



## Sign Hanging Information

**RPMxpo Services is responsible  
for supervision, assembly, installation, and removal  
of all hanging signs.**

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the Sign Hanging Order Form.

**Remember:**

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. All signs to be hung from the ceiling should be sent in a separate container on a separate bill of lading marked "Hanging Sign." This container should be shipped in advance to the RPMxpo Warehouse, arriving no later than **Friday, April 19, 2024**.
5. Include exhibitor contact information with the order.
6. Include engineer-stamped assembly and hanging instructions with the order. RPMxpo accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend RPMxpo and Show Management from any claims arising out of or related to the installation of any sign without approved drawings. Any signs that are assembled by RPMxpo will incur a minimum one hour of labor, this charge also includes the inspection prior to hanging. All hanging signs must be inspected prior to hanging, and will incur a minimum one hour of labor regardless if RPMxpo assembles.
8. Installation and removal times will be established per the availability of the hall and access to the area under the sign.



**Sign Hanging Order Form** **Deadline: 4/19/24**

RPMxpo reserves the right to assemble, install, & dismantle signs with approved devices & type of cable to safely hang sign

- All signs must be approved by Show Management prior to hanging.
- All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.
- A full set of plans must be provided and forwarded to RPMxpo Services together with the completed Suspended Sign Hanging Order Form.

**Sign Hanging Rates**

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a <i>Time and Material</i> basis.			
	<b>Straight Time</b> 8:00 am to 5:00 pm Monday through Friday	<b>Overtime</b> After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.	<b>Double Time</b> All holidays and any time a worker works more than ten (12) hours in the same day
<b>High Lift and Crew</b> Three Worker Crew Required	\$ 474.96 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments	\$ 712.44 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments	\$ 949.92 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

**PLEASE TELL US ABOUT YOUR SIGN**

1. TYPE OF SIGN:  Wood  Metal  Cloth Banner  Electrical  Other: \_\_\_\_\_

2. SIZE OF SIGN: Height: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Weight: \_\_\_\_\_ lbs.

3. # OF STRUCTURAL PICK POINTS: \_\_\_\_\_ LBS. AT EACH POINT: \_\_\_\_\_ lbs.

4. SHAPE OF SIGN:  Square  Rectangular  Circular  Triangular  Other: \_\_\_\_\_

5. IS YOUR SIGN ELECTRICAL?  Yes  No  
*If yes, order requirements on Electrical Services Order Form and notate "For Hanging Sign."*

6. DOES YOUR SIGN REQUIRE ASSEMBLY?  Yes  No  
*Standard Rate: \$80.93 per hour, one hour minimum*  
*Overtime Rate: \$121.40 per hour, one hour minimum*  
 Install: Inspection Only  Inspection and Assembly  Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Dismantle: Disassembly  Date: \_\_\_\_\_ Time: \_\_\_\_\_

PLEASE COMPLETE YOUR SIGN HANGING LABOR REQUIREMENTS BELOW:					
	Dates Required	Time Requested	# of Crews Required	Estimated # of Hours Per Crew	Estimated Amount
<b>ERECT</b>	Tuesday, May 14th				\$
<b>DISMANTLE</b>	Thursday, May 16th				\$
<b>TOTAL AMOUNT →</b>					<b>\$</b>

**Cancellation Policy:** Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

HANGING SIGN

**EXHIBIT MATERIAL**

*Rush to:*

**Atlanta Apartment Association  
c/o RPMxpo  
242 Westfork Court Suite A  
Lithia Springs, GA 30122**

**rpm** | **EXCEEDING YOUR EXPECTATIONS**  
X P O  
Atlanta Apartment Association Trade Show  
Cobb Galleria Centre  
Atlanta, GA  
May 15, 2024

\_\_\_\_\_  
Exhibitor

\_\_\_\_\_  
Booth #

*On target shipments, without surcharge, must arrive by:*

**May 3, 2024**

*Off target shipments, with surcharge, must arrive no later than:*

**May 10, 2024**



HANGING SIGN

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- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.
- Important note: Hazardous materials will not be accepted at show site.

**IMPORTANT: These labels are for Advance Warehouse Shipments ONLY.**