



BANNERS/ HANGING SIGNS

Exhibitor Order Form

ORDER EARLY AND SAVE

Exhibiting Company Name _____
 Exhibiting Company Address _____
 City _____ State _____ Zip Code _____
 Country _____ Ordered by _____
 Phone (____) _____ Ext _____ Fax (____) _____
 Email _____ Event Name _____
 Room # _____ On-Site Contact _____ BEO/REF# _____
 Deliver Date _____ Time _____
 Pickup Date _____ Time _____

Exhibitor Credit Card Authorization

Cardholder Name: _____ Credit Card Type _____ Exp Date _____ Security Code _____
 CreditCardAccount# _____ Signature _____

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

To receive the Advance rates listed below, Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be subject to the appropriate Onsite Rates detailed below.

Terms and Conditions

- Orders must be received 15-days prior to delivery date or a 30% surcharge will be added.
- Written cancellation of equipment and services must be received by Encore Productions 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied. All On-site cancellations will be charged 100% of original order.
- Display or exhibitor's on-site representative may supervise these activities.
- Sign must include blueprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, weight of signage and must be submitted five (5) days prior to event.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.
- Client is responsible for all hardware and assembly of signage unless otherwise contracted in writing.
- Rio has fixed ceiling rig points. To center signs above booth we may have to build a truss structure to accommodate location at additional charge.
- All Banners / Hanging Signs not picked up after the event will be held by Encore for 24 hours, after which, they will be disposed of properly.

Note: You should contact your general service contractor for shipping instructions for all hanging signs.

Electrical Charges are NOT included in Banner / Hanging Sign Prices.

Labor Rates to Hang Signs

Straight Time (Mon-Fri 8am-5pm) \$110.00 per hour

Overtime (After 8 hours) \$165.00 per hour

Doubletime (After 12 hours) \$220.00 per hour

Rio nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Rio should make installation connection to facility. Rigging contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.



PLEASE FAX THE COMPLETED FORM TO 702-777-7811

ENCORE
 EVENT TECHNOLOGIES
A Freeman Company

UNIQUE. CREATIVE. INNOVATIVE. www.encore-us.com P: 702-777-7853 F: 702-777-7811 E: Rio@encore-us.com



BANNERS/ HANGING SIGNS

Exhibitor Order Form

Labor Estimate

INSTALLATION

2 Riggers (4 hour minimum)

LOAD-IN DATE	LOAD-IN TIME	HOURS	TOTAL

DISMANTLE

2 Riggers (4 hour minimum)

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Sign Information

TYPE OF SIGN

- ☐ Banner ☐ Pockets ☐ 1 sided
☐ Grommets ☐ Wood ☐ 2 sided
☐ Structural ☐ Other
☐ Metal ☐ System

SHAPE OF SIGN

- ☐ Square ☐ Other
☐ Triangle
☐ Circle
☐ Rectangle

NUMBER OF FEET FROM THE FLOOR TO TOP OF SIGN _____

DIMENSION & WEIGHT OF SIGN

Height	Length
Width	Weight

Rigging Equipment

CHAIN MOTORS

Scissor Lift

1/2 Ton Hoist

1 Ton Hoist

10' - 12" Box Truss

10' - 20.5" Box Truss

Special Rigging Pkg*

PRE SHOW	LATE ORDER	QTY	TOTAL
\$350.00	\$400.00		
\$190.00	\$240.00		
\$190.00	\$240.00		
145 per stick	195 per stick		
175 per stick	225 per stick		
Call for pricing			
Estimated Total for Rigging Equipment			

Materials- Cables, clamps, connectors, etc., charged accordingly, if not supplied with sign.

*Customer retains custom Rigging Pkg at conclusion of show.

Location of Sign

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed.

Please fill in the booth numbers of all neighboring booths.

For island and peninsula booths, indicate all across-the-aisle neighboring booths.

Feet in from FRONT Aisle: _____

Booth #: _____

Exhibitor's

Initials _____

Feet in from

LEFT Aisle: _____

Booth #: _____

Front Side

Left Side
Right Side

Back Side

Feet in from

RIGHT Aisle: _____

Booth #: _____

Feet in from BACK Aisle: _____

Booth #: _____

HANGING / RIGGING IS AN EXCLUSIVE SERVICE OF RIO

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