



EXHIBITION HALL SIGNAGE/BANNER ORDER FORM

Fax /email or Mail to: Aerial Rigging Inc.

Attn: Chris Allen

4190 Waring Rd. Suite 120, Lakeland Florida 33811

(863) 607-9100 Fax (863) 607-9188

Email: Chris@aerialrigging.com

Equipment and Labor Rates to Hang Signs

A motor and rigging estimate are required for all signage over 75lbs.

Rigging Labor Rates:

Monday - Friday: 8:00am - 5:00pm - Straight Time

Monday - Friday: 5:00pm - 12:00mid - Time and one half

Saturday: 8:00am - 12:00mid: - Time and one half

Monday - Sunday: 12:00mid - 8:00am - Double Time

After 10 hours per day and on holidays, overtime rates will apply. (Please see schedule)

Equipment with Crew:

- Show site prices will apply to all labor orders placed at show site
- **Rates are per lift (26' scissor) and crew per hour.**
- One-hour minimum per lift/crew, thereafter, charged in half (1/2) hour increments.
- Straight time cannot be guaranteed.

Scissor Lift with Crew	Straight Time	Overtime
Advance Price	\$520.00	\$730.00
Show Site Price	\$650.00	\$850.00

Installation Estimate:

Approx. Hours	X	Hourly Rate	=	Total Estimated Cost
	X		=	

Dismantle Estimate:

Approx. Hours	X	Hourly Rate	=	Total Estimated Cost
	X		=	

NOTE: ALL QUOTES/INVOICES WILL REQUIRE A 26% SERVICE CHARGE

ANY CANCELLATION OF RIGGING CALLS REQUIRE 24 HOUR NOTICE TO AVOID FULL CHARGE

Customer or company representative must be present for installation. If this is not possible Supervision for assembly and disassembly of overhead hanging can be provided by Aerial Rigging at an additional cost.

Please indicate type of supervision to be provided:

Exhibitor Personnel _____ Other (please specify) _____

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job, it will be charged accordingly.

Normal hardware to suspend items (spansets, shackles, aircraft cable and tie line) will be supplied by Aerial Rigging, Inc. at an addition charge of \$10.00 per banner or sign.

THE RIGGING ORDER FORM MUST BE RECEIVED AT LEAST 14 DAYS PRIOR TO THE FIRST SHOW DAY. SHOW SITE PRICING WILL APPLY TO ALL ORDERS PLACED WITH 72 HOURS OR LESS NOTICE. ALL PAYMENTS MUST BE MADE BY CHECK, MONEY ORDER (PAYABLE IN U.S. FUND ON U.S. BANKS), VISA, MASTERCARD, AMERICAN EXPRESS OR CASH. NO PURCHASE ORDERS ACCEPTED.

A copy of the actual rigging charges will be provided after completion of rigging installation. EXHIBITORS REQUIRING RIGGING MUST STOP BY THE CUSTOMER SERVICES DESK TO SIGN PAPERWORK BEFORE RIGGING WILL BE INITIATED. Aerial Rigging Inc Provides ALL RIGGING EQUIPMENT.

In order to facilitate your order, please answer the following questions:

Description of items (sign, banner, truss, etc.)	_____
Type of material (wood, vinyl, cloth, steel, etc.)	_____
Size	_____
Weight	_____
Height Desired from floor to bottom of suspended item	_____
Electric Power needed (amps, voltage, phase, etc.)	_____
(order on electrical form and indicate that power is for overhead rigging)	_____
Quantity (if items are different, please attach descriptions of each)	_____
Move in day and time	_____
Move out day and time	_____

***Exhibitor is responsible for verifying with Show Management that rigging is allowed during the show. All Rigging must comply with Show Management's policies.**

****Assembly of item(s) is not performed by Aerial Rigging Inc. personnel and must be completed before items will be suspended.**

Please attach any blueprints, booth diagrams, sketches, or drawings that may help us understand your needs. If you have questions or need special requirements, please contact **Aerial Rigging Inc. Chris Allen (863) 607-9100 fax (863) 607-9188.**

All rigging orders are subject to approval by Aerial Rigging Inc. and must be installed, removed, and supervised by Aerial Rigging Inc. personnel.

Show Site Contact: _____ **Phone#:** _____

Please print or type:

HOTEL/VENUE	_____
NAME OF EVENT:	_____
BOOTH NO.:	_____
EXHIBITOR NAME:	_____
ADDRESS:	_____
CITY, ST, ZIP:	_____
PHONE NO.:	_____
FAX NO.:	_____
AUTHORIZED PERSON:	_____
TITLE:	_____
ON SITE CONTACT:	_____

Payment in full must be rendered before the beginning of show.

FORM OF PAYMENT: Remit to Aerial Rigging Inc.

ف Company Check or Money Order in the amount of \$ _____
ف VISA ف MasterCard ف American Express

Card No.: _____
Exp. Date: _____
Security Code: _____
Billing Zip Code _____
Name on Card (Please Print): _____
Authorized Signature: _____
Date: _____

ARI will not refund overpayments, other than overpayments of sales tax, in an amount less than \$15.00, unless specifically requested in writing.

Cancellations within 72 hours are subject to Full Charge.