

THE EXPO GROUP

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 Order Services online at theexpogroup.com



Phoenix Convention Center - Halls A-E
 December 5-8, 2021

Suspended Sign Labor

Discount Deadline:
November 8, 2021

- ⇒ **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. 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.**
- ⇒ **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.** Additional charges will be calculated based on the information provided on the Suspended Sign Information form as well as number of rigging points. Materials necessary to install signs will be billed accordingly. Hanging anchor points must be pre-fabricated and ready to use.
- ⇒ 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.
- ⇒ **Exhibitor is required to cancel labor at least two days prior to the date for which labor was ordered. Otherwise a one hour "No-Show" charge will be billed to the exhibitor.**
- ⇒ **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.
- ⇒ 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. Set-up instructions must be provided for signs requiring assembly. **Hanging is a separate charge. 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 order online or see the Booth Labor form.
- ⇒ Signs requiring electricity must be in accordance with the National Electrical Code. Please complete and return the Electrical form included in this manual.
- ⇒ **IMPORTANT:** The following Suspended Sign Information form should be filled out and submitted online for all signs.
- ⇒ **Booth Labor Hours:**
 - Straight Time: Monday - Friday, 8:00 am - 4:30 pm
 - Overtime: Monday - Friday, 7:00 am - 8:00 am and 4:30 pm - 12:00 am; Saturday and Sunday, 7:00 am - 12:00 am
 - Double Time: Monday - Sunday, 12:00 am - 7:00 am; Holidays

Go to www.theexpogroup.com for fast, easy ordering.

SUSPENDED SIGN LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
High Lift and Crew - ST	@	\$ 635.00	\$ 907.25	=
High Lift and Crew - OT	@	\$ 825.50	\$ 1179.50	=
High Lift and Crew - DT	@	\$ 952.50	\$ 1360.75	=

Lift/Operator	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.

Labor Subtotal

TOTAL

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____



Signage Specifications

Must Be Completed

- A. Type of Sign: ☐ Metal or Wood ☐ Cloth Banner ☐ Other _____
- B. Size of Sign: Height _____ Length _____ Width _____ Weight _____
- C. Shape of Sign: ☐ Square ☐ Circle ☐ Rectangle ☐ Triangle ☐ Other _____
- D. Number of feet from floor to bottom of sign: _____
- E. How many signs all together? _____
- F. Electrical ☐ Yes ☐ No
 If yes, please order from the Electrical Form and indicate "FOR HANGING SIGN"
- G. Hanging Sign material is fire proof? ☐ Yes ☐ No
- H. Does your sign require assembly? ☐ Yes ☐ No
 If yes, please contact your Customer Account Manager (CAM)

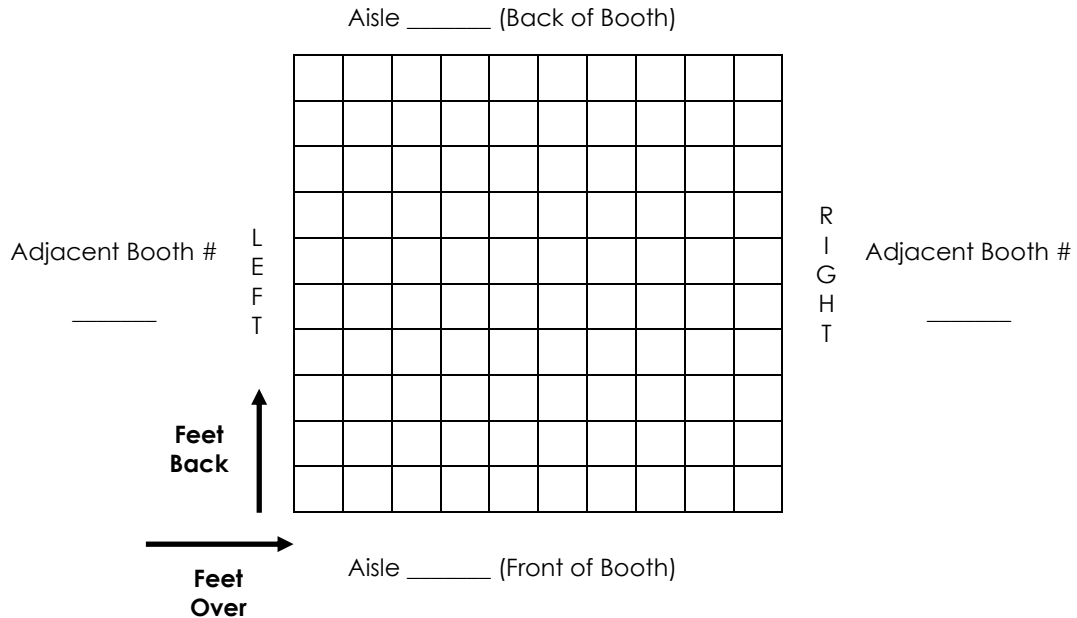
Exhibitor Show Site Contact (available for logistical questions)

Name: _____ Cell: () - _____

Signage Location

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.



Inbound Shipping Information

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

Outbound Shipping Information

Ship To: _____

 Carrier: _____ Phone: () - _____

Exhibiting Company: _____
 Print Name: _____
 Email Address: _____

Booth Number: _____
 Date: _____
 Phone Number: _____