

Fastener Fair

Charlotte Convention Center - Charlotte, North Carolina

May 19 - 20, 2020

Order Deadline Monday, April 20, 2020

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

Event Code: G152000520

email exhibits@shepardes.com

phone (404) 720-8600

fax (404) 720-8755

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN		HSC10	HSC16
Code	Size	Discount*	Regular
69140	10' x 48"	\$5,617.75	\$7,303.10
69142	16' x 48"	\$8,928.45	\$11,607.00



SQUARE DESIGN		HSS10	
Code	Size	Discount*	Regular
69143	10' x 48"	\$6,831.15	\$8,880.50

All Rentals Include:

Dye sublimation printed fabric pillow case

Rental frame

Blockout liner

Basic harness

Weights under 75 pounds

Rigging not included



TRIANGULAR DESIGN			HST10
Code	Size	Discount*	Regular
69144	10' x 48"	\$5,527.80	\$7,186.15



WAVE DESIGN

Code	Size	Discount*	Regular	
69145	10' x 48" Single	\$2,434.40	\$3,164.70	HSWS
69146	10' x 48" Double	\$3,239.40	\$4,211.20	HSWD

HSWS

HSWD

Graphics must be received prior to the Order 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 building and hanging your sign!

Submission of this form 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: \$

7.250% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

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.

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	To: _____	(EXHIBITING CO. NAME)
	Booth #: _____	
	UPS F - Shepard Exposition Services 5204 N Graham St Charlotte, NC 28269 Delivery Hours: M-F, 8-4 PM	
	For: _____	Fastener Fair First day freight can arrive w/o a surcharge: April 20, 2020 Last day freight can arrive w/o a surcharge: May 11, 2020

R U S H	ADVANCE WAREHOUSE HANGING SIGN	
	To: _____	(EXHIBITING CO. NAME)
	Booth #: _____	
	UPS F - Shepard Exposition Services 5204 N Graham St Charlotte, NC 28269 Delivery Hours: M-F, 8-4 PM	
	For: _____	Fastener Fair First day freight can arrive w/o a surcharge: April 20, 2020 Last day freight can arrive w/o a surcharge: May 11, 2020



Structural Integrity Statement

Fastener Fair

Charlotte Convention Center - Charlotte, North Carolina

May 19 - 20, 2020

Deadline: Wednesday, April 29, 2020

Event Code: G152000520
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755

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, I 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:

**Fastener Fair
Charlotte 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 _____

Fastener Fair

Charlotte Convention Center - Charlotte, North Carolina

May 19 - 20, 2020

Event Code:	G152000520
email	atlanta@shepardes.com
phone	(404) 720-8600
fax	(404) 720-8755

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

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Complete and Submit Payment Authorization Form |
| <input type="checkbox"/> | Order Assembly labor to have your sign built by Shepard Certified Riggers |
| <input type="checkbox"/> | Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors |
| <input type="checkbox"/> | Order necessary Chain Motors, Rotating Motors and Truss |
| <input type="checkbox"/> | Place electrical orders (if necessary) |
| <input type="checkbox"/> | Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead. |
| <input type="checkbox"/> | Package Hanging Sign(s) in a separate container from exhibit materials |
| <input type="checkbox"/> | Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual |
| <input type="checkbox"/> | Ship Hanging Sign(s) to the Advance Warehouse by: Monday, May 11, 2020 |

Have questions or need more help? Our knowledgeable staff is ready to assist...give us a call!