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FORKLIFT & LABOR ORDER FORM

Payment Policy: Full estimated payment must be received prior to show move-in to guarantee forklift & workers. Please use the formula above to calculate your advance payment. Final invoicing will be done from the actual hours worked.

Exhibiting Company Name:	Telephone#:	Booth#:
Billing Address:	Fax#:	
City/State/Zip:	Authorized By:	
Show Name: CCA GLOBAL 2026 WINTER CONVENTION		

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 weighing 200lbs or more. **If you require a forklift, a crew will be assigned consisting of a forklift with an operator and 1 worker(s).** If you do not require a forklift, order the number of workers required.

HOURLY RATES	Weekdays and All Day	Forklift/Operator	Additional Labor
Straight Time	8:00am to 4:30pm Weekdays	\$249.00	\$149.00
Overtime	4:30pm to 12:00am M-F & 6:00am - 12:00am Sat. & Sun.	\$324.00	\$224.00

*5000lbs maximum capacity. LARGER FORKLIFT AND CRANE SERVICE IS AVAILABLE UPON REQUEST

The minimum charge for labor is one (1) hour per worker. Gratuities in the form of labor hours for work not actually performed are prohibited and will not be honored by MC². All rates are subject to change if necessitated by increased labor and material

Order

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8:00am. Confirm labor and forklifts by 2:30pm the day before date requested. Please have a representative pick up the crew at the Service desk and supervise the work to be done. Upon completion, the exhibitors representative will return the crew to the Service desk and approve the work order.

We Will Need:

- ☐ Installation
☐ Dismantle

*

Date	Time (AM) (PM)	No. of Forklift Crews	No. of Extra Workers

*Allow time for return of empty containers

Describe work to be done:

Number of Crews and/or Workers Needed x Hours Per Worker = TOTAL ESTIMATED HOURS
TOTAL ESTIMATED HOURS X RATE = PAYMENT

TOTAL PAYMENT ENCLOSED

THE MC2 CHECK/CREDIT CARD AUTHORIZATION MUST BE FILLED OUT BEFORE THIS ORDER CAN BE PROCESSED