



2901 Las Vegas Blvd. S
 Las Vegas, NV 89109
 Attn: Audio Visual Dept
 Phone 702-794-9420
 Fax 702-697-4255
 email: av@theriviera.com

Booth/Room
 Number

Audio/Visual Department

EXHIBITOR BANNERS / SIGNS HANGING REQUEST FORM

HOTEL UNION LABOR WILL HANG YOUR BANNERS OR SIGNAGE.

Please complete this 3-page order form and return to the above fax number 14 days prior to event date.

SHOW NAME: _____ DATES: _____

COMPANY NAME: _____

COMPANY CONTACT: _____ PHONE: (____) _____

E-MAIL: _____ FAX: (____) _____

ADDRESS: _____

CITY/STATE/ZIP: _____

HANG DAY/DATE: _____ HANG TIME: _____

REMOVAL DAY/DATE: _____ REMOVAL TIME: _____

PAYMENT: Mastercard Visa American Express
ALL MUST INCLUDE COPY OF FRONT & BACK OF CARD

NAME AS IT APPEARS ON CARD: _____

CARD NUMBER: _____ EXPIRATION DATE: ____/____/____

SIGNATURE: _____ TOTAL ESTIMATE \$ _____

by signing and returning this form to the Riviera Hotel & Casino, customer agrees to all terms and conditions on this form

TERMS/CONDITIONS:

Cost: See page 2 of this form.

Hanging: Item(s) must be available at the hang date and time marked on this form. If you have specific directions for where the item(s) are to be hung, you need to have someone present during time of hanging.

Liability: The hotel will not be held responsible for any liability claims, expenses or costs arising from the potential damage to banners or signs in the course of hanging or removing banners or signs.

Removal: After removal, the item(s) will be returned to the contact person. The hotel does not assume responsibility for mailing out unclaimed items.

Cancellation: **Orders cancelled without 24 hours notice will be charged a one (1) hour cancellation fee per crew.**

Copy to Maintenance	Copy to A/V Dept	Copy to Credit	Original to Services file
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EXHIBITOR BANNERS / SIGNS HANGING INFORMATION FORM

COMPANY NAME: _____ SHOW NAME: _____

BOOTH / ROOM NUMBER: _____

ORDERING INFORMATION:

On site request & forms received after the cutoff date will be charged a minimum of 4 hours (per crew). Work exceeding the minimum hours will be charged in half (1/2) hour increments.

Orders received with full payment information **14 days prior** to show opening will be charged the minimum hours. Work exceeding the minimum hours will be charged in half (1/2) hour increments.

LABOR:

	Hours	Hourly Rate
Monday – Friday	8:00 a.m. – 5:00 p.m.	\$ 59.50 regular time
Monday – Friday	Before 8:00 a.m. & after 5:00 p.m.	\$115.00 overtime
Weekends & Holidays		\$115.00 overtime

ADDITIONAL CHARGES:

	Charge
Scissor Lift	\$150
Hoist (for signs 200 lbs & up)	\$200 / each

Note: Depending on the size & weight of sign, more than 1 hoist may be needed.

MINIMUM HOURS:

Standard Banner	Minimum Crew Required	Minimum Hours By the 14 day cutoff date	Minimum Hours After the cutoff date
up to 3' x 7'	1	1 hr in / 1 hr out (2 hrs)	2 hr in / 2 hr out (4 hrs)
All other signs	2	1 hr in / 1 hr out (4 hrs)	2 hr in / 2 hr out (8 hrs)

FIGURING ESTIMATED COST:

# Crew	x	Minimum Hours	=	Total Hours
		Hourly Rate	x	
			=	Minimum Cost
		Scissor Lift	+	
		Hoist Cost	+	
		Estimated Cost	= \$	

