

# Hanging Sign Order Form

## Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$121.00	\$166.00	\$226.00
T3 Supervised Sign Assembly Labor.....	\$157.00	\$216.00	\$294.00

Does the sign require assembly? Yes No  
 (assembly labor performed at rates above)

Requested Date & Time**	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	\$629.00	\$728.00	\$826.00

Requested Date & Time**	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.  
 \*\*We will do our best to accommodate the requested date and time.  
 Crew size is at the discretion of T3 Expo.

### Supervision of all labor is required (check one)

**Exhibitor Supervision**      On site/after hours contact cell phone: (\_\_\_\_) \_\_\_\_\_

On site/after hours contact name: \_\_\_\_\_

**T3 Expo Supervision**      On site/after hours contact cell phone: (\_\_\_\_) \_\_\_\_\_

On site/after hours contact name: \_\_\_\_\_

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

### Set-Up Instructions Attached

### Outbound Shipping Information Attached (for T3 Expo Supervised Dismantle only)

Estimated Total Hanging Sign..... \$ \_\_\_\_\_

# Hanging Sign Description & Position

## Description of Sign

### Material

Cloth/Vinyl      Wood      System      Metal      Other \_\_\_\_\_

Single Sided      Double Sided      Pockets      Grommets      # of Hang Points \_\_\_\_\_

### Shape

Square      Circle      Triangle      Pinwheel      Other \_\_\_\_\_

### Dimensions

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Approx Weight \_\_\_\_\_ lbs.

### Assembly Required?

Yes      No

### Electricity Required?

Yes      No

### Chain Motors Required? (call/email T3 Expo for rates)

Yes      No      Qty \_\_\_\_\_

### Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes      No

### Position of Sign

Distance from the floor to the top of the sign \_\_\_\_\_ or \_\_\_\_\_ to maximum height allowed

### Location

Center of Booth

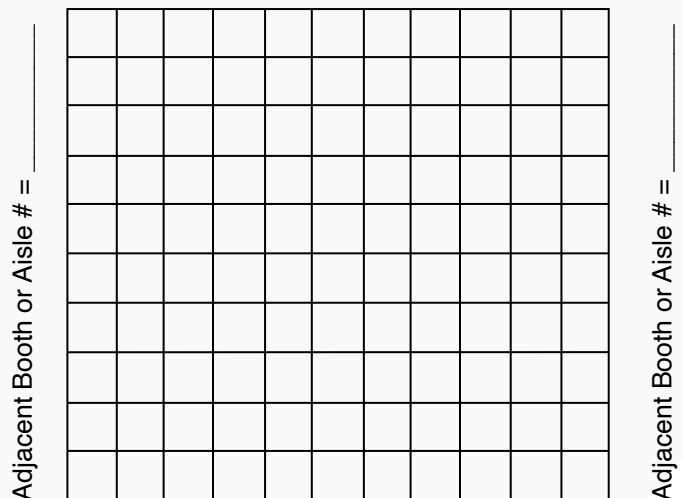
See Diagram Below

Each square = \_\_\_\_\_

Adjacent Booth or Aisle # = \_\_\_\_\_

### Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.



Adjacent Booth or Aisle # = \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_