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 WWW.VISTACS.COM

**DEADLINE DATE:  
 APRIL 11, 2022**

**HANGING OF CEILING SIGNS ORDER FORM**

VISTA Convention Services reserves the right to assemble, install, and dismantle “Hanging Signs”, non-electrical with approved devices and type of cable to safely hang sign.

- \* All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
- \* All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.
- \* Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

**RATES FOR HANGING NON-ELECTRICAL SIGNS:**

*If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. Any materials used for the hanging of signs, will be invoiced accordingly.*

There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

**HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required**

**Straight Time** \$479.00 per hr. - 2 man crew & lift.  
 8:00 AM - 4:30 PM Monday through Friday

**Overtime**  
 Before 8:00 AM and after 4:30 PM \$718.50 per hr. - 2 man crew & lift.  
 Monday thru Friday, and all hours on Saturday and Sunday and union holidays

**THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:**

DATE REQUIRED \_\_\_\_\_ TIME \_\_\_\_\_ ESTIMATED HOURS \_\_\_\_\_

TYPE OF SIGN:  Wood  Metal  Cloth Banner  Other \_\_\_\_\_

SIZE OF SIGN: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

SHAPE OF SIGN:  Square  Rectangle  Circle  Triangle  Other \_\_\_\_\_

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN \_\_\_\_\_

NUMBER OF FEET IN FROM FRONT OF BOOTH \_\_\_\_\_

NUMBER OF FEET IN FROM LEFT EDGE OF SIGN \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

**Submit order with payment to: orders@vistacs.com before deadline date!**