

	<b>FAX or EMAIL FORMS WITH PAYMENT TO :</b> AMERICAN AUDIO VISUAL CENTER @ HILTON SAN DIEGO BAYFRONT <a href="mailto:David.Bonesteel@americanavc.com">David.Bonesteel@americanavc.com</a> Phone: (619) 321-4344 Fax: (619) 321-4345	
<b>AMERICAN AUDIO VISUAL CENTER at THE HILTON SAN DIEGO BAYFRONT</b>		
<b>CUSTOMER INFORMATION</b>		
EVENT NAME:	LOAD IN DATE:	LOAD OUT DATE:
COMPANY NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS:
ORDERED BY:	PRINT NAME:	
<b>BOOTH INFORMATION</b>		
BALLROOM/MEETING ROOM	BOOTH #:	
ON-SITE CONTACT:	ON-SITE PHONE #:	
<b>PAYMENT INFORMATION</b>		
PLEASE CHECK ONE: <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA	CARDHOLDERS NAME (PLEASE PRINT):	
	CARDHOLDERS SIGNATURE:	
ACCOUNT #:	CARDHOLDER ADDRESS: (If Different from Above)	
EXPIRATION DATE:		
<b>TERMS AND CONDITIONS</b>		
<b>BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.          PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.</b>		
<p>AAVC is responsible for hanging of all signage within the Hilton San Diego Bayfront and its Exhibit Hall.  <b>Orders must be received 15 days prior to delivery date or a surcharge will be added.</b>          Written cancellation of equipment and services must be received by AAVC 48 hours prior to delivery time or a cancellation charge of 50% of original order will be applied.          All On-site cancellations will be charged 100% of original order.          Display or exhibitor's on-site representative may supervise these activities.          Sign must include blueprints or drawings with detailed information which must include orientation in booth, pick points for hanging, and assembly instructions.          Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.          Hanging signs up to 50 lbs require minimum of one 1/2 ton motor.          Hanging signs over 200 lbs require minimum of one 1 ton motor.          All hanging banners and signs require a minimum of one rigging package.</p>		
<b>EQUIPMENT and LABOR RATES to HANG SIGNS</b>		
<b><u>LABOR RATES</u></b>		
<b><u>STRAIGHT TIME</u></b>		<b><u>OVERTIME</u></b>
Monday - Friday 8:00 a.m. - 5:00 p.m.		Monday - Friday before 8:00 a.m. and after 5:00 p.m. Saturdays, Sundays, and Holidays
<b><u>MATERIALS</u></b>		
Cables, clamps, connectors, etc. charged accordingly. See Rigging Packages.		
<b><u>LIFT EQUIPMENT</u></b>	<b><u>Straight time</u></b>	<b><u>Overtime</u></b>
Scissor Lift and Crew	\$625.00	\$1,250.00

RIGGING EQUIPMENT					
	<u>Qty</u>		<u>Price</u>		<u>Total</u>
<b>RIG POINTS (required)</b>	_____	@	\$75.00 each	=	\$ _____
<b>RIGGING PACKAGES (required)</b>					
Standard Rigg Package <i>(includes up to 6 points)</i>	_____	@	\$50.00 each	=	\$ _____
<b>CHAIN MOTORS</b>					
1/2 ton hoist	_____	@	\$150.00 each	=	\$ _____
1 ton hoist	_____	@	\$175.00 each	=	\$ _____
12" Box Truss	_____	@	\$7.00 per foot	=	\$ _____
Special Rig Package (more than six points) - Please call for Quote					
<b>ESTIMATED TOTAL RIGGING EQUIPMENT:</b>					\$ _____

SIGN INFORMATION					
<b>TYPE OF SIGN</b> <input type="checkbox"/> Banner <input type="checkbox"/> grommets <input type="checkbox"/> pockets <input type="checkbox"/> 1 sided <input type="checkbox"/> 2 sided <input type="checkbox"/> structural <input type="checkbox"/> wood <input type="checkbox"/> system <input type="checkbox"/> metal <input type="checkbox"/> other	<b>DIMENSION &amp; WEIGHT OF SIGN</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Height</td> <td style="width: 50%;">Length</td> </tr> <tr> <td>Width</td> <td>Weight</td> </tr> </table> <b>SHAPE OF SIGN</b> <input type="checkbox"/> square <input type="checkbox"/> rectangle <input type="checkbox"/> triangle <input type="checkbox"/> circle <input type="checkbox"/> other	Height	Length	Width	Weight
Height	Length				
Width	Weight				
<b>NUMBER OF FEET FROM FLOOR TO TOP OF SIGN</b> Feet: _____					

LOCATION OF SIGN			
Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths. For island and peninsula booths, indicate all across-the-aisle neighboring booths.			
<table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <input type="text"/> Feet in from front aisle                             </td> <td style="width: 50%; text-align: center;"> <input type="text"/> Booth #                             </td> </tr> </table>	<input type="text"/> Feet in from front aisle	<input type="text"/> Booth #	
<input type="text"/> Feet in from front aisle	<input type="text"/> Booth #		
<b>FRONT SIDE</b>			
<table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <b>LEFT SIDE</b>                              Booth # <input type="text"/>                              Feet in from left aisle <input type="text"/> </td> <td style="width: 50%; text-align: center;"> <b>RIGHT SIDE</b>                              Booth #: <input type="text"/>                              Feet in from Right aisle <input type="text"/> </td> </tr> </table>	<b>LEFT SIDE</b> Booth # <input type="text"/> Feet in from left aisle <input type="text"/>	<b>RIGHT SIDE</b> Booth #: <input type="text"/> Feet in from Right aisle <input type="text"/>	
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<b>BACK SIDE</b>			
<table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <input type="text"/> Feet in from back aisle                             </td> <td style="width: 50%; text-align: center;"> <input type="text"/> Booth #                             </td> </tr> </table>	<input type="text"/> Feet in from back aisle	<input type="text"/> Booth #	
<input type="text"/> Feet in from back aisle	<input type="text"/> Booth #		