



# SIGN ORDER FORM

Agent Summit

May 22 - 23, 2017

Paris Hotel Las Vegas, Las Vegas, NV

Event Code: L144560517

**Discount Deadline: May 1, 2017**

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

## SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	177.35	230.55	
70010		Horz., 22" x 28"	177.35	230.55	
70011		Vertical, 28" x 44"	270.25	351.35	
70012		Horz., 28" x 44"	270.25	351.35	
70025		Meterboard, 39" x 90.75"	546.95	711.05	
<b>Accessories</b>					
70017		Blank Foamcore, 4' x 8'	48.20	62.65	
70021		Velcro, per ft, min. 5 ft.	3.10	4.05	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	22.50	29.25	
70071		grommets, per sq. ft. - Horizontal	22.50	29.25	
70066		Pockets, per sq. ft. - Vertical	24.20	31.45	
70072		Pockets, per sq. ft.- Horizontal	24.20	31.45	

<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	53.05	68.95	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
8,150% Tax*	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

\* All tax rates are subject to change.

## SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

### File Submission Media

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

### Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

### Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices)

### Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.