



USITT Conference & Stage Expo

Kentucky International Convention Center - Louisville, Kentucky

March 21 - 23, 2019

Discount Deadline **Tuesday, February 19, 2019**

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

Event Code: I100590319

Connect With Us! email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Graphics and Signs

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

Foam Core Signs, Single sided

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$175.90	\$228.65	
	70010	Horz., 22" x 28"	\$175.90	\$228.65	
	70011	Vertical, 28" x 44"	\$267.90	\$348.25	
	70012	Horz., 28" x 44"	\$267.90	\$348.25	
	70025	Meterboard, 39" x 90.75"	\$542.20	\$704.85	

Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
	70065	Grommets, per sq. ft. - Vertical	\$22.30	\$29.00	
	70071	Grommets, per sq. ft. - Horizontal	\$22.30	\$29.00	
	70066	Pockets, per sq. ft. - Vertical	\$24.00	\$31.20	
	70072	Pockets, per sq. ft. - Horizontal	\$24.00	\$31.20	

Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$47.80	\$62.15	
	70021	Velcro, per ft, min. 5 ft.	\$3.10	\$4.05	
	70004	7" x 44" ID Sign	\$52.60	\$68.40	
	50094	Floor Easel	\$47.15	\$61.30	
	50095	22x28 Sign Holder	\$107.35	\$139.55	

Table Clings Table clings are made to fit our Pedestal table tops!

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$187.10	\$243.25	

Please see our **Graphic Guidelines** page for specific file and artwork information.

See our **Graphic Upload** page for a step by step guide on uploading your artwork.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
Due to the custom nature of this product, no refunds or cancellations are available.

Total Graphics: \$ _____
6.000% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address



Card Holder Signature



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Upload Deadline **Tuesday, February 19, 2019**

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Graphic File
Upload Instructions

All graphic files for ordered products should be uploaded to our FTP site.

Address: https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2019/03_USITT%20Conference%20%26%20Stage%20Expo/Exhibitor%20Uploads

Username: **sesftp**

Password: **ftpftp**

- 1 Name your files in this format: Company Name_Booth#_Panel Letter **example:** **Shepard_1905_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: **atlanta@shepardes.com**
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.



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Graphic Guidelines

ACCEPTABLE FILE FORMATS

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

Program File Extension

Adobe Acrobat	.pdf
Adobe Illustrator	.ai, .eps

Adobe InDesign	.indd, .idml
Adobe Photoshop	.tiff, .psd, .eps

WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files for artwork/graphics.

Special Considerations

Create using a high-quality output.*

Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.

Fonts changed to outlines** or a packaged file.

Raster artwork. File should be in CMYK color space.

FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

Package the fonts from InDesign or Illustrator (File → Package → Check “Copy Fonts”) and submit with your artwork.

ARTWORK GUIDELINES

Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2” all the way around artwork to ensure sign holder or structure metal does not cut off content.

COLOR

All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

ARTWORK FILE TYPES & RESOLUTION

Artwork can be created in several ways. Here are some things to consider.

Vector

Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

Raster

This type of file is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied. If you supply raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible). Raster images are most often created in Adobe Photoshop® and is most often used for photographic images.

Resolution

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo





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Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

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Hanging Rental Signs

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN

Code	Size	Discount*	Regular
69140	10' x 48"	\$5,362.40	\$6,971.10
69142	16' x 48"	\$8,522.60	\$11,079.40



SQUARE DESIGN

Code	Size	Discount*	Regular
69143	10' x 48"	\$6,520.65	\$8,476.85



TRIANGULAR DESIGN

Code	Size	Discount*	Regular
69144	10' x 48"	\$5,276.50	\$6,859.45



WAVE DESIGN

Code	Size	Discount*	Regular
69145	48" Single	\$2,323.75	\$3,020.90
69146	48" Double	\$3,092.15	\$4,019.80

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame

Blockout liner

Basic harness

Weighs under 75 pounds

Rigging not included

Graphics must be received prior to the Discount Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

Don't forget to also place an order for hanging your sign!

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

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Hanging Sign Rental: \$ _____
 6.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign





HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, **send it to the advance shipping warehouse** address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

Hanging Sign Shipping Labels

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	TO:	(EXHIBITING CO. NAME)
	Booth #:	c/o UPSF - Shepard Exposition Services 9828 East Bluegrass Pkwy Louisville, KY 40299 Delivery Hours: M-F, 8-4:30 PM
	For:	USITT Conference & Stage Expo First day freight can arrive w/o a surcharge: February 21, 2019 Last day freight can arrive w/o a surcharge: March 12, 2019

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	TO:	(EXHIBITING CO. NAME)
	Booth #:	c/o UPSF - Shepard Exposition Services 9828 East Bluegrass Pkwy Louisville, KY 40299 Delivery Hours: M-F, 8-4:30 PM
	For:	USITT Conference & Stage Expo First day freight can arrive w/o a surcharge: February 21, 2019 Last day freight can arrive w/o a surcharge: March 12, 2019



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Structural Integrity
Statement

This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

**USITT Conference & Stage Expo
Kentucky International Convention Center
Shepard Exposition Services**

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

Exhibiting Company _____

Authorized Signature _____ Date _____

Authorized Name (printed) _____

Email _____

Display House/Builder (if applicable) _____

Authorized Signature _____ Date _____

Authorized Name (printed) _____

Email _____



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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.

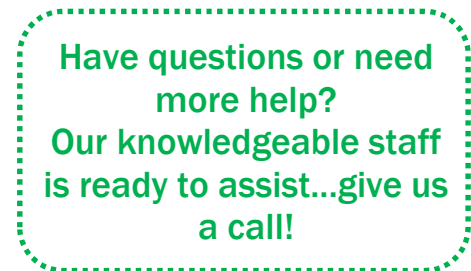
Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

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: **Tuesday, March 12, 2019**





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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		\$110.31	\$143.40	\$
69151	OT		\$165.00	\$214.50	\$
69152	DT		\$220.00	\$286.00	\$

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		\$110.31	\$143.40	\$
69154	OT		\$165.00	\$214.50	\$
69155	DT		\$220.00	\$286.00	\$

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		\$677.55	\$880.80	\$

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.

Total Overhead Rigging: \$ _____
NA Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____



Card Holder Signature

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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



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Black (06) Silver(15)

Truss*

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	\$25.25	\$32.85	
6909406		12" Black Box Truss (Per FT)	\$25.25	\$32.85	
6903815		12" Silver Corner Block	\$94.65	\$123.05	
6903806		12" Black Corner Block	\$94.65	\$123.05	
70067		Design Fee (Hourly)	\$157.75	\$205.10	

*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	\$536.45	\$697.40	
69016		Half Ton Hoist/Chain Motor	\$473.35	\$615.35	
69101		1/4 Ton Hoist/Chain Motor	\$283.95	\$369.15	
69019		Rotating Motor 500 LB Limit	\$504.85	\$656.30	
69020		Rotating Motor 200 LB Limit	\$283.95	\$369.15	

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: \$ _____

6.000% Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Event Code: I100590319

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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:

atlanta@shepardes.com



Hanging Sign Supplies

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Company Name

Booth #

The items below are supplies for Hanging Sign installation and overhead rigging. These items will be billed to you upon usage.

Code	Qty	Item	Discount	Regular
69022		CABLE SLINGS 1 FT	\$5.25	\$7.90
69023		CABLE SLINGS 2 FT	\$6.85	\$10.30
69024		CABLE SLINGS 4 FT	\$9.25	\$13.90
69025		CABLE SLINGS 5 FT	\$9.45	\$14.20
69026		CABLE SLINGS 6 FT	\$10.25	\$15.40
69027		CABLE SLINGS 8 FT	\$13.65	\$20.50
69028		CABLE SLINGS 10 FT	\$17.35	\$26.05
69029		CABLE SLINGS 12 FT	\$19.45	\$29.20
69030		CABLE SLINGS 14 FT	\$22.05	\$33.10
69031		CABLE SLINGS 20 FT	\$270.90	\$406.35
69032		CABLE SLINGS 30 FT	\$33.60	\$50.40
69033		CHAIN 3/8" X 3FT	\$12.60	\$18.90
69054		SHACKLES 1/2"	\$6.85	\$10.30
69035		STAC CHAIN	\$16.80	\$25.20
69064		TURNBUCKLES 5/16"	\$14.70	\$22.05
69122		CLAMPS-BEAM	\$73.50	\$110.25
69116		SHUNTS	\$39.90	\$59.85
69117		RATCHET STRAP 1"	\$15.75	\$23.65
69118		RATCHET STRAP 2"	\$21.00	\$31.50
68020		CONDUIT CONNECTOR	\$2.10	\$3.15

Code	Qty	Item	Discount	Regular
69119		TELESCOPE per foot	\$2.10	\$3.15
69120		WIRE 14 GAUGE per ft	\$0.55	\$0.85
69067		BOLT FORGED EYE	\$11.05	\$16.60
69068		BOLT UNISTRUT EYE	\$11.05	\$16.60
69069		BOLT EYE	\$7.90	\$11.85
69072		BATTEN 1'X3" PER FT	\$1.60	\$2.40
69073		BATTEN 1"X3" PAINTED WHITE	\$2.10	\$3.15
69075		PEAR RING 3/8"	\$12.60	\$18.90
69078		BLACK PIPE 2" per foot	\$2.10	\$3.15
68011		1/8" Cable per foot	\$3.15	\$4.75
68013		3/16" Cable per foot	\$4.20	\$6.30
69074		MONOFILAMENT per foot	\$0.55	\$0.85
69045		NYLON SLING-8FT	\$21.00	\$31.50
69124		SUPER TELE (12'-20')	\$52.50	\$78.75
69147		VERLOX-20'	\$31.50	\$47.25
69040		NYLON SPANSETS-3FT	\$8.95	\$13.45
69041		NYLON SPANSETS-4FT	\$11.55	\$17.35
69042		NYLON SPANSETS-6FT	\$15.75	\$23.65
69135		PICK POINTS, PER	\$100.00	\$100.00

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

Total Hanging Sign Supplies: \$ _____

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

6.000% Tax*: \$ _____

Amount Due: \$ _____

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature