

## Hanging Sign Order Form

### Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse no later than Wednesday, May 29, 2024 using the enclosed "Hanging Sign" labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$159.00	\$206.00	\$258.00
T3 Supervised Sign Assembly Labor.....	\$206.70	\$267.80	\$335.40

Does the sign require assembly? Yes No  
(assembly labor performed at rates above)

Requested Date & Time**	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	\$899.00	\$1,041.00	\$1,184.00

Requested Date & Time**	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.  
\*\*We will do our best to accommodate the requested date and time.  
Crew size is at the discretion of T3 Expo.

### Supervision of all labor is required (check one)

**Exhibitor Supervision** On site/after hours contact cell phone: (\_\_\_\_) \_\_\_\_\_

On site/after hours contact name: \_\_\_\_\_

**T3 Expo Supervision** On site/after hours contact cell phone: (\_\_\_\_) \_\_\_\_\_

On site/after hours contact name: \_\_\_\_\_

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

### Set-Up Instructions Attached

### Outbound Shipping Information Attached (for T3 Expo Supervised Dismantle only)

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

Estimated Total Hanging Sign..... \$ \_\_\_\_\_

