

General Exposition Services

THE TRADE SHOW SERVICE CONTRACTORS

205 Windsor Road . Limerick Business Center
Pottstown, PA 19464
Phone: 610-495-8866 . Fax: 610-495-8870
Email: info@generalexposition.com

Signs and Banners Installation Form

Advanced Discount Deadline Date: Friday, February 24, 2023

2023 Open Season Sportsman's Expo
Overland Park Convention Center
March 10-12, 2023

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: \$75.00

Overtime: \$95.00

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: _____

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Special Signs

2023 Open Season Sportsman's Expo
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Qty		
_____	7" x 11"	\$34.00
_____	9" x 44"	\$44.00
_____	11" x 14"	\$49.00
_____	14" x 22"	\$60.00
_____	14" x 28"	\$72.00
_____	22" x 28"	\$87.00
_____	14" x 44"	\$87.00
_____	20" x 60"	\$127.00
_____	28" x 44"	\$150.00
_____	40" x 60"	\$190.00

Vertical: _____
Horizontal: _____
Card Color: _____
Lettering Color: _____
Easel Back: _____

Price List & General Information 10 Words or Less

1. Copy exceeding 10 words will be charged at the rate of \$0.75 per word.
2. Cardboard easel backs at \$2.25 each.
3. A sales tax will be added where applicable.
4. When a card is to be done with special care such as color card and paint, glitter, trademarks or logos duplicated, an additional charge will be made. Advance quotations will be sent upon request.
5. Signs ordered on Saturday, Sunday, Holidays and 72-hours prior to Set-up of exhibit are subject to Overtime Charge of 50%.

Indicate Sign Copy Below

Estimated Total: _____

Please transfer this total to the Payment and Charge Form.

All charges must be paid in advance.
All prices are subject to applicable taxes.

Exhibiting Company: _____

Booth Number: _____

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Payment Authorization Form (This form must be included with your order!)

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Credit card information must be on file before any goods or services will be rendered.

To receive discount pricing you must place your order by the advance discount deadline dates. A \$50.00 surcharge will be added to your account for all declined credit cards. Any balance due on your account, including past due amount will be charged to the credit card provided. By signing below you are agreeing to all Terms & Conditions and General Exposition Services Limits & Liabilities set forth in this service kit.

ENTER TOTALS:

* Booth Package:	_____		
* Furniture and Accessories:	_____		
* Carpet:	_____	SubTotal:	_____
* Hardwall Unit:	_____	* Tax: (9.1 %)	_____
Freight Handling:	_____	"Estimated" Total:	_____
Labor:	_____		
Custom Cleaning:	_____		
Other:	_____		

* Note: Electrical, Telephone and Plumbing orders should be sent directly to the venue.

NOTE: ALL ORDERS MUST BE ACCOMPANIED BY A CREDIT CARD, REGARDLESS OF PREFERRED METHOD OF PAYMENT

Credit Card Information American Express Visa Mastercard Company Check

Credit Card Number: _____ Expiration Date: _____

Card Security Code: _____

Card Holder's Name (please print): _____

Billing Address (if different from address below): _____

Signature: _____

Exhibitor Information (PLEASE PRINT CLEARLY, INFORMATION BELOW WILL BE USED FOR FINAL RECEIPT.)

Exhibiting Company: _____ Ordered by: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____ Date: _____ Booth Number: _____