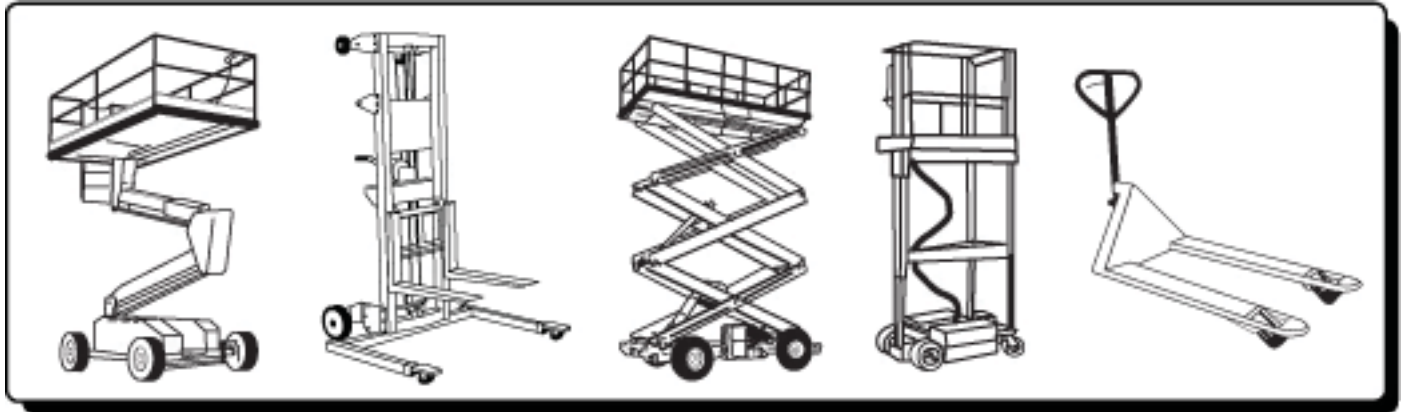




ATTENTION ALL EXHIBITORS!



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.

NEED ASSISTANCE? Please call Genesis Exposition Services at 502.266.5101

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

MATS #79-2025

**Highlift & Rigging Labor
 Order Form - Page 1 of 2**

Discount Deadline Date: Wednesday, March 5, 2025

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 highlift 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	\$461.00 per hr.	\$646.00 per hr.
1053	Customer Supervised - Dismantle - Highlift w/Operator - for standard overhead hanging signs, lighting or other fixtures	N/A (Sat./Sun. Dismantle)	\$646.00 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.	\$160.00 per hr.	\$320.00 per hr.
1023	Customer Supervised Dismantle - 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.	N/A (Sat./Sun. Dismantle)	\$320.00 per hr.
1025	Sign Assembly Labor - Install - (2-person minimum) Must complete and return all requested documents listed on both the "Genesis Supervised Labor Information Factsheet" & the "Hanging Sign Information Factsheet".	\$100.00 per hr. / p.p.	\$200.00 per hr./ p.p.
1027	Sign Assembly Labor - Dismantle - (2-person minimum) Must complete and return all requested documents listed on both the "Genesis Supervised Labor Information Factsheet" & the "Hanging Sign Information Factsheet".	N/A (Sat./Sun. Dismantle)	\$200.00 per hr./ p.p.
****	All Hanging Sign labor orders must be submitted with completed Genesis "Overhead Hanging Sign Information Factsheet".		

Labor Order & Calculation of Costs

Item #	Date Requested	Day of Week	Time Requested	#Lifts/Rig./Ppl. Req.	Est. S/T hrs.	Est. O/T hrs.	Total Hours x Rate		Estimated Cost
							(# of Lifts/Rig./Ppl. x # of Hrs. = Total Hours x Rate)		
Example 1051	1/2	Fri.	3 AM	1	2	1	2	Total S/T Hours x \$ 461.00 = \$ 922.00	
			PM				1	Total O/T Hours x \$ 646.00 = \$ 646.00	
			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 **Payment Authorization Form**

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299

Telephone: 502.266.5101 Fax: 502.266.5102

Email: orders@gen-expo.com

MATS #79-2025

Overhead Hanging Sign

Information Factsheet - Page 2 of 2

Discount Deadline Date: Wednesday, March 5, 2025

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.

Hanging Properties Facts

Shipping Information: Advance Direct to Show

Type of Sign (Complete separate form for each type of sign)

Banner Structural Signage Truss Systems

Shape of Sign:

Square Rectangle Triangle

Circle Other _____

Dimensions & Weight of Sign:

Width: _____ Length: _____ Height: _____

Weight: _____ # of Structural Pick Points: _____

Pounds @ each point: _____

of feet from floor to top of sign: _____

Does your signage require electrical: Yes No

(if yes, please complete the Electrical Service Order Form)

Does your sign require assembly by Genesis? Yes No

Please provide engineer approved assembly and hanging instructions. Genesis assumes no liability for any claims arising out of the the installation of any sign without approved drawings.

Required Installation / Dismantle Information

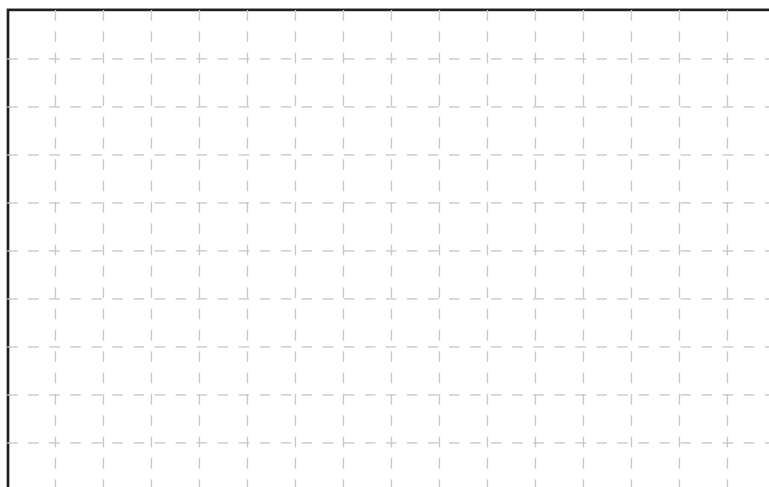
Please use this grid to show placement of your hanging properties.

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 numbers to show proper orientation.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Indicate Adjacent Booth or Aisle Number:



Indicate Adjacent Booth or Aisle Number:

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the *Payment Policy* and enclosed the **Payment Form**. All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299
 Telephone: 502.266.5101 Fax: 502.266.5102
 Email: orders@gen-expo.com

MATS #79-2025

**Additional Labor Request
 Order Form**

Discount Deadline Date: Wednesday, March 5, 2025

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 Ppl. 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
1017	1/2	Fri.	3 AM	2	2	1	4	Total S/T Hours x \$ 100.00	= \$ 400.00
			PM				2	Total O/T Hours x \$ 200.00	= \$ 400.00
			AM					Total S/T Hours x \$	= \$
			PM					Total O/T Hours x \$	= \$
			AM					Total S/T Hours x \$	= \$
			PM					Total O/T Hours x \$	= \$
			AM					Total S/T Hours x \$	= \$
			PM					Total O/T Hours x \$	= \$
			AM					Total S/T Hours x \$	= \$
			PM					Total O/T Hours x \$	= \$
			AM					Total S/T Hours x \$	= \$
			PM					Total O/T Hours x \$	= \$
			AM					Total S/T Hours x \$	= \$
			PM					Total O/T Hours x \$	= \$
			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 twelve labor orders, please make copies of this form.)

Supervisor will be: _____

Cell Phone: _____

Subtotal = \$ _____

Copy this subtotal to the **Payment Authorization Form**

Payment Policy: Advance Discount: To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

Yes, I have reviewed the Payment Policy and enclosed the Payment Form.
 All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip _____ Print Name _____

Email _____ Signature _____ Date _____