

**?** Questions about this form?  
 E-mail us at [help@championexpo.com](mailto:help@championexpo.com).  
 Please include name of show.

## Hanging Ceiling Signs

**Order Deadline:  
 November 2, 2009**

**Web 2.0 Expo New York  
 November 18 - 19, 2009**

Exhibitor Name:	Tel. #:	Booth Number
Billing Address:	Fax #:	
City/State/Zip:	Auth. by:	

**Champion Exposition Services, Inc. reserves the right to assemble, install and dismantle all "Hanging Signs" with approved devices and cable to safely hang signs.**

### 1 Procedure for Ordering Hanging of Ceiling Signs

- Orders for hanging of ceiling signs must be submitted with payment to Champion Exposition Services no later than November 2, 2009. Late orders or orders placed on show site will be surcharged. See below for charges.
- A detailed diagram showing location of hanging sign must be submitted with order.
- Hanging sign(s) must be shipped in advance of show, prior to November 9, 2009. Please use **Advance Shipment Hanging Sign labels** included in this Manual.

### 2 Rates for Hanging Ceiling Signs

- All signs will be approved by Show Management, Champion Exposition Services, Inc. and the facility prior to hanging. **Exhibitors ordering hanging of ceiling signs will be assigned a lift and crew.\*** Determination of crew size is at the discretion of the official service contractor.
- Straight-Time:** \$428.50 per hour 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
- Overtime:** \$579.75 per hour before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday. One hour minimum.
- Double-Time:** \$762.25 per hour all day Sunday and observed union holidays, where applicable. One hour minimum.
- Orders placed on show site:** Add 30% to hourly rates.

**Calculate labor**

	Date	Time	# Lift & Crew	Total Hours (Min. 1 Hour)	Rate	Total
Installation .....				x	\$	= \$
Dismantle .....				x	\$	= \$
<b>Total Lift &amp; Labor Cost:</b>						\$

\*If signs require assembly, dismantling, installation of support devices or hoisting cable, work will be done on a time-and-material basis. All labor to assemble is at exhibitor's expense, and will be charged at Champion's show labor rates. Hanging is a separate charge. Hanging sign dismantle is mandatory.

### 3 Labor Supervision

- Does sign need to be assembled?  Yes  No
- May Champion hang and/or assemble sign without exhibitor supervision?  Yes  No

**If Exhibitor supervised, please complete:**

	Date	Time	Hours	Contact On Site	Telephone Number
Installation .....					
Dismantle* .....					

\*Removal of non-electric signs will be done at the discretion of the general service contractor and the sign will be placed within the confines of the booth upon dismantle. If exhibitor supervision is required, please complete schedule below.

Scheduled Exhibitor	Preferred Date	Preferred Time	# Lift & Crew	Total Hours (Min. 1 Hour)	Rate per Crew	Total Cost
Supervised Dismantle:				x	\$	= \$

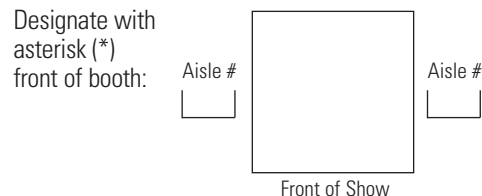
**Exhibitor Show Site Contact** (available for logistical questions):

Name \_\_\_\_\_ Phone/Pager: \_\_\_\_\_

### 4 Placement Information for Hanging Signs

**Please provide the following information for accurate hanging of sign(s):**

- Sign Specifications:**  
 Weight: \_\_\_\_\_ lbs. Height: \_\_\_\_\_ Length: \_\_\_\_\_ # Hanging Points: \_\_\_\_\_ Weight/Point: \_\_\_\_\_
- Sign Description:** (check all that apply)  
 Fabric  Non-Fabric  Rectangle  Square  
 Triangle  Circle  Other \_\_\_\_\_
- Sign Location:**  
 Distance from floor to top of sign . . . . . \_\_\_\_\_ feet  
 Distance in from front of booth . . . . . \_\_\_\_\_ feet  
 Distance in from left side of booth . . . . . \_\_\_\_\_ feet  
 Distance in front right side of booth . . . . . \_\_\_\_\_ feet



**Full payment must accompany order. PLEASE, NO TELEPHONE ORDERS.**

Credit Card Authorization MUST be on file with Champion Exposition Services before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Limits of Liability statements contained herein.

***For Advance Shipments Only***

From: \_\_\_\_\_  
To: \_\_\_\_\_  
Booth #: \_\_\_\_\_  
(EXHIBITING COMPANY)

**CHAMPION EXPOSITION SERVICES**

c/o: UPS Freight  
295 Lombardy Street  
Brooklyn, NY 11222

**Web 2.0 Expo New York**

**DELIVER PRIOR TO NOVEMBER 9, 2009  
HANGING SIGN**

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To: \_\_\_\_\_  
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