



STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____ the contracted exhibitor at 2025 ATA SHOW and (if applicable), the display house or EAC 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 **ATA, INDIANAPOLIS CONVENTION CENTER, AND HERITAGE** and their subsidiaries, 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 two hundred (200) pounds may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

Email: _____

Display House/EAC (if applicable) _____

Authorized Signature: _____

Printed Name: _____ Date: _____



HANGING SIGN LABOR AND EQUIPMENT

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs or banners must be assembled, installed and removed by Heritage. Exhibitors, display company and/or I&D representatives may supervise, but will not be allowed to assemble or install and remove the hanging sign.
- Please complete the enclosed Labor Order Form to assemble your hanging sign.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved by the building. Complete the enclosed Structural Integrity Form. Hanging signs greater than 250 lbs. must be certified for structural integrity and safety in order to be approved by the convention facility.
- Set up instructions must be provided for signs needing assembly.
- Hanging anchor points must be pre-fabricated and ready for use.
- 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 SERVICE Order Form.
- All Electrical Sign or Signs with Motor and/or Truss will need to be hung by the building.
- If any hang point supports over 250 lbs., notify Heritage immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than 12/30/2024. If these procedures are not followed, Heritage cannot guarantee the hanging of your sign.

Ship To:

HERITAGE
 TFORCE FREIGHT C/O TF LOGISTICS
 333 FRANKLIN RD.
 INDIANAPOLIS, IN 46219
 FOR: 2025 ATA SHOW

EQUIPMENT AND LABOR RATES TO HANG SIGNS

Straight Time: 8:00 a.m. - 4:30 p.m., Monday through Friday

Overtime: 4:30 p.m. - 8:00 a.m., Monday through Friday, Saturdays, Sundays, and Holidays

Crew Size: Three (3) Laborers

Materials: Cables, clamps, etc. additional and charged accordingly

Equipment With Crew

- **Show Site rates will apply to ALL labor orders placed at show site**
- Rates are per lift and crew per hour
- One Hour minimum per lift and crew
- Straight Time cannot be guaranteed

		STRAIGHT TIME	OVERTIME
Condor			
Condor with Crew	L331	\$870.12	\$1,305.18
Show Site Pricing		\$1,131.16	\$1,696.74
Assembly Crew/ Additional Labor			
Display Assembly Labor	L332	\$103.35	\$155.03
(Per Person/Per Hour)			
Show Site Pricing		\$134.36	\$201.54

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

Please fax or email this form promptly to HERITAGE using the information at the top of the page - retain one copy for your files.



Discount Deadline:
12/18/2024

Sign Description, Size, & Weight

For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may 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
 (Check next to answer)

Placement Diagram

Please submit the booth grid form with this hanging sign labor form. 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.

Installation Estimate

Approx. Hours		Hourly Rate		Estimated Sub-Total
_____	@	_____	=	_____

Dismantle Estimate

_____	@	_____	=	_____
-------	---	-------	---	-------

Estimated Sub-Total	_____
Tax	NA
Total	_____

Supervision for assembly and disassembly of overhead hanging can be provided by Heritage at an additional cost, or by your company representative, display house, independent or lighting contractor.

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

_____ No Supervision Required
 _____ Heritage I&D
 _____ Exhibitor Personnel
 _____ Display House

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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RUSH! – HANGING SIGN

RUSH! – HANGING SIGN

**ADVANCE SHIPMENT
TO WAREHOUSE**

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

BOOTH NUMBER: _____

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FOR: **2025 ATA SHOW**

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FOR: **2025 ATA SHOW**

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exhibitor.services@heritagesvs.com

1-800-360-4323

Fax 314-534-8050



Custom Discount Deadline:
12/9/2024

Order online at: heritagesvs.com/ordering

Enhance your booth with custom graphics from HERITAGE. Graphics and signs are created in-house and our Design Team offers many options to fit your needs. Our Design Team can create digital custom graphics that fit your exhibit. Send us your logo and any graphics you want to produce and let us do the rest. All signs are printed using 6 color printing and produced on a solid substrate. Consult a HERITAGE Team Member for specialty material choices.

Please submit high resolution PDFs with the fonts embedded or outlined. If text is to be edited then please submit the font files and font name. Please contact HERITAGE and the customer graphic submission guidelines for specific instructions on formatting your graphics and submitting your graphic files.

File conversion, retouching, cloning or color correcting may incur additional labor charges (straight time is \$85.00 per hour and custom charges apply outside normal business hours). The pricing below is based on print ready files submitted.

	Item	Quantity	Discount Rate	Standard Rate	Total
Standard Size Signs	G10 Standard Sign 7" x 11"	_____ x	\$ 63.75	\$ 82.88	= _____
	G20 Standard Sign 7" x 44"	_____ x	\$ 74.25	\$ 96.53	= _____
	G30 Standard Sign 11" x 14"	_____ x	\$ 78.38	\$ 101.90	= _____
	G40 Standard Sign 14" x 22"	_____ x	\$ 95.63	\$ 124.32	= _____
	G60 Standard Sign 22" x 28"	_____ x	\$ 129.75	\$ 168.68	= _____
	G70 Standard Sign 28" x 44"	_____ x	\$ 216.75	\$ 281.78	= _____
	G80 Standard Sign 40" x 60"	_____ x	\$ 289.12	\$ 375.86	= _____
	G90 Easelback (up to 11" x 14" sign)	_____ x	\$ 39.75	\$ 51.68	= _____
	G91 Mini Hoffa Sign 24" x 80" with base	_____ x	\$ 369.15	\$ 479.90	= _____
	G92 Meter Board Sign 38" x 80" with base	_____ x	\$ 552.23	\$ 717.90	= _____

Custom Size Signs	Item	Total Sq. Ft.	Discount Rate	Standard Rate	Total
G100	Banner single sided - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x	\$21.00	\$31.50	= _____
		min. order 9 sq. ft.			
G100	Custom Sign - enter dimensions below _____ W x _____ L = total sq. ft. feet feet	_____ x	\$21.00	\$31.50	= _____
		min. order 9 sq. ft.			
Contact an exhibitor service team member for other custom graphic applications.					
Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.					
				SUBTOTAL	\$ _____
				TAX 7%	\$ _____
				TOTAL DUE	\$ _____

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

Exhibiting Company _____

Contact Name _____ Booth# _____

Phone # _____ Email _____

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Please read carefully and follow all requirements and instructions to insure proper production of high quality graphics and timely delivery. Feel free to contact HERITAGE with any questions or concerns.

**For Print Ready
Graphics****CMYK** color mode**150 dpi at 100% scale**Bleed is **ONLY** required on fabric prints - .5" all sidesVector artwork files preferred - **.PDF, .AI, and .EPS**Rasterized artwork files - **.TIFF or .JPG**

Full scale artwork only. However if necessary, use 300 dpi at 50% scale

Outline/Rasterize all fonts

Flatten all transparencies

Change all opacities to solid colors

Keep all critical logos and text 0.25" from the edges

Supply links

GRAPHIC SUMMARY REQUIRED for large volume graphic orders.

Please indicate/specify graphic size, quantity, single or double sided, material (i.e. vinyl, foam core...), area of use and description of graphic i.e. text/copy.

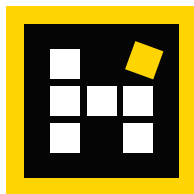
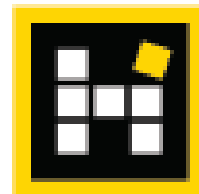
Click **HERE** for a sample graphic summary to download.**For Heritage
Designed
Graphics**Please supply vector logos - **.AI, .EPS or .PDF**High resolution photos - **10MB or higher recommended**

Preferred font choice and/or supply font file

Any Pantone (PMS) color references i.e. your company's brand colors

**To Submit
Artwork
Files****Via Dropbox** - email **graphics@heritagesvs.com** and Heritage will setup a shared Dropbox folder. Please save/upload files in this folder.

OR

Via Email - attachments 10MB or less.**Acceptable
Artwork****NOT Acceptable
Artwork****Questions?**Contact Heritage Graphics Department or your Account Executive
graphics@heritagesvs.com | 1-800-360-4323



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Custom Discount Deadline: 12/9/2024

STANDARD PURCHASE -- Standard Framing, Sizes, and Fabrics

*Complete "Hanging Sign Labor" form. (Labor and hardware to hang sign are NOT included)

*Single-sided graphics, frame hardware, and harness included.

*Orders received after the deadline date are subject to availability and will be charged standard prices

An Exhibitor Service Representative will contact you for details

Square Signs



Length	Height	Total Linear Ft.	Quantity	Discount Rate	Standard Rate	Total
10' x 10'	3'	40'	_____ x	\$ 6,361.20	\$ 8,269.56 =	_____
10' x 10'	4'	40'	_____ x	\$ 7,552.80	\$ 9,818.64 =	_____
15' x 15'	3'	60'	_____ x	\$ 8,990.40	\$ 11,687.52 =	_____
15' x 15'	4'	60'	_____ x	\$ 11,987.20	\$ 15,583.36 =	_____

Rectangle Signs



Length	Height	Total Linear Ft.	Quantity	Discount Rate	Standard Rate	Total
10' x 15'	3'	50'	_____ x	\$ 8,012.40	\$ 10,416.12 =	_____
10' x 15'	4'	50'	_____ x	\$ 9,303.60	\$ 12,094.68 =	_____

Circle Signs



Diameter	Height	(Circumference) Total Linear Ft.	Quantity	Discount Rate	Standard Rate	Total
10'	3'	31.42'	_____ x	\$ 5,616.00	\$ 7,300.80 =	_____
10'	4'	31.42'	_____ x	\$ 6,491.60	\$ 8,439.08 =	_____
15'	3'	47.12'	_____ x	\$ 7,915.60	\$ 10,290.28 =	_____
15'	4'	47.12'	_____ x	\$ 9,166.80	\$ 11,916.84 =	_____

Triangle Signs



Length	Height	Total Linear Ft.	Quantity	Discount Rate	Standard Rate	Total
10' x 10' x 10'	3'	30'	_____ x	\$ 4,897.20	\$ 6,366.36 =	_____
10' x 10' x 10'	4'	30'	_____ x	\$ 5,705.60	\$ 7,417.28 =	_____
15' x 15' x 15'	3'	45'	_____ x	\$ 8,939.92	\$ 11,621.90 =	_____
15' x 15' x 15'	4'	5'	_____ x	\$ 10,784.00	\$ 14,019.20 =	_____

Serpentine Signs



Length	Height	(Double Sided) Total Linear Ft.	Quantity	Discount Rate	Standard Rate	Total
15'	3'	30'	_____ x	\$ 4,117.20	\$ 5,352.36 =	_____
15'	4'	30'	_____ x	\$ 5,159.60	\$ 6,707.48 =	_____
20'	3'	40'	_____ x	\$ 6,188.40	\$ 8,044.92 =	_____
20'	4'	40'	_____ x	\$ 7,285.20	\$ 9,470.76 =	_____
30'	3'	60'	_____ x	\$ 8,109.60	\$ 10,542.48 =	_____
30'	4'	60'	_____ x	\$ 9,812.80	\$ 12,756.64 =	_____

CUSTOM PURCHASE -- Custom Framing, Sizes, and Fabrics
Please check the box to have an Exhibitor Sales Representative contact you regarding FREE samples of materials and/or quotes.

Method of Payment & Credit Card Authorization Form REQUIRED to be submitted with this form.

SUBTOTAL \$ _____
7% TAX \$ _____
TOTAL DUE \$ _____

Please see the Terms and Conditions page for full explanation of our policy on cancellations and changes.

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Phone # _____ Email _____

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