

? Questions about this form?
 E-mail us at help@championexpo.com.
 Please include name of show.

Hanging Ceiling Signs

**Order Deadline:
 March 16, 2009**

**Web 2.0 Expo San Francisco 2009
 April 1 - 3, 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 March 16, 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 March 23, 2009. Please use Advance Shipment Hanging Sign labels included in this Manual.
- All signs will be approved by Show Management, Champion Exposition Services, Inc. and the facility prior to hanging.

2 Rates for Hanging of Ceiling Signs

- 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:** \$417.75 per hour 8:00 a.m. to 4:30 p.m., Monday through Friday. One hour minimum.
- Overtime:** \$572.75 per hour before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, 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	\$	= \$
Total Lift & Labor Cost:						\$

*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.

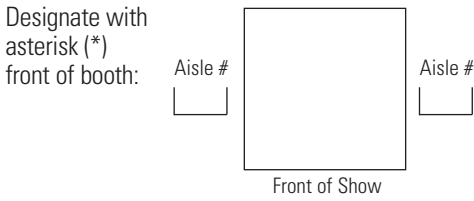
Scheduled Exhibitor	Preferred Date	Preferred Time	# Lift & Crew	Total Hours (Min. 1 Hour)	Rate per Crew	Total Cost
Supervised Dismantle:				x	\$	= \$

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: Yellow Transportation
201 Haskins Way
South San Francisco, CA 94080

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