



ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NEW JERSEY
FEBRUARY 27 - MARCH 3, 2019



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WWW.VISTACS.COM

DEADLINE DATE:
FEBRUARY 8, 2019

HANGING OF CEILING SIGNS ORDER FORM

VISTA Convention Services reserves the right to assemble, install, and dismantle "Hanging Signs", non-electrical with approved devices and type of cable to safely hang sign.

- * All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
* All sign orders must be received in Advance of Deadline Date. Orders received at the Service Desk are subject to availability and a 50% surcharge.
* Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:
HIGHLIFT AND CARPENTERS - Two (2) Man Crew Required
Please check appropriate box:

- [] We will pre-ship our sign to the advance warehouse @ \$280.00 per hour
[] We will deliver our sign to the show prior to sign hanging date @ \$313.00 per hour

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:
DATE REQUIRED _____

TYPE OF SIGN: [] Wood [] Metal [] Cloth Banner [] Other _____

SIZE OF SIGN: _____ Height _____ Length _____ Width _____ Weight

SHAPE OF SIGN: [] Square [] Rectangle [] Circle [] Triangle [] Other _____

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN _____

NUMBER OF FEET IN FROM FRONT OF BOOTH _____

NUMBER OF FEET IN FROM LEFT EDGE OF SIGN _____

Company Name _____ Booth _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Credit Card Information

[] M/C [] VISA [] AMEX /

ACCOUNT #

Grid for account number input

EXPIRATION DATE: _____

CUSTOMER CODE #: _____

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.625%)