

## 2022 BANNER PLACEMENT - INTERIOR LOBBY SPECIFICATIONS

### DEADLINE:

#### **Banner must be received by SEPTEMBER 23**

Production, shipping and material handling fees are the responsibility of the sponsor.

### MATERIAL SPECIFICATIONS

Material type is your choice, although a celtic cloth or other fabric material generally looks best.

### PRODUCTION SPECIFICATIONS

1. Interior Banners must have on top either a 4" double-stitched pocket or grommets at a minimum of 18-inch to 2-foot intervals. The required top construction is dependent upon your specific location. Please contact show management for specifics on your location. Banners made with a top pocket may require a slit to be cut onsite to capture the banner.
2. The bottom of all interior banners should have a double-stitched 4" pocket.
3. Seams should be double stitched on the top and bottom. Left and right edges of the banner should be folded over, and double stitched.
4. Heat seam is not acceptable.
5. **All graphics must have prior approval. Please email [mary@premiereshows.com](mailto:mary@premiereshows.com) a photo of your banner or PDF of the artwork.** Any sponsor assets implying preference or association with show management will not be allowed.
6. Banners must be well made and in good condition to be suspended. Banners are subject to on-site inspection for final approval.

### BANNER VENDOR REFERRAL

Sponsors are welcome to use the vendor of your choice to produce your banner. If a referral is needed, the show decorator FREEMAN can be reached at [solutions@freeman.com](mailto:solutions@freeman.com).

**F R E E M A N**

### SHIPMENT SPECIFICATIONS

Banners must be shipped in advance, separate from your freight using the sponsor shipping label on page 2. Material handling fees will apply. Interior banners must be received by September 23. Please note this label is for sponsor shipments ONLY. No additional items should be shipped using this label.

### ONSITE PLACEMENT

Upon receipt of your banner by the deadline, Show Management will handle rigging and dismantle.

### RETURN SPECIFICATIONS

Below are the options for the return of your item. Please contact [mary@premiereshows.com](mailto:mary@premiereshows.com) with your preference.

- **PACK & SHIP** - I would like my item shipped back. (Material handling form will be provided and Freeman Transportation will provide a quote for labor & shipping charges.)
- **PICK-UP** - I will pick up my item onsite Monday night. Banner will be available after 6pm. (Further details will be provided.)
- **DISPOSE** - Please dispose of my item.

### QUESTIONS

Mary Ericson  
Director of Operations  
[mary@premiereshows.com](mailto:mary@premiereshows.com)  
786-385-6992

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

**MUST DELIVER BY SEPTEMBER 23, 2022**

**TO:** TForce Freight / Freeman  
3400 Refugee Rd  
Columbus, OH 43232

**COMPANY NAME:**  
*BILL TO COMPANY*

**HANGING SPONSOR  
BANNER**

**EVENT:**           *Premiere Columbus 2022*          

**NUMBER OF BANNERS** \_\_\_\_\_

**F R E E M A N**

**R U S H**

**DO NOT DELAY**

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**TO:** TForce Freight / Freeman  
3400 Refugee Rd  
Columbus, OH 43232

**COMPANY NAME:**  
*BILL TO COMPANY*

**HANGING SPONSOR  
BANNER**

**EVENT:**           *PREMIERE Columbus 2022*          

**NUMBER OF BANNERS** \_\_\_\_\_

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.