

HANGING SIGN ORDER FORM

E Z EXPO SERVICES

440 E. BONITA AVE. POMONA CA 91767

909-624-1697 FAX: 909-626-6589

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Company Name _____ Booth # _____

GENERAL INFORMATION

1. EZ must hang all signs. No other firm will be allowed to bring high-lift or boom equipment on the show floor during installation or dismantle of the show.
2. All hanging signs must conform to Show Management's rules, regulations, and facility limitations.
3. Both the exhibitor and/or the approved exhibitor appointed contractor will be required to sign a statement guaranteeing the stress points for hanging the sign properly engineered. However, EZ reserves the right to refuse to hang a sign if, in their opinion, it appears to be unsafe.
4. EZ will be responsible for pre-assembling all hanging signs. No approved exhibitor appointed contractor will be allowed to assemble any hanging sign. However, they may supervise.
5. All signs must have rigging points, with the exceptions of cloth banners.
6. All signs requiring electrical must be in working order and in accordance with the National Electrical Codes.
7. Set-up instructions must be provided for signs needing assembly.

Rates for Sign Hanging Scissorlift

Straight Time (Weekdays 8:00AM-4:30PM)

\$300.00 per Crew Hour

Overtime (Before 8:00AM and after 4:30PM and weekends)

\$395.00 per Crew Hour

JLG Snorklelift

(Snorklelift may be used if the Scissorlift does not reach the ceiling in the specified facility)

Straight Time (Weekdays 8:00AM-4:30PM)

\$370.00 per Crew Hour

Overtime (Before 8:00AM and after 4:30PM and weekends)

\$470.00 per Crew Hour

Does the Sign Require Assembly? YES NO

	No. of Workers	X	Hour/Workers	= Total Worker Hour	@ Rate	Total
Installation	_____		_____	_____	_____	\$ _____
Dismantling	_____		_____	_____	_____	\$ _____
Total of all items ordered						\$ _____
Add 25% (\$25.00min.) for EZ						
Supervised labor						\$ _____
Total						\$ _____

Order To Hang Signs

Supervision of the hanging of your sign can be accomplished either by your company representative, an approved appointed contractor, or by EZ. Under your supervision, it is the responsibility of your company to have a representative available at the time of assembly and installation. To facilitate installation prior to heavy freight congestion, ship your sign crate(s) well in advance and separate from other exhibit material to our warehouse address indicated on the enclosed Material Handling & Shipping form. Clearly mark the crate HANGING SIGN/OK TO PROCEED without exhibitor supervision. Note: If it is necessary for your supervision, please indicate your expected arrival time at the facility. **Full payment must be received by the deadline date to guarantee lifts and workers. Final invoicing will be done from the actual hours.**

NAME OF SUPERVISION _____

Day _____ Date _____ Time _____

SUBTOTAL HANGING SIGN ORDER FORM (Lift Charge / Up & Down) \$ _____

Yes, I have completed and enclosed along with this order the Payment Policy Form.