



# 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

- Submit Method of Payment Online
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Rigging Install and Removal 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: **Friday, January 7, 2022**



# STRUCTURAL INTEGRITY STATEMENT

**American International Motorcycle Expo**  
Las Vegas Convention Center | Las Vegas, NV  
January 19-21, 2022

**L149370122**

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, DECEMBER 29, 2021**

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

**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:

**Las Vegas Convention Center**  
**3150 Paradise Road**  
**Las Vegas, NV 89109**  
**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 NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

AUTHORIZED NAME (printed): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISPLAY HOUSE/BUILDER (if applicable): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

AUTHORIZED NAME (printed): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



Email completed form to: [customerservice@shepardes.com](mailto:customerservice@shepardes.com)

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**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, DECEMBER 29, 2021**

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**Please carefully read these regulations. The Las Vegas Convention Center will strictly enforce these rules.**

1. Any object over 250 lbs. or requiring chain motors must be submitted to Shepard Exposition Services for approval by the Las Vegas Convention Center.
2. All rigging plans must be submitted to the Rigging Manager at Shepard Exposition Services 21 days prior to the start of rigging installation for group submittal to the LVCC.
3. All rigging plans must state the structure of rigging, weights, and an overlay of the rigging within your booth space. Shepard Exposition Services is required to reflect the plot plan for all booths on the overall ceiling plan for each show. The exhibitor will be charged \$98.00 per hour straight time to transfer the plot plan to the overall ceiling grid that Shepard Exposition Services is required to submit to the Las Vegas Convention Center for approval. All files should be in DWG format. VectorWorks and PDF format files are not acceptable. Any conversion to DWG will be charged to the exhibitor at \$98.00 per hour straight time.
4. The exhibitor will provide the certifications for all hoist motor and rigging apparatus to the Director of Engineering upon request by the Las Vegas Convention Center.
5. All special and unusual weights, motors apparatus or items not normally hung must obtain written permission from the Director of Engineering. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the LVCVA.
6. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
7. Shepard Exposition Services cannot hang any object prior to approval from the Director of Engineering or his/her representative.
8. Weight on the catwalks will not exceed over 25 pounds per square foot.
9. There will be no rigging under the catwalk structures.

**Official Service Contractors Responsibilities**

Shepard and Edlen personnel/employees:

- must operate all chain motors, including final trim
- will only be allowed in aerial lifts
- will only be allowed to operate mechanized equipment
- must assemble and disassemble any and all overhead rigging

Edlen electricians will run all initial power sources and Edlen personnel will make all the connections to the dimmable power sources.

Shepard IATSTE install and dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.



# OVERHEAD RIGGING LABOR

**American International Motorcycle Expo**

**L149370122**

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Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, 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. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

### Labor Hours

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM

**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM All hours on Saturday and Sunday.

**Double Time (DT):** Holidays

**Holidays:** NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas..

### Step 1. Tell us about your hanging sign.

**TYPE:**  Cloth  Wood  Truss  Metal  
 Other: \_\_\_\_\_

**SHAPE:**  Circle  Square  Triangle  Rectangle  
 Other: \_\_\_\_\_

### Step 2. Order assembly/disassembly labor.

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

SIGN ASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	ESTIMATED TOTAL MAN HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69150	ST		\$122.50	\$140.90	\$157.80	
69151	OT		\$183.75	\$211.30	\$236.65	
69152	DT		\$245.00	\$281.75	\$315.55	

SIGN ASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	ESTIMATED TOTAL MAN HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69190	ST		\$159.25	\$183.15	\$205.15	
69191	OT		\$238.88	\$274.70	\$307.65	
69192	DT		\$318.50	\$366.25	\$410.20	

DATE OF ASSEMBLY: \_\_\_\_\_ START TIME: \_\_\_\_\_  
HOW MANY LABORERS WILL YOU REQUIRE?: \_\_\_\_\_

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 - EXHIBITOR SUPERVISED						
CODE	ITEM	ESTIMATED TOTAL MAN HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST		\$122.50	\$140.90	\$157.80	
69154	OT		\$183.75	\$211.30	\$236.65	
69155	DT		\$245.00	\$281.75	\$315.55	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	ESTIMATED TOTAL MAN HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69193	ST		\$159.25	\$183.15	\$205.15	
69194	OT		\$238.88	\$274.70	\$307.65	
69195	DT		\$318.50	\$366.25	\$410.20	

DATE OF ASSEMBLY: \_\_\_\_\_ START TIME: \_\_\_\_\_  
HOW MANY LABORERS WILL YOU REQUIRE?: \_\_\_\_\_

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

### Step 3. 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. Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

OVERHEAD RIGGING INSTALLATION & IN BOOTH SCISSOR LIFTS						
CODE	ITEM	ESTIMATED TOTAL HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69156	Lift		\$800.00	\$920.00	\$1,030.40	
68120	Scissor Lift Install		\$800.00>	\$920.00	\$1,030.40	

OVERHEAD RIGGING REMOVAL & IN BOOTH SCISSOR LIFTS						
CODE	ITEM	ESTIMATED TOTAL HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69157	Lift		\$800.00	\$920.00	\$1,030.40	
68121	Scissor Lift Removal		\$800.00	\$920.00	\$1,030.40	

DATE OF INSTALL: \_\_\_\_\_ START TIME: \_\_\_\_\_

DATE OF REMOVAL: \_\_\_\_\_ START TIME: \_\_\_\_\_

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX (All tax rates are subject to change)</b>	8.38%
<b>AMOUNT DUE</b>	\$ _____



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)



# OVERHEAD RIGGING EQUIPMENT

American International Motorcycle Expo

L149370122

Las Vegas Convention Center | Las Vegas, NV

January 19-21, 2022

## ONLINE & DISCOUNT DEADLINE:\* MONDAY, DECEMBER 20, 2021

\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

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

### Truss\*\*

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$32.85	\$37.80	\$42.35	
6909406	12" Black Box Truss (Per Ft.)		\$32.85	\$37.80	\$42.35	
69038	12" Silver Corner Block		\$123.05	\$141.50	\$158.50	
6903806	12" Black Corner Block		\$123.05	\$141.50	\$158.50	
70067	Design Fee (Hourly)		\$205.10	\$235.85	\$264.15	

\*\* If you are ordering truss, you also need to order motors!

### Truss Details

QTY: \_\_\_\_\_ SIZE: \_\_\_\_\_

### Motors

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69017	One Ton Hoist/Chain Motor		\$697.40	\$802.00	\$898.25	
69016	Half Ton Hoist/Chain Motor		\$615.35	\$707.65	\$792.55	
69101	1/4 Ton Hoist/Chain Motor		\$369.15	\$424.50	\$475.45	
69019	Rotating Motor 500 LB Limit		\$656.30	\$754.75	\$845.30	
69020	Rotating Motor 200 LB Limit		\$369.15	\$424.50	\$475.45	

Rotate Clockwise (right)     Rotate Counterclockwise (left)

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.38%
AMOUNT DUE	\$ _____

### Include the following items with your Truss and Motor Order:

- Hanging Sign Instructions
- Sign/Hanging Diagram
- Placement Grid
- Overhead Rigging Labor Order

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds or exchanges once item has been delivered to your booth. Labor Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

Print at least one advanced shipping 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.

**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.**

<b>ADVANCED WAREHOUSE</b>	 <b>ADVANCED WAREHOUSE HANGING SIGN</b>
	<b>TO:</b> <hr/> <p>(Exhibiting Company Name)</p> <hr/> <p>(Exhibiting Company Booth Number)</p> <p><b>c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, Nevada 89118</b></p> <p><b>FOR: American International Motorcycle Expo</b></p> <hr/> <p><b>Delivery Hours: Monday - Friday, 8:00AM - 4:00PM</b> <b>First day freight can arrive without a surcharge:</b> Monday, December 20, 2021 <b>Last day freight can arrive without a surcharge:</b> Friday, January 7, 2022</p>
<b>RUSH</b>	