Wisconsin State Music Conference 2019  
Monona Terrace, October 24-25, 2019

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 a forklift must go to the Valley Service Desk to confirm forklift requests. All forklift crew 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 forklift calls based upon availability of forklift 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. Forklift orders cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the forklift 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 forklift crew is one (1) hour per worker and forklift. Forklift rental 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

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate (per hour)</th>
<th>Standard Rate (per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time - 8:00 AM and 4:30 PM on weekdays</td>
<td>$ 217.40</td>
<td>$ 282.65</td>
</tr>
<tr>
<td>Overtime - before 8:00 am and after 4:30 pm on weekdays and all day Saturday</td>
<td>$ 326.10</td>
<td>$ 423.97</td>
</tr>
<tr>
<td>Double time - All day Sunday and holidays</td>
<td>$ 434.80</td>
<td>$ 565.30</td>
</tr>
</tbody>
</table>

### Hours of Operation

Move In Dates & Times  
10/23/2019; 3:00pm-9:00pm

Move Out Dates & Times  
10/25/2019; 3:00pm-7:30pm

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

### 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

<table>
<thead>
<tr>
<th>Schedule Date(s)</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Total # of Hours</th>
<th>Total # of Forklifts</th>
<th>Labor Rate</th>
<th>Total</th>
</tr>
</thead>
</table>

Please Indicate Service to be provided:

- Uncrating
- Leveling
- Unskidding
- Positioning
- Exhibit Construction (describe work below)
- Other

Other: Please describe work

### DISMANTLE

<table>
<thead>
<tr>
<th>Schedule Date(s)</th>
<th>Schedule Start Time</th>
<th>Schedule End Time</th>
<th>Total # of Hours</th>
<th>Total # of Forklifts</th>
<th>Labor Rate</th>
<th>Total</th>
</tr>
</thead>
</table>

Please Indicate Service to be provided:

- Recrating
- Dismantling
- Recrating
- Other

Other: Please describe work