

# General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

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## Signs and Banners Installation Form

Advanced Discount Deadline Date: Tuesday, July 6, 2021

**Philadelphia Gift Show**  
Greater Philadelphia Expo Center at Oaks  
July 25-28, 2021

### INSTRUCTIONS

All hanging signs must conform to Show Management rules and regulations and facility limitations.  
All overhead hanging signs or banners must be handled by General Exposition Services. Overhead hanging signs must be sent in separate containers directly to General Exposition Service's Warehouse labeled as **HANGING SIGNS**.  
Hanging anchor points must be pre-fabricated and ready for use.  
Electrical signs must be in working order and in accordance with the National Electrical Code.  
**Electrical Service requirements must be ordered in advance.**

*Orders received after the advanced discount deadline date and orders placed at show site will be subject to a 25% surcharge.*

### Sign Description, Size & Weight

For signs other than banners, include blueprint or drawing containing detailed information so hanging anchor points can be determined.)

**Type:** \_\_\_\_\_ Cloth Banner \_\_\_\_\_ Metal or Wood \_\_\_\_\_ Other      **Size:** Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

**Shape:** \_\_\_\_\_ Square \_\_\_\_\_ Triangle \_\_\_\_\_ Rectangle \_\_\_\_\_ Other      **Weight of sign:** \_\_\_\_\_

**Does your sign require:** \_\_\_\_\_ Electricity \_\_\_\_\_ Assembly (If assembly is required, set up plans must be provided.)

### Placement

Please forward a diagram of your booth space indicating how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

**Number of feet from floor to bottom of sign:** \_\_\_\_\_

### MUST BE ORDERED IN ADVANCE

Equipment With Crew  
Rates are per lift and crew per hour  
Scissors lift with crew (up to 400 lb lift capacity)

One hour minimum per lift and crew

**Straight Time: \$165.00      Overtime: \$200.00**

**Straight Time:** 8:00 AM TO 4:30 PM, Monday - Friday  
**Overtime:** 4:30 PM TO 8:00 AM, Monday - Friday and all day Saturday and Sunday.

**Crew Size:** Minimum of three people, Operator, Riggers and Helper  
**Materials:** Cable, Clamps, etc. additional and charged accordingly

**Installation Estimate:** \_\_\_\_\_ Hours x \_\_\_\_\_ Hourly Rate = \_\_\_\_\_ Total Estimated Cost

**Dismantle Estimate:** \_\_\_\_\_ Hours x \_\_\_\_\_ Hourly Rate = \_\_\_\_\_ Total Estimated Cost

Estimated Total Amount: \_\_\_\_\_ **Please transfer this total to the Payment Authorization Form.**

**Supervision** for installation and dismantling of overhead hanging signs can be provided by General Exposition Services, your company representative or display house.

**Please indicate method of supervision your require:** \_\_\_\_\_ Exhibit Personnel \_\_\_\_\_ Display House \_\_\_\_\_ General I & D  
(Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.)

### Quick Tip for Easy Exhibiting

*We strongly recommend signs be shipped to our warehouse in advance to avoid delays. If you have questions or need assistance in completing your order, please contact General Exposition Services at: 610.495.8870*

**Exhibiting Company:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_