

Hanging Sign Order Form

Important Information

- Straight Time: Mon.-Fri., 8:00 am – 4:30 pm.
- Overtime: Any time before 8:00 am and after 4:30 pm on Monday-Friday, and all hours on Saturday and Sunday
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of the official Service Contractor.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitor MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

Hanging Labor is additional. Any hanging elements requiring truss and chain motors or any electrical hanging needs MUST be ordered through the Jacob K. Javits Convention Center.

<https://www.javitscenter.com>

Please contact a T3 Expo Representative for any hanging elements weighing 250 lbs or less.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Space #: _____

Sign Assembly Labor

	Advance Labor	On-site Labor
Straight time	\$180.25	\$257.50
Overtime	\$247.20	\$353.14

Does the sign require assembly? Yes No
 (assembly labor performed at rates above)

Requested Date & Time**

	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

Sign Hanging Lift Crew

	Advance Labor	On-site Labor
Straight time	\$999.10	\$1,427.29
Overtime	\$1,143.30	\$1,633.29

Requested Date & Time**

	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.
 **We will do our best to accommodate the requested date and time.
 Crew size is at the discretion of T3 Expo.

Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: (____) _____

On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: (____) _____

On site/after hours contact name: _____

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

Set-Up Instructions Attached

Outbound Shipping Information Attached (for T3 Expo Supervised Dismantle only)

Estimated Installation Labor \$ _____
 8.875% Tax on Install Labor Only \$ _____
 Estimated Dismantle Labor (no tax) .. \$ _____
 Estimated Total Hanging Sign \$ _____

Hanging Sign Description & Position

Description of Sign

Material

Cloth/Vinyl Wood System Metal Other _____

Single Sided Double Sided Pockets Grommets # of Hang Points _____

Shape

Square Circle Triangle Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required?

Yes No

Electricity Required?

Yes No

Chain Motors Required? (call/email T3 Expo for rates)

Yes No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes No

Position of Sign

Distance from the floor to the top of the sign _____ or _____ to maximum height allowed

Location

Center of Booth

See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.

Adjacent Booth or Aisle # = _____

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Adjacent Booth or Aisle # = _____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Space #: _____