NAME OF SHOW:

COMPANY NAME:    BOOTH #:    BOOTH SIZE:    X

**INSTRUCTIONS**

All overhead rigging must comply with Show Management rules, KICC regulations, and PAVCS Rigging Terms and Conditions. Client is responsible for providing information on this form that is in compliance with Show height and size restrictions.

All overhead rigging must be assembled, installed and removed by PAVCS. Signs may be assembled by exhibitor’s booth staff, but assembly must be inspected AND approved by PAVCS in order to be hung by PAVCS crew.

Please submit a New Client Form and complete sign construction and layout diagrams of your booth and sign. PAVCS must review sign drawings prior to confirming cost estimates.

Payment for order must be completed via secure payment link prior to sign installation. Link will be sent with order confirmation email.

PAVCS is not responsible for coordinating shipping to and from KICC. The client is responsible for ensuring that the hanging sign has been delivered to the booth space and/or constructed prior to the contracted PAVCS rigging call.

**SIGN DESCRIPTION**

Please attach detailed construction drawings and booth layouts when submitting this form. **PAVCS cannot confirm orders without drawings.**

Shape: □ Square/Rectangle □ Triangle □ Circle □ Other

Height: ______ in. Width: ______ in. Depth: ______ in.

Total Weight: ______ lbs  Trim Height (to bottom of sign): ______’ - ______”

Does Sign require electricity to light up or rotate? □ Yes □ No

Will Sign require assembly by PAVCS crew? □ Yes □ No

If yes, please complete the Assembly/Dismantle Labor portion of this form.

Sign will ship to: □ Advance Warehouse □ KICC □ Other

If Other: ____________________________________________________________

When will sign be delivered to booth? ______/____/____ AM AM PM

Requested Installation Time** ______/____/____ AM AM PM

Requested Dismantle Time** ______/____/____ AM AM PM

**PAVCS will do our best to install and dismantle all hanging signs in a timely manner, but cannot guarantee the install and dismantle times requested.

**ESTIMATE TOTALS** (*starred fields are required)

<table>
<thead>
<tr>
<th></th>
<th>ST</th>
<th>OT</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanging Sign Fee</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chain Motor (1)</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Chain Motor(s) – # of Motors</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Boom Lift Cost (Install)*</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Boom Lift Cost (Dismantle)*</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Rigging Labor Cost (Install)*</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Rigging Labor Cost (Dismantle)*</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Assembly Labor Cost (Install)</td>
<td>$</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Assembly Labor Cost (Dismantle)</td>
<td>$</td>
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**HANGING SIGN RIGGING AND ASSEMBLY**

**HANGING SIGN EQUIPMENT RATES**

Lightweight Hanging Sign
total sign weight <100lbs $400/show

PAVCS Rigging Terms and Conditions require Chain Motors to be used for all Hanging Signs weighing more than 100lbs and/or more than 10’ in width or depth.

Chain Motor Hanging Sign Point (1) $500/show includes motor, cables and motor power

Additional Chain Motor Points (each) $200/show

Boom Lift Rental $120/hour

boom lift rental is required for all rigging

**HANGING SIGN LABOR RATES**

ST (Straight Time): 7am - 5pm Monday - Friday

OT (Over Time): 5pm - 7am Monday - Friday, all day Saturday

DT (Double Time): All day Sunday and recognized holidays

**Rigging Crew Labor**

<table>
<thead>
<tr>
<th>Per Person/Per Hour</th>
<th>ST</th>
<th>OT</th>
<th>DT</th>
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<tbody>
<tr>
<td>Installation</td>
<td>$80</td>
<td>$120</td>
<td>$160</td>
</tr>
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</table>

minimum of 3 riggers required for each work call

**Installation Estimate**

<table>
<thead>
<tr>
<th># of Crew</th>
<th>Hours per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
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</table>

**Dismantle Estimate**

<table>
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<tr>
<th># of Crew</th>
<th>Hours per Person</th>
<th>Total Hours</th>
<th>Hourly Rate</th>
<th>Total Estimated Cost</th>
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<tbody>
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**Sign Assembly Labor**

<table>
<thead>
<tr>
<th>Per Person/Per Hour</th>
<th>ST</th>
<th>OT</th>
<th>DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation</td>
<td>$55</td>
<td>$82.50</td>
<td>$110</td>
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**Installation Estimate**

<table>
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Additional crew and/or equipment will be used if deemed necessary by the supervisor in order to safely complete the installation and dismantling of an order. Additional crew and/or equipment will be billed accordingly.

**ESTIMATED TOTAL** $_____

SUBTOTAL $_____

20% Service Charge $_____

6% Kentucky Sales Tax $_____

$50 Late fee (if submitted less than 14 days prior to event) $_____

SUBTOTAL $_____

PAVCS will review form and verify total, then send an official order and payment link via email for client confirmation. Completed payment is required prior to Installation Labor call.

Please email completed form to KICC@prestigeav.com

Submitted by: ____________________________

Date submitted: __________________________

Kentucky International Convention Center
221 S. Fourth St.
Louisville, KY 40202
(502) 715-4873
KICC@prestigeav.com
NEW CLIENT FORM

Primary Contact Name:_____________________________________________________________
Primary Contact Email:  ____________________________________________________________
Primary Contact Phone (o):  ________________________________________________________
Primary Contact Phone (m):  ________________________________________________________
Shipping/Mailing Address: __________________________________________________________
                                                                                       __________________________________________________________
City:  _______________________________________  State: ____________  Zip: _____________

Invoice Contact Name: _____________________________________________________________
Invoice Company Name: ___________________________________________________________
Invoice Email: ____________________________________________________________________
Invoice Phone: ___________________________________________________________________
Invoice Fax: _____________________________________________________________________
Invoice Address (if different): ______________________________________________________
                                                                                       __________________________________________________________
City:  _______________________________________  State: ____________  Zip: _____________

Preferred manner to receive invoices:  □ Email  □ Mail  □ Fax

________________________________________________________

Show Information

Show Name: _____________________________________________________________________
Exhibiting Company Name :_________________________________Booth Number: ___________
Exhibition Space: _________________________________________Booth Size: _____ x______
Exhibitor Move-In Date/Start Time:  ________________________________________________
Exhibitor Move Out Date/Start Time: ________________________________________________
Onsite Contact Name: _____________________________________________________________
Onsite Contact Phone:_____________________________________________________________
BOOTH LAYOUT FORM

Please draw booth orientation and placement of hanging sign. Attach booth diagrams and hanging sign construction drawings with this form, and submit to kicc@prestigeav.com

scale: 1 square = ____ ft