



# SIGN/BANNER INSTALLATION & DISMANTLE REQUEST

1000 19th Street | Virginia Beach, VA | 23451-5674 | Phone (757) 385-2000 | Fax (757) 437-2079

**ONLY CREDIT CARD ORDERS MAY BE FAXED | ADVANCE ORDER DEADLINE: 7 DAYS PRIOR TO EVENT. PLEASE SEE REVERSE SIDE FOR POLICIES & REGULATIONS.**

Name of Event: \_\_\_\_\_ Booth #: \_\_\_\_\_

Show Dates: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Person Requesting: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Listed prices are for simple banners 25 lbs. and under. All banners or signs requiring electricity and/or weighing over 25 lbs. will be custom quoted.

**Description of Items:** Describe items to be rigged, including dimensions and approximate weights. Please attach a drawing or sketch locations of items in relation to your booth. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SUMMARY OF COST			
REQUIRED SERVICE	COST	QUANTITY	AMOUNT
Lift equipment to install / dismantle*	\$70/hr.		
Installation Labor	\$33/hr. (2 min. man hrs.)		
Dismantle Labor	\$33/hr. (1 min. man hr.)		
Rigging supplies *			
5% Tax			
	<b>TOTAL ORDER:</b>		

\*Subject to 5% sales & use tax

\*\*A minimum service charge of \$239 will apply to install and remove banner(s).

**METHOD OF PAYMENT WE DO NOT ACCEPT PURCHASE ORDERS**

**ACCEPTABLE FORMS OF PAYMENT:**  CASH  VISA  MASTERCARD  CHECK  AMEX

Make checks payable to: Virginia Beach Convention Center | Tax ID Number: 54-0722061

Credit card issued to: \_\_\_\_\_ Day phone #: \_\_\_\_\_

Credit card number: \_\_\_\_\_ V-Code: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Signature: \_\_\_\_\_ Fax number: \_\_\_\_\_

**TOTAL PAYMENT MUST ACCOMPANY THIS FORM  
 PLEASE DO NOT MAIL THIS FORM IF FAXING ORDER WITH CREDIT CARD PAYMENT**

# IMPORTANT CONDITIONS AND REGULATIONS

1. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled exhibitor load-in day in order to receive credit. Two hour minimum labor charged will apply to cancellations within 72 hours of load-in.
2. Under **NO** circumstances shall anyone other than the VBCC Technical Service Staff make any modifications or alterations to any equipment or materials furnished by the VBCC.
3. All hanging signs must be approved in advance by Show Management for design, copy and placement in the display area.
4. All signs must be hung by the VBCC Technical Services Staff. According to the rules and regulations of the facility, exhibiting companies will not be allowed to bring high-lift or boom equipment onto the show floor during the installation or dismantle of the show.
5. All signs must have grommets, pockets and/or pipe. Equipment and supplies are available for rent or purchase.
6. When a banner or sign is to be displayed above an exhibit, exhibitor shall provide specific instructions as to the direction that it should face.
7. Electrical signs must be in good working order and conform to the National Electric Code. Please complete the Utility Service Order Form for power requirements.
8. All signs suspended from the ceiling of the facility must be in VBCC possession one day prior to the scheduled first day of the exhibitor load-in. All signs must be marked appropriately. Exhibitor is responsible for arrangements of collecting signage at the close of the show. Abandoned signs or banners may be disposed of.
9. If assembly is required, set-up instructions must be sent along with the banner. Installation charges will apply to all assemblies.
10. VBCC is not responsible for, liable for and will not hang any signage constructed in a manner it deems unsafe. Exhibitor holds harmless and waives all claims against VBCC concerning all overhead signage.
11. **LABOR:**
  - Service will be delivered on a first come, first serve basis.
  - Orders placed after move-in begins may not be guaranteed.