



New Jersey Convention & Exposition Center

2018 RIGGING SERVICE ORDER FORM

For more information go to www.NJexpocenter.com

Mailing Address: 97 Sunfield Avenue, Edison, NJ 08837

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

Show Number: _____
(office use only)

To Order Online go to: Marketplace.njexpocenter.com

DEADLINE FOR PREPAID RATE: 5 DAYS PRIOR TO THE FIRST EVENT DAY

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 than 10X20

Banner Hang	Qty	Prepaid Rate	Onsite Rate	Total
Standard Sign/Banner (Labor included)				
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		
Center Point Hang (Labor included)				
** Rate doesn't include Electricity				
0'-12' Round or Square		\$ 275.00	\$ 325.00	
12'-1'-24' Round or Square		\$ 350.00	\$ 400.00	
Stagehand Labor (Truss, motors, etc.)				
Per Hour		\$ 73.00	\$ 98.00	
Special Instructions:	Tax Cheat Sheet (Total)			
	\$150 * 6.625% = \$159.94		SUB TOTAL	
	\$200 * 6.625% = \$213.25		*Tax 6.625%	
	\$275 * 6.625% = \$293.22		TOTAL DUE	
	\$325 * 6.625% = \$346.53		PAYMENT IN FULL is due when ordered.	
\$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.