



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

411 W. Lake Brantley Rd., Altamonte Springs, FL 32714

Phone 407-786-EXPO (3976) • Fax 407-786-3977

E-Mail: info@completexpo.com



October 28th-29th, 2009

Baltimore Convention Center

Baltimore, Maryland

Hanging Sign Information

RPM CompleteXPO Services is responsible for supervision, assembly, installation, and removal of all hanging signs.

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the Hanging Sign/Truss Labor Order Form.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. All signs to be hung from the ceiling should be sent in a separate container on a separate bill of lading marked "Hanging Sign." This container should be shipped in advance to the RPM CompleteXPO Warehouse, arriving no later than Friday, October 23rd, 2009.
5. Include exhibitor contact information with the order.
6. Include engineer-stamped assembly and hanging instructions with the order. RPM CompleteXPO accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend RPM CompleteXPO and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.
7. Installation and removal times will be established per the availability of the hall and access to the area under the sign.



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

411 W. Lake Brantley Rd., Altamonte Springs, FL 32714
Phone 407-786-EXPO (3976) • Fax 407-786-3977
E-Mail: info@completexpo.com



October 28th-29th, 2009
Baltimore Convention Center
Baltimore, Maryland

Suspended Sign Hanging Order Form

Return Deadline: **October 9, 2009**

RPM CompleteXPO Services reserves the right to assemble, install, and dismantle "Hanging Signs" with approved devices and type of cable to safely hang sign.

- All signs must be approved by Show Management prior to hanging.
- All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.
- A full set of plans must be provided and forwarded to RPM CompleteXPO Services together with the completed Suspended Sign Hanging Order Form.

Sign Hanging Rates

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a **Time and Material** basis.

Straight Time

8:00 am to 4:30 pm
Monday through Friday

Overtime

After 4:30 pm until 8:00 am
Monday through Friday.
All day Saturday and Sunday.

Double-Time

All Holidays

High Lift and Crew

Three Worker
Crew Required

\$ 395.00 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

\$ 592.50 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

\$ 790.00 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

PLEASE TELL US ABOUT YOUR SIGN

1. TYPE OF SIGN: Wood Metal Cloth Banner Electrical Other: _____
2. SIZE OF SIGN: Height: _____ Length: _____ Width: _____ Weight: _____ lbs.
3. # OF STRUCTURAL PICK POINTS: _____ LBS. AT EACH POINT: _____ lbs.
4. SHAPE OF SIGN: Square Rectangle Circle Triangle Other: _____
5. IS YOUR SIGN ELECTRICAL? Yes No If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign."
6. DOES YOUR SIGN REQUIRE ASSEMBLY: Yes No If yes, RPM CompleteXPO will assemble your sign prior to hanging. See Hanging Sign/Truss Information.

PLEASE INDICATE SERVICE(S) REQUIRED

Amount

Sign Crew for _____ hours to **install** our sign on _____ (day) _____ (date) at _____ (time)

\$

Sign Crew for _____ hours to **dismantle** our sign on _____ (day) _____ (date) at _____ (time)

\$

TOTAL AMOUNT →

\$

- EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor.
- RPM COMPLETEXPO SERVICES SUPERVISION – A 30% surcharge will be added to the labor rates above for this professional supervision. Detailed set-up and outbound shipping instructions must be sent in advance.

Payment Policy: Credit Card information must be on file for all suspended sign hanging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. **Cancellation Policy:** Suspended sign hanging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Suspended sign hanging labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:		Booth #:	
Ordered By:		Phone #:	
Signature:		Date:	