b> - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 316.57	\$ 411.60
<b>Double time</b> - All day Sunday and holidays	\$ 422.10	\$ 548.80

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth

**Hours of Operation**

Move In Dates & Times

10/24/2018; 3:00PM-9:00PM

Move Out Dates & Times

10/26/2018; 3:00PM-7:30PM

**Required Information**

Does the weight exceed 5,000lbs  No  Yes, \_\_\_\_\_ total weight

Is there any special handling equipment required to lift materials, i.e. extended forklift blades, special slings, etc.?  No  Yes  
 please describe needs:

INSTALLATION						
Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
Please Indicate Service to be provided: <input type="checkbox"/> Uncrating <input type="checkbox"/> Leveling <input type="checkbox"/> Unskidding <input type="checkbox"/> Positioning <input type="checkbox"/> Exhibit Construction (describe work below) <input type="checkbox"/> Other						Total
Other: Please describe work						

DISMANTLE						
Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
Please Indicate Service to be provided: <input type="checkbox"/> Recrating <input type="checkbox"/> Dismantling <input type="checkbox"/> Recrating <input type="checkbox"/> Other						Total
Other: Please describe work						