FAX or EMAIL FORMS WITH PAYMENT TO :
AMERICAN AUDIO VISUAL CENTER @ HILTON SAN DIEGO BAYFRONT

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AMERICAN AUDIO VISUAL CENTER at THE HILTON SAN DIEGO BAYFRONT

CUSTOMER INFORMATION

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:	

BOOTH INFORMATION

BALLROOM/MEETING ROOM	BOOTH #:
ON-SITE CONTACT:	ON-SITE PHONE #:

PAYMENT INFORMATION

PLEASE CHECK ONE: ( ) AMERICAN EXPRESS ( ) MASTERCARD ( ) VISA	CARDHOLDERS NAME (PLEASE PRINT): CARDHOLDERS SIGNATURE:
ACCOUNT #:	CARDHOLDER ADDRESS: (If Different from Above)
EXPIRATION DATE:	

TERMS AND CONDITIONS

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.

AAVC is responsible for hanging of all signage within the Hilton San Diego Bayfront and its Exhibit Hall.
Orders must be received 15 days prior to delivery date or a surcharge will be added.
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 bluprints 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.

EQUIPMENT and LABOR RATES to HANG SIGNS

LABOR RATES

STRAIGHT TIME
Monday - Friday 8:00 a.m. - 5:00 p.m.

OVERTIME
Monday - Friday before 8:00 a.m. and after 5:00 p.m.
Saturdays, Sundays, and Holidays

MATERIALS
Cables, clamps, connectors, etc. charged accordingly. See Rigging Packages.

LIFT EQUIPMENT	Straight time	Overtime
Scissor Lift and Crew	$625.00	$1,250.00

HANGING SIGN/RIGGING SERVICE FORM

RIGGING EQUIPMENT

	Qty		Price		Total
RIG POINTS (required)	_____	@	$75.00 each	=	$ _____
RIGGING PACKAGES (required)					
Standard Rigg Package *(includes up to 6 points)*	_____	@	$50.00 each	=	$ _____
CHAIN MOTORS					
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

ESTIMATED TOTAL RIGGING EQUIPMENT: $ _____

SIGN INFORMATION

TYPE OF SIGN

☐ Banner

☐ grommets ☐ pockets ☐ 1 sided ☐ 2 sided

☐ structural ☐ wood ☐ system

☐ metal ☐ other

DIMENSION & WEIGHT OF SIGN

Height	Length
Width	Weight

SHAPE OF SIGN

☐ square ☐ rectangle ☐ triangle
☐ circle ☐ other

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN

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 neighbloring booths.

☐ Feet in from front aisle ☐ Booth #

FRONT SIDE

LEFT SIDE
Booth # ☐
Feet in from left aisle ☐

RIGHT SIDE
Booth #: ☐
Feet in from Right aisle ☐

BACK SIDE

☐ Feet in from back aisle ☐ Booth #