



# FORKLIFT AND RIGGING ORDER FORM

Please Mail or Fax Completed Form to: AEX Convention Services  
 3089 English Creek Ave., Egg Harbor Township, NJ 08234  
 Fax: (609) 272-1680 • Phone: (609) 272-1600  
 Email: [Orders@aexservices.com](mailto:Orders@aexservices.com)

**Show Name:** ATLANTIC BUILDERS CONVENTION 2019

**Show Dates:** APRIL 3-4, 2019

**Deadline Date To Receive Discounted Rates:** MARCH 20, 2019

**ONLY USE THIS FORM FOR HEAVY OR LARGE ITEMS THAT MUST BE EXACTLY PLACED WITHIN YOUR EXHIBIT WITH THE USE OF A FORKLIFT**

(e.g. large header signs, cantilever structures, heavy display components or machinery which cannot be manually lifted in place)  
**Please complete the Material Handling Form for unloading and moving freight to your booth.**

**PLAN A: PROFESSIONALLY SUPERVISED INSTALLATION AND DISMANTLING**

**LET US DO THE WORK FOR YOU - YOU WALK AWAY!**

- Supervision by our professionals
- Installation and dismantling by experienced laborers
- Materials prepared for shipment to next destination
- Empties stored during event
- Shipping labels provided

Please forward detailed instructions, blueprints or photos and complete the supervised installation and dismantle information sheet. Our cost for this service is 35% of your total labor bill (\$35.00 minimum). This service provides our expert supervision and saves the expense and productive time of your own personnel. Please note: Our liability for damages, for whatever reason, is limited to our billed cost for supervision.

**PLAN B: EXHIBITOR'S SUPERVISION**

- Installation and dismantling by experienced laborers
- Empties stored during event

For those using Plan B, on the day and time that you have requested labor, please report to the AEX Convention Services Desk to pick-up and sign out your labor crew. You will be charged a one hour minimum per crew ordered if you do not report to the Service Desk at the time you have requested labor. The labor crew will not be sent to your booth without being signed out. Upon completion of their work, you are required to accompany the laborers back to the AEX Convention Services Desk and sign them in. All exhibitors ordering labor will be billed a one-hour minimum for each person ordered unless a written cancellation order is received by 11:00 am the day before the labor is supplied. It is not necessary to order labor for unloading freight (see Material Handling Order Form). ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR'S REPRESENTATIVE.

LABOR RATES: 1 HOUR MINIMUM PER CREW, 1 HOUR INCREMENTS THEREAFTER

	<b>Discount</b>	<b>Standard</b>
Straight time (8:00 am to 4:30 pm, Monday through Friday):	\$378.25 hr/crew	\$529.50 hr/crew
Overtime (Anytime Saturday or Sunday and Weekdays 4:30 pm to 8:00 am):	\$567.50hr/crew	\$794.50 hr/crew
Double Overtime (Anytime on Holidays):	\$756.50 hr/crew	\$1,059.00 hr/crew

Starting time can be guaranteed only in those instances where workers are requested for the start of the working day (8:00 am). Please indicate service desired by checking either Plan A or Plan B. If no plan is indicated, labor cannot be assigned until exhibitor's representative reports to the service desk.

	# of Rigging Crews	Start Date	Start Time	Estimated Finished Time	Estimated Hours	Rate	AEX Supervision	Estimated Total Cost
Installation							35%	
Dismantle								

Dismantle - you will be charged for the same estimated hours and number of laborers for dismantle. In the event less chargeable time is used, we will credit you following the close of the show.

SUBTOTAL ESTIMATED FORKLIFT AND RIGGING CREW ORDER: \$ \_\_\_\_\_

YES, I have completed and enclosed the Authorization and Agreement to Terms and Conditions Form and I understand that all orders are subject to New Jersey State Sales tax 6.625%

Company Name: \_\_\_\_\_ Booth#: \_\_\_\_\_