ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:

www.**Mirage Exposition Services**.com

6455 S. Dean Martin Drive Suite C ♦ Las Vegas, NV 89118

Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

Email: orders@exposervicedesk.com

BOOTH NUMBER

Order online at www.MirageExpositionServices.com

EVENT NAME:	EVENT DATES:	LOCATION:
EXHIBITING COMPANY NAME:		
BILLING NAME AND STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
ORDERED BY:	PRINT NAME:	
TYPE: EXP DATE:		
CARDHOLDERS SIGNATURE:	EMAIL **Required for Receipt**	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

BANNERS / HANGING SIGNS

TERMS AND CONDITIONS – HANGING SIGNS

- **MES** is responsible for hanging of all signage within the Mirage Event Center and Ballrooms.
- Display or Exhibitor's on site representative may supervise these activities. Signs should be delivered to MES a minimum of 72 hours prior to the scheduled event start time. Signs that require assembly must be done through your decorator prior to delivery to MES.
- Signs must include detailed information, which must include orientation in booth, pick points for hanging, height to bottom of sign, weight of sign and be submitted a minimum of 72 hours prior to scheduled event start time.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations as well as Clark County Fire Regulations. Hanging points on signs must conform to standard rigging practices. Signs must also be accompanied by an official flame-retardant certificate.
- **Banner installation and removal will be strictly on a time and material basis with a one-hour minimum.**
- **Electrical charges are NOT included in Banner / Hanging Sign Prices.**

All Banners / Hanging Signs not picked up after function will be held by MES for 24 hours, after which, they will be disposed of properly. Note: *You should contact your general service contractor for shipping instructions for all hanging signs.* ***A 30% surcharge will apply to on-site orders.***

SIGN SIZE / CONFIGURATION

TYPE				SHAPE		# OF PICK PTS.	WEIGHT	
Electric		Non – Electric		1. Round			1. Under 25 lb.	
ELECTRIC SIGN REQUIREMENTS ** (must fill out electrical form)				2. Square			2. 25 – 50 lb.	
Amps / Watts:		Voltage:		3. Rectangle			3. 50 – 100 lb.	
HEIGHT FROM FLOOR TO BOTTOM OF SIGN				4. Triangle			4. 100 – 150 lb.	
							5. 150 – 200 lb.	

LABOR: *Note: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. *A minimum charge of one (1) hour will apply to all rigging work required. Labor to remove equipment will be based on one-half of the installation time and will be automatically applied to your invoice.* **STRAIGHT TIME: $ 75.00 (8a-5p) - OVERTIME: $135.00**

PRICE LIST OF PRODUCTS

Standard Rigging Package per pick point (2 Ton)	$ 150.00	Box Truss 12" x 12"x 10'	$ 50.00	Motorized Hoist	$ 250.00
Standard Rigging Package per strut point (100lb)	$ 75.00	Box Truss 20" x 20" x 10'	$ 75.00	Scissors 26'	$50.00/hr
Boom Lift **Does not include Operator**	$75.00 / hr	Corner block for Truss	$ 50.00		

The Mirage Resort nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Mirage should make installation connections to facility. Rigging Contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

Payment for services must be in U.S. Funds, Drawn on U.S. Banks.
Banners & Hanging Sign Services are an exclusive service of The Mirage.

Form Updated As Of: 1 OCT 2010