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Please return to:

South Point Production Services
 Tony Santivasci
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2020 SIGN & RIGGING SERVICES

South Point Production Services is the exclusive provider for all rigging including supervision, assembly, installation, and removal of signs and trusses. All work is billed by the hour with a four-hour minimum. Price includes up to two riggers and scissor lift. Cancellations within 72 hours of load-in will result in a charge of one hour of labor. Any rigging point exceeding 100 lbs. will require rental of additional rigging material and labor.

Please type or print information.

EVENT NAME:		EVENT DATES:	
EXHIBITING FIRM:		LOCATION/BOOTH #	
STREET ADDRESS:	CITY:	STATE:	ZIP CODE:
OFFICE TELEPHONE:	EMAIL:	FAX:	
ON-SITE CONTACT:		TELEPHONE FOR ON-SITE CONTACT (Cellular):	
LOAD-IN: DATE / TIME		LOAD-OUT: DATE / TIME	

	ADVANCE DISCOUNT	STANDARD	SHOW SITE
RATES	\$400.00	\$500.00	\$625.00
<i>Advanced Discount is only available on orders received at least thirty (30) days prior to the load-in date of the Show.</i>			
<i>Standard rates apply to orders received between twenty-nine (29) days and 24 hours prior to load-in.</i>			
<i>Show Site rates apply to orders received at the show site.</i>			

ADDITIONAL LABOR (Per Hour)	ADVANCE DISCOUNT	STANDARD	SHOW SITE
STRAIGHT TIME	\$91.00	\$100.00	\$125.00
OVERTIME	\$136.50	\$150.00	\$187.50
<i>Straight Time: Monday through Friday from 8 a.m. until 5 p.m.</i>			
<i>The above-noted "Overtime" rates apply on Weekends and Holidays.</i>			

TYPE OF SIGN / RIGGING NEEDED:

Aisle/Booth
 Banner
 Electrical
 Truss
 Other

SHAPE OF SIGN:

Square
 Rectangle
 Triangle
 Circle
 Other
 Special Rigging Required

DIMENSIONS & WEIGHT OF SIGN / RIGGING:

Width _____ Length _____ Height _____ Weight _____
 Number of structural pick points _____
 Hanging height of the top of the sign from the floor (in feet) _____

Does your sign require electricity? Yes No *NOTE: Power must be ordered separately through Edlen.*
 Is your sign motor driven? Yes No
 Does your sign require assembly? Yes No *NOTE: If assembly is required, please reach out to Expo Company.*

Please use the Booth Layout Work Sheet to indicate location and direction of sign. Sign will be hung in accordance with the Booth Layout Work Sheet. If there are no hanging hardware points to attach cables, we reserve the right to not install. **It is your responsibility to be available or have a representative available at the time of install.** Please call to make arrangements.

NOTES: _____

Prices are subject to change.

