

EXPO SERVICES LLC

CORPORATE OFFICE:

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

OHIO EXPO CENTER
Exhibitor Services: Sign & Banner, Rigging, & Labor Request

Name of Event: _____ Booth Number: _____

Firm Name: _____ Tel. No. _____

Ordered by: _____ Signature: _____ Date: _____

RIGGING INFORMATION

Set-up Date _____ Time: _____ Take Down Date: _____ Time: _____

Location of Services: _____

Description of Services: _____

Special Instructions: _____

RIGGING COST ESTIMATE

RIGGING MATERIALS EXTRA

Sign & Banner Hanging:

Move-in Move-Out:

Mon-Fri - 1 hour Minimum

8:00AM - 5:00PM \$35/hr _____

5:00PM - 12:00AM \$45/hr _____

12:00AM - 8:00AM \$70/hr _____

Sat-Sun - 1 hour Minimum

8:00AM - 5:00PM \$45/hr _____

5:00PM - 12:00AM \$55/hr _____

12:00AM - 8:00AM \$90/hr _____

Scissor Lift (when needed) \$25/hr _____

Fork Lift Service \$60/hr. _____

SALES TAX - ADD 7% _____

Add 30% to all orders not received at least two weeks prior to show date

TOTAL _____

(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

By Check:

Check No. _____ Amount \$ _____

By Credit Card:

Credit Card Information: (CIRCLE ONE) VISA M/C AM EX DI

Card Number: _____ Exp. Date _____ I.D. Number: _____

Signature: _____ Card member: _____

Company: _____

Address: _____ City: _____ ST: _____ Zip: _____