

Prestige AV & Creative Services - Kentucky Venues  
 Kentucky International Convention Center  
 221 S. Fourth St.  
 Louisville, KY 40202  
 (502) 715-4873  
 KICC@prestigeav.com



NAME OF SHOW: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

BOOTH SIZE: \_\_\_\_\_

X

## HANGING SIGN RIGGING AND ASSEMBLY

### INSTRUCTIONS

All overhead rigging must comply with Show Management rules, KICC regulations, and PAVCS Rigging Terms and Conditions. Client is responsible for providing information on this form that is in compliance with Show height and size restrictions.

All overhead rigging must be assembled, installed and removed by PAVCS. Signs may be assembled by exhibitor's booth staff, but assembly must be inspected AND approved by PAVCS in order to be hung by PAVCS crew.

Please submit a New Client Form and complete sign construction and layout diagrams of your booth and sign. PAVCS must review sign drawings prior to confirming cost estimates.

Payment for order must be completed via secure payment link prior to sign installation. Link will be sent with order confirmation email.

PAVCS is not responsible for coordinating shipping to and from KICC. The client is responsible for ensuring that the hanging sign has been delivered to the booth space and/or constructed **prior to** the contracted PAVCS rigging call.

### SIGN DESCRIPTION

Please attach detailed construction drawings and booth layouts when submitting this form. **PAVCS cannot confirm orders without drawings.**

Shape:  Square/Rectangle  Triangle  Circle  Other

Height: \_\_\_\_\_ in. Width: \_\_\_\_\_ in. Depth: \_\_\_\_\_ in.

Total Weight: \_\_\_\_\_ lbs Trim Height (to bottom of sign): \_\_\_\_\_' - \_\_\_\_\_"

Number of Hang Points (to ceiling): \_\_\_\_\_

Does Sign require electricity to light up or rotate?  Yes  No  
*If yes, please refer to KICC exhibitor services to order necessary power.*

Will Sign require assembly by PAVCS crew?  Yes  No  
*If yes, please complete the Assembly/Dismantle Labor portion of this form.*

Sign will ship to:  Advance Warehouse  KICC  Other  
 If Other: \_\_\_\_\_

When will sign be delivered to booth? \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_  AM  PM  
*Shipping arrangements must be made separately.*

Requested Installation Time\*\* \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_  AM  PM

Requested Dismantle Time\*\* \_\_\_\_/\_\_\_\_/\_\_\_\_ : \_\_\_\_  AM  PM

**\*\*PAVCS will do our best to install and dismantle all hanging signs in a timely manner, but cannot guarantee the install and dismantle times requested.**

### HANGING SIGN EQUIPMENT RATES

Lightweight Hanging Sign  
 total sign weight <100lbs \$400/show

**PAVCS Rigging Terms and Conditions require Chain Motors to be used for all Hanging Signs weighing more than 100lbs and/or more than 10' in width or depth.**

Chain Motor Hanging Sign Point (1) \$500/show  
 includes motor, cables and motor power

Additional Chain Motor Points (each) \$200/show

Boom Lift Rental \$120/hour  
 boom lift rental is required for all rigging

### HANGING SIGN LABOR RATES

**ST (Straight Time):** 7am - 5pm Monday - Friday

**OT (Over Time):** 5pm - 7am Monday - Friday, all day Saturday

**DT (Double Time):** All day Sunday and recognized holidays

Rigging Crew Labor	ST	OT	DT
Per Person/Per Hour	\$80	\$120	\$160
minimum of 3 riggers required for each work call			

#### Installation Estimate

$$\frac{3}{\# \text{ of Crew}} \times \frac{\text{Hours per Person}}{\text{Total Hours}} = \text{Total Hours} @ \text{Hourly Rate} = \text{Total Estimated Cost}$$

#### Dismantle Estimate

$$\frac{3}{\# \text{ of Crew}} \times \frac{\text{Hours per Person}}{\text{Total Hours}} = \text{Total Hours} @ \text{Hourly Rate} = \text{Total Estimated Cost}$$

Sign Assembly Labor	ST	OT	DT
Per Person/Per Hour	\$55	\$82.50	\$110

#### Installation Estimate

$$\frac{\text{Hours per Person}}{\text{Total Hours}} @ \text{Hourly Rate} = \text{Total Estimated Cost}$$

#### Dismantle Estimate

$$\frac{\text{Hours per Person}}{\text{Total Hours}} @ \text{Hourly Rate} = \text{Total Estimated Cost}$$

Additional crew and/or equipment will be used if deemed necessary by the supervisor in order to safely complete the installation and dismantling of an order. Additional crew and/or equipment will be billed accordingly.

### ESTIMATE TOTALS (estimate completion is not required for form submission - for additional assistance, please contact Prestige AV at KICC@prestigeav.com)

Hanging Sign Fee	\$ _____
Chain Motor (1)	\$ _____
Additional Chain Motor(s) – # of Motors	\$ _____
_____ Total Boom Lift Cost (Install)	\$ _____
Total Boom Lift Cost (Dismantle)	\$ _____
Total Rigging Labor Cost (Install)	\$ _____
Total Rigging Labor Cost (Dismantle) Total	\$ _____
Assembly Labor Cost (Install)	\$ _____
Total Assembly Labor Cost (Dismantle)	\$ _____
<b>SUBTOTAL</b> .....	<b>\$ _____</b>

<b>SUBTOTAL</b>	\$ _____
20% Service Charge	\$ _____
6% Kentucky Sales Tax	\$ _____
\$50 Late fee (if submitted less than 14 days prior to event)	\$ _____

**ESTIMATED TOTAL** \$ \_\_\_\_\_

PAVCS will review form and verify total, then send an official order and payment link via email for client confirmation. Completed payment is required **prior to** Installation Labor call.

Please email completed form to **KICC@prestigeav.com**  
 Submitted by: \_\_\_\_\_  
 Date submitted: \_\_\_\_\_

**NEW CLIENT FORM**

Primary Contact Name: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Primary Contact Phone (o): \_\_\_\_\_

Primary Contact Phone (m): \_\_\_\_\_

Shipping/Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Invoice Contact Name: \_\_\_\_\_

Invoice Company Name: \_\_\_\_\_

Invoice Email: \_\_\_\_\_

Invoice Phone: \_\_\_\_\_

Invoice Fax: \_\_\_\_\_

Invoice Address (if different): \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Preferred manner to receive invoices:  Email  Mail  Fax

Show Information

Show Name: \_\_\_\_\_

Exhibiting Company Name : \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibition Space: \_\_\_\_\_ Booth Size: \_\_\_\_\_ x \_\_\_\_\_

Exhibitor Move-In Date/Start Time: \_\_\_\_\_

Exhibitor Move Out Date/Start Time: \_\_\_\_\_

Onsite Contact Name: \_\_\_\_\_

Onsite Contact Phone: \_\_\_\_\_

Prestige AV & Creative Services - Kentucky Venues  
Kentucky International Convention Center  
221 S. Fourth St.  
Louisville, KY 40202  
(502) 715-4873  
KICC@prestigeav.com



NAME OF SHOW: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

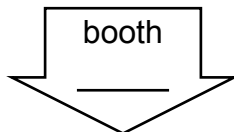
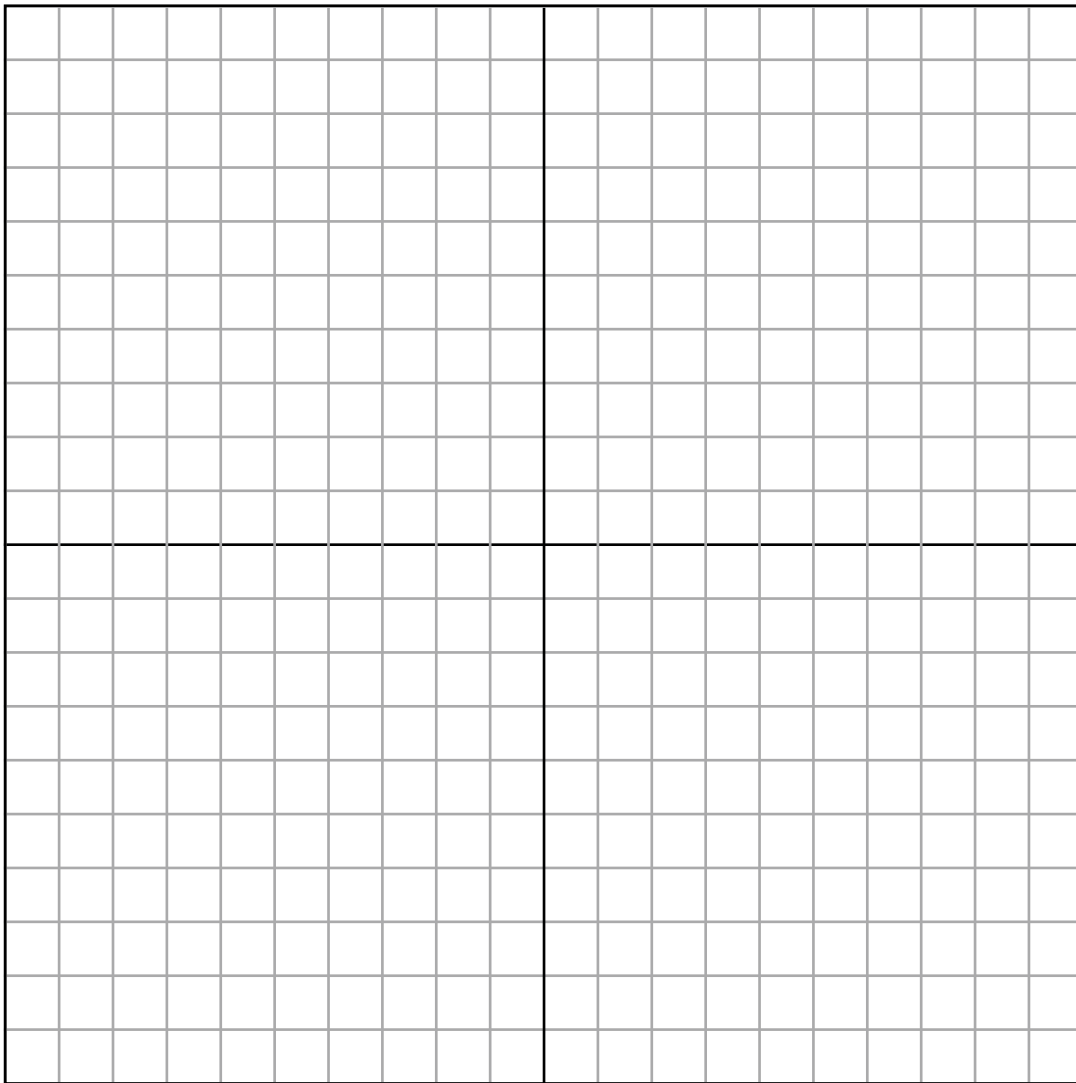
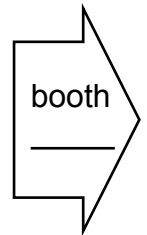
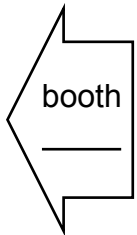
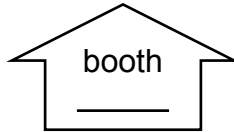
BOOTH #:

BOOTH SIZE:

X \_\_\_\_\_

### BOOTH LAYOUT FORM

Please draw booth orientation and placement of hanging sign. Attach booth diagrams and hanging sign construction drawings with this form, and submit to [kicc@prestigeav.com](mailto:kicc@prestigeav.com)



scale: 1 square = \_\_\_\_ ft