



BANNERS/HANGING SIGNS Exhibitor Order Form

**ORDER EARLY
AND SAVE!**

EVENT NAME:				ROOM / BOOTH:			
COMPANY:				DELIVERY DATE:		DELIVERY TIME:	
BILLING NAME AND STREET ADDRESS:				PICKUP DATE:		PICKUP TIME:	
CITY:		STATE:		ZIP:		ONSITE CONTACT:	
PHONE:		FAX:		EMAIL:		CONTACT PHONE:	
CARDHOLDER NAME:		CC TYPE:	CC#:				
CARDHOLDER SIGNATURE:				EXP DATE:		SECURITY CODE	

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 PRE SHOW rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate.

TERMS AND CONDITIONS

- ENCORE is responsible for hanging of all signage within the RIO Pavilion Convention Center.
- 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.
- The 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 @ \$89.50 per hour
Monday – Friday 8:00am – 5:00pm

OVERTIME @ \$134.25 per hour
After 8 hours

DOUBLETIME @ \$179.00 per hour
After 12 hours

TWO RIGGER FOUR HOUR MINIMUM ON ALL ORDERS

The Rio All-Suite Hotel & Casino 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.

CANCELLATIONS: written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.

HANGING / RIGGING IS AN EXCLUSIVE SERVICE OF THE RIO.

Encore Productions
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rio@encoreproductions.net



ideas. people. gear.



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LABOR ESTIMATE

INSTALLATION	LOAD-IN DATE	LOAD-IN TIME	HOURS	TOTAL
2 RIGGERS (4 HOUR MINIMUM)				
DISMANTLE	LOAD-OUT DATE	LOAD-OUT TIME	HOURS	TOTAL
2 RIGGERS (4 HOUR MINIMUM)				

RIGGING EQUIPMENT

CHAIN MOTORS	PRE SHOW	LATE ORDER	QTY	TOTAL
SCISSOR LIFT	250.00	300.00		
½ TON HOIST	150.00	200.00		
1 TON HOIST	150.00	200.00		
10' - 12" BOX TRUSS	100 per stick	125 per stick		
10' - 20.5" BOX TRUSS	125 per stick	150 per stick		
SPECIAL RIGG PACKAGE*	- CALL FOR RATES -			
ESTIMATED TOTAL FOR RIGGING EQUIPMENT				

MATERIALS – Cables, clamps, connectors, etc., charged accordingly, if not supplied with sign.

* Customer retains custom Rigg package at conclusion of show.

SIGN INFORMATION

TYPE OF SIGN

- banner
 grommets pockets 1 sided 2 sided
 structural wood system
 metal other

SHAPE OF SIGN

- square circle rectangle
 triangle other

DIMENSION & WEIGHT OF SIGN

height:	length:
width:	weight:

NUMBER OF FEET FROM THE FLOOR TO TOP OF SIGN: _____

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 #: _____



Feet in from LEFT aisle. _____

Booth #: _____

Feet in from RIGHT aisle. _____

Booth #: _____

Feet in from BACK aisle. _____

Booth #: _____

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 COMPLETE THIS FORM AND FAX TO 702.777.7811

EXHIBITOR'S
 INITIALS _____