

the ART DECORATING CO.

INCORPORATED

650 N. North Point Road ~ Baltimore, MD 21237
Phone 410-485-1570 Fax 410-485-1575

Company Name: _____

Address: _____

Phone No.: _____ Fax: _____

Booth No. _____

OVERHEAD SIGN LABOR FORM

(Use this form to order labor for hanging signs and banners from ceiling)

Deadline for Order: February 21, 2008

NAME OF EVENT: S&L - SPRING MARYLAND HOME, GARDEN & LIFESTYLE
(Use this form to order labor for hanging signs and banners from ceiling)

ADC, Inc. reserves the right to assemble, install and dismantle non-electrical "Hanging Signs & Banners" with approved devices and the type of cable needed to safely hang the banner.

- All Signs & Banners will be approved by Show Management, ADC and the exhibit facility, prior to hanging.
- All Signs & Banners Hanging Orders must be received by the Deadline Date. Orders received after the deadline or at the Service Desk are subject to availability and a 50% surcharge.
- Complete plans for hanging must be provided and forwarded to ADC with this "Overhead Sign Labor Form" completed.
- If your sign requires electrical connections, please contact ADC.

The following information must be completed for the accurate hanging of your banner:

Date required: _____

Type of Sign: Wood Metal Cloth Banner Other _____

Size of Sign: Height _____ Length _____ Width _____ Weight _____

Shape of Sign: Square Rectangle Circle Triangle Other _____

Number of feet from foot to top of sign: _____

Number of feet from front of booth: _____

Number of feet in from left edge of sign: _____

RATES FOR HANGING SIGNS & BANNERS:

Charges are for a 1 hour minimum charge-this includes hanging and removing of the sign.

If a Sign or Banner requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be performed on a Time and Material basis.

ADVANCE ORDER PRICE: \$140.00

	Estimated Hours	Estimated Rate	Estimated Total Cost
Installation			
Dismantle			

SHIPPING: See "Freight Authorization Form" for shipping information

SUBTOTAL ESTIMATED OVERHEAD SIGN LABOR ORDER \$ _____

YES, I have completed and enclosed the Charge Authorization form and I understand that all orders are subject to Maryland 6% tax