

HANGING SIGN ORDER

Convention & Show Services is responsible for assembly, installation, and removal of all hanging signs. A hanging sign crew consists of a minimum of two (2) Carpenters and one (1) lift. For safety reasons, at CSS' discretion, a third carpenter may be assigned to the crew. The minimum charge for a hanging sign is one (1) hour, per crew/carpenter for installation and one (1) hour, per crew/carpenter for removal. Labor and equipment after the hour minimum is charged in half (1/2) hour increments. Please check in with the service desk thirty (30) minutes prior to your requested start time to confirm your labor request. Start times cannot be guaranteed, however, every effort is made to meet all requests. CSS reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work an exhibitor representative must return to the CSS Service Desk to sign the completed work order. There will be no exceptions, unless other arrangements are made with CSS. Once the work order is signed, no adjustments will be made.

Hanging Sign Labor Rates	S.T.	O.T.	P.T.
Hanging Sign Crew	\$378.00	\$498.00	\$560.00
Additional Carpenter (if needed)	\$120.00	\$180.00	\$211.00

Any materials to assist in hanging (cable, clamps, wire, etc.) will be at an additional charge.

*Steward and/or General Foreman will be billed additionally when work takes place outside of normal ST hours at the additional carpenter hourly rates.

Install

Date: _____ Time: _____ # of Crews: _____ # of Hours: _____

Dismantle

Date: _____ Time: _____ # of Crews: _____ # of Hours: _____

Please estimate the number of crews and hours per crew needed for install and dismantle above. Your invoice will be calculated according to actual hours worked.

Total	Est. Hrs.		Hourly Rate		TOTAL
_____	_____	X	_____	=	_____

All ceiling rigging must conform to Show Management rules and regulations and facility limitations. Structures weighing over 200 lbs. per point must have a rigging plot plan approved by the facility in advance. Hanging anchor points must be prefabricated and ready for use. If your sign requires assembly, please complete the install / dismantle carpenter labor order in this manual. If your sign requires electricity, please refer to the Electrical Service Provider forms in this manual.

Sign Description

Type: _____ Shape: _____ Dimensions: _____ Weight: _____

Any and all claims against CSS or its personnel for any and all damage must be reported to CSS' office/administrative staff immediately. Any claims not reported within twenty-four (24) hours of occurrence will not be accepted. Further, any claim for damaged material(s) must be inspected by CSS office/administrative staff and a report filed prior to the material(s) leaving the facility or changing hands or the claim will not be accepted. When a claim is filed, you will receive a copy of the report. If a report is not provided, please see a customer service representative at the service center to assure a report is filed. CSS will not accept any claims for damage if there is not a report on file.

Company Name: _____		Booth #: _____
Phone: _____	Email : _____	
Signature: _____	Print Name: _____	
Show Site Rep Authorized to Sign for Labor: _____		