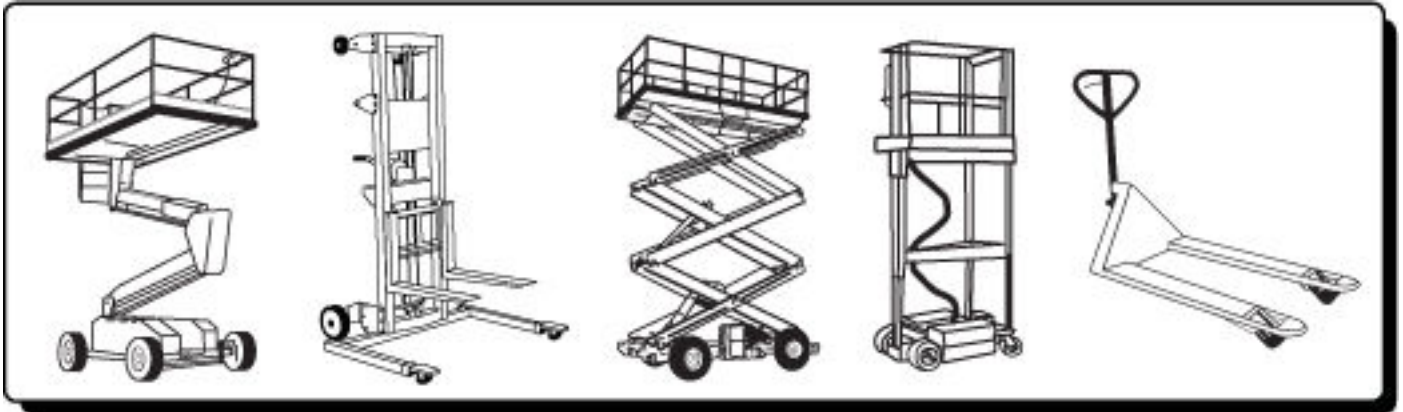




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## ATTENTION ALL EXHIBITORS!



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](mailto:orders@gen-expo.com)

**MATS #79-2026**

## Forklift, Highlift & Rigging Labor Order Form - Page 1 of 2

**Discount Deadline Date: Thursday, March 5, 2026**

**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

**FORKLIFT SERVICE:** If your exhibit includes large headers, overhanging structures, heavy machinery or display components (in excess of 70 pounds per person) which cannot be lifted in place by display labor, you will require a forklift w/ operator for your installation and dismantle. The forklift comes with one operator. If additional labor is required, they may be ordered with the Install and Dismantle Display Labor Order Form and will be billed at the published rates on that form. This form is not intended for the ordering of unloading/loading services. For information and cost relative to unloading and reloading your display, please see the Drayage Information and Service Order Form enclosed.

**HIGHLIFT & RIGGING SERVICE:** 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 and one ground person. Please complete the attached Overhead Hanging Information Fact Sheet to show placement as well as provide particulars of your overhead hanging properties. Hourly minimums for highlifts & riggers are published below.

**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.

<b>Straight Time</b>	Monday - Friday, 8:00 a.m. - 5:00 p.m.
<b>Overtime</b>	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 forklift or 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 forklift or 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 provided sign hardware is subject to rigging crew inspection for approval, unless purchased from Genesis. If exhibitor owned hardware is not approved, exhibitor is responsible for providing additional materials or for rental costs of any hanging sign hardware/rigging materials provided by Genesis, as determined at time of installation.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- All labor is non-taxable and a credit card is required when placing your order. Your card will be charged for your estimated total when the order is received.
- Job start & finish times will be recorded on-site and your order will be adjusted if the total hours worked differ from your original estimate.

### Labor Rates

Item	Item Description	Straight Time	Overtime
1005	Customer Supervised - Install - Forklift w/Operator - up to 5,000 lbs. weight capacity/maximum height 15'	\$ 255.00 per hr.	\$ 360.00 per hr.
1007	Customer Supervised - Dismantle - Forklift w/Operator - up to 5,000 lbs. weight capacity/maximum height 15'	N/A (Sat./Sun. Dismantle)	\$ 360.00 per hr.
1001	Customer Supervised - Install - 4-Stage Forklift w/Operator - up to 5,000 lbs. weight capacity/maximum height 20'	\$ 455.00 per hr.	\$560.00 per hr.
1003	Customer Supervised - Dismantle - 4-Stage Forklift w/Operator - up to 5,000 lbs. weight capacity/maximum height 20'	N/A (Sat./Sun. Dismantle)	\$ 560.00 per hr.
1004	Personnel Basket for Forklift, in addition to the cost of the forklift w/operator for actual hours used	\$ 63.00 per hr.	\$ 63.00 per hr.
1051	Customer Supervised - Install - Highlift w/Operator - for standard overhead hanging signs, lighting or other fixtures	\$ 489.00 per hr.	\$ 698.00 per hr.
1053	Customer Supervised - Dismantle - Highlift w/Operator - for standard overhead hanging signs, lighting or other fixtures	N/A (Sat./Sun. Dismantle)	\$ 698.00 per hr.
1021	Customer Supervised Install - Rigger - <b>only</b> required for overhead signs, lighting, truss or other fixtures requiring <b>mechanical hoists or chain motors</b> due to size or weight. <b>8-hour minimum per rigger</b> , in addition to cost of highlift w/operator for hours used.	\$ 168.00 per hr. / per person	\$ 320.00 per hr./ per person
1023	Customer Supervised Dismantle - Rigger - <b>only</b> required for overhead signs, lighting, truss or other fixtures requiring <b>mechanical hoists or chain motors</b> due to size or weight. <b>8-hour minimum per rigger</b> , in addition to cost of highlift w/operator for hours used.	N/A (Sat./Sun. Dismantle)	\$ 336.00 per hr. / per person
1025	Sign Assembly Labor - Install - ( <b>2-person minimum</b> ) Must complete and return all requested documents listed on both the "Genesis Supervised Labor Information Factsheet" & the "Hanging Sign Information Factsheet".	\$ 105.00 per hr. / per person	\$ 210.00 per hr./ per person
1027	Sign Assembly Labor - Dismantle - ( <b>2-person minimum</b> ) 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) per person	\$ 210.00 per hr./ per person

**Please submit your requests by completing the attached "Labor Request Order Form" and copy your estimated totals to the "Payment Authorization Form .**

**\*All Hanging Sign labor orders must be submitted with completed Genesis "Overhead Hanging Sign Information Factsheet".**

**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](mailto:orders@gen-expo.com)

**MATS #79-2026**

## Forklift / Highlift & Rigging Labor Order Form

**Discount Deadline Date: Thursday, March 5, 2026**

**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

Example

Item #	Date Requested	Day of Week	Time Requested	# of Lifts Requested	Est. S/T hrs. per lift	Est. O/T hrs. per lift	Total Hours x Rate ( ____ # of ppl. x ____ # of Hrs. = ____ Total Hours x Rate )	Estimated Cost
1005	1/2	Fri.	3 AM	2	1	1	2 Total S/T Hours x \$ 255.00	= \$ 510.00
			PM				2 Total O/T Hours x \$ 360.00	= \$ 720.00
			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 \$	= \$
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			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 \_\_\_\_\_

Remit to:



10801 Plantside Drive, Louisville, Kentucky 40299

Telephone: 502.266.5101 Fax: 502.266.5102

Email: [orders@gen-expo.com](mailto:orders@gen-expo.com)

**MATS #79-2026**

## Additional Install / Dismantle Display Labor Order Form

**Discount Deadline Date: Thursday, March 5, 2026**

**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

Example

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 \$ 105.00	= \$ 420.00
			PM				2 Total O/T Hours x \$ 210.00	= \$ 420.00
			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 \$	= \$
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			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 = \$ \_\_\_\_\_

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**Booth Number:** \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_ Fax \_\_\_\_\_

City / State / Zip \_\_\_\_\_ Print Name \_\_\_\_\_

Email \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_