

## Display Labor & Forklift Order Form for ICML Vienna 2024

Do you already have your own stand material and need a reliable partner for the set up? We are well prepared to take care of the material you send to the show and offer you turnkey logistics and I&D. Please just complete this order form and we come back to you with an order confirmation or quote, if changes are necessary. Please note: You will not need a supervisor for a pop-up backwall or counter. Everything more than this (floor, booth structure, etc.) will need a supervisor/assembly manager!

It is obligatory to enclose a picture of the stand/material and a floor plan for EVERY request.  
Please mail the order form with attachments to: [magic@vonhagen.net](mailto:magic@vonhagen.net)

### Required works

- Unload/Upload equipment onsite  
 Build up/dismantle Pop-Up material  
 Build up/dismantle booth structure  
 Other: \_\_\_\_\_

### Costs

	Standard 8:00am - 5:00pm, Mo-Fr	Overtime
Installation & Dismantle	€ 95,00	€145,00
von Hagen I&D Supervisor	€ 115,00	€165,00
EU Palet 1.20x0.80x1.00m		
Forklift per hour	€ 270,00	
Storage per cubic metre	€ 170,00	

### Exhibitor

Name/	_____		
Address	_____	Hall/Stand	_____
Contact Order	_____	Contact on-site	_____
Email	_____	Email	_____
FON	_____	CELL	_____

### Forklift works/Storage

	# of Palets	# Hours min. 1h	Palet Price	Total Costs in €
EU-palets to be handled:	_____	_____	X _____	= _____
EU-palets/cbm to be stored during the show:	_____	_____	X _____	= _____

### Installation

	Requested Date/Time	# of Laborers	# Hours min. 4h	Hourly Rate	Total Costs in €
Day 1	Sat., July 20th 2024	_____	X _____	X _____	= _____
Supervisor	Sat., July 20th 2024	1	X _____	X _____	= _____
Day 2	Sun., July 21th 2024	_____	X _____	X _____	= _____
Supervisor	Sun., July 21th 2024	1	X _____	X _____	= _____

### Dismantle

Day 1	Wed., July 24th 2024	_____	X _____	X _____	= _____
Supervisor	Wed., July 24th 2024	1	X _____	X _____	= _____
Day 2	Thurs., July 25th 2024	_____	X _____	X _____	= _____
Supervisor	Thurs., July 25th 2024	1	X _____	X _____	= _____

Estimated Total Costs € \_\_\_\_\_

#### Terms & Conditions

- Standard labor time: Monday - Friday 8:00am - 5:00pm. All other times are overtime. There are no double times for sundays.
- The minimum of ordering labor is 4h per installation and dismantle. Th minimum of forklift works are 1h per installation and dismantle.
- Standard packaging of custom material/own stand: 1 EU palet = 1 cubic metre (height of 1m). Please calculate one EU palet per cubic metre.
- Storage of empties (palets needed for reshipping, packaging material, etc.) are calculated in cubic metres.
- This Order Form is just an estimate. You will receive an official order confirmation from von Hagen after reviewing drawings & pictures from attachment.
- We reserve the right to charge additional costs on effort.
- All prices stated are net. The applicable EU tax laws apply.
- Payable in advance: 50% by order, 50% two weeks before the start of the show.
- Our general Terms and Conditions apply in accordance with our Privacy Policy. See at [www.vonhagen.net](http://www.vonhagen.net), menu item Terms and Conditions/Privacy. Those can be provided separately upon request.
- Terms & Conditions mentioned on this Labor & Forklift Order Form are just valid for ICML 2024 in Vienna.