



## BANNER / HANGING SIGNS

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Ordered by \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Event Name \_\_\_\_\_

Booth # \_\_\_\_\_ On-Site Contact \_\_\_\_\_ BEO/REF# \_\_\_\_\_

Deliver Date \_\_\_\_\_ Time \_\_\_\_\_

Pickup Date \_\_\_\_\_ Time \_\_\_\_\_

### CREDIT CARD AUTHORIZATION

Type of Card:       Visa                       Mastercard                       Amex                       Discover

Credit Card Account # \_\_\_\_\_ Vcode\* \_\_\_\_\_ Exp. Date \_\_\_\_\_

\* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total \_\_\_\_\_ Digital Signature \_\_\_\_\_



## BANNER / HANGING SIGNS

**ALL BANNER/SIGN HANG AND RIGGING REQUESTS MUST BE SUBMITTED ONLINE**

<https://encoreglobal.com/rigging-portal/>

### Terms and Conditions

- Orders must be received 15 business days prior to delivery date or a 30% surcharge will be added.
- Written cancellation of equipment and services must be received by Encore 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.
- Caesars Forum 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 | (First 8 hours)  | \$118.00 per hour |
| Overtime      | (After 8 hours)  | \$177.00 per hour |
| Doubletime    | (After 12 hours) | \$236.00 per hour |

Caesars Forum nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Caesars Forum 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.