



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

Event Code: G178350112

Discount Deadline: December 22, 2011

# OVERHEAD RIGGING/HANGING SIGN

## Atlanta Boat Show

### January 12 - 15, 2012

### Georgia World Congress Center

### Atlanta, Georgia

#### 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. Please complete the Labor Order Form to have your sign/truss assembled. Include set-up instructions for fixtures needing assembly.
- 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).
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

#### RIGGING CREW

Installation					
Code	Est. Hours	Description	Advance	Regular	Amount
69001		ST	282.00	366.60	\$
69002		OT	322.00	418.60	\$
69005		DT	528.00	686.40	\$

Dismantling					
Code	Est. Hours	Description	Advance	Regular	Amount
69003		ST	282.00	366.60	\$
69004		OT	322.00	418.60	\$
69006		DT	528.00	686.40	\$

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM

OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

Total Estimated Install/Dismantle: \$

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.

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

Other charges may apply, please refer to Rigging Supplies Pricing Form for list of items.

#### SIGN DESCRIPTION, SIZE & WEIGHT

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

Type:  Cloth  Wood  Metal  Truss  Other: \_\_\_\_\_

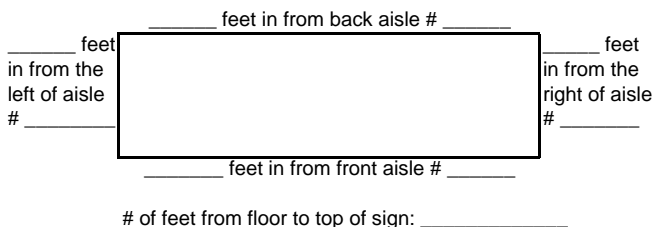
Shape:  Square  Triangle  Rectangle Other: \_\_\_\_\_

Size: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_

Weight: \_\_\_\_\_

#### PLACEMENT DIAGRAM

Please use the diagram below to show us the placement of your sign/truss.



#### REQUESTED DATE/TIME & SUPERVISION

Please choose type of supervision:

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

If not choosing Shepard Supervision, please request date and time.

Install: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Dismantle: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Please note: Date/times are not guaranteed.

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 24-hour notices will be charged a one (1) hour cancellation fee.



Shepard Exposition Services

1531 Carroll Drive, NW

Atlanta, GA 30318

Exhibit Solutions Sales Phone: (404) 720-8652

Exhibit Solutions Sales Fax: (404) 720-8757

Customer Service Email: [lrubin@shepardes.com](mailto:lrubin@shepardes.com)

Event Code: G178350112

Discount Deadline: December 22, 2011

## CUSTOM HANGING SIGN RENTAL

Atlanta Boat Show

January 12 - 15, 2012

Georgia World Congress Center

Atlanta, Georgia

### Want to **STAND OUT** on the show floor?

### Be seen by more attendees with a custom hanging sign rental!

- Hanging Sign Rental includes graphics as noted, frame hardware and harness.
- Complete the "Overhead Rigging" order form to order rigging. (Labor and additional hardware to hang sign are NOT included in rate below.)
- Orders received after the discount deadline date are subject to availability and will be charged regular prices.

#### STANDARD FRAMING, SIZES AND FABRIC



#### The Single Curve Hanging Sign

Code	Qty.	Description	Discount	Regular
69131		11.75'x3.25' curve/fabric - No Graphic	883.25	1,148.25
69132		11.75'x3.25' curve/fabric - Single-sided Graphic	1,517.20	1,972.35
69133		11.75'x3.25' curve/fabric - Double-sided Graphic	2,055.85	2,672.60



#### The S-Shape Double Curve Sign

Code	Qty.	Description	Discount	Regular
69134		23.5'x3.25' S-Shape - Single-sided Graphic	4,135.45	5,376.10
69135		23.5'x3.25' S-Shape - Double-sided Graphic	5,582.85	7,257.70



#### The Football Shape Sign

Code	Qty.	Description	Discount	Regular
69130		11.75'x3.25' Football - Graphic Outside Only	2,950.95	3,836.25

### We Make Exhibiting EZ!

Contact us for multi-show rentals, custom exhibit needs, additional hanging sign options and more!!

EXHIBIT SOLUTIONS: [lrubin@shepardes.com](mailto:lrubin@shepardes.com)

404-720-8652

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ 0.000% 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.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations will only be accepted 7 days prior to move-in if graphic been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.