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**DEADLINE DATE:
 APRIL 18, 2025**

HANGING OF CEILING SIGNS

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. Signs over 200lbs. and/or requiring truss/motors need to be hung by Projection. Phone: 410-649-314; Email: bccadminprojection.com

- * 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 (2) hrs. per crew on Installation & (1) hr. minimum charge per crew on Dismantle.

HIGH LIFT AND CARPENTERS - Two (2) Person Crew Required

	<u>Advance Rate</u>	<u>Standard Rate</u>
Straight Time 8:00 AM - 4:30 PM Monday through Friday	\$525.00 per hr. - 2 person crew & lift.	\$682.50 per hr. - 2 person crew & lift.
Overtime Before 8:00 AM and after 4:30 PM Monday thru Friday, & all hours on Saturday.	\$787.50 per hr. - 2 person crew & lift.	\$1023.75 per hr. - 2 person crew & lift.
Double Time: All day Sunday & Union Holidays	\$1050.00 per hr. - 2 person crew & lift.	\$2100.00 per hr. - 2 person crew & lift.

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 _____

CENTER OVER BOOTH

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 _____

Company Name _____ Booth _____