

**HANGING SIGN/RIGGING SERVICE FORM**



**MAIL OR FAX FORMS WITH PAYMENT TO :**  
ENCORE PRODUCTIONS AT THE LAS VEGAS HILTON

Phone: (702) 732-1810 Fax: (702)732-1992

Encore Productions atThe Las Vegas Hilton

OFFERS EXHIBITORS

No dryage, No Pick-up, No Delivery and No Sales Tax !

**CUSTOMER INFORMATION**

EVENT NAME:		LOAD IN DATE:	LOAD OUT DATE:
EXHIBITING COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS:	
ORDERED BY:		PRINT NAME:	

**BOOTH INFORMATION**

HALL:	BOOTH #:
ON-SITE CONTACT:	ON-SITE PHONE #:

**PAYMENT INFORMATION**

PLEASE CHECK ONE: <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> CHECK      CHECK #:		CARDHOLDERS NAME (PLEASE PRINT):
ACCOUNT #:		CARDHOLDERS SIGNATURE:
EXPIRATION DATE:	CARDHOLDER ADDRESS: (If Different from Above)	

**TERMS AND CONDITIONS**

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.  
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

ENCORE is responsible for hanging and assembly of all signage within the Las Vegas Hilton and it's Convention Center.

**Orders must be received 15-days prior to delivery date or a 30% surcharge will be added.**

Written cancellation of equipment and services must be received by Encore Productions 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied.

All On-site cancellations will be charged 100% of original order.

Display or exhibitor's on-site representative may supervise these activities.

Sign must include bluprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, and assembly instructions.

Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.

Hanging signs up to 200 lbs require minimum of one 1/4 ton motor.

Hanging signs over 200 lbs require minimum of one 1 ton motor.

All hanging banners and signs require a minimum of one rigging package.

**EQUIPMENT and LABOR RATES to HANG SIGNS**

**LABOR RATES**

**STRAIGHT TIME**

Monday - Friday 8:00am - 5:00pm

**OVERTIME**

Monday - Frday before 8:00am and after 5:00pm  
Saturdays, Sundays, and Holidays

**MATERIALS**

Cables, clamps, connectors etc. charged accordingly. See Rigging Packages.

**LIFT EQUIPMENT**

**Straight time**

**Overtime**

Scissor Lift and Crew

\$235.00

\$333.00

Condor and Crew

\$307.75

\$404.25

**HANGING SIGN/RIGGING SERVICE FORM**

<b>INSTALLATION LABOR ESTIMATE</b>			
Description	Approximate Hours	Rate	Total

<b>DISMANTLE LABOR ESTIMATE</b>			
Description	Approximate Hours	Rate	Total

<b>RIGGING EQUIPMENT</b>					
<b>CHAIN MOTORS</b>	<u>Qty</u>		<u>Price</u>		<u>Total</u>
1/4 ton hoist	_____	@	\$125.00 each	=	\$ _____
1/2 ton hoist	_____	@	\$250.00 each	=	\$ _____
1 ton hoist	_____	@	\$275.00 each	=	\$ _____
12" Box Truss	_____	@	\$13.75 per foot	=	\$ _____
20.5" Box Truss	_____	@	\$21.00 per foot	=	\$ _____
<b>RIGGING PACKAGES</b>					
Standard Rigg Package	_____	@	\$50.00 each	=	\$ _____
<i>(includes up to 4 points)</i>					
Special Rigg Package ( please call for quote), customer retains cutom Rigg package at conclusion of show.					
<b>ESTIMATED TOTAL RIGGING EQUIPMENT: \$ _____</b>					

<b>SIGN INFORMATION</b>					
<b>TYPE OF SIGN</b> <input type="checkbox"/> Banner  <input type="checkbox"/> grommets <input type="checkbox"/> pockets <input type="checkbox"/> 1 sided <input type="checkbox"/> 2 sided  <input type="checkbox"/> structural <input type="checkbox"/> wood <input type="checkbox"/> system  <input type="checkbox"/> metal <input type="checkbox"/> other	<b>DIMENSION &amp; WEIGHT OF SIGN</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Height</td> <td style="width: 50%;">Length</td> </tr> <tr> <td>Width</td> <td>Weight</td> </tr> </table> <b>SHAPE OF SIGN</b> <input type="checkbox"/> square <input type="checkbox"/> rectangle <input type="checkbox"/> triangle <input type="checkbox"/> circle <input type="checkbox"/> other	Height	Length	Width	Weight
Height	Length				
Width	Weight				
<b>NUMBER OF FEET FROM FLOOR TO TOP OF SIGN</b> Feet <input style="width: 100%;" type="text"/>					

<b>LOCATION OF SIGN</b>							
Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths. For island and peninsula booths, indicate all across-the-aisle neighboring booths.							
<table style="width: 100%;"> <tr> <td style="width: 40%;"><input style="width: 80%;" type="text"/> Feet in from front aisle</td> <td style="width: 60%;"><input style="width: 80%;" type="text"/> Booth #</td> </tr> </table> <p align="center"><b>FRONT SIDE</b></p> <div style="border: 2px solid black; width: 80%; margin: 0 auto; height: 150px; position: relative;"> <div style="position: absolute; top: -20px; left: 50%; transform: translate(-50%, -50%);"><b>FRONT SIDE</b></div> <div style="position: absolute; bottom: -20px; left: 50%; transform: translate(-50%, -50%);"><b>BACK SIDE</b></div> </div>	<input style="width: 80%;" type="text"/> Feet in from front aisle	<input style="width: 80%;" type="text"/> Booth #	<table style="width: 100%;"> <tr> <td style="width: 40%;"><input style="width: 80%;" type="text"/> Booth #:</td> <td style="width: 60%;"><input style="width: 80%;" type="text"/></td> </tr> <tr> <td style="width: 40%;"><input style="width: 80%;" type="text"/> Feet in from Right aisle</td> <td style="width: 60%;"><input style="width: 80%;" type="text"/></td> </tr> </table> <p align="center"><b>RIGHT SIDE</b></p>	<input style="width: 80%;" type="text"/> Booth #:	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/> Feet in from Right aisle	<input style="width: 80%;" type="text"/>
<input style="width: 80%;" type="text"/> Feet in from front aisle	<input style="width: 80%;" type="text"/> Booth #						
<input style="width: 80%;" type="text"/> Booth #:	<input style="width: 80%;" type="text"/>						
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<input style="width: 80%;" type="text"/> Booth #	<input style="width: 80%;" type="text"/>						
<input style="width: 80%;" type="text"/> Feet in from left aisle	<input style="width: 80%;" type="text"/>						
<input style="width: 80%;" type="text"/> Feet in from back aisle	<input style="width: 80%;" type="text"/> Booth #						