



Shepard Exposition Services

4710 Trident Court

Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

Event Code: M152570311

Discount Deadline: February 22, 2011

SIGN ORDER FORM

**National Facilities Management and
Technology Conference**
March 15-17, 2011
Baltimore Convention Center
Baltimore, Maryland

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	143.75	186.90	
70010		Horz., 22" x 28"	143.75	186.90	
70011		Vertical, 28" x 44"	219.10	284.85	
70012		Horz., 28" x 44"	219.10	284.85	
70025		Meterboard, 39" x 90.75"	443.35	576.35	
Accessories					
70017		Blank Foamcore, 4' x 8'	39.10	50.85	
70021		Velcro, per ft, min. 5 ft.	2.60	3.40	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	18.25	23.75	
70071		grommets, per sq. ft. - Horizontal	18.25	23.75	
70066		Pockets, per sq. ft. - Vertical	19.60	25.50	
70072		Pockets, per sq. ft.- Horizontal	19.60	25.50	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	43.00	55.90	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

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

Subtotal	\$
6.000% 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.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.