



6575 Delilah Road P: 609-485-2421  
 PO Box 3000 F: 609-485-2392  
 Pleasantville, NJ 08232  
 WWW.VISTACS.COM

**DISCOUNT  
 DEADLINE DATE:  
 FEBRUARY 1, 2022**

## HANGING OF CEILING SIGNS ORDER FORM

VISTA Convention Services reserves the right to assemble, install, and dismantle all "Hanging Signs", with approved devices and type of cable to safely hang sign.

- \* All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
- \* Signs requiring electrical must be in working order and in accordance with the National Electrical Code. *Place electrical on appropriate form.*
- \* **All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.**
- \* Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

***RATES FOR HANGING SIGNS:***

*If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis by Vista Convention Services. Any materials used for the hanging of signs, will be invoiced accordingly.*

**There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.**

**HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required**

**Straight Time** \$513.75 per hr. - 2 man crew & lift.

8:00 AM - 4:30 PM Monday through Friday

**Overtime**

4:30 PM to 8:30 AM \$789.75 per hr. - 2 man crew & lift.

Monday thru Friday, and all hours on Saturday and Sunday and union holidays

Vista Supervision \_\_\_ add 30%

Pick Points \_\_\_ \$175.00 ea.

	<u>Advance</u>	<u>Standard</u>
___ Truss-12" Box Silver	\$15.75per ft. ___	\$20.50 per ft. ___
___ Truss-12" Corner Silver	\$94.50 each ___	\$123.00 each ___
___ 1/2 Ton Chain Motor	\$446.25 each ___	\$580.00 each ___

**THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:**

DATE REQUIRED \_\_\_\_\_

TYPE OF SIGN:  Wood  Metal  Cloth Banner  Other \_\_\_\_\_

SIZE OF SIGN: \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

SHAPE OF SIGN:  Square  Rectangle  Circle  Triangle  Other \_\_\_\_\_

ASSEMBLY REQUIRED:  Yes  No  \_\_\_\_\_

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN \_\_\_\_\_

NUMBER OF FEET IN FROM FRONT OF BOOTH \_\_\_\_\_

NUMBER OF FEET IN FROM LEFT EDGE OF SIGN \_\_\_\_\_

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

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**Email orders to: [ORDERS@VISTACS.COM](mailto:ORDERS@VISTACS.COM) before deadline date!**