

INCLUDE THE EY CENTRE  
METHOD OF PAYMENT FORM  
WITH YOUR ORDER

Name of show: \_\_\_\_\_ Booth #: \_\_\_\_\_

Company name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

For assistance, please call 613-822-8800 to speak to our EY Centre experts.

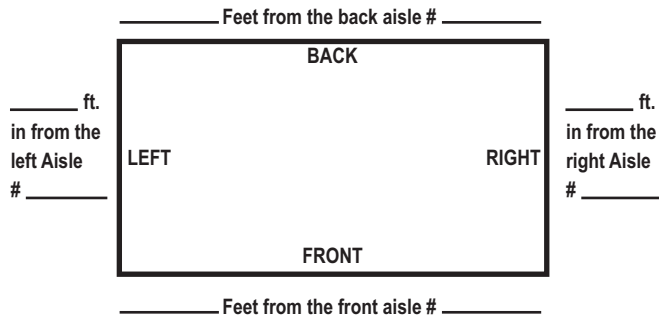
## HANGING SIGN LABOUR AND EQUIPMENT

### INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, EY Centre cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by EY Centre. Please refer to the EY Centre Terms and Conditions found in the Exhibitors Services Manual as it relates. Please complete the enclosed Labour Order Form for labour to assemble your hanging sign.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- Electrical signs must be in working order and in accordance with the National Electrical Code. ELECTRICAL SERVICE requirements must be ordered in advance on the enclosed ELECTRICAL SERVICE Order Form.
- If any hang point supports over 250 lbs., notify EY Centre immediately for special authorization.

### PLACEMENT DIAGRAM

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.
- If any hang point supports over 250 lbs., notify EY Centre immediately for special authorization.



Number of feet from the floor to top of sign: \_\_\_\_\_

### SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.

#### Type of banner:

- CLOTH  METAL  WOOD  
 OTHER \_\_\_\_\_

Sign weight: \_\_\_\_\_

#### Shape:

- SQUARE  TRIANGLE  RECTANGLE  
 OTHER \_\_\_\_\_

#### Does your sign require:

- ELECTRICITY  ASSEMBLY

#### Size:

HEIGHT \_\_\_\_\_ LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_

#### Is your sign designed to rotate?

- YES  NO

### EQUIPMENT WITH CREW

- Show site prices will apply to all hanging sign orders placed at show site.
- Rates are per lift and crew per hour
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments
- Straight time cannot be guaranteed

ADDITIONAL CREW / ASSEMBLY LABOUR	ADVANCED PRICE PER HR.	SHOW SITE PRICE PER HR.
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Straight Time	\$93.75	\$131.25
Overtime	\$140.50	\$196.50
Double Time	\$187.25	\$262.25

#### LIFT EQUIPMENT

Scissor Lift	\$124.25	\$173.95
Boom Lift	\$180.25	\$252.35

#### INSTALLATION (Estimate)

QTY	Approx. Hrs.	Rate	Est. Cost
Lift Equipment:	_____ X _____ hrs @ _____		= \$ _____
Additional Crew:	_____ X _____ hrs @ _____		= \$ _____
Assembly Labour:*	_____ X _____ hrs @ _____		= \$ _____
ESTIMATED INSTALLATION COST: \$ _____			

#### DISMANTLE (Estimate)

QTY	Approx. Hrs.	Rate	Est. Cost
Lift Equipment:	_____ X _____ hrs @ _____		= \$ _____
Additional Crew:	_____ X _____ hrs @ _____		= \$ _____
Disassembly Labour:*	_____ X _____ hrs @ _____		= \$ _____
ESTIMATED DISMANTLE COST: \$ _____			

#### TOTAL

( _____ ) ( _____ ) = _____
SUBTOTAL                      13% HST                      TOTAL

Supervision for assembly and disassembly of overhead hanging sign can be provided by EY Centre, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- EY Centre  
 Exhibitor Personnel  
 Display House

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.



## STRUCTURAL INTEGRITY STATEMENT

### THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

\_\_\_\_\_, the contracted exhibitor at the \_\_\_\_\_ and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless the SHOW MANAGEMENT, EY CENTRE and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____	Booth #: _____
Authorized Signature: _____	
Printed Name: _____	Date: _____
Email address: _____	
Display House/Builder (if applicable): _____	
Authorized Signature: _____	
Printed Name: _____	Date: _____
Email address: _____	

Please complete and return form to:  
EY CENTRE  
4899 Uplands Drive  
Ottawa, ON K1V 2N6  
613-822-8800

## GUIDELINES FOR BANNER HANGING

The following guidelines are in effect at the facility, in order to ensure that all banner hanging in the facility is conducted safely and with due care for the building infrastructure. EY Centre is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by EY Centre, according to the following procedures. All related costs are available on our Rigging Services Price List. All banners must adhere to the requirements below. Delays, additional equipment, and labour charges may be incurred by not having the appropriate materials to hang your banner effectively and safely. All Exhibitor sign hanging may be ordered using EY Centre's Sign & Banner Hanging Order form.

1. Banners in excess of 6 feet linear should come with a rigid support for best results when hanging. For banners in excess of 20 feet linear, truss may be necessary to allow the banner to hang safely and correctly. EY Centre Electrical Services will notify the owner/hanging party whether truss is required and whether any additional charges may apply.
2. All banners must include grommets and pole pockets.
3. All non-exhibitor banner hanging orders should be placed through EY Centre Electrical Services directly at least two weeks prior to the event move-in date. An order will be considered placed and pricing confirmed when EY Centre Electrical Services issues a Rigging Order Acceptance Sheet. A diagram showing banner dimensions and placement will need to accompany all orders.
4. Banner hanging placement must be approved by the facility. Please contact your Event Manager directly.
5. Facility exterior banners (if permitted) must meet the following guidelines:
  - i. Approximately two thirds of the area of an exterior banner should consist of mesh.
  - ii. Where a banner is made exclusively of vinyl, wind pockets must be built into the banners in order to allow wind to flow through easily.
  - iii. All edges of banners should have flat-felled seams, i.e., the edges should be folded over, glued, and doubled-stitched.
  - iv. Mesh banners must be reinforced with webbing in the in the folds before the grommets are affixed.
  - v. All corners must be reinforced with webbing before the grommets are affixed as the corners handle most of the stress.
  - vi. Banners must be made of lightweight, water-resistant, material
  - vii. In the event of a severe weather notice, banners may have to be removed, or install delayed
  - viii. All banners must be made to the following specifications in order to be hung:
    - a. Width: 4 ft. – 11 in. (59 inches max)
    - b. Height/Length: 28 ft. – 6 in.
    - c. Top/Bottom Pipe Pocket (1 ¼" pipe rod): 5-6 inches depth
    - d. Each of the (10) mount position includes: (2) single sided Banners & (1) Double sided Banner

### CAN WE HELP YOU?

Please don't hesitate to contact us at 613-822-8800 or at [eventservices@eycentre.ca](mailto:eventservices@eycentre.ca) for any additional information, assistance or product and services information we can provide you in establishing and confirming your event's rigging/electrical/mechanical services.

We value your business and look forward to your call!

## RIGGING & OVERHEAD SAFETY POLICY

The following policies and procedures are in effect at the facility, in order to ensure that all rigging in the facility is conducted safely and with due care for the building infrastructure. EY Centre is the Exclusive Supplier of Rigging Services for the facility. As such all rigging in the building will be managed by EY Centre, according to the following procedures. All related costs are available on our Rigging Services Price List.

1. EY Centre can provide, upon request, AutoCAD and PDF scale drawings of all riggable ceilings in the facility. These drawings will show the location and rating of all rigging points, and other relevant ceiling details. These drawings are provided electronically at no charge.
2. Hanging will be permitted only from approved, rated rigging points. Charges for use of rigging points are shown on our Rigging Services Price List.
3. For any event for which rigging is required, a rigging plan must be submitted to EY Centre for approval. This plan must be in an approved printed or electronic format, must be to scale, must show all equipment being hung, and must show the weight load for each rigging point being used. It must show all required rigging points, including cable picks. Charges for plan approval are shown on our Rigging Services Price List. This plan must be submitted for approval no later than 14 days in advance of the load-in day of the event. In the event that the customer cannot provide a rigging plan, EY Centre is able to produce one. In such cases, there is a consultation process required, so 21 days notice is requested. Charges for plan production are shown on our Rigging Services Price List.
4. EY Centre must perform all work required to attach and de-attach equipment to the rigging points, installed rigging equipment and all equipment flown. No other supplier may do so. Upon approval of the rigging plan and receipt of a production schedule, EY Centre will provide a cost estimate for the labour required to do so. This labour will be charged on an hourly basis, with a 4-hour minimum charge. EY Centre reserves the right to establish the number of riggers required for your event. The number of riggers (minimum 2) and hours will be based on the work to be done. Hourly rates for Rigging Labour are shown on our Rigging Services Price List.
5. All rigging and lift equipment (including but not limited to scissor, boom, chain hoists, chain falls, hangers etc..) must be ordered through, provided and operated by EY Centre. All rigging and lift operation labour must be ordered through and provided by EY Centre.
6. EY Centre reserves the right to disqualify from use any equipment, which in their opinion, does not meet appropriate safety standards. In this event, EY Centre may be able to provide alternate equipment, and will do so upon request, as quickly as possible.
7. All equipment attached to truss, pipe, beam, lighting fixture, or hung in any other manner must be secured by means of a steel safety cable.
8. All suppliers hanging equipment from the ceiling must provide the facility with a Certificate of Liability Insurance showing proof of coverage in the amount of \$2,000,000 per occurrence, and specifically holding harmless the facility and EY Centre. This must be provided no later than 14 days in advance of the load-in day of the event.
9. **EY Centre can provide a full range of rigging components including truss and will provide a cost estimate upon request. Prices for rigging equipment are shown on our Rigging Services Price List.**

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We value your business and look forward to your call!

PLEASE ACCURATELY FILL IN  
ALL YOUR INFORMATION  
ON THE FORM BELOW

# CREDIT CARD AUTHORIZATION FORM

Name on your card: \_\_\_\_\_  
(Please print)

Phone number: ( ) \_\_\_\_\_ Email address: \_\_\_\_\_

## CREDIT CARD DETAILS

Credit Card Type:  Mastercard  Visa  Other: \_\_\_\_\_  
(Please print)

Credit Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
(Found on back of card)

## Billing Information

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

AUTHORIZED AMOUNT

\$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
DD / MM / YYYY