



# New Jersey Convention & Exposition Center

## 2018 RIGGING SERVICE ORDER FORM

For more information of to [www.NJexpocenter.com](http://www.NJexpocenter.com)

Mailing Address: 97 Sunfield Avenue, Edison, NJ 08837

Phone: (732) 417-1400 Fax: (732) 417-1414 E) [services@njexpocenter.com](mailto:services@njexpocenter.com)

Show Number: \_\_\_\_\_  
(office use only)

**DEADLINE FOR PREPAID RATE: 5 DAYS PRIOR TO THE EVENT MOVE IN**

Banners will be installed in the order in which fully paid orders are received

Show Name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Show Dates: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Ordered By: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ CVV: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**A Booth representative must be present for installation if the booth is larger then 10X20**

Banner Hang	Qty	Prepaid Rate	Onsite Rate	Total
<b>Standard Sign/Banner (Labor included)</b>				
0-120 SQ FT		\$ 150.00	\$ 200.00	
121 SQ FT - 240 SQ FT		\$ 275.00	\$ 325.00	
241 SQ FT - 360 SQ FT		\$ 400.00	\$ 450.00	
GREATER THAN 361 SQ FT		Call For Quote		
<b>Center Point Hang (Labor included)</b>				
<small>** Rate doesn't include Electricity</small>				
0'-12' Round or Square		\$ 275.00	\$ 325.00	
12'-1'-24' Round or Square		\$ 350.00	\$ 400.00	
<b>Stagehand Labor (Truss, motors, etc.)</b>				
Per Hour		\$ 73.00	\$ 98.00	
<b>Special Instructions:</b>	Tax Cheat Sheet (Total)			
	\$150 * 6.625% = \$159.94		<b>SUB TOTAL</b>	
	\$200 * 6.625% = \$213.25		<b>*Tax 6.625%</b>	
	\$275 * 6.625% = \$293.22		<b>TOTAL DUE</b>	
	\$325 * 6.625% = \$346.53		<b>PAYMENT IN FULL is due when ordered.</b>	
\$400 * 6.625% = \$426.50				
\$450 * 6.625% = \$479.81				

**Authorizing Signature X**

**Name as it appears on card (PLEASE PRINT):**

**My signature indicates that I have reviewed and agreed to all conditions set forth on both pages of the form.**

**IMPORTANT: PLEASE READ ALL RULES AND REGULATIONS BELOW**

**Please Note the following terms, conditions, instructions, and information:**

1. A Standard Sign/Banner is a sign or banners that is up to 50 lbs. total weight
2. All orders received that are NOT in the parameters of Standard Sign/Banner above will be subject to additional charges.
3. The New Jersey Convention and Exposition Center reserves the right to refuse the hanging of any sign/ banner.
4. The renter assumes full responsibility for the sign/ banner drop off and pickup.
5. For any cancelled orders prior to hanging their will be a 50% charge. Any cancellation thereafter will result in full payment.