



# HANGING SIGNS 101

Angus Convention

## 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
- 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).
- 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.

## 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 Advance Warehouse by:** **Thursday, October 26, 2017**



Shepard Exposition Services

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: houston@shepardes.com

# HANGING SIGN OVERHEAD RIGGING

Angus Convention

November 4 - 5, 2017

Fort Worth Convention Center, Fort Worth, TX

Event Code: T150101117

Discount Deadline: October 13, 2017

**Please Note: Any signs heavier than 150 lbs. must be handled through JSAV.**

## SIGN ASSEMBLY/DISASSEMBLY LABOR

Please indicate who will be supervising ASSEMBLY:

Shepard Supervision  Exhibitor Supervised

SIGN ASSEMBLY LABOR					
Code	Est Total Hours	Item	Discount	Regular	Amount
69150		ST	118.13	153.55	\$
69151		OT	177.19	230.35	\$
69152		DT	236.25	307.15	\$

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

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 - Doubletime: All other hours and holidays

Please indicate who will be supervising DISASSEMBLY:

Shepard Supervision  Exhibitor Supervised

SIGN DISASSEMBLY LABOR					
Code	Est Total Hours	Item	Discount	Regular	Amount
69153		ST	118.13	153.55	\$
69154		OT	177.19	230.35	\$
69155		DT	236.25	307.15	\$

Sup install: 68069 Sup dismantle: 68073

Total Estimated Assembly/Dismantle: \$

8.250% Tax\*: \$

Estimated Amount Due: \$

Date of Assembly: \_\_\_\_\_ Start Time \_\_\_\_\_

Date of Disassembly: \_\_\_\_\_ Start Time \_\_\_\_\_

Completion Time: \_\_\_\_\_ Number of Laborers \_\_\_\_\_

Completion Time: \_\_\_\_\_ Number of Laborers \_\_\_\_\_

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

## OVERHEAD RIGGING CREW

RIGGING INSTALLATION				
Code	Est Hours	Discount	Regular	Amount
69156		489.50	636.35	

Date of Install: \_\_\_\_\_ Start Time: \_\_\_\_\_

RIGGING REMOVAL				
Code	Est Hours	Discount	Regular	Amount
69157		489.50	636.35	

Date of Removal: \_\_\_\_\_ Start Time: \_\_\_\_\_

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

Total Estimated Install/Removal: \$

8.250% 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.

\*Please Note: Shepard will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

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

Must order by discount deadline date to receive advance pricing.

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

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.

## REQUESTED DATE, TIME & SUPERVISION

Please indicate below who will be present to supervise sign assembly and installation:

Shepard Supervision  Exhibitor Supervision  Display House (EAC)

If Shepard Supervision is required, please request date and time:

Assembly: Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Subtotal: \$

8.250% 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.

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

\* All tax rates are subject to change.



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# OVERHEAD RIGGING EQUIPMENT

**Angus Convention**

**November 4 - 5, 2017**

**Fort Worth Convention Center, Fort Worth, TX**

Event Code: T150101117

**Discount Deadline: October 13, 2017**

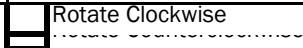
**Please Note: Any signs heavier than 150 lbs. must be handled through JSAV.**

## 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.
- 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).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

## MISCELLANEOUS EQUIPMENT

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	534.10	801.15	
69016		Half Ton Hoist/Chain Motor	471.25	706.90	
69101		1/4 Ton Hoist/Chain Motor	282.75	424.15	
69019		Rotating Motor 500 LB Limit	502.65	754.00	
69020		Rotating Motor 200 LB Limit	282.75	424.15	



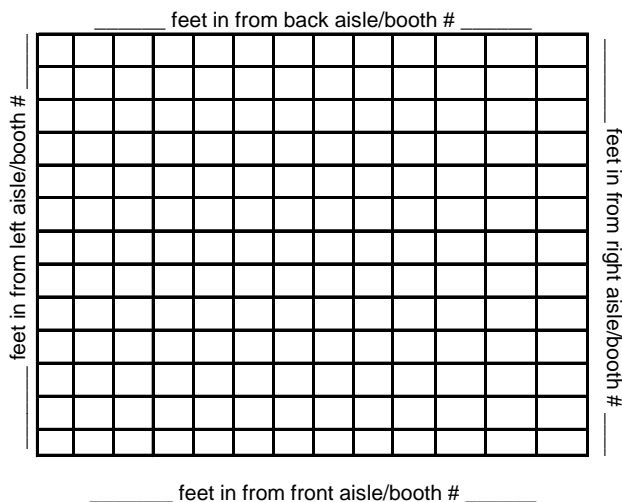
Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	25.15	37.75	
6909406		12" Black Box Truss (Per FT)	25.15	37.75	
Truss Details					
(QTY/Size)					
6903815		12" Silver Corner Block	94.25	141.40	
6903806		12" Black Corner Block	125.70	188.55	

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign. For further information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at:

[houston@shepardes.com](mailto:houston@shepardes.com)

## PLACEMENT DIAGRAM

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.



## SIGN DESCRIPTION, SIZE & WEIGHT

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

<b>Type:</b>	<b>Shape:</b>	<b>Size:</b>

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

Subtotal:	\$
8.250% 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.  
 Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

All tax rates are subject to change.



## Rigging Prices for the Fort Worth Convention Center

### Exhibit booths

#### Labor: RATES FOR EXHIBITS BOOTHS

Lead Rigger	\$75.00/Hour (per hour for exhibit booths)
Rigger/Lift Operator	\$75.00/Hour (per hour for exhibit booths)
Per Point Charge	\$45.00/Day (3-Day Max)
Lift rental per hour	\$75.00/ per hour
Motor rental	\$125 per day

**Note: JSAV is the exclusive rigging provider in the facility for anything over 150 pounds.**

**EXHIBIT BOOTH #**

**DATE & TIME OF LOAD IN:**

**DATE & TIME OF LOAD OUT:**

**CLIENTS ON SITE NAME:**

**CELL PHONE:**

**All payments will need to be made with a credit:**

**Credit card Info: Client must fill out credit authorization form before the booth can be rigged by JSAV.**

**JSAV Contact: Ferrand Hardy**

**Cell Phone: (817) 401-6620**

**Office Phone: (214) 441-1528**

**Fax: (214) 441-1582**

**Email: [ferrandh@jsav.com](mailto:ferrandh@jsav.com)**



J&S Audio Visual

### Credit Card Authorization

9130 N. Royal Lane, Ste. 100, Irving, TX 75063 PH: 972-241-3444 FX: 972-247-2380

I hereby authorize J&S Audio Visual, Inc. to charge my credit card for the charges incurred by the individual (s) and/or corporation listed below:

Credit Card Type: MC \_\_\_\_\_ VISA \_\_\_\_\_ AMX \_\_\_\_\_ DC \_\_\_\_\_ DISCOVER \_\_\_\_\_

Are you the cardholder? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this a Corporate Card? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the Security Card Code #: \_\_\_\_\_

(American Express – 4 digits on front of card – all other cards 3 digit code on back)

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Card Holders Name: \_\_\_\_\_

Approval Code: \_\_\_\_\_  
(For Office use only)

#### Credit Card Billing Address:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

This credit card will be used to pay for charges incurred by the following authorized users. (if you are not the card holder, please print you name below):

1.) \_\_\_\_\_

2.) \_\_\_\_\_

NOTE: Processing Fee of 2% will be incurred on all charges over 10K.