



ORDER FORM C

CORPORATE OFFICE:
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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:	Rate	# Men	Hours/man	Total
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 (2 hour Minimum)	\$65/hr.	_____	_____	_____

SALES TAX - ADD 7.5% _____

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

Name of Event _____	Booth No. _____	50% CANCELLATION FEE FOR ALL ORDERS CANCELLED OR CHANGED AT SHOW SITE.
Firm Name _____	Tel. No. _____	
Address _____	City _____	PAYMENT MUST BE RECEIVED BEFORE SERVICE IS PROVIDED.
State _____	Zip _____	
Print Your Name _____	Signature _____	