

## Hanging Sign & Truss Labor Order Form

### Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: 4:30 pm to 8:00 pm, Monday-Friday.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime
Sign Assembly Labor.....	\$168.00	\$229.00
T3 Supervised Sign Assembly Labor.....	\$218.00	\$298.00

Does the sign require assembly? Yes No  
(assembly labor performed at rates above)

Requested Date & Time**	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

	Straight Time	Overtime
Sign Hanging Lift/Crew.....	\$786.00	\$1,092.00

Requested Date & Time**	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.  
\*\*We will do our best to accommodate the requested date and time.  
Crew size is at the discretion of T3 Expo.

### Supervision of all labor is required (check one)

**Exhibitor Supervision** On site/after hours contact cell phone: (\_\_\_\_) \_\_\_\_\_

On site/after hours contact name: \_\_\_\_\_

**T3 Expo Supervision** On site/after hours contact cell phone: (\_\_\_\_) \_\_\_\_\_

On site/after hours contact name: \_\_\_\_\_

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Booth #: \_\_\_\_\_

See next page if truss, chain motors, or rigging equipment is required.

**Set-Up Instructions Attached**  
**Outbound Shipping Information Attached**  
(for T3 Expo Supervised Dismantle only)

**Est. Total Hanging Sign & Truss ... \$** \_\_\_\_\_

**T3 Advanced Discount Deadline:**  
Order and payment due by **Monday, June 24, 2024**

## Rigging Equipment Rental Order Form

	Quantity		Discount Price		Standard Price		Extended Price
Equipment							
¼ Ton Hoist	_____	x	\$410.00	or	\$574.00	= \$	_____
½ Ton Hoist	_____	x	\$440.00	or	\$616.00	= \$	_____
One Ton Hoist	_____	x	\$550.00	or	\$770.00	= \$	_____
12" Box Truss, per foot	_____	x	\$32.50	or	\$46.00	= \$	_____
12" Corner Blocks	_____	x	\$250.00	or	\$350.00	= \$	_____
20.5" Box Truss, per foot	_____	x	\$40.00	or	\$56.00	= \$	_____
20.5" Corner Blocks	_____	x	\$350.00	or	\$490.00	= \$	_____
Rotating Motor	_____	x	\$600.00	or	\$840.00	= \$	_____

**Color Options for Truss and Corner Blocks**

Silver

Black

**Equipment is being used to hang:**

Lighting Truss

Hanging Sign

Both

**Note:**

Electrical is not included and is required to power the motors. See the Electrical Ordering Information on page 66 to order. Electrical and/or labor must be ordered in advance.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

Email [orders@t3expo.com](mailto:orders@t3expo.com) for custom quotes regarding truss or lighting.

**Sales Tax 7.75%** ..... \$ \_\_\_\_\_  
**Est. Total Rigging Equip. Rental** ..... \$ \_\_\_\_\_

