

**REGENT SIGNS INSTALLATION AND RENTAL**  
**"TERMS AND CONDITIONS"**

**Salespeople using our service will be deemed to have received and accepted these conditions.**

Salespeople cannot move signs as the rental fee is in effect for each location. **THERE IS A \$75 ADDITIONAL INSTANT CHARGE EACH TIME A REALTOR MOVES A SIGN.** Name stickers or name plates will be placed/hung on the signs if we have them in our shop at the time of the sign request. OUT-OF-TOWN traveling charges will be quoted on request and installations are done once or twice per week depending on the location.

**TUES & FRIDAY**

**EAST & WEST**

SPRUCE GROVE  
STONY PLAIN  
GUNN  
ONOWAY  
ALBERTA BEACH

**WEDNESDAY & SATURDAY**

**NORTH & SOUTH**

MORINVILLE  
FT.SASKATCHEWAN  
GIBBONS  
BRUDERHEIM  
LEDUC  
BEAUMONT  
CALMAR  
STRATHCONA COUNTY

**SIGN RENTALS ARE FOR 6 MONTHS OR LESS. ANY SIGNS NOT POST-DATED DOWN WILL BE REMOVED. ANY LISTINGS WITH DOWN DATES BEYOND 6 MONTHS WILL BE CHARGED AN ADDITIONAL RENTAL FEE EVERY 6 MONTHS.**

***Lock Boxes are not allowed on the sign or post. Regent Signs is not responsible for any lock boxes found on posts or signs and will be cut off and disposed of if not immediately retrieved.***

Salespeople are responsible to put their name on their sold inserts and special-order hangers so Regent Signs can return them to their office on a regular basis. Regent Signs is not responsible for missing or broken sold clips, hangers and toppers.

Custom hangers/toppers, which realtors have as their default on their personal profile, will be installed at each installation when in stock. If realtors run out, Regent Signs will try to custom make them, so no sign goes up without them. There is no guarantee that this will happen and there will be a service charge to go back to install.

Salespeople & offices are responsible to inform Regent Signs immediately when they switch Real Estate companies or their name stickers will be thrown out after one month. Regent Signs will immediately remove all signs from active listings once a realtor has left that previous company. Regent Signs obtains realtor lists from the brokers regularly and sorts through and throws out all stickers & hangers that are not on their realtor lists.

Regent Signs will keep in stock (as much as possible) all supplies needed by realtors. I.e. open house inserts, new listing inserts, sold hangers, acreage directional, etc.

Regent Signs will take post-dated downs for sold properties, BUT does not take post dated requests for signs going up. Any sign requested to go up will go up the next installation date unless it is out-of-town. Post-dated down will come down anytime during the week of the requested down date, this is due to volume control. It maybe a day or two earlier, or a day or two later. **If you want an exact down date, please fax it in the day before you want it down.**

**SIGN PLACEMENTS:** Our drivers install signs at the best location they deem possible due to property line, solid ground, obstacle and/or visibility. If you want an exact location, you must mark it with a sandwich board and note that on the request form. This is most important for condos/townhouses as some projects allow signs at the unit, some at the entrance, and some NOT-AT-ALL. Damage caused to sprinklers, lawn and/or landscaping during installation is not the responsibility of Regent Signs.

Orders for signs to be placed on VACANT LOTS must be clearly marked with either a sandwich board or small corex identifying sign and map. If our driver cannot clearly recognize the lot, he will not put a sign up and you will be charge a service charge for sending him out there.

Coroplast small For Sale signs that Regent Signs places on back fences are a one-time-use and will be disposed of if Regent Signs is asked to remove them. Please specify a back fence removal if you want Regent Signs to take it off with the regular sign removal request.

CONDO/TOWNHOUSE SIGNS: Realtors are responsible to find out IF and WHERE signs are allowed on condo/townhouse property. Many projects do not allow any signs other than the sign that hangs on the common condo post. Please do not request the sign on public/city property as the City will fine you and take the sign. Many condo boards will change their policy at a meeting and take all the signs down without any notice and dispose of them.

Please specify if you need a sign for the common condo post - DIABOND CONDO SIGN and we will send a proof if you do not have one in stock. Without one in stock may take 3+ days to make and install.

If signs and posts go missing at any condo/townhouse properties, the realtor will be responsible for the missing cost no matter what the reason so be sure to know what the rules are at EACH location. Be sure to add specific instructions and maps where signs are allowed as they change frequently.

**DO NOT ORDER UP SIGNS WITHOUT FINDING OUT THE REGULATIONS!**

SERVICE CHARGE will be charged for each wrong address, move, sign not allowed (condo's, etc.), refused by occupant, cancelled after signs is made, or each time a sign requires service for repair or re-installation.

### **LOST OR DAMAGED SIGNS AND POSTS**

Lost or damaged signs - \$40.00 each sign (Less if repairable)

Lost or damaged posts - \$40.00 each steel post / \$50 each plastic post

This price is a lost revenue cost and DOES NOT mean you have purchased the missing posts and signs. They still belong to REGENT SIGNS.

**"IF LOST POSTS AND SIGNS ARE RETURNED WITHIN 30 DAYS OF GOING MISSING, YOUR ACCOUNT WILL BE CREDITED IN FULL."**

Installation service is from TUESDAYS to SATURDAYS. We need the request faxed to our office by NOON (one fax per day) to ensure next day service in Edmonton. (Please No phone orders). Please provide complete information for each listing VENDOR, ADDRESS, ZONE, UP OR DOWN, EXPIRATION DATE, SALESPERSON'S NAME, SPECIAL INSTRUCTIONS. For acreages LOT, BLOCK, SUBDIVISION NAME, COUNTY, ZONE, directions and a description of the property. If directions are not complete, a service charge will be applied to go out a second time.

### **ACCOUNTS**

All offices/realtors using Regent Signs must regularly pay their bill or the office will be contacted and services will be refused until payment is received. Individually billed realtors must have a current active credit card on file to keep their account open and active. If authorization for payment is cancelled so will your account and all signs will come down the next business day.

Each office/realtor will be invoiced at the end of each month with payment due before the 15 th day of the month following invoice date. There will be an interest CHARGE of 2% per month (24% annually) if the invoice is paid after the 15th day of the month following invoice date.

### **COMMERCIAL SIGN INSTALLATION**

Commercial installation charges for 4x4 and 4x8's includes Removal and Storage. Any larger signs do not include remove costs however, we will store them for a short period at No Charge.

Installation on posts or up to just under the 2nd storey windows on a building. (If Boom Truck required - price will be quoted separately)

**Posts are the property of Regent Signs - Damaged or lost posts will be charged to the salesperson.**

FOR FULL PRICING INFORMATION-CONTACT YOUR OFFICE MANAGER