IN-BOOTH FORKLIFT & FORKLIFT LABOR ORDER FORM
Deadline for discount: 02-04-2014

E Z EXPO SERVICES
440 E. BONITA AVE. POMONA CA 91767
909-624-1697 FAX: 909-626-6589
email: julio**@sprezrents.com**

Company Name_____ Booth # _____

Labor & Equipment Rates
Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning, and reskidding equipment and machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighting 200 pounds or more. ***If you require a forklift, a crew will be assigned consisting of a forklift with an operator. Additional workers may be required depending on the nature of the work being performed. If you do not require a forklift, use the Exhibit Installation and Dismantle form to order your exhibit labor.***

Hourly Rate Times		Forklift w/Operator	Worker
Straight	8:00AM to 4:30PM weekdays	$100.00	$71.00
Overtime	Before 8:00AM and after 4:30PM weekdays and all day on weekends	$130.00	$108.00

• **5,000 lb. Maximum capacity. LARGER FORKLIFT AND CRANE SERVICE AVAILABLE BY ADVANCE REQUEST.**

The minimum charge for labor is one (l) hour per worker. Gratuities in the form of labor hours for work not actually performed prohibited and will not be honored by E Z Expo services. All rates are subject to change if necessary by increased labor and material costs. If exhibitor fails to use the workers at the time confirmed, a one-hour "No Show" charge will apply per worker.

Order
Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8:00 AM. Confirm labor and forklifts by 2:00 PM the day before date requested. Please have a representative pick up the crew at the EZ Service Desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the EZ Service Desk and approve the work order.

We will need:	Date	Time (AM) (PM)	No. of Fork Lift Crews	No. of Extra Workers
____Installation	_____	_____	_____	_____
____Dismantling	_____	_____	_____	_____

*Allow time for return of empty containers

Describe work to be done:_____
_____

Calculation of Order
Full payment must be received by the deadline date to guarantee forklifts and workers. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

Number of crews and/or workers needed x hours per worker = _____ Total Estimated Hours
Total Estimated Hours x Rate(s) = _____ Total Estimated Payment

It is not necessary to order forklift labor for unloading freight (see Material Handling Order Form).

SUBTOTAL FOR IN-BOOTH FORKLIFT & LABOR ORDER FORM $ _____
Yes, I have completed and enclosed along with this order the Payment Policy Form