



RPM CompleteXPO Services
Meeting The Needs of Today's Events!

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**SE REGIONAL
 FRUIT & VEGETABLE CONFERENCE**
JANUARY 8th-9th, 2010
 Savannah Convention Center • Savannah, GA

Sign Hanging Labor Order Form **Return Deadline: December 23, 2009**

RPM CompleteXPO Services reserves the right to assemble, install, and dismantle "Hanging Signs," non-electrical 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. Orders received at the Service Desk are subject to availability. Complete plans must be provided and forwarded to RPM CompleteXPO Services together with the completed Suspended Sign Hanging Order Form.

**Sign Hanging
 Labor Rates**

<i>If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis.</i>		
	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
High Lift and Crew Three Worker Crew Required	\$ 275.00 per hour, one hour minimum on installation, one hour minimum on dismantle, per crew, thereafter ½ hr. increments	\$ 375.00 per hour, one hour minimum on installation, one hour minimum on dismantle, per crew, 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.

	Dates Required (circle all that apply):	Service Required	Time Requested	Estimated # of Hours Per Crew	Estimated Amount
ERECT	Thursday, January 7th				\$
DISMANTLE	Saturday, January 9th (overtime)				\$
TOTAL AMOUNT →					\$

of Pieces to be Spotted: _____ Heaviest Pieces: _____

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 before the return deadline will be refunded at 100%. Suspended sign hanging labor service orders cancelled after move-in begins will be charged a one hour minimum per worker.

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