

## 2021 BANNER PLACEMENT - INTERIOR LOBBY SPECIFICATIONS

### DEADLINE:

#### **Banner must be received by October 7**

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 [gretchen@premiereshows.com](mailto:gretchen@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 vendors below have worked with past sponsors.

#### **Kelly Roberts**

Business Development Director  
Freeman | Orlando, FL  
[kelly.roberts@freeman.com](mailto:kelly.roberts@freeman.com)  
Cell: 407-694-7896

#### **F R E E M A N**

#### **Sandra Lombardo**

Senior Account Manager  
OAI, Inc. | Tampa, FL  
[slombardo@oaicorp.com](mailto:slombardo@oaicorp.com)  
Office: 813-888-8796 Cell: 813-240-4685



### 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 October 7. 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 [gretchen@premiereshows.com](mailto:gretchen@premiereshows.com) by September 17 with your preference.

- **PACK & SHIP** - I would like my item shipped back. (Please provide shipping address to Premiere.) Freeman shipping charges will apply.
- **PICK-UP** - I will pick up my item onsite on Tuesday, October 19. Interior banners, column wraps and carpet graphics will be available starting at 9am. Outdoor banners will be available starting at 1pm.
- **DISPOSE** - Please dispose of my item.

### QUESTIONS

#### **Gretchen Nielsen**

Director of Marketing  
407-265-3131 x115 or 800-335-7469 x115  
[gretchen@premiereshows.com](mailto:gretchen@premiereshows.com)

**F R E E M A N**

**R U S H**

*DO NOT DELAY*

**MUST DELIVER BY OCTOBER 7, 2021**

**TO: FREEMAN**

**1601 BOICE POND ROAD**

**ORLANDO, FL 32837**

**C/O: PREMIERE TRAILERS**

**INDOOR**

**HANGING SPONSOR**

**BANNER**

**EVENT: 2021 PREMIERE ORLANDO**

**(INDOOR BANNER)**

**(INSERT COMPANY NAME)**

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

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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.