

Hanging Sign & Truss Labor Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday. There is no overtime on Saturday or Sunday.
- 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.....	\$174.00	\$236.00
T3 Supervised Sign Assembly Labor.....	\$226.00	\$307.00

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.....	\$800.00	\$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 Advance Discount Deadline:
Order and payment due by **Monday, April 14, 2025**

Rigging Equipment Rental Order Form

Equipment	Quantity	Discount Price	Standard Price	Extended Price
¼ Ton Hoist	_____ x	\$410.00	\$585.71 = \$	_____
½ Ton Hoist	_____ x	\$440.00	\$628.57 = \$	_____
One Ton Hoist	_____ x	\$550.00	\$785.71 = \$	_____
12" Box Truss, per foot	_____ x	\$32.50	\$46.43 = \$	_____
12" Corner Blocks	_____ x	\$250.00	\$357.14 = \$	_____
20.5" Box Truss, per foot	_____ x	\$40.00	\$57.14 = \$	_____
20.5" Corner Blocks	_____ x	\$350.00	\$500.00 = \$	_____
Rotating Motor	_____ x	\$600.00	\$857.14 = \$	_____

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 Electrical Service Order page to order. Electrical and/or labor must be ordered in advance.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone #: _____
 Booth #: _____

Email orders@t3expo.com for custom quotes regarding truss or lighting.

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

Hanging Sign & Truss Description & Position

Description of Sign

Material

Cloth/Vinyl Wood System Metal Other _____

Single Sided Double Sided Pockets Grommets # of Hang Points _____

Shape

Square Circle Triangle Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required?

Yes No

Electricity Required?

Yes No

Chain Motors Required? (call/email T3 Expo for rates)

Yes No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes No

Position of Sign

Distance from the floor to the top of the sign _____ or _____ to maximum height allowed

Location

Center of Booth

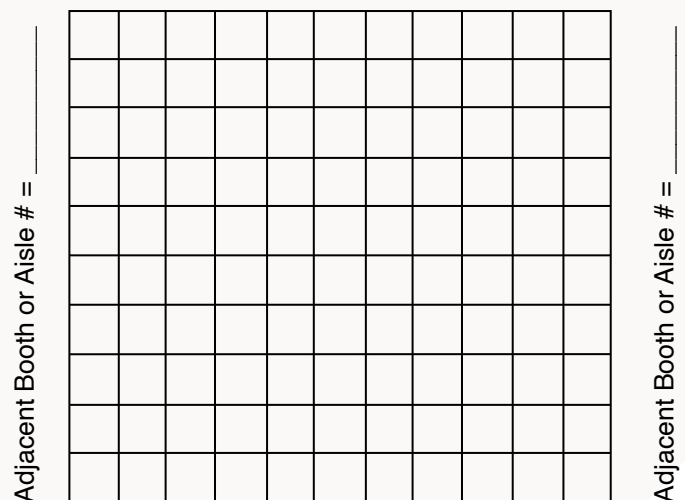
See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.



Adjacent Booth or Aisle # = _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____