

Return to:
George Fern Company

Expositions • Corporate Events • Exhibits

Nationwide

3752 Crittenden Drive Louisville, Kentucky 40209-1122
 Telephone: 502.367.0254 Fax: 502.368.0284

**HANGING SIGN SERVICE
 ORDER FORM**

DEADLINE November 1, 2010

for return of this form:

Cancellation: Cancellation of any portion of labor order within 48 hours of start will be charged 1 hour minimum per man at the applicable hourly rate.

Late Request: Request received on-site will be filled as work force is available.

OVERHEAD SIGN INSTALLATION INFORMATION

1. All hanging signs must conform to Show Management rules and regulations and facility limitations.
2. Height limitation from the floor to the top of sign is 16' above island booths, unless otherwise specified in show rules and regulations.
3. Overhead hanging signs should be sent in separate containers and marked "overhead sign".
4. George Fern Co. will be responsible for pre-assembling all hanging signs.
5. All signs must have rigging points, with the exception of cloth banners.
6. Exhibitor is responsible for rental costs of any sign hanging/rigging materials as determined at time of installation.
7. Set up instructions must be provided for signs needing assembly.
8. Placement diagram must be submitted with your order. Complete exhibit area layouts showing sign placement and orientation are required.
9. All signs requiring electricity must have electric ordered in advance on the enclosed Electrical Service Order Form from the official electrical contractor.

OVERHEAD SIGN DESCRIPTION

1. TYPE: Cloth Banner Metal or Wood Other _____
2. SHAPE: Square Rectangle Circle Triangle Other
3. SIZE: _____ Height _____ Length _____ Width _____ Weight _____
4. ELECTRICAL: NO YES If yes, order electric on Electrical Service Order Form.
5. Does your sign require assembly? NO YES

* Send a diagram to represent your booth space. Indicate how far in from each boundry you would like your sign placed.

* The ceiling structure and relation to support beams may require your sign to be moved from your specified location.

ORDER FOR HIGHLIFT AND CREW

ORDER:	Number of Crew Required	Estimated Hours (one hour increments) Each Crew	Start Date	Start Time	Estimated Finish Time	Estimated Total Time
(1051) Highlift and Crew for Installation						
(1053) Highlift and Crew for Dismantle						

NOTE: HIGHTLIFT CREW CONSISTS OF OPERATOR, PLUS ONE DECORATOR (IF REQUIRED).

RATES: ESTIMATED HIGHLIFT LABOR COST FOR ADVANCE PAYMENT

Charges for sign hanging labor and highlift are based upon prevailing rates for decorator labor and highlift. All decorator labor before 8:00 A.M. and after 4:30 P.M. weekdays all day Saturday, Sunday and holidays will be charged at Overtime rate. There is a minimum charge one (1) hour per crew, billed in one (1) hour increments. If additional decorators are required, prevailing decorator labor charges will be assessed. Please refer to the Display Labor Service Order Form for rate information. For additional information and cost related to Labor To Install Displays, Labor With Forklift To Rig In Booth, or for Labor For Unloading Services - refer to other forms within this service kit.

INSTALLATION	
_____ # of crews x _____ # of hours per crew x _____ # of days _____ Total straight time hours x \$ 316.00 / hr.	= \$ _____
_____ # of crews x _____ # of hours per crew x _____ # of days _____ Total over time hours x \$432.00 / hr.	= \$ _____
Add 30% if supervised by George Fern Co. (\$ 50.00 min.)	
= \$ _____	
DISMANTLE	
_____ # of crews x _____ # of hours per crew x _____ # of days _____ Total straight time hours x \$ 316.00 / hr.	= \$ _____
_____ # of crews x _____ # of hours per crew x _____ # of days _____ Total over time hours x \$ 432.00 / hr.	= \$ _____
Add 30% if supervised by George Fern Co. (\$ 50.00 min.)	
= \$ _____	

NOTE:

Your company is encouraged to carry insurance covering potential damages or loss associated with your display. The George Fern Company will NOT be responsible for damage or loss of display materials. In any case, the liability of the George Fern Company will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Yes, I have completed and enclosed the Payment Form



Sub Total: \$ _____

No credit will be given after close of event on items or services ordered, but not received.

\$ **NO TAX ON LABOR**

If you have a problem please see George Fern Co. Service Personnel at the event site prior to opening.

TOTAL: \$ _____

Name of Event **DOD Maintenance Symposium & Exhibition #4-5354-10** Booth# _____ Phone () _____

Firm Name _____ Fax # () _____

Address _____ E-Mail _____

Street City State Zip Code
 Print/Type Name _____ Signature _____ Date _____