NAME OF SHOW: Vision Expo West 2019 / September 19-21, 2019

COMPANY NAME:

CONTACT NAME:

E-MAIL ADDRESS:

For Assistance, please call 702-579-1700 to speak with one of our experts.

INSTRUCTIONS

• Standard prices will apply if the hanging sign is not received by the warehouse shipping deadline date.
• All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
• All electric hanging signs must be assembled and installed by SES. Please refer to the SES Hanging Sign Services Order Form.
• All non-electric overhead hanging signs must be assembled, installed by FREEMAN. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install the hanging sign. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
• Set up instructions must be provided for signs needing assembly.
• Hanging anchor points must be pre-fabricated and ready for use.
• Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST be received by the warehouse shipping deadline in order to receive Advance prices.
• 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 SES Electrical Service Order Form.
• If any hang point supports over 200 lbs., please use the SES Hanging Sign Services Order Form.

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 or Wood __________ Other
Shape: Square __________ Triangle __________ Rectangle __________ Other
Size: Height __________ Length __________ Width
Weight of Sign:

Does Your Sign Require Electricity __________ Assembly __________
Is Your Sign Designed to Rotate? __________ Yes __________ No

PLACEMENT DIAGRAM

• Use diagram below to represent your booth space. 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.

Number of feet from floor to TOP of sign:

STRUCTURAL INTEGRITY STATEMENT MUST ACCOMPANY ORDER

(298956)
Please complete and return form to:
FREEMAN
6555 West Sunset Road
Las Vegas, NV 89118
Fax: (469) 621-5604

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Please include this form with your hanging sign order form

STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_______________________________________________, the contracted exhibitor at the Vision Expo West 2019 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 REED EXHIBITIONS, SANDS EXPO 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: ________________________________________________

Authorized Name: __________________________________ Date: ______

E-Mail: __________________________________________________________________

Display House/Builder (if applicable): _________________________________

Authorized Signature: ________________________________________________

Authorized Name: __________________________________ Date: ______

E-Mail: __________________________________________________________________

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