



Sign Shop
317-262-2151

2019 SIGN SHOP ORDER

FAX with complete credit card information or purchase order to 317-262-3685
OR Mail completed form with check, credit card information, or purchase order to:
 Indiana Convention Center & Lucas Oil Stadium – Sign Shop
 100 S. Capitol Ave. Indianapolis, IN 46225
OR order Online at www.icclos.com

Prices effective
01/2019. Subject
to change without
notice

**PAYMENT
MUST
Accompany
Order**

Please TYPE, or PRINT LEGIBLY

STANDARD SIGN SERVICE – Prices indicated below are based on signs with up to (10) words per card and one color copy on white background. Sign requests other than sizes listed below will incur a \$50.00 per hour minimum labor charge. Emblems, trademarks, logos, special style lettering, etc., can be prepared at extra cost depending on size and amount of work involved in production. Advance quotations can be provided upon submission of copy.

Standard Sign Descriptions	Qty	Advance	Standard	TOTAL
7" x 11" – Card		\$11.00	\$16.00	
11" x 14" – Card		\$16.00	\$21.00	
14" x 22" – Card		\$21.00	\$32.00	
7" x 44" – Card		\$19.00	\$25.00	
14" x 44" – Card		\$42.00	\$53.00	
22" x 28" – Card		\$42.00	\$53.00	
28" x 44" – Card		\$53.00	\$63.00	
7" x 11" – Corrugated		\$21.00	\$32.00	
11" x 14" – Corrugated		\$32.00	\$42.00	
14" x 22" – Corrugated		\$42.00	\$63.00	
7" x 44" – Corrugated		\$38.00	\$50.00	
14" x 44" – Corrugated		\$84.00	\$105.00	
22" x 28" – Corrugated		\$84.00	\$105.00	
28" x 44" – Corrugated		\$105.00	\$126.00	
7" x 11" – Foam		\$32.00	\$42.00	
11" x 14" – Foam		\$42.00	\$53.00	
14" x 22" – Foam		\$53.00	\$74.00	
7" x 44" – Foam		\$48.00	\$61.00	
14" x 44" – Foam		\$96.00	\$116.00	
22" x 28" – Foam		\$96.00	\$116.00	
Easel Rental (each)		\$32.00	\$32.00	

DIRECTIONAL SIGNS – Client may choose to take directional signs with them upon conclusion of event to use for future events. However, unless prior arrangements are made to store the signs, they will be discarded immediately following the event.

Directional Signs (10) (No logo)		\$210.00	\$315.00	
Storage fee per year (Corrugated/Foam only)		\$105.00	\$105.00	

TOTAL SIGN SHOP ORDER (U.S. FUNDS) \$

PLEASE INDICATE THE FOLLOWING:

Vertical Sign or Horizontal Sign

SIGN COPY or See Attached

EVENT NAME _____

EVENT DATE _____

BOOTH / ROOM NO. _____

EXHIBITOR FIRM NAME _____

EXHIBITOR CONTACT NAME _____

STREET ADDRESS _____

CITY / PROVINCE _____

STATE _____

ZIP _____

COUNTRY _____

PHONE # _____

FAX # _____

EMAIL ADDRESS _____

ADVANCE RATES apply only to orders paid in full and payment received 14 days prior to the first event day. Orders received after that time will be at STANDARD RATES – **NO EXCEPTIONS**. (Faxed orders noting forthcoming payment DOES NOT reserve Advance Rate) Credit Cards accepted are Discover, MC and Visa ONLY. Full payment must be received before sign can be made. (See reverse side for additional information.)

Check # _____ (pay to Capital Improvement Board)

PO# _____ (purchase order must accompany order)

I authorize the Capital Improvement Board to bill my credit card for the charges listed and any additional charges incurred.

Credit Card # _____

Expiration Date ____ / ____ (Must be valid thru last day of event)

Security Code # _____

AUTHORIZED BY: (PRINTED NAME)

AUTHORIZED BY: SIGNATURE

PLEASE CONTACT OUR **SIGN SHOP OFFICE AT 317-262-2151** WITH QUESTIONS, SPECIAL PRICING OR FOR ADDITIONAL INFORMATION.

ICCLOS POLICIES & PRODEDURES

1. **CONDITIONS FOR PROCESSING SIGN ORDER FORMS:** Payment in full must accompany the service order form. Date payment is received by the ICCLOS will determine applicable rate. All order form information must be completed in full for order to be processed. Incomplete order forms could result in delayed processing and a possible delay of project completion.
2. **ADVANCE ORDERS:** To receive advance rate, orders with payment in full must be received at the ICCLOS a minimum of 14 days prior to the first scheduled day of move in.
3. **ADVANCE ORDERS** will receive priority service.
4. **DIRECTIONAL SIGNS** include the name of the event, directional arrow and if appropriate the room number. These (10) signs are printed on white cardboard with black lettering. Directional signs are placed at main entrances to the building and other high traffic areas as determined by the ICCLOS staff.
5. **COLORS:** Please contact our sign shop at 317-262-2151 to specify color choices.
6. **STORAGE** is available for corrugated and foam signs for re-occurring events. Should the event room location change, this will be automatically updated and included in the storage fee.
7. **QUOTES** are available for emblems, trademarks, logos, special style lettering, etc. – please contact our sign shop office for a project quote.
8. **PROOFS:** Proofs will be faxed prior to completion of project. Our sign shop will only print from an approved proof from our client; therefore, it is important to sign and return proofs immediately to avoid project delay. Projects submitted on a disk using different versions of software may need to be altered. Occasionally, some type fonts are not available and we may substitute a similar font, which will be noted in the proof.
9. **SCANNING OR DIGITIZING ARTWORK:** Please contact our sign shop to discuss pricing involving scanning or digitizing artwork.
10. **REFUNDS:** NO REFUNDS.
11. **NON-SUFFICIENT FUND CHECKS (NSF):** There will be a service charge of \$20.00 for all NSF checks. NO checks will be accepted from an exhibitor that has previously submitted a NSF to us.
12. **NO PROJECT WILL BE COMPLETED UNTIL FULL PAYMENT IS RECEIVED.**