**Discount Deadline:** February 17, 2020

5931 Campus Circle Drive West, Irving, Texas 75063
Phone: 972.580.9000
Order Services online at theexpogroup.com

**ASHE PDC Summit 2020**
March 23-24, 2020
Henry B. Gonzalez Convention Center
San Antonio, TX

**Suspended Sign Labor**

- A minimum charge per sign four hours per crew/laborer, including two hours for installation and two hours for dismantle, will apply to all booths requiring labor. Dismantle will automatically be applied to your invoice.

Please note that assembly is not included. For safety reasons, it is required that Union labor must be used for the assembly of suspended signs. To order labor to assemble your sign, please see form 21a or 21b.

<table>
<thead>
<tr>
<th>Lift/Operator</th>
<th>Date</th>
<th>Est. Start</th>
<th>Est. End</th>
<th># of Men</th>
<th># of Hrs.</th>
<th>Total Man Hrs.</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Expo Group is authorized to hang signs that are 250 lbs. or less. If your sign is greater than 250 lbs., please fill out Form 21B, and return to your Customer Account Manager for a quote.

**TERMS AND CONDITIONS**

- All Suspended Sign orders must be submitted with payment and completed paperwork no later than 14-days prior to the first day of Exhibitor move-in.
- A minimum charge per sign of four hours per crew/laborer, including two hours for installation and two hours for dismantle, will apply to all booths requiring labor. Dismantle will automatically be applied to your invoice.
- Materials necessary to install signs will be billed accordingly.
- Additional charges will be calculated based on the information below as well as number of rigging points. All Suspended Signs MUST be shipped to The Expo Group advance warehouse. Please use the enclosed Suspended Sign shipping labels. If shipping direct to show site, exhibitor is subject to additional charges of a minimum of 4 hours of labor.
- Supervision of the hanging of your sign must be done by The Expo Group. If exhibitor requests a specific set-up/dismantle time, a charge of a minimum of 4 labor hours will be assessed.
- No credits will be issued on services installed as ordered even though not used. Cancellation(s) must be received prior to requested date of service (2 days prior to exhibitor move-in) to avoid up to a 25% cancellation fee.
- All overhead suspended signs or banners are subject to approval and must conform to show management and facility regulations. The Expo Group reserves the right to refuse to hang sign which is deemed unsafe.
- Set-up instructions must be provided for signs requiring assembly. Hanging anchor points must be pre-fabricated and ready to use.
- Signs requiring electricity must be in accordance with the National Electrical Code. Please complete and return the Electrical form included in this manual.
- Signs requiring assembly, installation, and dismantling of support devices or hoisting cable will be done on a time-and-materials basis. All labor to assemble and disassemble is at the exhibitor's expense, and will be charged at TEG's labor rates. Hanging is a separate charge. Suspended Sign disassembly is mandatory.

**ADDITIONAL INFORMATION**

Please provide the following information:

- Exhibiting Company:
- Print Name:
- Authorizer's Signature:
- Booth Number:
- Date:

**CALCULATING YOUR TOTAL**

<table>
<thead>
<tr>
<th>Advance Price</th>
<th>Standard Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>$495.00/ Hour</td>
<td>$707.25/ Hour</td>
</tr>
<tr>
<td>$742.50/ Hour</td>
<td>$1,060.75/ Hour</td>
</tr>
</tbody>
</table>

**High Lift and Crew**

- **Straight Time**
  - Monday - Friday, 8:00 am - 4:30 pm
  - Monday - Friday, 4:30 pm - 8:00 am; All day Saturday, Sunday and Holidays
  - $495.00/ Hour
  - $742.50/ Hour

- **Overtime**
  - $707.25/ Hour
  - $1,060.75/ Hour
**Suspended Sign Information**

**Discount Deadline:**
February 17, 2020

**City:**
Irving, Texas 75063

**Phone:**
972.580.9000

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**Signage Specifications**

<table>
<thead>
<tr>
<th>Must Be Completed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Type of Sign:</td>
<td>Metal or Wood</td>
</tr>
<tr>
<td>B. Size of Sign:</td>
<td>Height</td>
</tr>
<tr>
<td>C. Shape of Sign:</td>
<td>Square</td>
</tr>
<tr>
<td>D. Number of feet from floor to bottom of sign:</td>
<td></td>
</tr>
<tr>
<td>E. How many signs all together?</td>
<td></td>
</tr>
<tr>
<td>F. Electrical</td>
<td>Yes</td>
</tr>
<tr>
<td>G. Hanging Sign material is fire proof?</td>
<td>Yes</td>
</tr>
<tr>
<td>H. Does your sign require assembly?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*If yes, please contact your Customer Account Manager (CAM)*

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**Exhibitor Show Site Contact** (available for logistical questions)

- **Name:**
- **Cell:** (   )  -

---

**Must Be Completed**

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.

![Diagram of booth layout]

- **Aisle _____ (Back of Booth)**
- **Aisle _____ (Front of Booth)**

---

**Inbound Shipping Information**

- **Carrier:**
- **Phone:** (   )  -
- **Date to Arrive at Warehouse:**

---

**Outbound Shipping Information**

- **Ship To:**
- **Carrier:**
- **Phone:** (   )  -

---

**Exhibiting Company:**

- **Print Name:**
- **Authorizer's Signature:**
- **Booth Number:**
- **Date:**
To: (Exhibitor)  
(Booth Number)  
c/o The Expo Group  
YRC Freight  
111 Gembler Road  
San Antonio, TX 78219

Name of Convention:  
ASHE PDC Summit 2020  
Must Arrive by March 18, 2020

Materials arriving at the warehouse from March 9, 2020 to March 18, 2020 will be subject to a surcharge.

Carrier:  
# Pieces:  

To: (Exhibitor)  
(Booth Number)  
c/o The Expo Group  
YRC Freight  
111 Gembler Road  
San Antonio, TX 78219

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