

Labor – Hanging Banner/Rigging Order Form

Company:		Contact Name:
Address:	City, State:	Zip Code:
Email:	Phone #:	Booth #:

- If the below procedures are not followed, SES cannot guarantee hanging of your banner/sign.
- Overhead hanging banners/signs should be installed in separate containers to the advance warehouse. Please use the advanced shipping labels and note **“Banner”** on label. Your banner **MUST** arrive by Wednesday, May 14, 2025.
- All ceiling rigging must conform to Show Management facility rules, regulations, and facility limitations.
- All hanging banners/signs must be installed and removed by SES. Display companies and/or I & D representatives may supervise but will not be allowed to install or remove the hanging banner/sign. Assembly and disassembly of overhead hanging can be provided by SES at an additional cost, or by your company representative, display house, or lighting contractor pending a **Certificate of Insurance**. Please complete the enclosed **Display Labor** order form if you need SES to assemble your banner/sign. Set up instructions should be provided for signs requiring assembly.
- To minimize your costs hanging points should be prefabricated and ready for use. If any hang point supports are over 250 lbs., notify SES immediately for special authorization.
- For signs other than banners include a blueprint or drawing with detailed information so that hang points can be determined.
- Electrical signs must be in working condition and in accordance with the National Electric Code. Electrical Service requirements must be ordered in advance through the specified electrical provider.
- If you require SES Supervision a 25% surcharge will be added to your rigging total.

All orders must be paid for in advance. Orders for hanging banner/rigging will not be processed without pre-payment. The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Equipment and labor cancelled on site will be charged a one (1) hour cancellation fee per worker and equipment. If the Exhibitor fails to use the workers and equipment at the time specified, a one (1) hour **“Not Ready”** charge per worker and equipment will apply.

Rates				
<i>Based on a crew, which will consist of a lift with two (2) riggers.</i>				
	Pre-Order	Show Site	Days	Time
Straight Time	\$284.86	\$370.32	Monday – Friday	8:00 am – 4:30 pm
Overtime	\$427.29	\$555.48	Monday – Friday Monday – Friday Saturday	4:31 pm – 12:00 am Prior to 8:00 am & after 4:30 pm All Day
Double Time	\$569.72	\$740.64	Sundays & Holidays	All Day

Please complete information below:

Installation Date: _____	Time: _____	Approx Hrs.: _____	Weight (lbs.): _____	Height (ft): _____	# of Pts: _____	Assembly Required? _____	Supervision? _____
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Type: <input type="checkbox"/> Fabric – Cloth <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Truss	Shape: <input type="checkbox"/> Circle <input type="checkbox"/> Square <input type="checkbox"/> Triangle	<input type="checkbox"/> Exhibitor Supervised <input type="checkbox"/> SES Supervised (25% supervision charge applies)
Chain Motor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Indicate dimensions from each boundary you would like your banner/sign placed. *Note: Specified location of sign may be changed due to availability of hang points.*

_____ ft in from back aisle _____ ft in from front aisle
 _____ ft in from left side _____ ft in from right aisle
 _____ ft from floor to top of sign.

Contact name and phone number of person in charge of your move in:

Name: _____

Phone Number: _____

Mark Position of banner



Order Policy

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Total	+	Sales Tax	=	Grand Total
\$	+	8.25%	=	\$