



# RPM CompleteXPO Services

Meeting The Needs of Today's Events!

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# SE REGIONAL Fruit & Vegetable Conference

JANUARY 6th-7th,  
2012

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<b>Sign Hanging Labor Order Form</b>	<b>Return Deadline: December 19, 2011</b>
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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>		
	<b>Straight Time</b> 8:00 am to 4:30 pm Monday through Friday	<b>Overtime</b> After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday
<b>High Lift and Crew Three Worker Crew Required</b>	\$ 288.75 per hour, one hour minimum on installation, one hour minimum on dismantle, per crew, thereafter ½ hr. increments	\$ 433.13 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
<b>ERECT</b>	Thursday, January 5th				\$
<b>DISMANTLE</b>	Saturday, January 7th (overtime)				\$

# of Pieces to be Spotted: \_\_\_\_\_ Heaviest Pieces: \_\_\_\_\_

**TOTAL AMOUNT → \$**

**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: