



CORPORATE OFFICE
 PO Box 2969
 Zanesville, OH 43702
 Phone/ Fax: 740-454-1201
 Email: exposervicesoec@gmail.com

OHIO EXPO CENTER
Exhibitor Services Sign & Banner Rigging Request

Name of Event _____ Location _____
 Firm Name _____ Tel. No. _____
 Address _____ City _____ State _____ Zip _____
 Event # _____ Date _____
 Print Your Name _____ Signature _____

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:

Move-in:	Rate	# of Workers	Hours/Worker	Total
Mon - Fri (1 hr minimum)				
8AM - 5PM	\$45/hr	_____	_____	_____
5PM - 12AM	\$50/hr	_____	_____	_____
12AM - 8AM	\$90/hr	_____	_____	_____
Sat - Sun (1 hr minimum)				
8AM - 5PM	\$55/hr	_____	_____	_____
5PM - 12AM	\$65/hr	_____	_____	_____
12AM - 8AM	\$120/hr	_____	_____	_____
Lifts				
Scissor Lift	\$30/hr	_____	_____	_____
Boom Lift	\$50/hr	_____	_____	_____

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

Total: _____

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.

PAYMENT

CHECKS - Complete the following:
 Please make checks payable to: Expo Services
 Check # _____ Dated _____
 Amount \$ _____
 All checks are deposited upon receipt. Do not postdate.
 There is a \$25 charge for all checks returned by the bank.

CREDIT CARD - Complete the following: VISA M/C AMEX DIS
 3% PROCESSING FEE. (CIRCLE ONE)
 Acct # _____
 Exp. Date _____ CVV _____ (3 or 4 digit code)
 Card Holder _____
 Signature _____
 Billing address _____
