

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"	4537.50	6352.50
69142	16' x 48"	7211.60	10096.25

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"	5517.60	7724.65



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	4464.90	6250.85



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	1966.25	2752.75
69146	10' x 48" Double	2695.00	3773.00

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Thursday, September 17, 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: T133411015

CEDIA EXPO

October 15 - 17, 2015

Kay Bailey Hutchison Convention Center - Dallas, Texas

Company Name: _____	Booth #: _____	Subtotal \$	
Contact Name: _____	Phone #: _____	8.250% 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

CEDIA EXPO

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. Hanging signs are only permitted for island booths where all sides are 20' or longer.
- There is no minimum or maximum height requirements for the sign other than ceiling height.
- 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:** **Monday, October 05, 2015**



HANGING SIGN SHIPPING LABELS


CEDIA EXPO

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o UPSF/Shepard Exposition Services 4666 Duncanville Rd Dallas, TX 75236 Delivery Hours: M-F, 8-4:30 PM

For: **CEDIA EXPO**
 First day freight can arrive w/o a surcharge:
September 17, 2015
 Last day freight can arrive w/o a surcharge:
October 5, 2015

R U S H	 ADVANCE WAREHOUSE
	HANGING SIGN
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o UPSF/Shepard Exposition Services 4666 Duncanville Rd Dallas, TX 75236 Delivery Hours: M-F, 8-4:30 PM

For: **CEDIA EXPO**
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HANGING SIGN OVERHEAD RIGGING

Shepard Exposition Services

603 W. Landstreet Rd. Orlando, FL 32824

Customer Service Phone: (407) 888-9669

Customer Service Fax: (407) 888-2301

Customer Service Email: orlando@shepardes.com

CEDIA EXPO

October 15 - 17, 2015

Key Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 2015

SIGN ASSEMBLY/DISASSEMBLY LABOR

I will need Shepard Supervised Labor for (please check one):

Installation Dismantling Both Install/Dismantle

SIGN ASSEMBLY LABOR					
Code	Est Hours	Item	Discount	Regular	Amount
69150		ST	92.50	120.25	\$
69151		OT	138.75	180.40	\$
69152		DT	181.25	235.65	\$

**Supervisory fee is 30% of total cost or \$60, whichever is greater.

I will need Exhibitor Supervised Labor for (please check one):

Installation Dismantling Both Install/Dismantle

SIGN DISASSEMBLY LABOR					
Code	Est Hours	Item	Discount	Regular	Amount
69153		ST	92.50	120.25	\$
69154		OT	138.75	180.40	\$
69155		DT	181.25	235.65	\$

Sup install: 68069 Sup dismantle: 68073

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

Total Estimated Assembly/Dismantle: \$

8.250% Tax*: \$

Estimated Amount Due: \$

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	Item	Discount	Regular	Amount
69001		ST	509.30	662.10	\$
69002		OT	590.70	767.90	\$
69005		DT	665.50	865.15	\$

RIGGING REMOVAL					
Code	Est Hours	Item	Discount	Regular	Amount
69003		ST	509.30	662.10	\$
69004		OT	590.70	767.90	\$
69006		DT	665.50	865.15	\$

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

Total Estimated Install/Removal: \$

8.250% 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.

Straight time cannot be guaranteed. Must order by discount deadline date to receive advance pricing.

Other charges will apply for additional supplies required to ensure structural integrity of overhead sign.

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 Non-Shepard Supervision is required, please request date and time:

Assembly: Date: _____ Time: _____

Install: Date: _____ Time: _____

Dismantle: Date: _____ Time: _____

Please note: Shepard will commence rigging per requested time. Should hanging sign or supervision not be present at requested time a 1 Hour Crew Minimum charge will be assessed.

Please complete the following:

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____
Authorized Signature: _____

Subtotal: \$
8.250% Tax*: \$
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: 404-720-8652

Exhibit Solutions Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

OVERHEAD RIGGING EQUIPMENT

CEDIA EXPO

October 15 - 17, 2015

Key Bailey Hutchison Convention Center - Dallas, Texas

Event Code: T133411015

Discount Deadline: September 24, 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	467.50	701.25	
69016		Half Ton Hoist/Chain Motor	412.50	618.75	
69101		1/4 Ton Hoist/Chain Motor	247.50	371.25	
69019		Rotating Motor 500 LB Limit	440.00	660.00	
69020		Rotating Motor 200 LB Limit	247.50	371.25	

- Rotate Clockwise
- Rotate Counterclockwise

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	22.00	33.00	
6909406		12" Black Box Truss (Per FT)	22.00	33.00	
Truss Details (QTY/Size)					
6903815		12" Silver Corner Block	82.50	123.75	
903806		12" Black Corner Block	110.00	165.00	
70067		Design Fee (Hourly)	137.50	178.75	

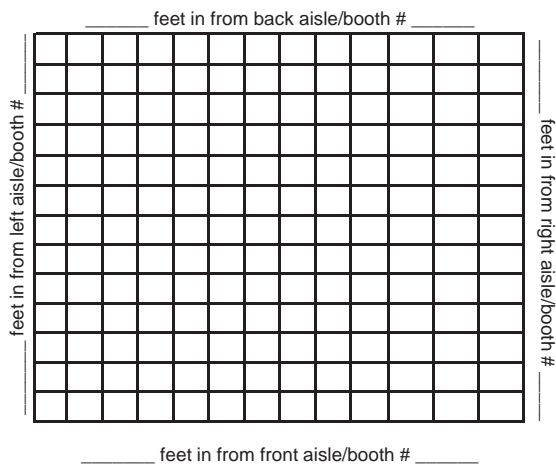
Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

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.



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: _____

Subtotal:	\$
8.250% Tax*:	\$
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 48-hour notice will be charged a one (1) hour cancellation fee.
 * All tax rates are subject to change.