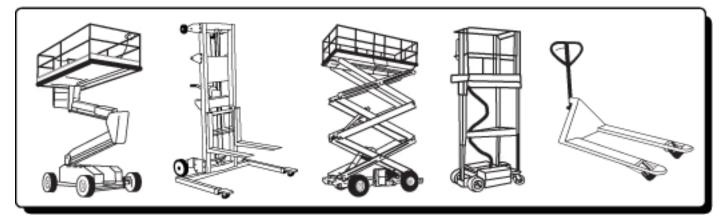


ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters.

ALL LIFTS, SCOOTERS, AND MOTORIZED EQUIPMENT MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. Genesis equipment is for use by Genesis employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.



MATS #79-2023 Highlift & Rigging Labor Order Form - Page 1 of 2

Discount Deadline Date: Wednesday, March 8, 2023

Telephone: 502.266.5101 Fax: 502.266.5102 Email: orders@gen-expo.com

Cancellation: Cancellation within 48 hours of scheduled start will be charged a 1-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing. Late Request: Requests after deadline will be filled as available.

Labor Policies, Terms & Conditions

If your exhibit includes overhead signs, lighting, or other fixtures that require hanging from the ceiling, you will require a highlift and operator for your installation and dismantle. The highlift comes with one operator. Please complete the attached Overhead Hanging Information Fact Sheet to show placement as well as provide particulars of your overhead hanging properties. NOTE: Your company is encouraged to carry insurance covering potential damages or loss associated with your display. Genesis Exposition Services assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by Genesis provided labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by Genesis labor under Exhibitor's supervision. In any case, the liability of Genesis Exposition Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Straight Time	Monday - Friday, 8:00 a.m 5:00 p.m.				
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays. In addition, any hours worked on non-published move-in / move-out days will be charged at overtime, with a 5-hour minimum charge.				
There is a 1 hour minimum charge per highlift w/operator ordered with billing in 1 hour increments thereafter					

There is an 8-hour minimum charge per Rigger ordered, with billing in 1-hour increments thereafter, in addition to the cost of the hightlift w/operator for actual hours used. Exhibit representative must check in at service desk to pick up labor, as well as check the labor back in at the service desk upon completion of work.

Failure to pick up labor at time requested will result in a 1-hour per highlift w/operator no-show charge and an 8-hour minimum no-show charge per rigger.

Every attempt will be made to provide labor at the time requested, however, start time guaranteed only at start of work day

Any highlift and/or rigging labor requested to be performed on day prior to show opening, cannot be guaranteed to be performed on straight time.

Exhibitor is responsible for rental costs of any hanging sign hardware/rigging materials required, as determined at time of installation.

	Labor Rates		
Item	Item Description	Straight Time	Overtime
1051	Customer Supervised - Install - Highlift w/Operator - for standard overhead hanging signs, lighting or other fixtures	\$425.00 per hr.	\$600.00 per hr.
1053	Customer Supervised - Dismantle - Highlift w/Operator - for standard overhead hanging signs, lighting or other fixtures	N/A (Sat./Sun. Dismantle)	\$600.00 per hr.
1021	Customer Supervised Install - Rigger - only required for overhead signs, lighting, truss or other fixtures requiring mechanical hoists or chain motors due to size or weight. There is an 8-hour minimum per rigger, in addition to cost of highlift w/operator for hours used.	\$150.00 per hr.	\$300.00 per hr.
1023	Customer Supervised Dismantle - Rigger - <u>only</u> required for overhead signs, lighting, truss or other fixtures requiring mechanical hoists or chain motors due to size or weight. There is an 8-hour minimum per rigger , in addition to cost of highlift w/operator for hours used.	N/A (Sat./Sun. Dismantle)	\$300.00 per hr.
1052	Genesis Supervised - Install - Highlift w/Operator - for standard overhead hanging signs, lighting or other fixtures	\$553.00 per hr.	\$780.00 per hr.
1054	Genesis Supervised - Dismantle - Highlift w/Operator - for standard overhead hanging signs, lighting or other fixtures	N/A (Sat./Sun. Dismantle)	\$780.00 per hr.
1025	Genesis Supervised - Install - Sign Assembly Labor - (2-person minimum) Must complete and return all requested documents listed on both the "Genesis Supervised Labor Information Factsheet" & the "Hanging Sign Information Factsheet".	\$120.00 per hr. / p.p.	\$240.00 per hr./ p.p.
1027	Genesis Supervised - Dismantle - Sign Assembly Labor - (2-person minimum) Must complete and return all requested documents listed on both the "Genesis Supervised Labor Informantion Factsheet" & the "Hanging Sign Information Factsheet".	N/A (Sat./Sun. Dismantle)	\$240.00 per hr./ p.p.
****	All Genesis Supervised labor orders must be submitted with completed Genesis Supervision Factsheet		

					Labor (Order & C	Calculation	of Costs	
	Item #	Date	Day of	Time	# of Men	Est.	Est.	Total Hours x Rate	Estimated
		Requested	Week	Requested	Requested	S/T hrs.	O/T hrs.	$(\ # of lifts w/Op. x \ # of Hrs. = \ Total Hours x Rate)$	Cost
npe	1051	1/2	Fri.	AM	1	2	1	2 Total S/T Hours x \$ 425.00	=\$ 850.00
Exal	1051	1/2	<i>F T l.</i>	J PM			1	1 Total O/T Hours x \$ 600.00	=\$ 600.00
				AM				Total S/T Hours x \$	= \$
				PM				Total O/T Hours x \$	= \$
				AM				Total S/T Hours x \$	= \$
				PM				Total O/T Hours x \$	= \$

(If you have more than two labor orders, please use the "Additional Labor Request Form" attached.)

Supervisor will be:	Subtotal = \$				
Cell Phone:	Copy this subtotal to the <i>Payment Authorization Form</i>				
<u>Payment Policy</u> : Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above orders received before the deadline date without payment will be charged at the standard rates.					
Yes, I have reviewed the <i>Payment Policy</i> and enclos All orders are subject to the terms and conditions as					
Company Name	Phone				
Street Address	Fax				
City / State / Zip	Print Name				
Email	Signature Date				



MATS #79-2023 Overhead Hanging Sign Information Factsheet - Page 2 of 2

Discount Deadline Date: Wednesday, March 8, 2023

Only when provided the complete information requested below, will we be able to install your overhead hanging sign properties. This form must be completed and submitted prior to the deadline date in order to ensure that your properties can be installed. Facility limitations and other exhibitors requirements may dictate restrictions to what may be hung overhead. Lack of this information may result in costly delays such as overtime installation, or no installation, for which we will not be held responsible.

Har	nging Prope	erties Facts			
Shipping Information: Advance Direct to	Show				
Type of Sign (Complete separate form for each type	of sign)	# of feet from floor to top of sign:			
Banner Structural Signage Truss	Systems				
Shape of Sign:		Does your signage require electrical: 🔲 Yes 🔲 No			
 Square Rectangle Triangle Circle Other 		(if yes, please complete the Electical Service Order Form)			
Dimensions & Weight of Sign:		Does your sign require assembly by Genesis? 🔲 Yes 🔲 No			
Width: Length: Heig	;ht:	Please provide engineer approved assembly and hanging			
Weight: # of Structural Pick Poin	its:	instructions. Genesis assumes no liability for any claims			
Pounds @ each point:		arising out of the the installation of any sign without approved drawings.			
Required Inst	allation / Di	ismantle Information			
Please use this grid to show placement of your hanging properties. To use this grid: 1. Use bold lines to indicate the outside of your booth. 2. List dimensions for your booth, as well as your hanging items. 3. Indicate the adjacent booth num- bers to show proper orientation.		FH (Indicate Adjacent Booth or Aisle Number:) I			
<u>Payment Policy:</u> Advance Discount: To obtain the discount orders received before the deadline date without payment will be o		with full payment must be received by the deadline date published above. Any and rates.			
Yes, I have reviewed the <i>Payment Policy</i> and enclosed the All orders are subject to the terms and conditions as outline		Booth Number:			

Company Name	Phone	
Street Address	Fax	
City / State / Zip	Print Name	
Email	Signature Date	



Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

MATS #79-2023 Additional Labor Request Order Form

Discount Deadline Date: Wednesday, March 8, 2023

Cancellation: Cancellation *within 48 hours* of scheduled start will be charged a 1-hour minimum per man at the applicable hourly rate. Cancellations must be received in writing. **Late Request:** Requests after deadline will be filled as available.

The Additional Labor Request Order Form is to be used as a continuation of your labor requests from one of the prior labor order forms. For labor codes, pricing, policies, terms and conditions, please refer to the appropriate form. If you require more than twelve labor orders, copies of this form are acceptable.

	Labor Order & Calculation of Costs								
	Item #	Date Requested	Day of Week	Time Requested	# of Men Requested	Est. S/T hrs. per person	Est. O/T hrs. per person	Total Hours x Rate (# of ppl. x# of Hrs. = Total Hours x Rate)	Estimated Cost
Example	1017	1/2	Fri.	3 AM	2	2	1	4 Total S/T Hours x \$ 92.00 2 Total O/T Hours x \$ 184.00	=\$ 368.00 =\$ 368.00
"				AM				Total S/T Hours x \$	= \$
				PM				Total O/T Hours x \$	= \$
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				PM				Total O/T Hours x \$	= \$
				AM				Total S/T Hours x \$	= \$
				PM				Total O/T Hours x \$	= \$

(If you have more than twelve labor orders, please make copies of this form.)

Supervisor will be: Cell Phone:	Subtotal = \$ Copy this subtotal to the <i>Payment Authorization Form</i>
<u><i>Payment Policy:</i></u> Advance Discount: To obtain the discount pricing, your of orders received before the deadline date without payment will be charged at the s	order with full payment must be received by the deadline date published above. Any tandard rates.
Yes, I have reviewed the <i>Payment Policy</i> and enclosed the Payment Forr All orders are subject to the terms and conditions as outlined on the paym	
Company Name	Phone
Street Address	Fax
City / State / Zip	Print Name
Email	Signature Date