

HANGING SIGNS



Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



| CIRCLE DESIGN | | | |
|---------------|-----------|-----------|---------|
| Code | Size | Discount* | Regular |
| 69140 | 10' x 48" | 4186.90 | 5861.65 |
| 69142 | 16' x 48" | 6654.35 | 9316.10 |

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included



| SQUARE DESIGN | | | |
|---------------|-----------|-----------|---------|
| Code | Size | Discount* | Regular |
| 69143 | 10' x 48" | 5091.25 | 7127.75 |



| TRIANGULAR DESIGN | | | |
|-------------------|-----------|-----------|---------|
| Code | Size | Discount* | Regular |
| 69144 | 10' x 48" | 4119.90 | 5767.85 |



| WAVE DESIGN | | | |
|-------------|------------------|-----------|---------|
| Code | Size | Discount* | Regular |
| 69145 | 10' x 48" Single | 1814.30 | 2540.00 |
| 69146 | 10' x 48" Double | 2486.75 | 3481.45 |

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Friday, December 04, 2015

**Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.*



Exhibit Solutions Phone: **404 - 720 - 8652**
 Exhibit Solutions Fax: **404 - 720 - 8757**
 Customer Service Email: ESSRentals@Shepardes.com
 Event Code: G110370116

Archery Trade Association

January 5 - 7, 2016
 Kentucky Exposition Center -
 Louisville, Kentucky

| | | | | | |
|-----------------------|-------|----------|-------|--------------|----|
| Company Name: | _____ | Booth #: | _____ | Subtotal | \$ |
| Contact Name: | _____ | Phone #: | _____ | 6.000% Tax*: | \$ |
| Authorized Signature: | _____ | | | Amount Due: | \$ |

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order.
 Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.



HANGING SIGNS 101

Archery Trade Association

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
 - *Overhead Truss
 - * Attachment and removal of light fixtures for truss or signs
 - * Assembly of hanging sign frame and graphics
 - * Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ **Submit Payment Authorization Form**
(OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ **Order Assembly Labor to have your sign built by Shepard Certified Riggers**
(Fill out top section of the Hanging Sign Overhead Rigging Form)
- ☐ **Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- ☐ **Order any necessary Chain Motors, Rotating Motors and Truss**
(Remember to place separate electrical order to power any motors!)
- ☐ **Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.**
- ☐ **Package Hanging Sign(s) in a separate container from exhibit materials**
- ☐ **Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual**
- ☐ **Ship Hanging Sign(s) to the Advanace Warehouse by:**

Wednesday, December 23, 2015

**Shepard Exposition Services**

1531 Carroll Drive, NW Atlanta, GA 30318

Customer Service Phone: (404) 720-8600

Customer Service Fax: (404) 720-8755

Customer Service Email: atlanta@shepardes.com

HANGING SIGN OVERHEAD RIGGING

**Archery Trade Association**

January 5 - 7, 2016

Kentucky Exposition Center - Louisville, Kentucky

Event Code: G110370116

Discount Deadline: December 15, 2015**SIGN ASSEMBLY/DISASSEMBLY LABOR**

Please indicate who will be supervising ASSEMBLY:

☐ Shepard Supervision ☐ Exhibitor Supervised

Please indicate who will be supervising DISASSEMBLY:

☐ Shepard Supervision ☐ Exhibitor Supervised**SIGN ASSEMBLY LABOR**

| Code | Est Total Hours | Item | Discount | Regular | Amount |
|-------|-----------------|------|----------|---------|--------|
| 69150 | | ST | 89.56 | 116.45 | \$ |
| 69151 | | OT | 134.38 | 174.70 | \$ |
| 69152 | | DT | 179.13 | 232.85 | \$ |

****Supervisory fee is 30% of total cost or \$60, whichever is greater.****ST - Straight time:** Monday-Friday, 8:00 AM - 4:30 PM**OT - Overtime:** Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 4:30 PM**DT - Doubletime:** All other hours and holidays**SIGN DISASSEMBLY LABOR**

| Code | Est Total Hours | Item | Discount | Regular | Amount |
|-------|-----------------|------|----------|---------|--------|
| 69153 | | ST | 89.56 | 116.45 | \$ |
| 69154 | | OT | 134.38 | 174.70 | \$ |
| 69155 | | DT | 179.13 | 232.85 | \$ |

Sup install: 68069 Sup dismantle: 68073

Total Estimated Assembly/Dismantle: \$

N/A Tax*: \$

Estimated Amount Due: \$

Date of Assembly: _____ Start Time: _____

Completion Time: _____ Number of Laborers: _____

Date of Disassembly: _____ Start Time: _____

Completion Time: _____ Number of Laborers: _____

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

Any signs that are not assembled by approved Shepard Certified Riggers are subject to an inspection fee.

OVERHEAD RIGGING CREW**RIGGING INSTALLATION**

| Code | Est Hours | Discount | Regular | Amount |
|-------|-----------|----------|---------|--------|
| 69156 | | 416.00 | 540.80 | |

Date of Install: _____ Start Time: _____

RIGGING REMOVAL

| Code | Est Hours | Discount | Regular | Amount |
|-------|-----------|----------|---------|--------|
| 69157 | | 416.00 | 540.80 | |

Date of Removal: _____ Start Time: _____

*If additional crew or Labor is needed, additional charges may apply.

Total Estimated Install/Removal: \$

N/A Tax*: \$

Estimated Amount Due: \$

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

***Please Note:** Shepard will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Must order by discount deadline date to receive advance pricing.

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.**Additional charges may be applied by Shepard due to regulations at the facility.****REQUESTED DATE, TIME & SUPERVISION**

Please indicate below who will be present to supervise sign assembly and installation:

☐ Shepard Supervision ☐ Exhibitor Supervision ☐ Display House (EAC)

If Shepard Supervision is required, please request date and time:

Assembly: Date: _____ Time: _____

Install: Date: _____ Time: _____

Dismantle: Date: _____ Time: _____

Please complete the following:

Company Name: _____**Booth #:** _____

Subtotal: \$

Contact Name: _____**Phone #:** _____

N/A Tax*: \$

Authorized Signature: _____

Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Phone: (404) 720-8600

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OVERHEAD RIGGING EQUIPMENT



Archery Trade Association

January 5 - 7, 2016

Kentucky Exposition Center - Louisville, Kentucky

Event Code: G110370116

Discount Deadline: December 15, 2015

RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

MISCELLANEOUS EQUIPMENT

| Code | QTY | Item | Discount | Regular | Amount |
|-------|-----|-----------------------------|----------|---------|--------|
| 69017 | | One Ton Hoist/Chain Motor | 431.40 | 647.10 | |
| 69016 | | Half Ton Hoist/Chain Motor | 380.65 | 571.00 | |
| 69101 | | 1/4 Ton Hoist/Chain Motor | 228.40 | 342.60 | |
| 69019 | | Rotating Motor 500 LB Limit | 406.00 | 609.00 | |
| 69020 | | Rotating Motor 200 LB Limit | 228.40 | 342.60 | |

- ☐ Rotate Clockwise
- ☐ Rotate Counterclockwise

| Code | QTY | Item | Discount | Regular | Amount |
|---------------|-----|-------------------------------|----------|---------|--------|
| 6909415 | | 12" Silver Box Truss (Per FT) | 20.30 | 30.45 | |
| 6909406 | | 12" Black Box Truss (Per FT) | 20.30 | 30.45 | |
| Truss Details | | | | | |
| (QTY/Size) | | | | | |
| 6903815 | | 12" Silver Corner Block | 76.15 | 114.25 | |
| 903806 | | 12" Black Corner Block | 101.50 | 152.25 | |
| 70067 | | Design Fee (Hourly) | 126.90 | 164.95 | |

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

For further information, to request a design/scaled plot, or to place additional orders please contact Shepard's Exhibit Solutions Sales Department at:

ESSRentals@shepardes.com

PLACEMENT DIAGRAM

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.

_____ feet in from back aisle/booth # _____

_____ feet in from left aisle/booth # _____

_____ feet in from right aisle/booth # _____

_____ feet in from front aisle/booth # _____

SIGN DESCRIPTION, SIZE & WEIGHT

For all hanging signs (excluding banners), please provide detailed drawing (DWG or PDF if available) so hanging anchor points can be determined.

| Type: | Shape: | Size: |
|--------------------------------|------------------------------------|------------------------------|
| <input type="checkbox"/> Cloth | <input type="checkbox"/> Square | Height: <input type="text"/> |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Triangle | Length: <input type="text"/> |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Rectangle | Width: <input type="text"/> |
| <input type="checkbox"/> Truss | <input type="checkbox"/> Other | Weight: <input type="text"/> |
| <input type="checkbox"/> Other | | |

Additional Notes/Description:

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.

| | |
|--------------|----|
| Subtotal: | \$ |
| 6.000% Tax*: | \$ |
| Amount Due: | \$ |