

HANGING SIGN/RIGGING SERVICE FORM

Part 1 of 2



FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT BALLY'S/PARIS HOTELS

Part 1 of 2

Phone: (702) 946-4154 Fax: (702) 946-4462

**Encore Event Technologies at Bally's/Paris Hotel
OFFERS EXHIBITORS
No dryage, No Pick-up, No Delivery and No Sales Tax !**

CUSTOMER INFORMATION

EVENT NAME:		EVENT DATES:	
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		CARDHOLDERS NAME (PLEASE PRINT):
CHECK #:	CARDHOLDERS SIGNATURE:	
<small>Checks must be received 15-days prior to delivery date.</small>		
ACCOUNT #:	CARDHOLDER ADDRESS: (If Different from Above)	
EXPIRATION DATE:		

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 of all signage within the BALLY'S/PARIS 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 Event Technologies 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 blueprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, and assembly instructions. Encore does not assemble signs. Please check with your decorating company for labor.
 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 1/2 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	
<u>STRAIGHT TIME @ \$102.00 per hour</u> 4 hours minimum up to 8 hours	<u>OVERTIME @ \$153.00 per hour</u> After 8 hours and on Holidays
MATERIALS Cables, clamps, connectors etc. charged accordingly. See Rigging Packages.	
LIFT EQUIPMENT Scissor Lift or Condor and 2 man crew	Straight time \$2,134.67

Part 2 of 2 / INSTALLATION LABOR ESTIMATE

Load-in Date	Load-in Time		

DISMANTLE LABOR ESTIMATE

Load-out Date	Load-out Time		

RIGGING EQUIPMENT

<u>CHAIN MOTORS</u>	<u>Qty</u>		<u>Price</u>		<u>Total</u>
1/2 ton hoist	_____	@	\$275.00 each	=	\$ _____
1 ton hoist	_____	@	\$275.00 each	=	\$ _____
12" Box Truss	_____	@	\$13.75 per foot	=	\$ _____
20.5" Box Truss	_____	@	\$21.00 per foot	=	\$ _____
<u>RIGGING PACKAGES</u>					
Standard Rigg Package <i>(includes up to 4 points)</i>	_____	@	\$60.00 each	=	\$ _____
Special Rigg Package (please call for quote).			24% service fee	=	\$ _____
			8.1% tax	=	\$ _____
ESTIMATED TOTAL RIGGING EQUIPMENT:					\$ _____

SIGN INFORMATION

TYPE OF SIGN <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	DIMENSION & WEIGHT OF SIGN	
	Height	Length
	Width	Weight
SHAPE OF SIGN <input type="checkbox"/> square <input type="checkbox"/> rectangle <input type="checkbox"/> triangle <input type="checkbox"/> circle <input type="checkbox"/> other		
NUMBER OF FEET FROM FLOOR TO TOP OF SIGN Feet: _____		

LOCATION OF SIGN

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.

