

BANNER, FORKLIFT & RIGGING LABOR ORDER FORM

Order rigging labor only if you need to assemble, move, un-skid, relocate, unpack, heavy equipment after it has been delivered to your booth.

Note: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6' tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function. However, any additional movement of un-skidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the stat of the day will be provided at 8:00 AM. Any orders after 8:00 AM will be assigned after finishing earlier requests.

Exhibitors must verify any rigging labor and material handling equipment orders on the floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for rigging labor or material handling equipment must be at least 24 hrs. in advance.

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00 AM to 4:30 PM weekdays and all hours on Saturday and Sunday, double time on holidays.

STANDARD BANNERS

Horizontal Length	10'	11' - 20'	21' - 30'	31' wide or more
Price per Banner	\$150.00	\$300.00	\$450.00	Call for Details
Amount to Order				

RIGGING LABOR

Rigger	\$500.00	Charged per point
Amount to Order		

FORKLIFT

Forklift	\$75.00	Per Hour (With operator up to 3,100 lbs. capacity)
Amount to Order		

PLEASE FILL OUT WITH YOUR CONTACT INFORMATION

Event Name: <input style="width: 90%;" type="text"/>	Company Name: <input style="width: 90%;" type="text"/>
Phone Number: <input style="width: 98%;" type="text"/>	
Email: <input style="width: 98%;" type="text"/>	
Installation Date & Time: <input style="width: 45%;" type="text"/>	Booth / Room # <input style="width: 40%;" type="text"/>

CREDIT CARD INFORMATION

I

- ▶ Authorize the Doubletree by Hilton Miami Airport & Convention Center to charge my credit card account for the order above.
- ▶ Order is subject to 7% Tax
- ▶ On the floor orders will incur in a 75% surcharge fee

Credit Card #

Master Card AMEX Visa Discover Other

Expiration CCV

Signature Date

PLEASE EMAIL YOUR ORDER (7) BUSINESS DAYS BEFORE EVENT START DAY:

kescobar@doubletreemacc.com

&

emadera@doubletreemacc.com