



CORPORATE OFFICE:

P O Box 2969
ZANESVILLE, OHIO 43702
PHONE 740-454-1201
FAX 740-454-4809

OHIO EXPO CENTER
Exhibitor Services Sign & Banner Rigging Request

Name of Event: Location:
Address: Event #:
City: State: Zip:
Ordered by: Signature: Date:

RIGGING INFORMATION

Set-up Date Time: Take Down Date: Time:
Location of Hanging:
Type, Size, and Number of Hangings:
Special Instructions:

RIGGING COST ESTIMATE
RIGGING MATERIALS EXTRA

Sign & Banner Hanging:

Table with 5 columns: Move-in, Rate, # Men, Hours/man, Total. Rows include Mon-Fri and Sat-Sun time slots with rates ranging from \$35/hr to \$110/hr.

High Lift (when needed) \$25/hr
Add 30% to all orders not received at least two weeks prior to show date.

Rules

- 1) No Exhibitors or Decorators are permitted to hang any material from OEC buildings
2) A drawing for placement of signs or banners must be shipped with item for advanced rigging to EXPO SERVICES

Credit Card Information: (CIRCLE ONE) VISA M/C AM EX DIS
Card Number: Exp. Date I.D. Number:
Signature: Card member:
Company:
Address: City: ST: Zip:



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**EXHIBITOR ORDER FORM  
 OHIO EXPO CENTER ELECTRICAL SERVICES**

**ADVANCE RATE: ORDER MUST BE RECEIVED 2 WEEKS PRIOR TO OPENING DAY OF SHOW  
 ALL ORDERS RECEIVED AFTER DEADLINE WILL BE AT FLOOR RATE**

**RATES SPECIAL WIRING**

Rates quoted below cover reasonable access to electrical circuit and DO NOT include connecting equipment or special wiring. All wiring and electrical work on exhibitor's display will be charged on a time and material basis. Proper tagging of equipment indicating voltage, phase, current, etc. is the responsibility of the exhibitor!

Electrical labor rate is \$50.00 per hour between 8:00AM and 5:00PM. Double time rate applies after 5:30PM and on Saturday, Sunday, and Holidays. Labor billed at 1 hour minimum. Two weeks advance notice on all labor orders is required. All clean line requests will be done by quotation only. Additional charges may apply for outdoor exhibitor spaces. ELECTRICAL OUTLET MAY BE ON PILLER BEHIND BOOTH IF NOT IN BOOTH. FOR QUOTE CALL 740-454-1201

**ELECTRICITY AND ACCESSORIES**

QUANTITY	SINGLE PHASE	ADVANCE RATES	FLOOR RATES	TOTAL
	120 Volt 0-1000W	\$ 50.00 per outlet	\$ 75.00 per outlet	
	120 Volt 1000- 2000W	\$ 55.00 per outlet	\$ 80.00 per outlet	
	208 Volt 20 Amp	\$ 75.00 per outlet	\$ 110.00 per outlet	
	208 Volt 30 Amp	\$ 95.00 per outlet	\$ 135.00 per outlet	
	208 Volt 50 Amp	\$ 125.00 per outlet	\$ 175.00 per outlet	
<b>THREE PHASE</b>				
	208 Volt 20 Amp	\$ 125.00 per outlet	\$ 185.00 per outlet	
	208 Volt 30 Amp	\$ 140.00 per outlet	\$ 200.00 per outlet	
	208 Volt 50 Amp	\$ 165.00 per outlet	\$ 235.00 per outlet	
<b>EQUIPMENT</b>				
	Extension Cord (one receptacle)	\$ 20.00 each	\$ 30.00 each	
	3-Way Cube Tap (three receptacle)	\$ 20.00 each	\$ 30.00 each	
	4-Way Quad Box	\$ 25.00 each	\$ 35.00 each	
<b>LABOR</b>				
	LABOR IN Straight time	*****	\$ 50.00 per hour	
	LABOR IN Over time	*****	\$ 100.00 per hour	
	LABOR OUT Straight time	*****	\$ 50.00 per hour	
	LABOR OUT Over time	*****	\$ 100.00 per hour	
<b>PAYMENT</b>	<b>PLEASE MAKE CHECKS PAYABLE TO: EXPO SERVICE</b>			<b>TOTAL</b>

**CHECKS - Please complete the following:** Check Number: \_\_\_\_\_ Dated \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 NOTE: All Checks are deposited upon receipt. Do not post date! There is a \$25.00 charge for all checks returned by the bank.

**CREDIT CARD - Please complete the following:** VISA M/C AM EX DIS (CIRCLE ONE)  
 Card member \_\_\_\_\_ Acct. Number \_\_\_\_\_ EXP. \_\_\_\_\_  
 I.D. Number \_\_\_\_\_ 3 or 4 digit no. on back of card  
 Signature \_\_\_\_\_

Name of Event \_\_\_\_\_ Booth Number(s) \_\_\_\_\_  
 Firm Name \_\_\_\_\_  
 Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Print Your Name \_\_\_\_\_ Signature \_\_\_\_\_

**50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.**  
**PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.**

THIS FORM MUST BE COMPLETED AND RETURNED FOR YOUR ORDER TO BE PROCESSED. **KEEP A COPY FOR YOUR RECORDS**