Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor	$160.00	$220.00	$299.00
T3 Supervised Sign Assembly Labor	$208.00	$286.00	$389.00

Does the sign require assembly?   Yes   No
(assembly labor performed at rates above)

Requested Date & Time**

	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____ x	_____ x	_____ =	$ _____
Dismantle _____	_____ x	_____ x	_____ =	$ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	$868.00	$1,004.00	$1,140.00

Requested Date & Time**

	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____ x	_____ x	_____ =	$ _____
Dismantle _____	_____ x	_____ x	_____ =	$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.
  **We will do our best to accommodate the requested date and time.
   Crew size is at the discretion of T3 Expo.

Supervision of all labor is required (check one)

Exhibitor Supervision   On site/after hours contact cell phone: (_____) _____

On site/after hours contact name: _____

T3 Expo Supervision   On site/after hours contact cell phone: (_____) _____

On site/after hours contact name: _____

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

Company Name: _____
Contact Name:_____
Email Address:_____
Cell Phone: _____
Booth #:_____

Set-Up Instructions Attached

Outbound Shipping Information Attached
(for T3 Expo Supervised Dismantle only)

Estimated Total Hanging Sign.......$ _____

AHIMA24
CONFERENCE
AHIMA24
October 27-29, 2024
Calvin L. Rampton Salt Palace CC
Salt Lake City, UT

Hanging Sign Description & Position

Description of Sign
Material

Cloth/Vinyl   Wood   System   Metal   Other _____

Single Sided   Double Sided   Pockets   Grommets   # of Hang Points _____

Shape

Square   Circle   Triangle   Pinwheel   Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required?   **Electricity Required?**   **Chain Motors Required? (call/email T3 Expo for rates)**

Yes   No   Yes   No   Yes   No   Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?   Yes   No

Position of Sign

Distance from the floor to the top of the sign _____ or   to maximum height allowed
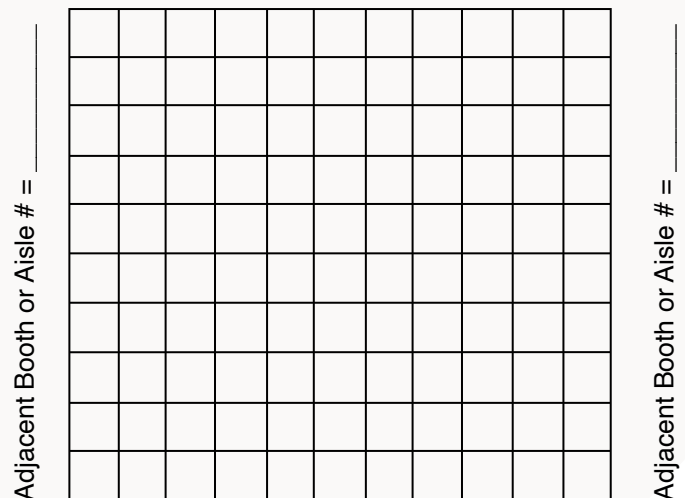
Location

Center of Booth   See Diagram Below

Each square = _____   Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.
- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.

Adjacent Booth or Aisle # = _____   Adjacent Booth or Aisle # = _____

Adjacent Booth or Aisle # = _____

Company Name: _____
Contact Name:_____
Email Address:_____
Cell Phone: _____
Booth #:_____