



# HANGING SIGNS 101

NFMT Fall 2016

## GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
  - \*Overhead Truss
  - \* Attachment and removal of light fixtures for truss or signs
  - \* Assembly of hanging sign frame and graphics
  - \* Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- 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 and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- 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).

## CHECKLIST FOR ORDERING HANGING SIGNS

- Submit Payment Authorization Form**  
*(OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)*
- Order Assembly Labor to have your sign built by Shepard Certified Riggers**  
*(Fill out top section of the Hanging Sign Overhead Rigging Form)*
- Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- Order any necessary Chain Motors, Rotating Motors and Truss**  
*(Remember to place separate electrical order to power any motors!)*
- 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 Advanace Warehouse by:** **Monday, October 24, 2016**