



EXPOSITION & EVENT SERVICES

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Progressive Insurance St. Louis Boat & Sportshow

February 08 - 12, 2012

America's Center & Edward Jones Dome, St. Louis, Missouri
 07-07276-12

Deadline to Return this Form:
January 23, 2012

SIGN HANGING LABOR

Plan A (Supervised by Fern Exposition & Event Services)

- 1051 High Lift and Crew for Installation # of Crews Req: _____ Est. Hours: _____
- 1053 High Lift and Crew for Dismantle # of Crews Req: _____ Est. Hours: _____

30% charge for Fern Supervised services with a minimum of **\$ 74.00**

Emergency Contact: _____ Phone: _____

High Lift & Crew Rate		
Straight Time	\$	375.00
Over Time	\$	562.50
Double Time	\$	750.00

Plan B (Supervised by Exhibitor Personnel)

- 1051 High Lift and Crew for Installation # of Crews Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

- 1053 High Lift and Crew for Dismantle # of Crews Req: _____ Est. Hours: _____
 Start time*: _____ End Time: _____ Start Date: _____

Supervisor will be: _____ Phone: _____

Straight time will be charged 8:00AM-4:30PM, Monday thru Friday. Over time will be charged 6:00AM-8:00AM and 4:30PM to Midnight, Monday thru Friday; 6:00AM to Midnight on Saturday. Double time will be charged all day Sunday, Holidays and Midnight-6:00AM, Monday thru Saturday. Minimum charge one (1) hour per Your company is encouraged to carry insurance covering potential injury, damages or loss associated with your display. Fern Exposition & Event Services will NOT be responsible for injury to personnel or display damage or loss of display materials. Liability of Fern Exposition & Event Services will be limited to a maximum of 50% of the total labor bill, not to exceed \$1000.

Estimated High Lift Labor Cost for Advanced Payment

Installation:

Straight time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

Double time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

Plan A - Add **30%** for Fern Exposition Supervision \$ _____

Dismantle:

Straight time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Straight Time hours Estimated Cost

Over time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Over Time hours Estimated Cost

Double time _____ X _____ X _____ = _____ \$ _____
of Forklifts # of Hours # of Days Total Double Time hours Estimated Cost

Plan A - Add **30%** for Fern Exposition Supervision \$ _____

Yes, I have completed and included the Payment Authorization Form.

Sub Total _____

If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

Grand Total _____

Cancellation of any portion within 48 hours of labor start time, exhibitor will be charged one hour minimum per man of applicable hourly rate.

Requests made after the deadline will be filled as work force is available.

All orders are subject to the terms and conditions as outlined on the Payment Terms & Conditions Form (TC-03) in the Exhibitor Service Manual.

Exhibiting Company Name: _____ Booth # _____

sign hanging services

102511-104005

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SIGN HANGING INFORMATION & DIAGRAM

This completed form must accompany your Sign Hanging order form.

Sign Hanging Regulations

- All ceiling rigging must conform to Show Management Rules and Regulations.
- All overhead hanging must be installed and removed by Fern Exposition & Event Services. Fern can assemble your hanging sign. Please complete Display Labor form enclosed in this Exhibitor Service Manual.
- Set up instructions must be provided for signs needing assembly.
- Hanging or anchor points must be prefabricated and ready to use.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse (labels included in this ESM). This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Fern cannot guarantee the hanging of your sign.
- Electrical Signs must be in working order and in accordance with the National Electric Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed Facility Electrical Service Order Form.
- Height limitation from the floor to the top of the sign is 16' unless otherwise specified in show rules and regulations.
- Additional charges will apply for rental materials used (i.e., cables, clamps, rods, wires) to hang your sign.

Sign Description & Placement

For signs other than banners, please include blueprint or drawings with detailed information so anchor points can be determined.

Type: Cloth Banner Metal or Wood Other _____

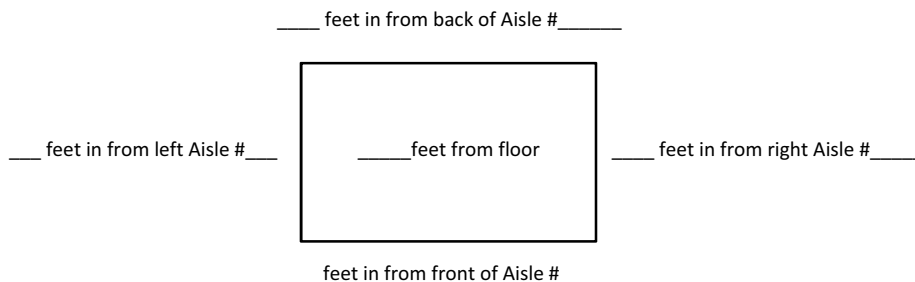
Shape: Square Triangle Rectangle Other _____

Size & Weight: Length _____ Width _____ Height _____ Weight _____

Does your sign require electricity? Yes No

Does your sign require assembly? Yes No

Use the diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to support beams may require your sign to be moved from your specified location.



Yes, I have completed and included the Payment Authorization Form.

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*Cancellation of any portion within 48 hours of labor start time, exhibitor will be charged one hour minimum per lift of applicable hourly rate
Requests made after the deadline will be filled, as available, at the standard rate*

All orders are subject to the terms and conditions as outlined on the Payment Terms & Conditions Form (TC-03) in the Exhibitor Service Manual

Exhibiting Company Name: _____ **Booth #** _____

sign hanging information & diagram