

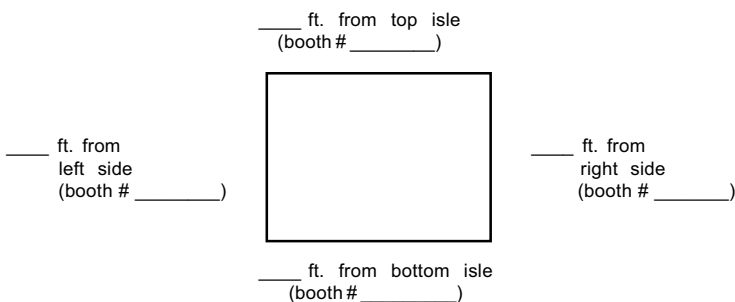
SIGN HANGING ORDER FORM

General Information

- Brede is responsible for supervision, assembly, installation and removal of all hanging signs.
- **A 20% surcharge will be added onto late/floor orders received after February 10, 2010.**
- All hanging signs must conform to Show Management rules and regulations and facility limitations.
- Detailed diagram must be forwarded to our office with this completed form prior to the show.
- Set up instructions must be provided for signs needing assembly.
- All signs must have approved rigging points with the exception of cloth banners. Brede reserves the right to refuse to hang a sign if, in their opinion, it appears unsafe.
- All signs requiring electrical must be in working order and in accordance with the National Electrical Code. Place electrical order on the appropriate form.

	Scissor Lift/Snorkel Lift and Minimum Crew Per Hour	Operator/Laborer Per Hour-Per Person	Labor Hours ONE HOUR MINIMUM
STRAIGHT TIME	\$ 332.00	\$ 73.00	Monday - Friday 8:00 am to 4:30 pm
OVERTIME	\$ 428.00	\$ 105.00	Mon. - Fri before 8:00 am, after 4:30 pm all day Sat., Sun., & Holidays

Install Date _____ Time _____
 Sign Specs: Wt. _____ lbs. - Ht. _____ ft. - Lgth. _____ ft.



_____ ft. from top of sign to the floor.
 Check Description(s) below applicable to your sign:
 ___ Fabric - Cloth Banner ___ Metal
 ___ Circle ___ Triangle ___ Wood
 ___ Other ___ Square ___ Rectangle
 Does your sign require assembly? ___ Yes ___ No
 Electrical ordered for sign? ___ Yes ___ No

Please select one of the following:

Install WITH Exhibitor Present
 Okay to proceed WITHOUT Exhibitor
 (30% Supervision surcharge is added.)

- The minimum crew consists of an operator, one additional laborer, a spotter and the equipment.
- One-hour minimum per laborer and equipment 1/2 hour increments thereafter.
- **Late/floor orders will incur a 20% surcharge on total charges.**
- Cancellation policy ~ 24-hour notice required to avoid a one-hour cancellation fee per crew and equipment.
- Hardware/materials used will result in additional charges.
- Chargeable time includes gathering tools and materials, travel to and from booth.
- There will be a one hour minimum charge for the removal of all hanging signs.

PLEASE COMPLETE THE INFORMATION BELOW ON EACH ORDER FORM.

Company Name _____ Booth No. _____
 Address _____ City/State _____ Zip _____
 Contact _____ E-mail Address: _____
 Phone () _____ Fax () _____