



# RPM CompleteXPO Services

Meeting The Needs of Today's Events!

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October 28<sup>th</sup>-29<sup>th</sup>, 2009  
Baltimore Convention Center  
Baltimore, Maryland

## Suspended Light Hanging Order Form

Return Deadline: **October 9, 2009**

— You must order Suspended Light Hanging Labor when ordering Par (spot) Lights —

RPM CompleteXPO Services reserves the right to assemble, install, and dismantle suspended lights with approved devices and type of cable to safely hang lighting.

- All light 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 RPM CompleteXPO Services together with the completed Suspended Light Hanging Order Form.

<b>Suspended Light Hanging Rates</b>	<b>Straight Time</b> 8:00 am to 4:30 pm Monday through Friday	<b>Overtime</b> After 4:30 pm until 8:00 am Monday through Friday. All day Saturday and Sunday	<b>Double-Time</b> All Holidays
<b>High Lift and Crew</b> Three Worker Crew Required	\$ 395.00 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments	\$ 592.50 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments	\$ 790.00 per hour, per crew, one hour minimum on installation, one hour minimum on dismantle thereafter ½ hr. increments

PLEASE COMPLETE		Estimated Amount
Lighting Crew for _____ hours to <b>install</b> our lighting on _____ (day) _____ (date) at _____ (time)		\$
Lighting Crew for _____ hours to <b>dismantle</b> our lighting on _____ (day) _____ (date) at _____ (time)		\$
<b>TOTAL AMOUNT →</b>		<b>\$</b>

**Payment Policy:** Credit Card information must be on file for all suspended light hanging labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, Cash, Traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

**Cancellation Policy:** Suspended light hanging labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Suspended light hanging labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Name of Event:	<b>NeoCon East 2009</b>
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date: