



CompleteXPO Services
Meeting The Needs of Today's Events!
 411 W. Lake Brantley Rd., Altamonte Springs, FL 32714
 Phone 407-786-EXPO (3976) • Fax 407-786-3977
 E-Mail: info@completexpo.com

NeoCon® East
PHILADELPHIA

October 28th-29th, 2015
 Pennsylvania
 Convention Center
 Philadelphia, Pennsylvania

Suspended Sign Hanging Order Form

Discount Deadline: **October 9, 2015**

CompleteXPO Services reserves the right to assemble, install, and dismantle "Hanging Signs" with approved devices and type of cable to safely hang sign.

- All signs must be approved by Show Management prior to hanging.
- All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.
- A full set of plans must be provided and forwarded to CompleteXPO Services together with the completed Suspended Sign Hanging Order Form.

Sign Hanging Rates

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a *Time and Material* basis.

Straight Time
 8:00 am to 4:30 pm
 Monday through Friday

Overtime
 After 4:30 pm until 8:00 am Monday through Friday
 and all day Saturday
 Double Time All Day Sunday & Holidays

High Lift and Crew
 Three Worker Crew Required

\$ 435.80 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

\$ 653.75 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

PLEASE TELL US ABOUT YOUR SIGN

1. TYPE OF SIGN: Wood Metal Cloth Banner Electrical Other: _____
2. SIZE OF SIGN: Height: _____ Length: _____ Width: _____ Weight: _____ lbs.
3. # OF STRUCTURAL PICK POINTS: _____ LBS. AT EACH POINT: _____ lbs.
4. SHAPE OF SIGN: Square Rectangle Circle Triangle Other: _____
5. IS YOUR SIGN ELECTRICAL? Yes No If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign."
6. DOES YOUR SIGN REQUIRE ASSEMBLY: Yes No If yes, CompleteXPO will assemble your sign prior to hanging. See Hanging Sign/ Truss Information.

PLEASE INDICATE SERVICE REQUESTED:

	Date(s) Requested	Time Requested (Time requested is not guaranteed)	Estimated # of Hours Per Crew	Estimated Amount
INSTALL	Monday, October 26th			\$
	Tuesday, October 27th			\$
DISMANTLE	Thursday, October 29th			\$
	Friday, October 30th			\$
TOTAL AMOUNT →				\$

Payment Policy: Credit Card information must be on file for all suspended sign hanging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. **Cancellation Policy:** Suspended sign hanging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Suspended sign hanging labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: