



IN-BOOTH FORKLIFT ORDER FORM

All orders are governed by the GES Payment Policy and GES Terms & Conditions specified in this Exhibitor Services Manual.

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The Green Living Show 2020
 Metro Toronto Convention Centre - North, Halls A/B
 March 13 - 15, 2020



Exhibiting Company Name	Booth Number
Name of Primary Contact	Phone
	Email

STEP 1 - ORDER IN-BOOTH FORLIFT SERVICE

In-Booth Forklift service may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery. This service is required for placing equipment and materials weighing 200lbs. or more. Service includes a GES supplied forklift & operator.

Straight Time: Monday - Friday from 8:00am - 4:00pm

Over Time: Monday - Friday from 4:00pm - 6:00pm. Saturday - Sunday from 8:00am - 4:00pm

Double Time: Monday - Friday after 6:00pm. Saturday - Sunday after 4:00pm. All holiday hours.

ITEM CODE	DESCRIPTION	STANDARD PER HOUR	ON-SITE PER HOUR	# of WORKERS		# of HOURS		TOTAL
IBIRFL / IBORFL	Straight Time - Install and/or Dismantle	\$280.00	\$364.00	x		x		
IBIOTFL / IBOOTFL	Over Time - Install and/or Dismantle	\$336.50	\$437.50	x		x		
IBIDTFL / IBODTFL	Double Time - Install and/or Dismantle	\$397.50	\$517.00	x		x		

STEP 2 - INDICATE THE SERVICE

Exhibitor Supervision: As the Exhibitor, you are required to be present in the booth at all times when work is being completed. **Scheduling a date and time is necessary.** Exhibitor assumes the responsibility and any liability arising for the work performed by labour under the Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Exhibitor Supervised Labour (exhibitor must be present).
 Please estimate: a) the number of workers needed b) the number of hours required per worker.
 Show Site Contact: _____ Phone Number: _____

As part of this service, I will require GES to provide the following type(s) of work: **(circle all that apply)**

Uncrating
Unskidding
Positioning
Leveling
Dismantling
Recrating
Reskidding

Dates	Start Time	End Time	# of Workers

Dates	Start Time	End Time	# of Workers



GES Terms & Conditions

- Orders placed at show site will be completed on a first-come first-served basis.
- Starting time can be guaranteed only when labour is requested for the start of the working day.
- All labour scheduled for the start of the working day will be dispatched directly to the booth. For all other start times, please check-in at the GES Service Desk 1/2 hour (30 minutes) before the start time requested.
- GES reserves the right to change labourers and/or rates as shifts change.

- The minimum charge for labour is one (1) hour per worker.
- The final invoice will be billed according to actual hours worked, relative to the original estimate and based upon the date received.
- All claims or discrepancies must be settled within one (1) week of show closing.
- Uncancelled labour will be charged a minimum fee of one (1) hour per worker.
- Gratuities, in any form, are prohibited.
- **GES' Limits of Liability & Responsibility apply to this service.**
- **Order must be submitted with a completed "Credit Card Authorization Form" (available in this manual)**

TOTAL AND SIGN

Please Sign I agree in placing this order that I have accepted the GES Payment Policy and the GES Terms & Conditions.

X _____
 Authorized Signature

Sub-Total for Items Above

Authorized Name (please print) _____ Date _____

All funds listed in Canadian dollars.
 HST # 104060264RT0001

Cancellation Policy: Uncancelled labour will be charged a minimum fee of one (1) hour per worker. All claims or discrepancies must be settled within one (1) week of show closing.