

Return Form To:
650 Okeechobee Blvd.
West Palm Beach, FL 33401
Tel. 561.366.3023
Fax 561.366.3024

Attn: Exhibitor Services

PLEASE COMPLETE
Event: _____
Booth No.: _____
Dates: _____

Exhibiting Company Name	Street Address	City, State, Zip
Ordered By: Print Name	Tel. No.	Fax. No.
On Site Contact Name	Cell No.	E-Mail Address

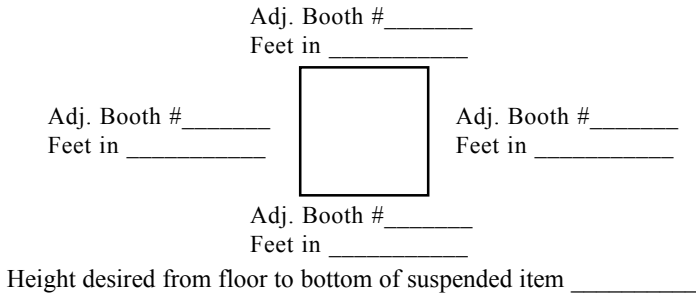
In order to best serve you, we need specific information as to the size, weight, location, timing and special needs for signage. Please complete this form and return it to the above address no less than two weeks prior to the installation date. All signage must comply with the regulations listed on the reverse side.

A cost estimate will be faxed to you, after form is received. Sign hanging is billed after the event on a time/material basis.

SIGN DESCRIPTION, SIZE & WEIGHT

Type: Cloth___ Vinyl___ Metal___ Wood___ Other___
 Shape: Square___ Triangle___ Rectangle___ Other___
 Size: Height___ Length___ Width___
 Weight: _____
 Does your sign require electricity: Yes___ No___
If Yes, fill out electrical form & note that power is for overhead rigging

PLACEMENT DIAGRAM



INSTALLATION TIME

INSTALLATION DATE

First choice: 9AM - 12PM 1PM - 5PM _____
 Second choice: 9AM - 12PM 1PM - 5PM _____

We will make every effort to accomodate requested installation date/times.
 Date/times of installation may vary depending on the quantity of orders received and how many move-in days for your event. Please attach any blueprints, booth diagrams, sketches or drawings that may help us understand your needs.
 Dismantle of all exhibitor signs occur upon close of show in the most efficient manner.

LABOR AND EQUIPMENT RATES

	Straight Time	Overtime(over 8hrs.)
Four Hour Min./2 men (Install & Dismantle)	50.00/hr. per man	75.00/hr. per man
Lift Min. 1hr	45.00/hr.	45.00/hr.

(PLUS 6.5% FLORIDA SALES TAX)
 (TAX RATES SUBJECT TO CHANGE WITHOUT NOTICE)

CANCELLATION POLICY: Notification of cancellation must be received in writing a minimum of 5 days prior to installation date to avoid a \$100.00 cancel fee.

I authorize post show billing on a time and material basis.

 Print Name Signature Date

Visa Master Card American Express

Account No. _____ / _____ / _____
 Exp. Date Verification Code

Cardholder Name (Please Print) _____

Authorized Signature _____

Credit Card Billing Address _____

City/State/Zip _____

OFFICE USE ONLY	
Total Order _____	FOP _____
Total Rec'vd _____	Date Rec'vd _____
Balance _____	Initials _____
Notes: _____	

SIGN HANGING / RIGGING

PALM BEACH COUNTY CONVENTION CENTER

Use of Sign Hanging/Rigging Services - Terms and Conditions

- The Palm Beach County Convention Center is the EXCLUSIVE provider of sign hanging/rigging services.
- All rigging must conform to PBCC rules, regulations and facility limitations.
- All signs should be assembled and ready for hanging with properly constructed frames and grommets or eye-bolts. Banners must have a top and bottom pocket to receive pipe.
- Additional charges for hanging may be incurred if PBCCC materials are used.
- Exhibitor supplied hanging materials are subject to approval by PBCCC management.
- The PBCCC reserves the right to refuse to hang any sign deemed unsafe.
- The PBCCC reserves the right to determine the exact location of signage based on structural limitations of the facility.
- Signs requiring AC power must meet electrical codes and have a grounded power supply.
- All assembly of equipment, signs, products etc., will be the responsibility of the Exhibitor or Contractor.
- All signs must be hung and removed by PBCCC personnel.
- Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you, or due to access limitations created by show move in or move out schedule.
- All payments must be made by Visa, Mastercard or American Express.