



robinsonshowservices.ca

# graphics & design

## FORMS



# Fabric Display & Hanging Sign Order Form

Credit Card Authorization Form AND an Order Summary Form must be submitted with this order

**ORDER DEADLINE IS 30 DAYS PRE-MOVE IN DATE**

COMPANY NAME:

BOOTH#

BOOTH SIZE:

SHOW NAME/EVENT:

DATE:

## Custom Purchase

Looking for a custom sign or shape? Please contact [exhibitorservices@robinsonshowservices.ca](mailto:exhibitorservices@robinsonshowservices.ca) for assistance from an exhibitor sales specialist.

Order Includes purchase of single-sided fabric graphics, hardware and harness.

- Labour for assembly/disassembly is not included. Please complete labour order form if you require this service.
- Rigging and Hanging is not included and must be ordered through the Facility Rigging Contactor (not Robinson). See Show Facts for service Provider.
- Orders received after deadline date are subject to availability.



## Square Signs

Product SKU	Sizes	Height	QTY	Discount	Standard	Total
S-HS8	8'x 8'	42"		\$ 3740.00	\$ 5610.00	\$
S-HS10	10'x 10'	48"		\$4455.00	\$ 6682.50	\$
S-HS12	12'x 12'	48"		\$ 5015.00	\$ 7522.50	\$



## Circle Signs

Product SKU	Sizes	Height	QTY	Discount	Standard	Total
S-HC8	8'	42"		\$ 3485.00	\$ 5227.00	\$
S-HC10	10'	48"		\$4056.00	\$ 6084.00	\$
S-HC12	12'	48"		\$ 4455.00	\$ 6682.50	\$
S-HC15	15'	48"		\$ 5015.00	\$ 7522.50	\$



## Triangle Signs

Product SKU	Sizes	Height	QTY	Discount	Standard	Total
S-HT8	8'x 8'x 8'	42"		\$ 3162.00	\$ 4743.00	\$
S-HT10	10'x 10'x 10'	48"		\$ 3740.00	\$ 5610.50	\$
S-HT12	12'x 12'x 12'	48"		\$ 4455.00	\$ 6682.50	\$

# Structural Integrity Statement

This form must be submitted with your Hanging Sign Order Form

## STRUCTURAL INTEGRITY STATEMENT MUST BE RETURNED FOR ALL SUSPENDED OR HUNG STRUCTURES

I, \_\_\_\_\_, the contracted exhibitor and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging 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 Show Manager, venue and Robinson Show Services, and its 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 exhibitor's expense.

**Exhibiting Company:** \_\_\_\_\_

**Booth#:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Display House/Builder (if applicable):** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Submission of this form serves as certification that the requested location of the suspended structure will be within the confines of the allocated booth. Structures in alternate locations require pre-approval of location by Show Manager. Please submit location and written approval with this form 14 days prior to event move-in to [exhibitorservices@robinsonshowservices.ca](mailto:exhibitorservices@robinsonshowservices.ca)**





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**TAKE ADVANTAGE OF DISCOUNTED PRICES (30%) BY ORDERING BEFORE THE DEADLINE DATE ON SHOW FACT SHEET**

SHOW NAME/EVENT	
COMPANY NAME	BOOTH#
PRINT NAME	SIGNATURE
EMAIL	DATE

**COMPLETE THIS ORDER FORM AND ATTACH YOUR SIGN COPY OR ELECTRONIC ARTWORK FILE.**  
Please see our Graphic Submission Guidelines **BEFORE** sending any artwork.

## Large Format & Custom Digital Graphics

Robinson Show Services has the capabilities of providing you with graphic design services along with high quality prints for banners, custom signage and more. Please contact our Graphics Coordinator at **graphics@robinsonshowservices.ca** for pricing on graphics not listed here.

## Banner Stand - Retractable

Product SKU	Sizes	Orientation Horizontal (H) or Vertical (V)	Single-sided (SS) or Double-sided (DS)	QTY	Discount Applied if ordered before deadline	Standard	Total
S-BR33	33"W x 78" H	Vertical Only	Single-sided Only		\$ 469.00	\$ 633.15	\$
S-BR39	39"W x 78" H	Vertical Only	Single-sided Only		\$ 564.00	\$ 761.40	\$
S-BR-48	48"W x 78" H	Vertical Only	Single-sided Only		\$ 651.00	\$ 878.85	\$

## Banner - Hanging

Product SKU	Sizes	Orientation Horizontal (H) or Vertical (V)	Single-sided (SS) or Double-sided (DS)	QTY	Discount Applied if ordered before deadline	Standard	Total
S-BH2-4	24"W x 48" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 152.00	\$ 181.25	\$
S-BH2-7	24"W x 72" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 241.00	\$ 325.35	\$
S-BH2-9	24"W x 96" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 329.00	\$ 444.15	\$
S-BH3-7	36"W x 72" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 372.00	\$ 502.20	\$
S-BH3-9	36"W x 96" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 501.00	\$ 676.35	\$
S-BH3-12	36"W x 120" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 637.00	\$ 859.95	\$
S-BH4-9	48"W x 96" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$ 688.00	\$ 928.80	\$
S-BH4-12	48"W x 120" H	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		\$858.00	\$ 1158.30	\$

# Graphics & Sign Order

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SHOW NAME/EVENT	
COMPANY NAME	BOOTH#
PRINT NAME	SIGNATURE
EMAIL	DATE

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Please see our **Graphic Submission Guidelines BEFORE** sending any artwork.

## Standard Signs

Product SKU	Sizes	Orientation Horizontal (H) or Vertical (V)	Single-sided (SS) or Double-sided (DS)	QTY	Discount 30% discount applied if ordered before deadline	Standard	Total
SS7-11	7" x 11"	Horizontal Only	Single-sided Only		\$ 39.50	\$ 56.00	\$
SS7-22	7" x 22"	Horizontal Only	Single-sided Only		\$ 42.70	\$ 61.00	\$
SS7-44	7" x 44"	Horizontal Only	Single-sided Only		\$ 54.40	\$ 68.00	\$
SS714-22	14" x 44"	<input type="checkbox"/> H <input type="checkbox"/> V	Single-sided Only		<input type="checkbox"/> \$ 73.92 <input type="checkbox"/> \$ 111.20	<input type="checkbox"/> \$ 105.60 <input type="checkbox"/> \$ 158.40	\$
SS22-28	22" x 28"	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		<input type="checkbox"/> \$ 89.10 <input type="checkbox"/> \$ 133.60	<input type="checkbox"/> \$ 127.20 <input type="checkbox"/> \$ 190.80	\$
SS24-26	24" x 36"	<input type="checkbox"/> H <input type="checkbox"/> V	<input type="checkbox"/> SS <input type="checkbox"/> DS		<input type="checkbox"/> \$ 113.75 <input type="checkbox"/> \$ 170.62	<input type="checkbox"/> \$ 162.50 <input type="checkbox"/> \$ 243.75	\$
SS38-87	38.25" x 87"	Vertical Only	<input type="checkbox"/> SS <input type="checkbox"/> DS		<input type="checkbox"/> \$ 318.50 <input type="checkbox"/> \$ 414.05	<input type="checkbox"/> \$ 455.00 <input type="checkbox"/> \$ 591.50	\$

## Additional Options

Product SKU	Description	QTY	Discount	Standard	Total
STB	Table Top Banner 11" w x 17" h		\$ 268.45	\$ 383.50	\$
S36-84	36" x 84" Freestanding Sign (1/2" Gator w/ Edge Plate)		\$ 359.45	\$ 513.50	\$
STT6	6" Graphic Table Throw (30" H x 72" W x 30" D)		\$ 300.00	\$ 390.00	\$
STT8	8" Graphic Table Throw (30" H x 96" W x 30" D)		\$ 345.00	\$ 448.50	\$

Estimated Subtotal	\$
HST 13%	\$
<b>ESTIMATED PAYMENT</b>	<b>\$</b>



Table Throw Available in White or Black

# Fabric Walls + Displays

Eco - Display Choice

INTERESTED IN AN **ECO-FRIENDLY** DISPLAY WITH VIBRANT GRAPHICS?

LOOK NO FURTHER THAN ROBINSON'S **ECO WALL** DISPLAYS.



## ECOWALL



Features clean lines and bright graphics printed with dye sublimation.

## REUSE



Thank you for your commitment to an **Eco Display Choice**.

## SUPPORT



Ship your previously featured **Ecowall** to our Advanced warehouse. Let Robinson take care of the details.

## RECYCLE



**Ready for a change? Relax!** All Ecowall products are Eco - friendly with 100% recyclable materials.

## ECOWALL LIT



Highlight your space with upgraded backlit graphics.

	Cushion Fabric Graphics 8' x 8' 8' x 10' 8' x 20'	Graphic Carry Bag	Rental Frame 48"	Eco Carpet (Select Colours) 8' x 8' 8' x 10' 8' x 20'	Booth Vacuum Nightly	2 Arm Lights 8' or 10' Wall	4 Arm Lights 20' Wall	Back Lit	Power for Wall Lights
ECOWALL	✓	✓	✓	✓	✓	✓	✓		✓
ECOWALL LIT	✓	✓	✓	✓	✓			✓	✓
SUPPORT PACKAGE			✓	✓	✓	✓	✓		✓

\*\* Ecowall and Ecowall Lit are not interchangeable products. Please consider this in your reuse.



# Fabric Display / EcoWall Order Form

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COMPANY NAME:	BOOTH#	BOOTH SIZE:
SHOW NAME/EVENT:	DATE:	

## EcoWall Lit

Product SKU	Description	Single-sided (SS) or Double-sided (DS)	QTY	Discount	Standard	Total
S-ELW 88-SS	LIT 8' high x 8' wide LED Backlit Printed Fabric Display	Single-sided Only		\$ 2955.00	\$ 3841.50	\$
S-ELW 88-DS	LIT 8' high x 8' wide LED Backlit Printed Fabric Display	Double-sided Only		\$ 4155.00	\$ 5401.50	\$
S-ELW 108-SS	LIT 8' high x 10' wide LED Backlit Printed Fabric Display	Single-sided Only		\$ 2955.00	\$ 3841.50	\$
S-ELW 108-DS	LIT 8' high x 10' wide LED Backlit Printed Fabric Display	Double-sided Only		\$ 4155.00	\$ 5401.50	\$
S-ELW 208-SS	LIT 8' high x 20' wide LED Backlit Printed Fabric Display	Single-sided Only		\$ 4700.00	\$ 6110.00	\$
S-ELW 208-DS	LIT 8' high x 20' wide LED Backlit Printed Fabric Display	Double-sided Only		\$ 7100.00	\$ 9230.00	\$

## EcoWall

Product SKU	Description	Single-sided (SS) or Double-sided (DS)	QTY	Discount	Standard	Total
S-EW 88-SS	8' high x 8' wide Printed Fabric Display	Single-sided Only		\$ 1600.00	\$ 2080.00	\$
S-EW 88-DS	8' high x 8' wide Printed Fabric Display	Double-sided Only		\$ 2100.00	\$ 2750.00	\$
S-EW 810-SS	8' high x 10' wide Printed Fabric Display	Single-sided Only		\$ 1700.00	\$ 2210.00	\$
S-EW 810-DS	8' high x 10' wide Printed Fabric Display	Double-sided Only		\$ 2560.00	\$ 3330.00	\$
S-EW 820-SS	8' high x 20' wide Printed Fabric Display	Single-sided Only		\$ 2955.00	\$ 3841.50	\$
S-EW 820-DS	8' high x 20' wide Printed Fabric Display	Double-sided Only		\$ 4700.00	\$ 6110.00	\$

Estimated Subtotal	\$
HST 13%	\$
<b>ESTIMATED PAYMENT</b>	<b>\$</b>

# Fabric Display / EcoWall Order Form

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## Eco Accessories

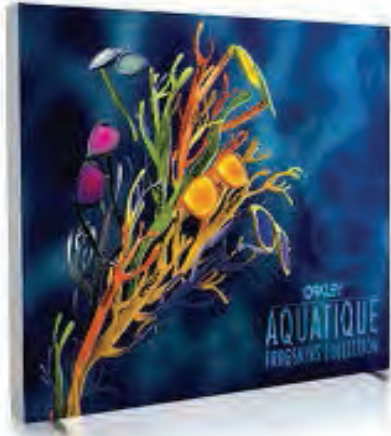
Product SKU	Description	Single-sided (SS) or Double-sided (DS)	QTY	Discount	Standard	Total
S-ECB	Fab Carry Bag (Purchase only)	N/A		\$29.00	\$37.00	\$

## Eco Support Package

Product SKU	Description	Single-sided (SS) or Double-sided (DS)	QTY	Discount	Standard	Total
S-ELW S-88	8' x 8' Carpet, Vacuum, Lights, Power Backwall Structure	SS/DS		\$ 1600.00	\$ 2080.60	\$
S-ELWS-108	8' x 10' Carpet, Vacuum, Lights, Power Backwall Structure	SS/DS		\$ 1600.00	\$ 2080.60	\$
S-ELWS-208	8' x 20' Carpet, Vacuum, Lights, Power Backwall Structure	SS/DS		\$ 3200.00	\$ 4160.00	\$

Estimated Subtotal	\$
HST 13%	\$
<b>ESTIMATED PAYMENT</b>	<b>\$</b>





**EW88-SS**

8' HIGH X 8' WIDE  
PRINTED FABRIC DISPLAY - SINGLE SIDED  
**\$1600**

**EW88-DS**

8' HIGH X 8' WIDE  
PRINTED FABRIC DISPLAY - DOUBLE SIDED  
**\$2080**



**EW810-SS**

8' HIGH X 10' WIDE  
PRINTED FABRIC DISPLAY - SINGLE SIDED  
**\$1700**

**EW810-DS**

8' HIGH X 10' WIDE  
PRINTED FABRIC DISPLAY - DOUBLE SIDED  
**\$2560**



**EW820-SS**

8' HIGH X 20' WIDE  
PRINTED FABRIC DISPLAY - SINGLE SIDED  
**\$2955**

**EW820-DS**

8' HIGH X 20' WIDE  
PRINTED FABRIC DISPLAY - DOUBLE SIDED  
**\$4700**

# Graphic Submission Guidelines

Updated: February 2019

This document details the specifications for graphics submitted to Robinson Show Services/Events, Inc. by our clients. Robinson Show Services aspires to produce the best possible graphics for your exhibit/event. Please submit digital artwork files that meet the following criteria. Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. In-house graphic/set-up work will be billed at **\$94.00** per hour with a half-hour minimum charge.

**Files submitted after the submission deadline given or stated in the exhibitor kit will be subject to a late charge based on the following structure:**

**Less than 12 days prior to event:**

**30% print surcharge**

**Less than 7 days prior to event:**

**Up to 50% print surcharge - Determined by RSS Coordinator**

## ACCEPTED FILE FORMAT

**Digital files (logo, photos, finished layouts, etc.) should be saved or exported from your design application to PDF with a minimum resolution of 300 dpi at 100% or 50% of the final output size.**

If you must send AI, EPS or INDD files, be sure to include all links and fonts. **Do not submit GIF, Word (doc), PowerPoint (ppt), PNG, JPEG or any file formatted for or taken from a website** as they are not suited for large format printing. Note, these native\* file formats are NOT CONSIDERED PRINT READY – and any resizing, or print set up required will be billed at a rate of \$94.00 per hour.

## PAGE LAYOUT/IMAGE SIZING

Final print sizes of your graphics will be provided/confirmed by your Robinson Show Services Coordinator or our Graphics Coordinator.

**ALL files should include 1/4" (6mm) bleed on all sides and crop/cut/trim marks set at the final graphic size. Files submitted without the above will cause delays in production time and will be sent back to client for completion.**

Artwork received at an incorrect size/orientation will be adjusted by our designers and will be subject to a surcharge for set up at our in-house hourly rate. Images should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Images should be flattened – no layers and/or transparent objects.

## FONT

All fonts should be converted to outlines or paths before exporting to one of the accepted file types. Send fonts files if there is an anticipation of any changes of additions to be made to the provided artwork. NOTE: Changes in copy will be charged at our in-house hourly rate of \$94. In order to make copy changes, we will require Native Files as described above.

## PROOFING

A clean hardcopy proof or a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is. Any re-prints necessary due to proofs not being provided will be done at an additional charge. If you require print proofs to be sent to you prior to printing/production, please let your coordinator know ahead of time.

## SENDING FILES

Large files can be posted to your company FTP site or Dropbox. Send the link/access information and password to [graphics@robinsonshowservices.ca](mailto:graphics@robinsonshowservices.ca). Alternately, if you would like to post to our Dropbox, please send your request to [graphics@robinsonshowservices.ca](mailto:graphics@robinsonshowservices.ca). Smaller files (<10MB) can be emailed directly to [graphics@robinsonshowservices.ca](mailto:graphics@robinsonshowservices.ca). Large files can also be sent using google drive, wetransfer or any of the other online services for sharing large files.

\* Native Files are original artwork files in the program used to create them. Native Application File Types supported include Adobe Illustrator CS6 (pc/mac) InDesign CS6 (pc/mac) & Photoshop CS6 (pc/mac)

