



International LCT Show

Mandalay Bay Convention Center, Las Vegas, NV

March 24 - 27, 2019

Discount Deadline **MARCH 04, 2019**

Event Code: 2019 ILCT SHOW

Connect With Us!

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phone (702) 507-5278
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Hanging Signs 101

Things to Know!

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.

Shepard is responsible for **assembly, installation, and removal** of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must **include detailed construction plans** with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

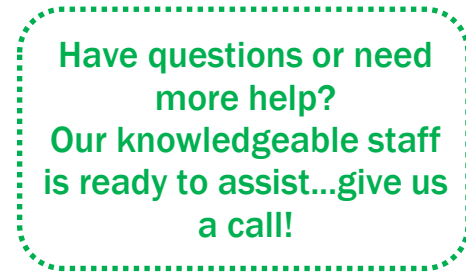
Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the Advance Hanging Sign shipping label.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Hanging Sign Checklist

- Complete and Submit Payment Authorization Form
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- Place electrical orders (if necessary)
- 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 Advance Warehouse by: **Friday, March 02, 2018**





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Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double-time: All other hours and holidays

Step One: Tell Us About Your Sign Type: Cloth Wood Truss Metal Other

Shape: Square Triangle Rectangle Circle Other

Size: Height _____ Width _____ Length _____ Weight _____

Step Two: Order Assembly and Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

Sign Assembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		133.75	173.90	\$
69151	OT		191.25	248.65	\$
69152	DT		267.50	347.75	\$

Date of Assembly _____ Start Time _____

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

Sign Disassembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		133.75	173.90	\$
69154	OT		191.25	248.65	\$
69155	DT		267.50	347.75	\$

Date of Disassembly _____ Start Time _____

Step Three: Order Overhead Rigging Crew 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.

Rigging Installation

Code	Est Total Hours	Discount	Regular	Est Amount
69156		661.85	860.40	\$

Date of Install _____ Start Time _____

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

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

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

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

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Any hanging sign over the weight of 200 lbs must be ordered through Mandalay Bay Convention Center

Order Early! SES will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Hanging Sign & Overhead Rigging

Please indicate who will be supervising ASSEMBLY:

Shepard Supervision 68069 Exhibitor Supervised

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

Exhibitor Contact _____

Please indicate who will be supervising DISASSEMBLY:

Shepard Supervision 68073 Exhibitor Supervised

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

Exhibitor Contact _____

Rigging Removal

Code	Est Total Hours	Discount	Regular	Est Amount
69157		661.85	860.40	\$

Date of Removal _____ Start Time _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



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Black (06) Silver(15)

Truss*

Code	QTY	Item	Discount	Regular	Amount
69094		12" Silver Box Truss (Per FT)	28.40	36.90	
69094		12" Black Box Truss (Per FT)	28.40	36.90	
69038		12" Silver Corner Block	106.55	138.50	
69038		12" Black Corner Block	106.55	138.50	
70067		Design Fee (Hourly)	177.60	230.90	

*If you are ordering truss, you also need to order motors!

Truss Details

(Quantity & Size) _____

Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	603.8	784.95	
69016		Half Ton Hoist/Chain Motor	532.75	692.60	
69101		1/4 Ton Hoist/Chain Motor	319.6	415.50	
69019		Rotating Motor 500 LB Limit	568.25	738.75	
69020		Rotating Motor 200 LB Limit	319.6	415.50	

Rotate Clockwise (right)

Rotate Counterclockwise (left)

Include the following items with your Truss and Motor Order:

- Hanging Sign Instructions
- Sign/Hanging Diagram
- Placement Grid
- Overhead Rigging Labor Order

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

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: _____

Total Rigging Equipment: \$ _____
 8.250% Tax*: \$ _____
 Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address



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Overhead Rigging Equipment

For more information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at:

lasvegas@shepardes.com