

Fork Lift & Scissor Lift Policies & Procedures

- You Must Be a Certified Operator. X _____ (Initial Here)
- A Key Must Be Signed Out with a Driver's License inside the CMCC Security Office. Driver's License will be returned to operator when keys are returned to CMCC Security Office.
- After Use of Fork Lift/Scissor Lift, All Areas Must Be Cleaned on and Around Fork Lift/Scissor Lift. Please take your belongings with you. No Trash, Cords, Wires, etc....should be left on the Fork Lift/Scissor Lift.
- Fork Lift/Scissor Lift MUST Be Returned to The Location in Which You Picked It Up From.
- Charger Must Be Reconnected So That Equipment Will Be Charged for Next Person's Use.
- If damage is done to CMCC or Decorator Property, I will alert CMCC Staff Immediately. Or Be Prepared to Be Contacted Because Surveillance Cameras Are in Use.

By signing this document you assume all liability including but not limited to damage to the fork lift, damage to The Columbia Metropolitan Convention Center and/or equipment setup by The Center, damage to The Center's surfaces, damage to a Decorator Co., Audio Visual Equipment Co. or Other External Provider's equipment that has provided equipment in The Center, damage to equipment/item being moved by The Operator of the Fork Lift/Scissor Lift, harm to any persons involved or in the vicinity associated with driving The Center's Fork Lift/Scissor Lift.

I have read and understand all policies and procedures. By signing this document, I understand that all areas of the CMCC are under surveillance and if I do not comply with these rules and/or procedures, my credit card that I have provided (attached) will be charged a fee at the discretion of the CMCC to repair damages done to the equipment, surfaces, CMCC items, and or Decorator Items. All repairs will be completed by CMCC staff or under the direction of CMCC staff as needed.

This letter relieves the Columbia Metropolitan Convention Center of any and all liability associated with Fork Lift/Scissor Lift while being used by The Operator Signing This Document to include the items being moved.

CMCC Fork Lift/Scissor Lift Needs and Activities Takes Precedence Over Other Operators. If you require the use of a Fork Lift/Scissor Lift, you may need to check with CMCC Staff to make sure equipment will be available and/or make alternate plans if the CMCC is using equipment.

X _____
 Authorized Company Representative _____
 Date

(Signature must accompany authorized credit card form filled out in its entirety. Photo ID of Operator will be required in exchange for Fork Lift/Scissor Lift key located in CMCC Security Office. Photo ID will be returned once keys are returned to CMCC Security Office.)

List of Approved Drivers:

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*Company's insurance must be on file with the Columbia Metropolitan Convention Center.

(Date of Insurance coverage)



Onsite Equipment, Personnel, Service Order Form

Show Name:		Show Dates:	
Exhibiting Firm Name:			Booth #:
Address:		City:	State: Zip:
Telephone:	Fax:	On Site Contact:	
<i>Payment Method:</i>			
Name on Card: _____			
Credit Card #: _____			
Expiration Date: _____		Security Code: _____ <i>(on the back of the card)</i>	
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Amex <input type="checkbox"/> Check/Money Order <input type="checkbox"/> Other		*Signature: _____ <i>*This signature authorizes the card on file to be charged for any unpaid balance.</i>	

Name of Group: _____

Date of Event: _____

Item(s) Ordered:

Price:

TOTAL: _____

*Signature of Group Contact: _____

*Please Print Name: _____

Signature of MOD: _____

Time: _____

