T3 expo®
Save money. Grow your event.

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Pri-Med Southwest 2025 Conference & Expo
April 10-12, 2025
George R. Brown Convention Center
Houston, TX

Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor	$133.00	$183.00	$249.00
T3 Supervised Sign Assembly Labor	$173.00	$238.00	$324.000

Does the sign require assembly? ☐ Yes ☐ No
(assembly labor performed at rates above)

Requested Date & Time**	# of Men		# of Hours		Hourly Rate		Total Cost
Installation _____	_____	x	_____	x	_____	=	$ _____
Dismantle _____	_____	x	_____	x	_____	=	$ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	$723.00	$837.00	$950.00

Requested Date & Time**	# of Lift(s) Crew(s)		# of Hours		Hourly Rate		Total Cost
Installation _____	_____	x	_____	x	_____	=	$ _____
Dismantle _____	_____	x	_____	x	_____	=	$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.
**We will do our best to accommodate the requested date and time.
Crew size is at the discretion of T3 Expo.

Supervision of all labor is required (check one)

☐ **Exhibitor Supervision** On site/after hours contact cell phone: (_____) _____
On site/after hours contact name: _____

☐ **T3 Expo Supervision** On site/after hours contact cell phone: (_____) _____
On site/after hours contact name: _____

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

☐ **Set-Up Instructions Attached**

☐ **Outbound Shipping Information Attached**
(for T3 Expo Supervised Dismantle only)

Estimated Total Hanging Sign.....**$** _____

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Hanging Sign Description & Position

Description of Sign

Material

☐ Cloth/Vinyl ☐ Wood ☐ System ☐ Metal Other _____

☐ Single Sided ☐ Double Sided ☐ Pockets ☐ Grommets # of Hang Points _____

Shape

☐ Square ☐ Circle ☐ Triangle ☐ Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required? ☐ Yes ☐ No

Electricity Required? ☐ Yes ☐ No

Chain Motors Required? (call/email T3 Expo for rates) ☐ Yes ☐ No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign? ☐ Yes ☐ No

Position of Sign

Distance from the floor to the top of the sign _____ or ☐ to maximum height allowed

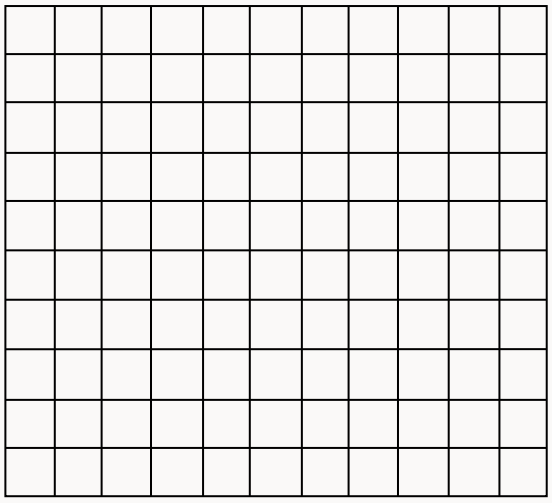
Location

☐ Center of Booth ☐ See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Adjacent Booth or Aisle # = _____



Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____