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**ORDERING DEADLINE: June 10, 2024**

EVENT ID: **5428**

**EVENT NAME** GeoConvention **DATES** June 17-19, 2024

**Exhibiting Company:** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Booth Size** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**ON-SITE CONTACT NAME & CELL NUMBER:** \_\_\_\_\_

**IMPORTANT INFORMATION**

\* **THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT.**

\* Exhibitor, his agent, or representative must supply sufficient man power including competent and authorized supervisors to manage and control the exhibition installation activity, to assemble display, or when uncrating, positioning, and reskidding equipment and machinery.

\* The exhibitor, his agent, or representative, upon signing this order form, covenants and agrees to indemnify and hold harmless Global Convention Services Ltd. from and against all claims, demands, charges, losses or damage, arising or alleged to arise, directly or indirectly, or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent, or representative are legally responsible. Global Convention Services Ltd. is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Global Convention Services Ltd.

\* If you require a forklift, a driver will be assigned to operate the forklift.

\* 5000 lb. maximum capacity. Larger forklift and crane service is available by advance request and additional cost.

\* Start time can be guaranteed only when forklift is requested for the start of the work day at 8:00 AM.

\* **Exhibitor must check forklift/driver in and out at Global service desk.**

\* Equipment and labor cancelled without a 48 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and forklift will apply.

\* Minimum charge for labor and equipment is one (1) hour per worker and equipment. Equipment and labor thereafter is charged in half (1/2) hour increments per worker and equipment.

**ESTIMATED INSTALLATION REQUIREMENTS**

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$175	
			X			\$175	

Contact office for weekly forklift rental quote & scissor lift rental quote.

**ESTIMATED INSTALLATION**

**ESTIMATED DISMANTLE REQUIREMENTS**

Date(s) Required	Start Time	# of Forklifts	X	# of Hours Each	Total Hours	Hourly Rate	Total
			X			\$175	
			X			\$175	

Contact office for weekly forklift rental quote & scissor lift rental quote.

**ESTIMATED DISMANTLE**

**SUMMARY OF IN-BOOTH FORKLIFT & DRIVER**

\$ \_\_\_\_\_

Carry this total to Method of Payment form

**IN-BOOTH FORKLIFT & DRIVER**