

Sign/Décor Hanging Services Request Form

CONTACT INFORMATION (please print)		
Name of Show:		
Company Name:	Billing Address:	
City:	State:	Zip Code:
Phone:	Fax:	Email:
Booth Number:	Contact Name:	

SIGN DESCRIPTION, SIZE, AND WEIGHT	
SIGN POCKETS MUST BE SEWN, NOT GLUED	
<i>For all signs, please provide a detailed drawing with the type and specific location of the anchor points on the item.</i>	
Number of Signs:	
Type: <input type="checkbox"/> Cloth <input type="checkbox"/> Cardboard <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Other (please specify material)	
Shape: <input type="checkbox"/> Rectangle <input type="checkbox"/> Triangle <input type="checkbox"/> Other (please specify material)	
Size:	Width: Length: Height:
Weight of Sign(s)*:	
*Any sign/banner over 100 lbs may require a rigging motor, as determined by Encore	
Does it require electric? <input type="checkbox"/> 110 volt/20 amp <input type="checkbox"/> 220 volt/20 amp	
Define method of attachment (of anchor):	
Installation Date and Time:	
Strike Date and Time:	
<i>Hanging of signs must be scheduled prior to booth or stage assembly. Limited access may not allow for requested sign placement</i>	

PLACEMENT	
<i>The ceiling points and support beams may require your sign to be placed differently than your specifications.</i>	
Feet from back of space:	Feet from front of space:
Feet from left of space:	Feet from right of space:
Feet from floor to bottom of sign:	

For more information or to check on your request, please call Encore, Tel: 407-939-3050. Please review the following information, complete the request form, and fax to Encore at 407-938-0440 to receive a quote for your job. Please call 407-939-3050 for specific rigging questions.

Prices are subject to change without notice. Applicable sales tax is not included.

Exhibitor Sign/Décor Hanging

For more information or to check on your request, please call Encore, Tel: 407-939-3050. Please review the following information, complete the request form, and fax to Encore at 407-938-0440 to receive a quote for your job. Please call 407-939-3050 for specific rigging questions.

THEME PARTIES/EXHIBITOR TRADE SHOWS/LARGE SCENIC ELEMENTS

As a certified Walt Disney World® representative, Encore is able to provide Rigging Specialists for the installation of irregular or large signs, items in excess of 50 lbs., large exhibit setups, row/aisle signs, décor pieces, etc.

For your safety, all items that need attachment to a ceiling require a Walt Disney World® representative for installation and removal.

PRICING

Note: Charges include lift, hanging points, steel, and crew. One (1) hour call minimums apply to all calls.

Monday – Friday	Straight Time	8:00 a.m. – 5:00 p.m.	Contact Encore for pricing
Monday – Friday	Overtime	5:00 p.m. – 8:00 a.m.	Contact Encore for pricing
Saturday – Sunday	Overtime	8:00 a.m. – 12:00 midnight	Contact Encore for pricing
Saturday – Sunday	Double Time	12:00 midnight – 8:00 a.m.	Contact Encore for pricing
*Holidays	Double Time	8:00 a.m. – 12:00 midnight	Contact Encore for pricing

*Holidays include: New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, and Christmas Day.

Contact your Convention Services Manager for pricing associated with banners, items weighing less than 50 lbs., or attachments to walls.

LABOR

- In our effort to save you time and money, the scheduling of your installation will be left to the discretion of Encore. For critical, time-sensitive setups, a four (4) hour minimum may apply.
- To maintain the highest level of safety during installation and/or strike of materials, additional crew and/or equipment will be used if your Encore representative deems it necessary.

EQUIPMENT

- All assembly and disassembly of displays, décor, or signs will be the responsibility of the exhibitor and must be completed prior to crew’s arrival to hang item. For a complete list of preparation requirements and authorized materials, please call your Encore representative.
- Hanging anchor points must be provided on the display, décor, or signs and meet the weight and hardware requirements as required by the appropriate municipal agencies (Reedy Creek Improvement District).
- All anchors, attachments, and hanging fixtures must be closed eye.

POLICIES

- All ceiling rigging must adhere to the rigging guidelines document – ISTD-191014 Rev B.
- Electrical signs must be in working order according to the standards dictated by the National Electrical Code. All electrical power requests must be ordered in advance.
- Encore must receive a complete list of technical and other requirements, including a full production schedule, at least 21 days prior to the event expected load-in date.
- Technical requirements include (but are not limited to) CAD drawings, floor plan, specs of flown equipment, and all critical, time-sensitive scheduling needs.

Prices are subject to change without notice. Applicable sales tax is not included.