

**HANGING SIGN/RIGGING SERVICE FORM**



**MAIL OR FAX FORMS WITH PAYMENT TO :**  
ENCORE PRODUCTIONS AT THE LAS VEGAS HILTON

Phone: (702) 732-1810 Fax: (702)732-1992

**Encore Productions at The Las Vegas Hilton**

**OFFERS EXHIBITORS**

**No drayage, No Pick-up, No Delivery and No Sales Tax !**

**CUSTOMER INFORMATION**

EVENT NAME:		LOAD IN DATE:	LOAD OUT DATE:
EXHIBITING COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS:	
ORDERED BY:		PRINT NAME:	

**BOOTH INFORMATION**

HALL:	BOOTH #:
ON-SITE CONTACT:	ON-SITE PHONE #:

**PAYMENT INFORMATION**

PLEASE CHECK ONE: <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA		CARDHOLDERS NAME (PLEASE PRINT):
<input type="checkbox"/> CHECK	CHECK #:	CARDHOLDERS SIGNATURE:
ACCOUNT #:	CARDHOLDER ADDRESS: (If Different from Above)	
EXPIRATION DATE:		

**TERMS AND CONDITIONS**

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.  
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

ENCORE is responsible for hanging and of all signage within the Las Vegas Hilton and it's 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.

Encore Riggers do not assemble signage, that is the responsibility of the contractor or persons providing the signage.

Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.

Hanging signs up to 200 lbs require minimum of one 1/4 ton motor.

Hanging signs over 200 lbs require minimum of one 1 ton motor.

All hanging banners and signs require a minimum of one rigging package.

**EQUIPMENT and LABOR RATES to HANG SIGNS**

**LABOR RATES**

**STRAIGHT TIME**  
Monday - Friday 8:00am - 5:00pm

**OVERTIME**  
Monday - Friday before 8:00am and after 5:00pm  
Saturdays, Sundays, and Holidays

**MATERIALS**

Cables, clamps, connectors etc. charged accordingly. See Rigging Packages.

**LIFT EQUIPMENT**

	<b><u>Straight time</u></b>	<b><u>Overtime</u></b>
Scissor Lift and Crew per call	\$1,440.00	\$2,260.00
Condor and Crew per call	\$1,825.00	\$2,669.25