



Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

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Event Code: M152570310

Discount Deadline: February 23, 2010

OVERHEAD RIGGING/HANGING SIGN

**National Facilities Management and Technology
Conference / Expo and Maintenance Solutions Expo
March 16-18, 2010
Baltimore Convention Center
Baltimore, Maryland**

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	407.10	529.25	\$
69002		OT	495.65	644.35	\$
69005		DT	584.20	759.45	\$

Dismantling					
Code	Est. Hours	Description	Advance	Regular	Amount
69003		ST	407.10	529.25	\$
69004		OT	495.65	644.35	\$
69006		DT	584.20	759.45	\$

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

OT - Overtime: Monday-Friday, 4:30 PM - 8:00 AM and all day Saturday & Sunday

DT - Doubletime: All recognized 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: _____

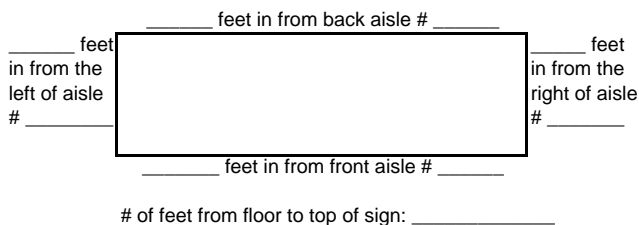
Shape: Square Triangle Rectangle Other: _____

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.