



MARRIOTT

# Hanging Signs Order Form

901 Reynolds Street Augusta, GA 30901 Phone: 706-823-8900 Fax: 706-724-0044

**Payment Information:** Make checks payable to: **Augusta Marriott at the Convention Center.**

CC: \_\_\_\_\_ Exp: \_\_\_\_\_ CVV (3 digit code on the back): \_\_\_\_\_

[ ] Personal CC [ ] Company CC [ ] Check [ ] Cash

Billing Address: \_\_\_\_\_ Amount Authorized to be Charged: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Hotel Room # \_\_\_\_\_ Booth # \_\_\_\_\_

**Instructions:**

1. All ceiling rigging must conform to Show Management rules and regulations and facility limitations
2. All overhead hanging must be assembled, installed, removed and disassembled by the Trade Center. Exhibitors and display company may supervise, but will not be allowed to assemble/disassemble or install and remove the hanging sign.
3. Setup instructions must be provided for signs needing assembly
4. Hanging anchor points must be pre-fabricated and ready to use
5. Overhead hanging signs are to be sent in separate containers directly to the Trade Center, no later than one week prior to the first exhibit move-in day. If these procedures are not followed, the Trade Center cannot guarantee the hanging of your sign
6. Electrical signs must be in working order and in accordance with the National electrical code. ELECTRICAL SERVICE requirements must be in ordered in advance using the Trade Center Electrical Order Form
7. If any hang point supports over 250lbs. notify the Trade Center immediately for special authorization.
8. Hanging sign orders placed at the Trade Center after the open of exhibitor move-in are subject to equipment availability

**Sign Description, Size and Weight:**

\*For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

TYPE: [ ] Cloth Banner [ ] Metal or Wood [ ] Other

SHAPE: [ ] Square [ ] Triangle [ ] Rectangle [ ] Other

SIZE: Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_

Weight of Sign: \_\_\_\_\_

Does Your Sign Require Electricity? [ ] Yes [ ] NO

Does Your Sign Require Assembly? [ ] Yes [ ] NO

**Placement Diagram:**

\*Use diagram below to represent your booth space.

Indicate how far in from each boundary you would like your sign to be placed.

\*The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

\_\_\_\_\_ Feet in from back Aisle #



\_\_\_\_\_ Feet in from the front Aisle # \_\_\_\_\_

Number of Feet from floor to top of sign: \_\_\_\_\_

**Equipment and Labor Rates to Hang Signs**

STRAIGHT TIME – 8:00am – 5:00pm, Monday through Friday

OVERTIME – 5:00pm – 7:59pm, Monday through Friday,

ALL DAY Saturday

**Materials**

Cables, clamps, etc. are additional and charged accordingly.

**(These are rentals only)**

**Equipment with Crew:**

\*Rates are per lift and 2 man crew per hour.

\*Two hour minimum per lift and crew

\*Up to 200lbs. lift capacity

**Boom lift and 2 man crew:**

	Straight Time	Overtime
	\$150.00	\$200.00

**Boom lift Installation Estimate**

Date	Start Time	Approx. Hrs.	Hourly Rate
_____	_____	_____	_____
			= _____ @ \$ _____

Total Estimated Cost

= \$ \_\_\_\_\_

**Boom Lift Dismantle Estimate**

Date	Start Time	Approx. Hrs.	Hourly Rate
_____	_____	_____	_____
			= _____ @ \$ _____

Total Estimated Cost

= \$ \_\_\_\_\_

**Additional Crew/Assembly Labor**

	Straight Time	Overtime
per person/per hr., 2 hr. min,	\$50.00	\$75.00

Additional Crew/Assembly Labor Installation Estimate:

Date	Start Time	Approx. Hrs.	Hourly
_____	_____	_____	_____
			= _____ @ \$ _____

Total Estimate Cost

= \$ \_\_\_\_\_

**Payment Information:** Please send this completed form with payment (check, AmEx, Mastercard or Visa) to the above address.

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Billing Address: \_\_\_\_\_ Amount Authorized to be Charged: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

