

HANGING SIGN ORDER

• All orders must be received with full payment prior to Advance Rate Deadline date to qualify for Advance Rate •

IMPORTANT INFORMATION

- ◆ A hanging sign placement form must be completed.
- ◆ All ceiling rigging must conform to Association Management rules and regulations and the facility limitations.
- ◆ This completed order form must be received by Informa Markets by the Advance Rate deadline date given, to allow for the required coordination with the facility. All orders received after the Advance Rate deadline date will receive the Standard pricing.
- ◆ All overhead hanging signs must be assembled, installed, and disassembled by Informa Markets. Exhibitors, display companions and/or I & D representatives may supervise, but will not be allowed to assemble/disassemble or install/remove the hanging sign. Please complete the LABOR ORDER FORM (included in this manual) to assemble your sign.
- ◆ Set-up instructions must be provided for signs needing assembly.
- ◆ Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the ELECTRICAL SERVICE order form included in this manual.
- ◆ Hanging anchor points must be pre-fabricated and ready for use.
- ◆ Any hang point supporting over 250 lbs must have special authorization in advance from Informa Markets.

INSTALLATION & DISMANTLING RATES

X	LABOR	EST. HOURS	ADVANCE RATE	STANDARD RATE	EST. TOTAL
<input type="checkbox"/>	Installation				
<input type="checkbox"/>	Dismantle				
<input type="checkbox"/>	2nd Lift for Installation				
<input type="checkbox"/>	2nd Lift for Dismantle				
<input type="checkbox"/>	Additional Laborers ST				
<input type="checkbox"/>	Additional laborers OT				

- ◆ Equipment rates include the lift and crew of two riggers (bucketlifts). The minimum charge for labor and equipment is one (1) hour for installation per sign and one (1) hour for dismantling per sign. Orders cancelled without 48-hour notice will be charged a one (1) hour cancellation fee at standard rates.
- ◆ Signs requiring 2 lifts will be charged according to rates on the Installation & Dismantling Rates chart.
- ◆ The total is an estimate only. Invoice will be calculated based on the actual hours worked per sign.
- ◆ All banners and materials must be on site and ready to be hung no later than **12:00 noon Monday, October 28th.**

RESTRICTIONS

- ◆ Installation and removal times will be established by Informa Markets per the availability of the halls and access under the signs.
- ◆ In all cases, signs should be shipped in and out separately. Carriers will not be held to await removal or hanging signs for shipments.
- ◆ All wire clamps and harnesses will be supplied and installed by Informa Markets & are billed in addition to the labor charges.
- ◆ Uncrating and re-crating of signs will be handled on a time and materials basis.

NO BANNERS WILL BE HUNG AFTER THE AISLE CARPET HAS BEEN INSTALLED.

ESTIMATED TOTAL

Company Name: _____	Space #: _____
Phone: _____	Email: _____
On-Site Contact: _____	On-Site Cell: _____
Name (print or type): _____	Signature*: _____ Date: _____

*By signing this form you acknowledge, understand and agree to the Convention Services by Informa Markets business Payment Policy and Terms & Conditions

IMPORTANT INFORMATION: *Cancellation after deadline will be charged at 50% of prevailing rate. *Cancellation after installation will be 100% of prevailing rate. *Orders received after deadline will be filled as available at the standard rates. *Floor orders are limited to availability. *Phone orders will NOT be accepted. *All materials are furnished on a rental basis and remain the property of Informa Markets US Boat Show. *Adjustments to your invoice will not be made after the close of the show. *A finance charge of 1.5% per month (18% annum) will be added to all accounts not paid within ten days of invoice date. *In the event it becomes necessary to enforce this agreement for collection through legal counsel, exhibitor and/or exhibiting company agrees to pay a reasonable attorney's fee for such collection effort.