



# Hanging Sign Labor Information

## Hanging Signs

**GES is responsible for supervision, assembly, installation, and removal of all hanging signs.**

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the *Hanging Sign Labor Order Form (H-2)*.

***Remember:***

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
4. Include exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.**

Please complete and return the *Hanging Sign Labor Order Form (H-2)* 21 days in advance of the show move-in.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.



# Hanging Sign Labor Order Form

RETURN TO: 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • Fax: 866.329.1437 • email: esnolahilton@ges.com

SHOW NAME \_\_\_\_\_

SHOW DATES \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

### GES IS RESPONSIBLE FOR SUPERVISION, ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS .

- A crew will be assigned consisting of a lift with two riggers for aerial work.
- **Orders placed at show site will be completed in the order in which they are received.**

### Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please have a representative pick up the crew at the rigging labor desk and supervise the work to be done for "Do Not Proceed" labor not scheduled for 8:00 AM. Upon completion, the exhibitor's representative will return the crew to the rigging labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and lift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and lift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY GES.** All rates are subject to change if necessitated by increased labor and material costs.

#### HANGING SIGN LABOR RATES ARE AS FOLLOWS:

Lift w/Crew Per Hour*	Discount	Regular	Show-Site
Straight Time	\$ 220.00	\$ 275.00	\$ 330.00
Overtime	\$ 308.00	\$ 385.00	\$ 462.00
Double Time	\$ 440.00	\$ 550.00	\$ 660.00

Additional Worker Per Hour	Discount	Regular	Show-Site
Straight Time	\$ 65.00	\$ 81.25	\$ 97.50
Overtime	\$ 130.00	\$ 162.50	\$ 195.00

#### DISCOUNT DEADLINE DATE IS 21 DAYS PRIOR TO SHOW MOVE-IN

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays & Sundays.
- Double Time: Applies to Holidays.
- Discount Rate: Rate applies to orders placed on or before the above discount deadline date.
- Regular Rate: Rate applies to orders placed after the above discount deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

\*For all rigging needed on the exterior of the facility, please call 504.556.3749 for a quote.

#### Please Indicate Service

#### Place Order Here

**GES SUPERVISED (OK TO PROCEED)**  
A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

**EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
Exhibitor will supervise.

**Type of Sign** (Select one sign type per order)  
 Banner  Structural Signage  Systems

**Shape of Sign** (Select one sign type per order)  
 Square  Rectangle  Triangle  
 Circle  Other \_\_\_\_\_

**Dimensions & Weight of Sign**  
Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_  
Weight \_\_\_\_\_ lbs.  
# \_\_\_\_\_ Structural Pick Points  
lbs. \_\_\_\_\_ at each point

**Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations) \_\_\_\_\_ Feet

**Is Your Sign Electrical?** If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign"  
 Yes  No

**Does Your Sign Require Assembly?** If yes, GES will assemble your sign prior to hanging. See Hanging Sign Labor Information.  
 Yes  No

Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFTS	LABOR RATE	TOTAL
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$
	AM	AM				\$
	PM	PM				\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature: \_\_\_\_\_

1. Total Labor Ordered	\$
2. 25% (\$50.00) GES Supervision	\$
3. 9.00% Tax Applicable	\$
4. 2% Parish Tax	\$
5. Payment Enclosed	\$

AUTHORIZED NAME - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

Please estimate the number of lifts and/or workers and hours per lifts and/or workers needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

**LOCATION OF SIGN / DIMENSION OF SIGN:** Use the Booth Layout Form H-3 to represent your booth, indicate from each boundary how you would like your sign placed.

**Exhibitor Contact** (Please fill out regardless of supervision status)

CONTACT NAME _____ PLEASE PRINT	
PHONE _____	FAX _____ EMAIL _____
DATE OF ARRIVAL _____	TIME OF ARRIVAL _____
HOTEL (OPTIONAL) _____	EMERGENCY # _____

**POLICY STATEMENT:** 100 % payment must accompany each order. The prices quoted are for RENTAL equipment and include delivery and pick-up at the booth. All orders without 100% payment and orders received at the Service desk will be charged floor price which the customer agrees to pay in full upon receipt of equipment or service unless credit has been previously established with us. All orders placed on behalf of customers by display builders or others must have a written authorization from the customer and the customer agrees to be responsible for such orders. **Customers who prepay 21 days before show move-in date qualify for the advance discount price.** All additional charges incurred will be added to the credit card listed below. If customer fails to pay in accordance with this policy, customer agrees to pay a 1.5% per month late charge fee, and all costs of collection including attorney's fees. No credit will be given for outlets installed or services provided and not used. Requests for refunds must be submitted in writing to the above GES address. Customer agrees that GES shall not be liable for, and shall hold GES harmless from any damages caused by negligence of non-GES employees and/or from events outside of GES control such as strikes, accidents, fires, acts of God, delays, etc. Customer agrees to submit any claims for damages to GES Service Desk before show closing or customer waives any right to make a claim. **NON-USA EXHIBITORS** agree to pay only by international money order, credit card, traveler's checks, or cash.

By signing and delivering this form, customer agrees to all terms, conditions, and limits of liability printed on all pages of this form.

Company Name \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

Address \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

City \_\_\_\_\_ Authorized Signature x \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Printed Authorized Signature \_\_\_\_\_

Date of Order \_\_\_\_\_ Check # \_\_\_\_\_

Credit Card:  American Express  Visa  Master Card  Discover  Diner's Club

Credit Card# \_\_\_\_\_ Exp. Date \_\_\_\_\_

Printed Name of Cardholder \_\_\_\_\_ Signature of Cardholder x \_\_\_\_\_



# Hanging Sign Layout Form **H-3**

RETURN TO: 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • Fax: 866.329.1437  
email: [esnolahilton@ges.com](mailto:esnolahilton@ges.com)

SHOW NAME \_\_\_\_\_

SHOW DATES \_\_\_\_\_

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**This grid must be attached to the following order forms to ensure proper placement of items in your booth. Please photocopy as needed.**

Hanging Signs — Form H-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- 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.

**BACK OF BOOTH** (Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_)

Indicate Adjacent Booth or Aisle Number:  
\_\_\_\_\_

Indicate Adjacent Booth or Aisle Number:  
\_\_\_\_\_

**FRONT OF BOOTH** (Indicate Adjacent Booth or Aisle Number: \_\_\_\_\_)