



# 2017 SIGN & BANNER INSTALLATION & REMOVAL FORM

**Advance Price Deadline for CFPS Sign & Banner Installation is Monday, June 1, 2017**

- Exhibitor is required to remain in booth during hanging of the sign/banner to provide direction to our staff.
- Due to rigging restrictions and building regulations; the exact location, orientation and trim height may not be possible or may require additional rigging and/or equipment (i.e. trusses or chain falls) the technician hanging the banners will advise the on-site contact in the booth and additional charges may apply, these charges will be automatically added to the order.
- Services ordered less than 5 business days prior to the first move-in date cannot be guaranteed.
- Set-up: It is the exhibitor's responsibility to assemble signs prior to being hung by CFPS Staff.
- Tear-down: Upon show closing, exhibitors should remain in their booths until signage can be safely removed by CFPS staff and must be collected by exhibitor. CFPS is not responsible for loss, storage or returning signage after show.
- **Invoice to follow**

## Company Information

Company Name:	
Contact Person at Show:	
Cell Number at Show:	Phone Number:
Booth Location:	Booth Number:

## Sign & Banner Installation & Removable Requirements

Description	Estimated # of Hours or Quantity Required	Actual # of Hours or Quantity (Completed by CFPS)	Advance Price	After Deadline Price	Total
Labor (2) and Lift to Hang Banner & Small Coreplast Signs <i>(Price includes Installation &amp; Removal)</i> - Scale drawing must be supplied showing location of each sign/banner.			Complimentary	\$140/sign	
Labourers (2) and Lift to Hang Halo Signs and Signs using Trussing <i>(Price includes Installation &amp; Removal)</i> - Scale drawing must be supplied showing location of each sign.			Hourly rate of \$140 will apply	Hourly rate of \$200 will apply	
Rental of Trusses (price to be quoted)					
Chain Fall Rental (price to be quoted)					
Number of sign/banners to be hung: _____ Weight of sign/banners: _____				<b>Subtotal:</b>	
Size and shape of sign/banners: _____				<b>GST:</b>	
Does the sign/banner require power: <input type="checkbox"/> Yes <input type="checkbox"/> No				<b>Total:</b>	
<b>Note: Power must be pre-ordered</b>					