



- All orders must be submitted with payment and a completed Suspended Sign Information form by the Discount Deadline Date to receive Advance Rates.
- All overhead suspended signs or banners are subject to approval and must adhere to show management and facility regulations.
- For safety purposes all suspended signs MUST be assembled, by The Expo Group. Please see rates for assembly labor below. All setup instructions must be provided in advance for signs needing assembly. Additional inspection fees may.
- Additional charges for truss, motors, and rigging points, etc. will apply as required.
- All suspended signs MUST be sent to the Advance Warehouse and identified with the suspended sign shipping labels included in this manual. Please note, if you are not shipping your suspended sign to the advance warehouse, TEG cannot guarantee the hanging of your sign prior to show open or advance rates.
- Exhibitor is required to cancel labor at least 24 hours prior to the date for which labor was ordered or a one hour minimum will be charged.
- The Structural Integrity Statement form must be filled out and submitted by the discount deadline date.
- Signs requiring electricity must be in accordance with the National Electrical Code. Please review information provided by the electrical provider.
- **STRAIGHT TIME:** Monday-Friday, 8:00am-4:30pm
OVERTIME: Monday-Friday, 4:30pm-8:00am; All day Saturday, Sunday & Holidays

Order online at cyberservices.theexpogroup.com

SUSPENDED SIGN LABOR

Item	# of Hours	Advanced Price	Standard Price	Total
Assembly/Disassembly Labor - ST	@	\$173.00	\$247.25	=
Assembly/Disassembly Labor - OT	@	\$269.75	\$385.50	=

To receive a quote for the hanging/installation and lowering/removal of your sign, please fill out and return the Suspended Sign Information form by uploading the file to [cyberservices](https://cyberservices.com).

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 Service Manager with any questions, needs or special requests.

TOTAL _____

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

Booth Number: _____
 Date: _____
 Phone Number: _____



HANGING SIGN SPECIFICATIONS

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"

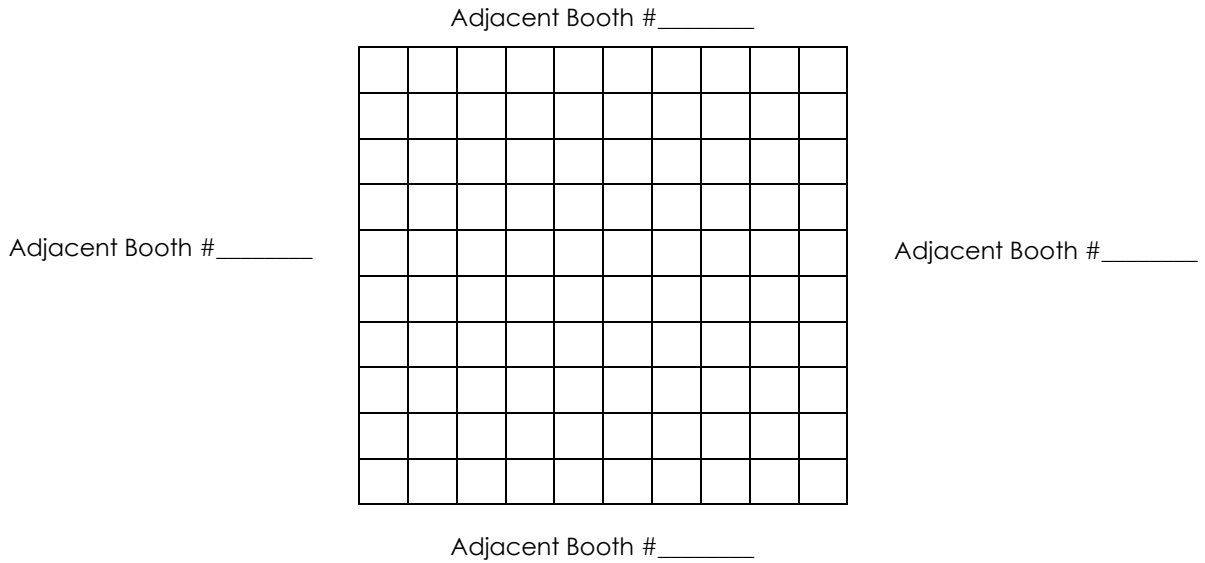
G. Hanging Sign material is fire proof? Yes No

H. Does your sign require assembly? Yes No
 If yes, please contact your Customer Service Manager (CSM)

Exhibitor Show Site Contact (available for logistical questions)
 Name: _____ Cell: () _____ - _____

HANGING SIGN PLACEMENT

Using the below diagram please indicate where you would like your sign placed. Please refer to the overall show floorplan and fill in the booth numbers of all surrounding booths to ensure booth orientation is correct.



Inbound Shipping Info

Carrier: _____ Phone: () _____

Date to Arrive at Warehouse: _____

Outbound Shipping Info

Ship To: _____

Carrier: _____ Phone: () _____

Exhibiting Company: _____ Booth Number: _____

Print Name: _____ Date: _____

Email Address: _____ Phone Number: _____



Each exhibitor must complete the Suspended Sign Information and Structural Integrity Statement forms and return them to The Expo Group.

REQUIRED FORM

STRUCTURAL INTEGRITY STATEMENT

_____, the contracted exhibitor at The Car Wash Show 2024 and (if applicable) _____, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release The Car Wash Show 2024, Music City Center, The Expo Group, and their contractors and agents from any liability in connection with this structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

Exhibitor, as a material part of the consideration to The Expo Group for material handling and rigging services under this agreement, waives and releases all claims against The Expo Group, its subsidiaries and affiliated companies, their directors, officers, employees and agents with respect to all matters pursuant to this agreement.

Exhibiting Company: _____ Booth #: _____
Authorized Signature: _____
Authorized Name: _____ Date: _____
Display House/Builder: _____
(if applicable)
Authorized Signature: _____
Authorized Name: _____ Date: _____

Exhibiting Company: _____ Booth Number: _____
Print Name: _____ Date: _____
Email Address: _____ Phone Number: _____

THE EXPO GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

**c/o The Expo Group
Metro Air Services C/O PGL
805 Airpark Commerce Dr
Nashville, TN 37217**

Name of Convention:

**The Car Wash Show™ 2024
Must arrive by April 30, 2024**

Carrier: _____

Pieces: _____

THE EXPO GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

**c/o The Expo Group
Metro Air Services C/O PGL
805 Airpark Commerce Dr
Nashville, TN 37217**

Name of Convention:

**The Car Wash Show™ 2024
Must arrive by April 30, 2024**

Carrier: _____

Pieces: _____

THE EXPO GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

**c/o The Expo Group
Metro Air Services C/O PGL
805 Airpark Commerce Dr
Nashville, TN 37217**

Name of Convention:

**The Car Wash Show™ 2024
Must arrive by April 30, 2024**

Carrier: _____

Pieces: _____

THE EXPO GROUP

ADVANCE WAREHOUSE SHIPMENT

HANGING SIGN

To:

(Exhibitor)

(Booth Number)

**c/o The Expo Group
Metro Air Services C/O PGL
805 Airpark Commerce Dr
Nashville, TN 37217**

Name of Convention:

**The Car Wash Show™ 2024
Must arrive by April 30, 2024**

Carrier: _____

Pieces: _____