

# PALMS®

## BANNERS/HANGING SIGNS Exhibitor Order Form

# ORDER EARLY AND SAVE!

EVENT NAME:				ROOM / BOOTH:									
COMPANY:				DELIVERY DATE:				DELIVERY TIME:					
BILLING NAME AND STREET ADDRESS:				PICKUP DATE:				PICKUP TIME:					
CITY:		STATE:		ZIP:		ONSITE CONTACT:							
PHONE:		FAX:		EMAIL:		CONTACT PHONE:							
CARDHOLDER NAME:		CC TYPE:		CC#:									
CARDHOLDER SIGNATURE:				EXP DATE:				SECURITY CODE					

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

To receive **PRE SHOW** rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the **LATE ORDER** rate.

### TERMS AND CONDITIONS

- 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 Productions 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, weight of signage and must be submitted five (5) days prior to event.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.
- Client is responsible for all hardware and assembly of signage unless otherwise contracted in writing.
- Palms has fixed ceiling rig points. To center signs above booth we may have to build a truss structure to accommodate location at additional charge.
- All Banners / Hanging Signs not picked up after the event will be held by Encore for 24 hours, after which, they will be disposed of properly.

Note: You should contact your general service contractor for shipping instructions for all hanging signs.

**Electrical charges are NOT included in Banner / Hanging Sign Prices.**

### LABOR RATES TO HANG SIGNS

**STRAIGHT TIME @ \$93.00 per hour**  
Monday – Friday 8:00am – 5:00pm

**OVERTIME @ \$139.50 per hour**  
After 8 hours

**DOUBLETIME @ \$186.00 per hour**  
After 12 hours

**TWO RIGGER FOUR HOUR MINIMUM ON ALL ORDERS**

Palms nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Palms should make installation connection to facility. Rigging contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

**CANCELLATIONS:** written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.

**HANGING / RIGGING IS AN EXCLUSIVE SERVICE OF PALMS.**

**Encore Productions**  
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palms@encoreproductions.net



#### LABOR ESTIMATE

INSTALLATION	LOAD-IN DATE	LOAD-IN TIME	HOURS	TOTAL
2 RIGGERS (4 HOUR MINIMUM)				
DISMANTLE	LOAD-OUT DATE	LOAD-OUT TIME	HOURS	TOTAL
2 RIGGERS (4 HOUR MINIMUM)				

#### RIGGING EQUIPMENT

CHAIN MOTORS	PRE SHOW	LATE ORDER	QTY	TOTAL
SCISSOR LIFT	250.00	300.00		
½ TON HOIST	150.00	200.00		
1 TON HOIST	150.00	200.00		
10' - 12" BOX TRUSS	100 per stick	125 per stick		
10' - 20.5" BOX TRUSS	125 per stick	150 per stick		
SPECIAL RIGG PACKAGE*	- CALL FOR RATES -			
ESTIMATED TOTAL FOR RIGGING EQUIPMENT				

**MATERIALS – Cables, clamps, connectors, etc., charged accordingly, if not supplied with sign.**

\* Customer retains custom Rigg package at conclusion of show.

#### SIGN INFORMATION

##### TYPE OF SIGN

- banner  
 grommets  pockets  1 sided  2 sided  
 structural  wood  system  
 metal  other

##### SHAPE OF SIGN

- square  circle  rectangle  
 triangle  other

##### DIMENSION & WEIGHT OF SIGN

height:	length:
width:	weight:

NUMBER OF FEET FROM THE FLOOR TO TOP OF SIGN: \_\_\_\_\_

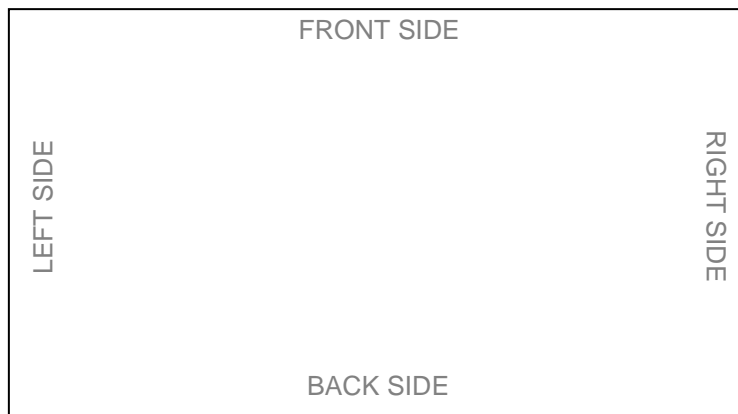
#### LOCATION OF SIGN

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.

Feet in from FRONT aisle. \_\_\_\_\_

Booth #: \_\_\_\_\_



Feet in from LEFT aisle. \_\_\_\_\_

Booth #: \_\_\_\_\_

Feet in from RIGHT aisle. \_\_\_\_\_

Booth #: \_\_\_\_\_

Feet in from BACK aisle. \_\_\_\_\_

Booth #: \_\_\_\_\_

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COMPLETE THIS FORM AND FAX TO 702.690.3163

EXHIBITOR'S INITIALS \_\_\_\_\_