



NORTHWEST GEORGIA TRADE & CONVENTION CENTER
2211 DUG GAP BATTLE ROAD, P.O. BOX 2046 DALTON, GA 30722
 TELEPHONE: (706) 272-7676 FAX: (706) 278-5811

HANGING SIGNS ORDER FORM

SHOW NAME: _____ COMPANY NAME: _____ BOOTH NO: _____
 BILLING ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 PRINT NAME: _____ SIGNATURE: _____ DATE: _____
 TELEPHONE NUMBER: _____ FAX NO: _____ E-MAIL: _____

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, removed and disassembled by the Trade Center. Exhibitors and display company may supervise, but will not be allowed to assemble/disassemble or install and remove the hanging sign. Please complete the Additional Crew/Assembly Labor part of this form for labor to assemble your hanging sign.
- Setup instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Overhead hanging signs are to be sent in separate containers directly to the Trade Center, no later than one week prior to the first exhibit move-in day. If these procedures are not followed, the Trade Center cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National electrical code. ELECTRICAL SERVICE requirements must be ordered in advance using the Trade Center Electrical Order Form.
- If any hang point supports over 250 lbs., notify the Trade Center immediately for special authorization.
- Hanging sign orders placed at the Trade Center after the open of exhibitor move-in are subject to equipment availability.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

STRAIGHT TIME - 8:00am - 5:00pm, Monday through Friday.
 OVERTIME - 5:00pm - 7:59am, Monday through Friday, ALL DAY Saturday

MATERIALS

Cables, clamps, etc. are additional and charged accordingly.
(THESE ITEMS ARE RENTALS ONLY)

EQUIPMENT WITH CREW

* Rates are per lift and 2 man crew per hour.
 * Two hour minimum per lift and crew
 * Up to 200 lbs. lift capacity

BOOM LIFT AND 2 MAN CREW

	<u>Straight Time</u>	<u>Overtime</u>
	\$150.00	\$200.00

Boom Lift Installation Estimate

Date	Start Time	Approx Hrs.	Hourly Rate
_____	_____	= _____	@ \$ _____
			Total Estimated Cost = \$ _____

Boom Lift Dismantle Estimate

Date	Start Time	Approx Hrs.	Hourly Rate
_____	_____	= _____	@ \$ _____
			Total Estimated Cost = \$ _____

SIGN DESCRIPTION, SIZE & WEIGHT

* For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

TYPE: Cloth Banner Metal or Wood Other

SHAPE: Square Triangle Rectangle Other

Size: Height: _____ Length: _____ Width: _____

Weight of Sign: _____

Does Your Sign Require Electricity: YES NO

Does Your Sign Require Assembly: YES NO

PLACEMENT DIAGRAM

* Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
 * The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ feet in from the back Aisle # _____

_____ feet in from the left Aisle # _____

_____ feet in from the right Aisle # _____

_____ feet in from the front Aisle # _____

Number of feet from floor to top of sign: _____

ADDITIONAL CREW/ASSEMBLY LABOR

	<u>Straight Time</u>	<u>Overtime</u>
per person/per hr., 2 hr min.	\$50.00	\$75.00

Additional Crew/Assembly Labor Installation Estimate

Date	Start Time	Approx Hrs.	Hourly Rate
_____	_____	= _____	@ \$ _____
			Total Estimated Cost = \$ _____

METHOD OF PAYMENT:

PERSONAL CREDIT CARD COMPANY CREDIT CARD CHEQUE CASH CREDIT CARD INFO: CARD TYPE: _____

CARD NUMBER: _____ EXPIRATION DATE: _____ AMOUNT AUTHORIZED TO BE CHARGED: \$ _____

CARDHOLDER (PRINT): _____ SIGNATURE: _____