

HANGING SIGN APPROVAL PROCESS

All electrical and non-electrical hanging signs regardless of the weight must be hung by Freeman Services. All hanging signs need to be reviewed and approved by both NACS and Freeman by **August 26**, and are hung by Freeman.

In addition to Freeman, a copy of the following information should be sent to Jessica Rowe at NACS:

- Hanging sign graphics, renderings or schematics (pictures/sketches)
- Hanging sign dimensions
- Total hanging sign weight

Send copies to:

Anna Serfass

NACS, 1600 Duke Street, Alexandria, VA 22314

Phone: (703) 518-4244 Fax: (571) 483-8702

Email: aserfass@convenience.org

HANGING/LIGHTING TRUSS GUIDELINES

Overhead truss with hanging signs or graphics must conform to the following guidelines. Truss may be rigged with hanging signage suspended below it to maximum height of 25 feet. No truss may exceed the outline of purchased exhibit space to hang over the public aisle space or display any graphics.

Maximum Hanging Sign/Graphic Height: 25 feet (from floor to top of signage)

Truss, signage, and fixtures are not allowed to be installed outside the boundaries of the exhibit space.

THEATRICAL/AUDIO VISUAL LIGHTING TRUSSES GUIDELINES

Theatrical and audio visual lighting trusses do not have hanging signage attached, and are used solely for theatrical lighting in the booth or audiovisual presentations. All lighting and speakers should be directed to the inner confines of the booth space and should not project onto other exhibitors or show aisles. Fixtures or lighting that rotate, spin, pulsate, or any other special effects should not interfere with neighboring exhibitors, or detract from the overall atmosphere of the show.

Maximum Theatrical/Lighting Truss Height: 30 feet

Minimum Theatrical/Lighting Truss Height: 24 feet

Truss, lighting, speakers, and fixtures are not allowed to be installed outside the boundaries of the exhibit space.

HANGING SIGNS & GRAPHICS (ISLAND & PENINSULA BOOTHS ONLY)

Hanging signs and graphics are permitted in all standard Peninsula and Island Booths, to a maximum height of twenty feet (25'). All should comply with ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type). Hanging Signs & Graphics should be set back ten feet (10') from adjacent booths.

NAME OF SHOW: **2022 NACS Show / October 2-4, 2022**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For fast, easy ordering, go to www.freeman.com/store.

HANGING SIGN LABOR

INSTRUCTIONS

- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive by the warehouse shipping deadline. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to show management rules and regulations and facility limitations.
- All overhead hanging must be assembled, installed, and removed by Freeman.
- Set up instructions must be provided for signs needing assembly.
- All hanging hardware must be shouldered, forged, stamped, and rated for overhead lifting. This hardware must be sourced domestically. Freeman will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
- If any hang point supports over 200 lbs., notify Freeman immediately for special authorization.
- LVCC Rigging Regulations must be adhered to in order to complete your hang. Refer to LVCC Rigging Regulations for details

SUPERVISION

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

- Freeman
 Exhibitor Personnel
 Display House

If Freeman will not be supervising, please provide the contact information for the onsite supervisor:

Name: _____
Phone Number: _____
Email: _____

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

PLEASE NOTE:

- Freeman will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- In the event the order and sign are not received by the deadline date, Standard Prices will apply and the sign will be hung when the equipment and labor become available.

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Equipment With Crew

- Standard Prices will apply to all orders placed after AUGUST 30, 2022.**
- Standard Prices will apply to all hanging sign orders placed at show site.**
- Rates are per lift and crew per hour.
- Boom with crew consists of boom, operator and rigger.
- Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.
- Assembly and Ground Labor is an additional charge.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments.
- Freeman components (cable, clamps, etc.) will be used to install all hanging signs and charged accordingly.
- Straight time cannot be guaranteed.

	Discount Price	Standard Price
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Boom Lift With Crew

Lift with crew \$805.00 \$1127.00

Additional Crew/Assembly Labor (Per person / Per hour)

Assembly labor \$161.25 \$225.75

Rates are blended to include any overtime to accomplish the hanging of all signs in a timely manner prior to the opening of the show.

	Advance Price	Show Site Price
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Electrical Assembly (Per person / Per hour)

Straight Time \$164.75 \$230.75

Overtime \$329.50 \$461.50

Straight Time (cannot be guaranteed)

8:00 AM to 5:00 PM, Monday through Friday

Overtime

8:00 AM & 5:00 PM Monday through Friday and all day Saturday, Sunday and recognized holidays

Installation Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

Dismantle Estimate

Approx Hours	Hourly Rate	Total Estimated Cost
_____	@ _____	= _____

STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

NAME OF SHOW: **2022 NACS Show / October 2-4, 2022**

COMPANY NAME:

BOOTH #:

CONTACT NAME:

PHONE #:

E-MAIL ADDRESS:

HANGING SIGN LABOR

SIGN DESCRIPTION, SIZE & WEIGHT

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: Cloth Banner Metal Wood Other _____

Shape: Square Triangle Rectangle Circle Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____ (required)

Does Your Sign Require Electricity? Yes No

Does Your Sign Require Assembly? Yes No

Does Your Sign Rotate? Yes No

Provider of Rotator? Freeman Exhibitor

PLACEMENT DIAGRAM

- Use diagram below to represent your booth space.
- Please provide surrounding aisle and/or booth numbers, particularly for island booths. Please try to orient your booth to the overall floor plan so that the diagram does not have to be rotated.
- Please indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

Center sign over booth.

Number of feet from floor to top of sign: _____ or check here if sign is to be hung at maximum height allowed

Place sign based on information provided in the diagram below.

Number of feet from floor to top of sign: _____ or check here if sign is to be hung at maximum height allowed

- A measurement scale can be applied as necessary to reflect your booth size. Please indicate below the scale used.

10' x 10' use 1 square = 1/4 ft

20' x 20' use 1 square = 1/2 ft

30' x 30' use 1 square = 3/4 ft

40' x 40' use 1 square = 1 ft

Customize your grid: _____ ft x _____ ft use 1 square = _____ ft

Adjacent Aisle or Booth #: _____ / Number of feet from TOP of exhibit space: _____

Adjacent Aisle or Booth #: _____ / Number of feet in from left side: _____

Adjacent Aisle or Booth #: _____ / Number of feet in from right side: _____

Adjacent Aisle or Booth #: _____ / Number of feet from BOTTOM of exhibit space: _____

**STRUCTURAL INTEGRITY STATEMENT
THIS FORM MUST BE RETURNED
FOR ALL SUSPENDED STRUCTURES**

_____, the contracted exhibitor at the **2022 NACS Show / October 2-4, 2022** and (if applicable), the display house or builder for the aforementioned 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 **ASSOCIATION, LAS VEGAS CONVENTION CENTER, FREEMAN**, and its 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 exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

FREEMAN structural integrity statement

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 02, 2022

DEADLINE DATE IS: SEPTEMBER 21, 2022

TO: _____

EXHIBITOR NAME

**C/O: Freeman
6675 W Sunset Rd
Las Vegas, NV 89118**

HANGING SIGN

(509568)

EVENT: 2022 NACS Show

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

Freeman¹

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 02, 2022

DEADLINE DATE IS: SEPTEMBER 21, 2022

TO: _____

EXHIBITOR NAME

**C/O: Freeman
6675 W Sunset Rd
Las Vegas, NV 89118**

HANGING SIGN

(509568)

EVENT: 2022 NACS Show

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.