

# EXHIBITOR OWNED HANGING SIGN H-1

**SGIA '06 - Las Vegas**

Las Vegas Convention Center

Las Vegas, NV

September 26-29, 2006

Event Code: 01721006

Shepard Exposition Services

1531 Carroll Drive

Atlanta, GA 30318

Phone: **(404) 720-8600** International Phone: **+001 (404) 720-8600**

E-mail: **custsvcs@shepardes.com** Fax: **(404) 720-8755**

**Advance Order Deadline: 9/5/06**

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Fax** \_\_\_\_\_

Signature also indicates you read and accept the Payment Policy (A4), Terms and Conditions (A-6), and submitted a Payment Authorization (A-3 and/or A5).

Payment in full (including applicable tax) must accompany your advance order. Orders must be received three weeks prior to show opening to be guaranteed. Floor orders are limited to availability. Phone orders are not accepted.

**Instructions**

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- This completed order form **MUST BE RECEIVED BY SHEPARD EXPOSITION SERVICES BY THE ADVANCE ORDER DEADLINE DATE**, to allow for the required coordination with the facility.
- All overhead hanging signs must be assembled, installed and removed and disassembled by Shepard. Exhibitors, display companys and/or I&D representatives may supervise, but will not be allowed to assemble/disassemble or install and remove the hanging sign. **PLEASE COMPLETE THE ENCLOSED LABOR ORDER FORM (L-2) FOR LABOR TO ASSEMBLE YOUR SIGN.**
- SET UP INSTRUCTIONS MUST BE PROVIDED FOR SIGNS NEEDING ASSEMBLY.**
- Overhead hanging of signs are to be sent in separate containers directly to advance warehouse using the enclosed HANGING SIGN LABELS. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Shepard cannot guarantee the hanging of your sign.
- 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 Electrical Service order form in this manual.
- Hanging anchor points must be pre-fabricated and ready for use.
- If any hang point supports over 250 lbs., notify Shepard immediately for special authorization.

**Hanging Sign Installation & Dismantle Rates**

Equipment	Straight Time		Overtime	
	Advance Price	Floor Price	Advance Price	Floor Price
Bucket Lift (per hour)	\$380.00	\$400.00	\$475.00	\$495.00

Equipment rates include the lift and crew that consist of two riggers. The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments. **Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.**

**Estimate Number of Hours Needed for Hanging Sign**

	Description	Hours Worked	Advanced Price	Floor Price	Estimated Cost
69001	Installation (Straight Time)		380.00	400.00	\$
69002	Installation (Overtime)		475.00	495.00	\$
69003	Dismantle (Straight Time)		380.00	400.00	\$
69004	Dismantle (Overtime)		475.00	495.00	\$
<b>Total Due:*</b>					<b>\$</b>

**Restrictions**

\*Invoice will be calculated on actual hours worked.

1. Installation and removal times will be established by Shepard per the availability of the halls and access to the area under the sign.
2. In all cases, signs should be shipped in and out separately. Carriers will not be held to await removal of hanging signs for shipment.
3. All wire clamps and harnesses will be supplied and installed by Shepard Exposition Services and are billed in addition to the labor charges.
4. Un-crating and re-crating of signs will be handled on a time and material basis.