

HANGING SIGN RULES & GUIDELINES

Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions.

1. The top of the sign may not exceed the height limitation specific to your booth type and building. The maximum height for hanging signs in Island and Shared Island Booths is 18 feet (5.4864 meters) at the top of the sign. Signs in shared island booths must be set back 5 feet (1.52 meters) from the shared drape line. Hanging signs are not permitted in inline or perimeter booths. Height variances will not be issued. Questions about height restrictions should be directed to show management.
2. All hanging signs must be sent to the Freeman warehouse, 2500 West 35th Street, Chicago, IL 60632, and be received by October 5, 2021.
3. The weight of signs or materials is not to exceed 250 lbs. per hanging point. All signs will require a "structural integrity" form.
4. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all "hanging signs" shall be determined by Freeman prior to installation to insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.
7. All electrical and neon signs must conform to electrical codes of the City of Chicago.
8. Freeman is responsible for all hanging signs. Freeman will pre-assemble all signs. No display house will be allowed to assemble or disassemble any hanging sign.
9. Set-up instructions must be included with the Order Form and with sign crates.
10. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
11. Exhibitor personnel or your display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Freeman and/or the Electrical Contractor.
12. **YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. FREEMAN CANNOT BE HELD LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE FREEMAN SERVICE CENTER IN EACH FACILITY.**

NAME OF SHOW: **WEFTEC 2021 / OCTOBER 18 - 20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For fast, easy ordering, go to www.freeman.com/store.

HANGING SIGN LABOR

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container **MUST** arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code and Local Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.
- To Insure Freeman Installs, Hangs & Dismantle's your sign to your specification please fill out the next 2 pages and submit to Freeman.
- In order to accommodate your PREFERRED Installation & Dismantle requests please send us back the information on the next 2 pages as soon as possible.
- Scheduling is done on a first come, first served basis.
- If you have any questions or require further assistance, you may reach us at the email address below:
ChicagoHangingSigns@Freeman.com.
- The maximum height for hanging signs in Island and Shared Island Booths is 18 feet (5.4864 meters) at the top of the sign. Signs in shared island booths must be set back 5 feet (1.52 meters) from the shared drape line. Hanging signs are not permitted in inline or perimeter booths. Height variances will not be issued. Questions about height restrictions should be directed to show management.

LABOR RATES TO HANG SIGNS

Straight Time

8:00 A.M. to 4:30 P.M., Monday through Friday

Overtime

4:30 P.M. to Midnight, Monday through Friday

8:00 A.M. to 4:30 P.M. Saturday

Double Time

Midnight to 6:00 A.M. Monday through Friday

4:30 P.M. to Midnight Saturday

ALL DAY SUNDAY AND HOLIDAYS

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation

Crew Size

MINIMUM of two (2) people under normal circumstances.

However, at Freeman's discretion, based on the scope of work and safety, 3 or more men may be required.

Materials

Cable, clamps, etc. are additional and charged accordingly

Equipment With Crew

- Standard prices will apply to all orders placed after the deadline date.
- Rates are per lift and crew per hour
- Half hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

	Straight Time	Overtime	Double Time
Condor Condor with 2 Man Crew (up to 500 lbs lift capacity)			
Advance Price	\$ 701.50	\$ 865.50	\$1029.50
Standard Price	\$ 982.25	\$1211.75	\$1441.50
Additional Crew Assembly Labor (Per person / Per hour)			
Advance Price	\$162.00	\$243.00	\$324.00
Standard Price	\$227.00	\$340.25	\$453.75
Electrical Assembly Assembly Labor (Per person/Per hour)			
Advance Price	\$120.00	\$173.00	\$226.00
Standard Price	\$168.00	\$242.25	\$316.50
Rotating Motors Labor is not included in prices below. See Electrical Labor order form for rates.			
Small Rotator (Power and materials included)		\$557.25	\$835.90
Large Rotator (Power and materials included)		\$1073.50	\$1610.25

**STRUCTURAL INTEGRITY STATEMENT
MUST ACCOMPANY ORDER**

NAME OF SHOW: **WEFTEC 2021 / OCTOBER 18 - 20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

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HANGING SIGN LABOR

SUPERVISION

Supervision for assembly/dismantle of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor. Please indicate method of supervision you require for assembly/dismantle below.

- SUPERVISION BY FREEMAN** Please complete the information on the following page
 • Installation of your Hanging Sign will be completed at our discretion prior to show opening.

- SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE**

Supervisor will be: _____ Phone Number: _____

Date: _____ Time: _____

Installation Condor/Crew Estimate

Preferred Installation Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Condor/Crew Estimate

Preferred Dismantle Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Installation Assembly Estimate

Preferred Installation Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Assembly Estimate

Preferred Dismantle Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined. Please complete the diagram on the following page.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: _____ Weight of Sign: _____

Size: Height _____ Length _____ Width _____

Does Your Sign Require Electricity _____ Assembly Crew Size: _____

Is Your Sign Designed to Rotate? _____

Are You Shipping to the Adv. Warehouse? _____

Does your sign require a Chain Fall? (A Chain Fall is a manual Hoist) _____

Number of feet from floor to top of sign: _____

Location of sign within booth: _____

Tie off structure/wall? _____

FREEMAN HARD HAT POLICY

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.

F R E E M A N

HANGING SIGN PLACEMENT DIAGRAM

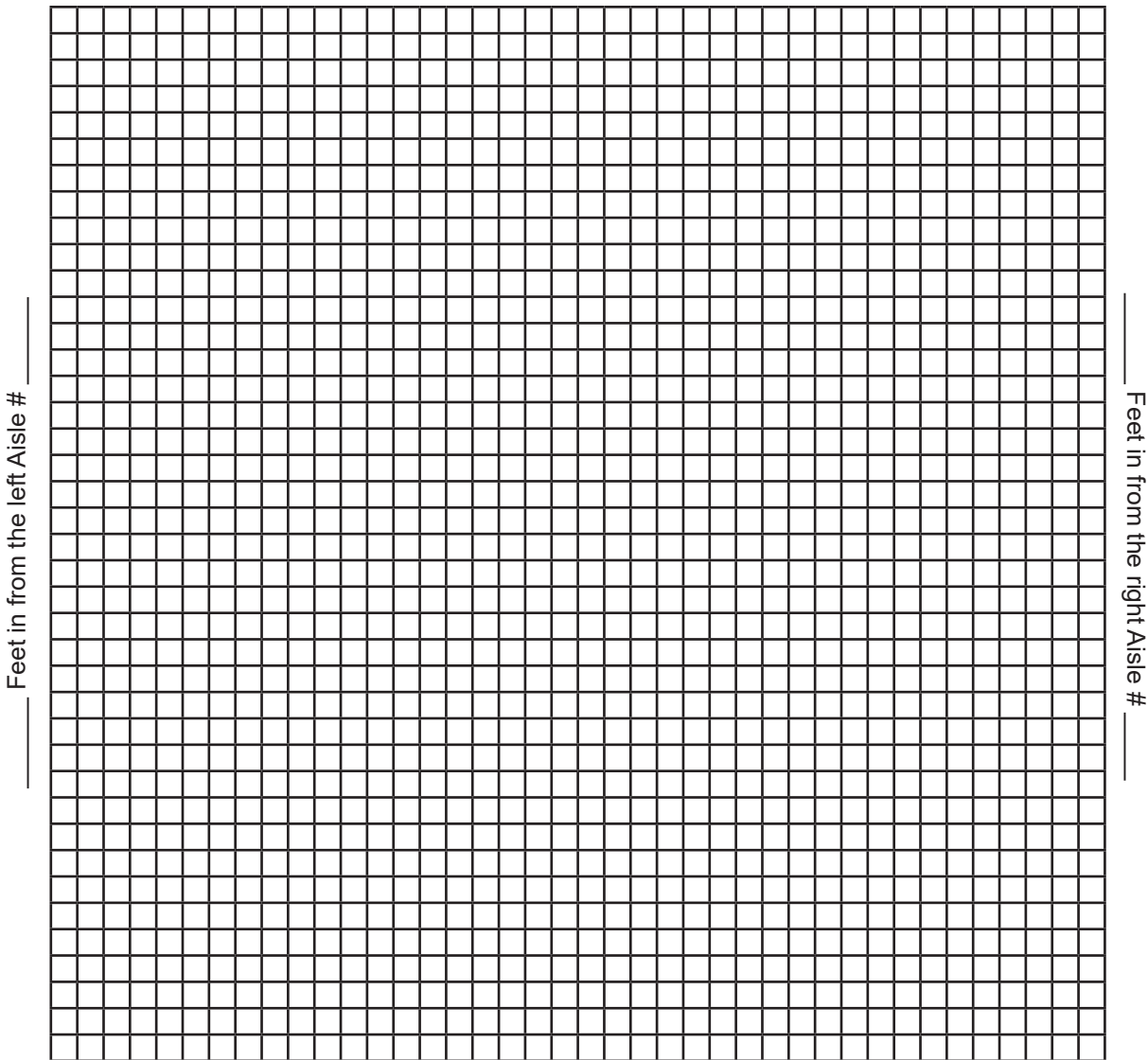
The grid below may be printed to layout the placement of your Hanging Sign. Please complete as clearly as possible, indicating the following:

1. Booth orientation: Please provide surrounding aisle and/or booth numbers, particularly for island booths. Also, please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
2. Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
3. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.
4. Number of feet from the floor to top of sign: _____
5. **Note: The maximum sign height at this event is 18' to the top of the sign.**

WEFTEC 2021: _____ Dates: _____

Company Name: _____ Booth #: _____

_____ Feet in from the back Aisle # _____



_____ Feet in from the front Aisle # _____

A measurement scale can be applied as necessary to reflect the size of your booth.
10 x 10 use 1 square = 1/4 foot 20 x 20 use 1 square = 1/2 foot 40 x 40 use 1 square = 1 foot

FREEMAN

(888) 508-5054 Fax: (469) 621-5603
ExhibitorSupport@freeman.com



**PLEASE INCLUDE THIS
FORM WITH YOUR HANGING
SIGN ORDER FORM**

NAME OF SHOW: **WEFTEC 2021 / OCTOBER 18 - 20, 2021**
COMPANY NAME: _____ BOOTH #: _____
CONTACT NAME: _____ PHONE #: _____
E-MAIL ADDRESS: _____

For fast, easy ordering, go to www.freeman.com/store.

STRUCTURAL INTEGRITY STATEMENT

**STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES**

_____, the contracted exhibitor at **WEFTEC 2021** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the **ASSOCIATION, MCCORMICK PLACE, FREEMAN**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

E-Mail: _____

structural integrity statement

IMPORTANT INFORMATION - PLEASE READ PRIOR TO ORDERING

HANGING TRUSS & LIGHTING EQUIPMENT

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must operate all chain motors, including the final trim.
- Freeman personnel/employees only will be allowed in aerial lifts.
- Freeman personnel/employees only will be allowed to operate mechanized equipment.
- Freeman personnel/employees must assemble and disassemble any and all overhead rigging. This includes, but is not limited to:
 - * The assembly of all truss
 - * The attachment and disassembly of light fixtures to truss
 - * The installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- The Electrical Contractor will run all initial power sources and Freeman personnel will make all connections to the dimmable power sources.
- Freeman Electricians install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- Electrical contractor will install chain hoist and attach sign to the hoist for signs over 250 lbs
- Power for chain hoist must be included with your order for electrical services.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- Complete the Electrical Order Form for chain hoist power
- Complete the Electrical Labor Order Form for chain hoist power
- Include Rigging Plot in a DWG format with the order forms - plot must reflect the following:
 1. Hang point locations
 2. Height above the floor of each hang point
 3. Elevation with dimensions from floor to all hanging properties and truss
 4. Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan and surrounding booths on the show floor
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to Freeman at the address on the order forms

GROUND-SUPPORTED TRUSS & LIGHTING EQUIPMENT

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Freeman Electricians will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- Freeman Electricians must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- Freeman Electricians must assemble and disassemble as well as install and dismantle all electrical hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Truss & Chain Hoist Order Form
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to Freeman at the address on the order forms

IMPORTANT INFORMATION (continued)

ELECTRICAL HANGING SIGNS

OFFICIAL ELECTRICAL CONTRACTOR RESPONSIBILITIES

- Electrical contractor will assemble and disassemble all electrical hanging signs.
- Electrical contractor will install and dismantle all electrical hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Hanging Sign Order Form
- Complete the Electrical Labor Order Form
- Complete the Electrical Services Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to electrical contractor at the address on the order forms
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided

ELECTRICAL HANGING SIGNS

(OVER 250 POUNDS - CHAIN HOIST IS REQUIRED)

OFFICIAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to electrical contractor at the address on the order forms
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided

IMPORTANT INFORMATION (continued)

NON-ELECTRICAL HANGING SIGNS

OFFICIAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble, install and dismantle all hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- Send the above information to Freeman at the address on the order forms
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided

NON-ELECTRICAL HANGING SIGNS

(OVER 250 POUNDS - CHAIN FALL IS REQUIRED.)

A CHAIN FALL IS A NON-ELECTRICAL HOIST. THEY COME IN 1/2 TON AND 1 TON OPTIONS.

NO ORDER FORM IS REQUIRED FOR A CHAIN FALL

OFFICIAL CONTRACTOR RESPONSIBILITIES

- Freeman personnel/employees must assemble and disassemble all hanging signs.
- Freeman personnel/employees must install and dismantle all hanging signs.

PLACING YOUR ORDER (please include these items when placing your order)

- Complete the Method of Payment
- Complete the Hanging Sign Order Form
- Include Assembly Instructions
- **Complete the Structural Integrity Statement**
- **Complete the Grid on the Hanging Sign order form**
- **No order form is required for a Chain Fall**
- Send the above information to Freeman at the address on the order forms
- Ship sign to Freeman warehouse using the “Hanging Sign” shipping labels provided

NAME OF SHOW: **WEFTEC 2021 / OCTOBER 18 - 20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Discount Price by ordering by the deadline date.

HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

- All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by FREEMAN. Exhibitor's display company and/or I & D representatives may supervise only and will not be allowed to assemble/disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts.
- FREEMAN requires an engineered print of all truss, lighting, and rigging including point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with point loads and all hanging material weights by the discount deadline date will incur an additional Design Fee and may prohibit your rig from being hung during the requested time window.
- All electrical components provided by outside vendors are considered freight and may be subject to material handling charges.
- All hoists brought in by an outside vendor must adhere to ANSI E1.6-2 - 2018 or they will not be hung by Freeman. Yearly maintenance records with dates and serial numbers must be provided prior to arriving at show site.
- All Truss brought in by an outside vendor must adhere to ANSI E1.2 - 2012 or will not be hung by Freeman.
- Time will commence per exhibitors request. Failure to start at the requested time will result in a 4 hour minimum charge per labor person requested, unless 24-hour advance notice is provided in writing.
- Freeman labor installs/dismantles all programmable dimmable lighting fixtures, video walls, audio, and projection equipment.
- For Pre Rigging: Please contact FREEMAN for availability.
- A Freeman Rigging Supervisor will be added for every order with eight (8) motors or more.
- Motor power is required for every eight (8) motors ordered.

Straight Time: 8:00 A.M. to 4:30 P.M. Monday through Friday

Overtime: 4:30 P.M. to Midnight Monday through Friday; First (8) hours at work on Saturday up to 4:30 P.M.

Double Time: After (8) hours at work on Saturday, or after 4:30 P.M. on Saturday; regardless of starting time.

ALL DAY Sunday and Holidays and Midnight to 6:00 a.m. Monday through Friday

Straight Time, Overtime and Double Time Labor Invoicing will be in compliance per MPEA Legislation.

Description	Advance Price	Standard Price
ELECTRICAL RIGGING LABOR (Rates are per lift and crew, per hour)		
Condor crew consists of 1 Operator and 1 Ground Man		
Condor and Crew - ST.....	\$668.00	\$935.25
Condor and Crew - OT.....	776.00	1,086.50
Condor and Crew - DT.....	883.00	1,236.25
Scissor Lift consists of 1 Operator ONLY		
Scissor Lift and Operator - ST.....	\$445.00	\$623.00
Scissor Lift and Operator - OT.....	498.00	697.25
Scissor Lift and Operator - DT.....	551.00	771.50
Electrical Rigger - ST.....	\$120.00	\$168.00
Electrical Rigger - OT.....	173.00	242.25
Electrical Rigger - DT.....	226.00	316.50
OVERHEAD RIGGING EQUIPMENT		
_____ One Ton Hoist (30amp/3phase/208v not included - complete Electrical Order Form).....	\$792.25	\$1188.40
_____ Half Ton Hoist (30amp/3phase/208v not included - complete Electrical Order Form).....	752.00	1128.00
_____ 20.5" Box Truss (per foot) - Silver.....	39.25	58.90
_____ 12" Box Truss (per foot) - Silver.....	33.00	49.50
_____ Black truss (additional \$5/foot)		
_____ 12" Corner Blocks or Hinge Plate.....	\$150.50	\$225.75
_____ 20.5" Corner Block or Hinge Plate.....	225.25	337.90
_____ Black Corner Blocks (additional \$10/block)		
_____ Design Fee.....	\$327.75	
(2nd design fee over 20 motors & additional fees may apply if design changes post discount deadline)		

Please attach a detailed production schedule that includes adaily list of labor and equipment needed for the duration of the show.

NAME OF SHOW: **WEFTEC 2021 / OCTOBER 18 - 20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

INSTALLATION LABOR

SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR
Please complete the information below
 • The charge for this service is the total installation labor bill, with **\$169.00 per hour charge**.
 Emergency Contact: _____ Phone Number: _____

REMINDER: Please fill out the Hanging Sign Labor Form if Truss/Motors have a hanging sign attached.

SUPERVISION BY EXHIBITOR PERSONNEL
 Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total
					Estimated Cost	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
				Freeman Supervision (\$169.00)	= \$ _____	
				Total Installation	= \$ _____	

DISMANTLE LABOR

SUPERVISION BY FREEMAN ELECTRIC RIGGING LABOR
Please complete the information below
 • The charge for this service is the total dismantle labor bill, with **\$169.00 per hour charge**.
 Emergency Contact: _____ Phone Number: _____

SUPERVISION BY EXHIBITOR PERSONNEL
 Supervisor will be: _____ Phone Number: _____

Date	Time	No. of People	Approx. Hours	Total Hours	Hourly Rate	Total
					Estimated Cost	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
_____	_____	_____ x _____	_____ = _____	_____ @ \$ _____	= \$ _____	
				Freeman Supervision (\$169.00)	= \$ _____	
				Total Dismantle	= \$ _____	

PLEASE NOTE:
IF EXHIBITOR APPOINTED CONTRACTOR (EAC) DOES NOT SHOW UP AT THE DESIGNATED TIME, THE CLIENT COULD BE RESPONSIBLE FOR THE ORDERED ELECTRICAL LABOR.

FREEMAN HARD HAT POLICY

OSHA (Occupational Safety Health Administration) has clearly stated that head protection must be worn where hazard of objects falling from above exists. Where there is a risk of injury from overhead work, head protection must be worn. This is applicable to employees, contractors (including EAC's) exhibitors and visitors when working at or visiting locations while engaged in overhead operations where the hazard of falling objects exists. Appropriate signage will be displayed on the show floor indicating hard hat areas and if circumstances warrant, the area may be cordoned off with safety measures easily recognizable.

hanging truss & chain hoist

FREEMAN

(800) 868-6886

EventTechServices@freeman.com

NAME OF SHOW: **WEFTEC 2021 / OCTOBER 18 - 20, 2021**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

Take advantage of the Discount Price by ordering by the deadline date.

HANGING TRUSS & THEATRICAL LIGHTING EQUIPMENT AND LABOR

If you have a sign hanging from the TRUSS/MOTORS please fill out the information below.

SUPERVISION

Supervision for assembly/dismantle of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor. Please indicate method of supervision you require for assembly/dismantle below.

SUPERVISION BY FREEMAN Please complete the information on the following page
• Installation of your Hanging Sign will be completed at Freeman's discretion prior to show opening.

SUPERVISION BY EXHIBITOR PERSONNEL or DISPLAY HOUSE

Supervisor will be: _____ Phone Number: _____

Date: _____ Time: _____

Installation Assembly Estimate

Preferred Installation Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

Dismantle Assembly Estimate

Preferred Dismantle Date(s): _____

Approx Hours Hourly Rate Total Estimated Cost

_____ @ _____ = _____

SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined. All hardware must be drop forged, made in the USA and stamped and rated for the purpose intended. Hardware may be replaced, at an additional cost, if deemed unsafe.

Type: Cloth Banner _____ Metal or Wood _____ Other _____

Shape: _____ Weight of Sign: _____

Size: Height _____ Length _____ Width _____

Are You Shipping to the Adv. Warehouse? _____

Number of feet from floor to top of sign: _____

Location of sign on TRUSS/MOTORS in booth: _____

hanging truss & chain hoist