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## SIGN HANGING ORDER FORM

**DEADLINE DATE**

**APRIL 9, 2025**

**Payment:** 100% advance payment must accompany your order. All invoices must be settled at our Service Desk prior to close of show. We accept Visa, Mastercard and American Express.

<b>Exhibiting Company Name:</b>	<b>Telephone #:</b>	<b>Booth #:</b>
<b>Billing Address:</b>	<b>Fax #:</b>	
<b>City/State/Zip:</b>	<b>Authorized By:(Please Print)</b>	
<b>Show Name:</b> <b>ACCG 2025 ANNUAL CONFERENCE</b>		

MC² is responsible for the pre-assembly and installation of all signs hung from the ceiling. No display or I&D company will be allowed to pre-assemble, remove or re-pack hanging signs.

This form MUST be received by MC² **2 weeks** prior to the first exhibit move-in day, to allow for the required coordination with exhibit facility.

All signs that are to be hung from the ceiling must be sent in a separate container on a separate bill of lading marked "HANGING SIGN", to the advance warehouse address shown in the exhibitor kit. This sign MUST arrive no later than one week prior to the first exhibitor move-in day.

**IF THESE PROCEDURES ARE NOT FOLLOWED, MC² CANNOT GUARANTEE THE HANGING OF YOUR SIGN.**

### Hanging Sign Rates & Restrictions

#### **Rates Include:**

- > Equipment + 2 Men
- > One hour minimum charge will apply, after that charges are made in 1/2 hour increments for any part of that half hour.
- > Overtime begins at 5:00pm Monday - Friday. All day Saturday, Sunday and Holidays

- > Installation and removal times will be established by MC² per the availability of the hall and access under sign.
- > In all cases, signs should be shipped in and out separately. Carriers will not be held to await removal of hanging signs for shipment.
- > All wire clamps and harnesses will be supplied by MC² and billed with labor charges.
- > Recrating of signs will be handled on a time and material basis.

We cannot guarantee availability of crews at specified times without confirmation.

#### **Restrictions:**

#### **Sign Placement**

Please show in the rectangle at the right the placement of your sign in relation to the boundaries of your booth. Show the dimensions of the booth in the blanks provided. Please provide your display company with a copy of this form.

Number of feet from floor to top of sign: \_\_\_\_\_

Number of feet in from left side: \_\_\_\_\_

Number of feet in from front aisle: \_\_\_\_\_

Does your sign require electrical connections? ☐ Yes ☐ No

Has electrical service been ordered? ☐ Yes ☐ No

	Top Aisle #:	
Left Side	<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>	Right Side
	Bottom Aisle #:	

NO. OF WORKERS	DATE	TIME	NO. OF CREWS	TOTAL HOURS
INSTALLATION				
DISMANTLE				

CREW CONSISTS OF EQUIPMENT AND 2 MEN.

	STRAIGHT	TIME	OVERTIME	NO OF CREWS	X	RATE	X HOURS	= TOTAL COST
INSTALL RATE:	\$510.00	per hour	\$700.00 per hour					
DISMANTLE RATE:	\$510.00	per hour	\$700.00 per hour					

☐ **OK TO PROCEED WITHOUT SUPERVISION**

☐ **DO NOT PROCEED WITHOUT SUPERVISION**