



## Signage Ordering Instructions

- 1 Select the products you would like to purchase from the following pages.**  
*Simply check the box or boxes of the product(s) you would like to order, and fill out any additional required information for that sign. Please note that certain sign types are specified as interior, back of house, exterior, etc.*

- 2 Complete the following billing and shipping information.**  
*Note: All jobs will be shipped via UPS ground unless otherwise requested.*

### BILLING INFORMATION:

Contact Name & Phone Number:

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Company Name:

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Billing Address:

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Email Address:

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### SHIPPING INFORMATION:

*(If Different than Billing Information)*

Contact Name & Phone Number:

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Property Name:

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Shipping Address:

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Email Address:

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**RMN**

Price Each: \$14.89 x QTY:  = Total Price: \$

INTERIOR Guest Room Number  
3-1/2" x 6"

Please list all numbers required for your property, or attach your housekeeping schedule showing all room numbers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**RMN-NS**

Price Each: \$14.89 x QTY:  = Total Price: \$

INTERIOR NON-SMOKING Guest Room Number  
3-1/2" x 6"

Please list all numbers required for your property, or attach your housekeeping schedule showing all room numbers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

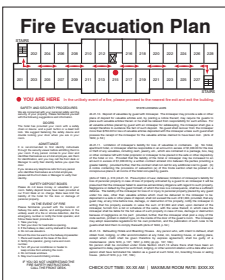


**NO HANGER**

Price Each: \$0.99 x QTY:  = Total Price: \$

SPRINKLER WARNING / NO HANGING  
3" Diameter

**NOTE:** 1 Sign is required per sprinkler head.



**GR EVAC**

Price Each: \$13.00 x QTY:  = Total Price: \$

Guest Room Emergency Evacuation Plan  
9" x 11"

**NOTE:** If evacuation plans are required for your property, you will need to provide legible floor plans with all room numbers and exits clearly marked so the maps can be drawn accordingly.

Please provide the following information:

Check Out Time: \_\_\_\_\_ Maximum Room Rate: \_\_\_\_\_

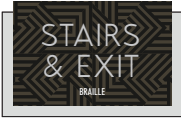




**EXIT** Price Each: \$26.00 x QTY:  = Total Price: \$

INTERIOR "EXIT" Identification Sign  
6-1/4" x 4"

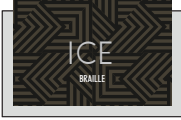
NOTE: This sign to be posted at each exit door.



**STAIRS** Price Each: \$26.00 x QTY:  = Total Price: \$

INTERIOR "STAIRS & EXIT" Identification Sign  
6-1/4" x 4"

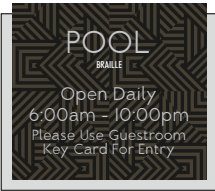
NOTE: This sign to be posted at each stairwell door leading to an exit.



**ICE** Price Each: \$26.00 x QTY:  = Total Price: \$

INTERIOR "ICE" Identification Sign  
6-1/4" x 4"

Select a copy option:  ICE  ICE & VENDING  ICE & BEVERAGES



**POOLID** Price Each: \$50.00 x QTY:  = Total Price: \$

INTERIOR "POOL" Identification Sign 7-1/2" x 6-1/2"

Provide Hours of Operation: \_\_\_\_\_ am - \_\_\_\_\_ pm

Is a guestroom key card required for entry?  Yes  No

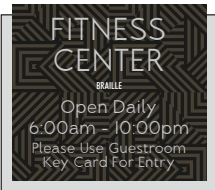


**GLID** Price Each: \$50.00 x QTY:  = Total Price: \$

INTERIOR "GUEST LAUNDRY" Identification Sign 7-1/2" x 6-1/2"

Provide Hours of Operation: \_\_\_\_\_ am - \_\_\_\_\_ pm

Is a guestroom key card required for entry?  Yes  No



**FCID** Price Each: \$50.00 x QTY:  = Total Price: \$

INTERIOR "FITNESS CENTER" Identification Sign 7-1/2" x 6-1/2"

Provide Hours of Operation: \_\_\_\_\_ am - \_\_\_\_\_ pm

Is a guestroom key card required for entry?  Yes  No



**RRIDU** Price Each: \$40.00 x QTY:  = Total Price: \$

INTERIOR "RESTROOM" Unisex Restroom Identification Sign  
7-1/2" x 9"

NOTE: This option is for front of house INTERIOR use only. (Inside the lobby area, etc.)





**RRIDW** Price Each: \$40.00 x QTY:  = Total Price: \$

INTERIOR "WOMEN" Restroom Identification Sign  
7-1/2" x 9"

NOTE: This option is for front of house INTERIOR use only. (Inside the lobby area, etc.)



**RRIDM** Price Each: \$40.00 x QTY:  = Total Price: \$

INTERIOR "MEN" Restroom Identification Sign  
7-1/2" x 9"

NOTE: This option is for front of house INTERIOR use only. (Inside the lobby area, etc.)



**DIR1-2** Price Each: \$36.50 x QTY:  = Total Price: \$

INTERIOR 1-2 Line Directional Sign  
7-1/2" x 4"

NOTE: Please provide the text and arrow directions required for each sign. If you require more than 4 directional signs, please fill out an additional sheet.

SIGN 1	SIGN 2	SIGN 3	SIGN 4
ARROW _____ FIRST LINE (8 Characters Max.)	ARROW _____ FIRST LINE (8 Characters Max.)	ARROW _____ FIRST LINE (8 Characters Max.)	ARROW _____ FIRST LINE (8 Characters Max.)
ARROW _____ SECOND LINE (8 Characters Max.)	ARROW _____ SECOND LINE (8 Characters Max.)	ARROW _____ SECOND LINE (8 Characters Max.)	ARROW _____ SECOND LINE (8 Characters Max.)



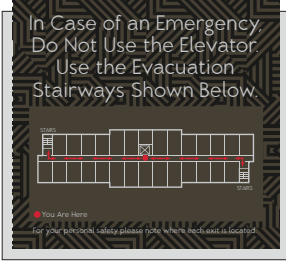
**DIR3-4** Price Each: \$45.00 x QTY:  = Total Price: \$

INTERIOR 3-4 Line Directional Sign  
10" x 6-1/2"

NOTE: Please provide the text and arrow directions required for each sign. If you require more than 4 directional signs, please fill out an additional sheet.

SIGN 1	SIGN 2	SIGN 3	SIGN 4
ARROW _____ FIRST LINE (13 Characters Max.)	ARROW _____ FIRST LINE (13 Characters Max.)	ARROW _____ FIRST LINE (13 Characters Max.)	ARROW _____ FIRST LINE (13 Characters Max.)
ARROW _____ SECOND LINE (13 Characters Max.)	ARROW _____ SECOND LINE (13 Characters Max.)	ARROW _____ SECOND LINE (13 Characters Max.)	ARROW _____ SECOND LINE (13 Characters Max.)
ARROW _____ THIRD LINE (13 Characters Max.)	ARROW _____ THIRD LINE (13 Characters Max.)	ARROW _____ THIRD LINE (13 Characters Max.)	ARROW _____ THIRD LINE (13 Characters Max.)
ARROW _____ FOURTH LINE (13 Characters Max.)	ARROW _____ FOURTH LINE (13 Characters Max.)	ARROW _____ FOURTH LINE (13 Characters Max.)	ARROW _____ FOURTH LINE (13 Characters Max.)





**EVAC** Price Each: \$57.50 x QTY:  = Total Price: \$

INTERIOR Elevator Evacuation Sign with Map  
10" x 9"

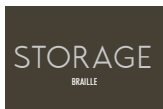
**NOTE:** If evacuation plans are required for your property, you will need to provide legible floor plans with all room numbers and exits clearly marked so the maps can be drawn accordingly.



**BOHEVAC** Price Each: \$39.50 x QTY:  = Total Price: \$

BACK OF HOUSE / Service Elevator Evacuation Sign with Map  
9-1/4" x 8-5/8"

**NOTE:** If evacuation plans are required for your property, you will need to provide legible floor plans with all room numbers and exits clearly marked so the maps can be drawn accordingly.



**STORID** Price Each: \$12.00 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "STORAGE" Identification Sign  
5-1/2" x 3-5/8"

**NOTE:** Any room not accessed by guests is to use this style, even if the room in question is located in a front of house/public area.



**STAFFID** Price Each: \$12.00 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "STAFF ONLY" Identification Sign  
5-1/2" x 3-5/8"

**NOTE:** Any room not accessed by guests is to use this style, even if the room in question is located in a front of house/public area.



**CHUTEID** Price Each: \$12.00 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "LAUNDRY CHUTE" Identification Sign  
5-1/2" x 3-5/8"

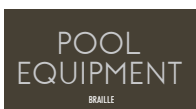
**NOTE:** Any room not accessed by guests is to use this style, even if the room in question is located in a front of house/public area.



**GMID** Price Each: \$14.00 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "GENERAL MANAGER" Identification Sign  
6-3/4" x 3-5/8"

**NOTE:** Any room not accessed by guests is to use this style, even if the room in question is located in a front of house/public area.



**PEQUIPID** Price Each: \$14.00 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "POOL EQUIPMENT" Identification Sign  
6-3/4" x 3-5/8"

**NOTE:** Any room not accessed by guests is to use this style, even if the room in question is located in a front of house/public area.



**CHEMID** Price Each: \$14.00 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "CHEMICAL STORAGE" Identification Sign  
6-3/4" x 3-5/8"

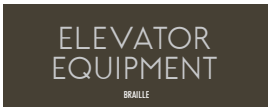
NOTE: Any room not accessed by guests is to use this style, even if the room in question is located in a front of house/public area.



**ELECID** Price Each: \$17.00 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "ELECTRICAL ROOM" Identification Sign  
9-1/4" x 3-5/8"

NOTE: Any room not accessed by guests is to use this style, even if the room in question is located in a front of house/public area.



**ELEQUIPID** Price Each: \$17.00 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "ELEVATOR EQUIPMENT" Identification Sign  
9-1/4" x 3-5/8"

NOTE: Any room not accessed by guests is to use this style, even if the room in question is located in a front of house/public area.



**MECHID** Price Each: \$17.00 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "MECHANICAL ROOM" Identification Sign  
9-1/4" x 3-5/8"

NOTE: Any room not accessed by guests is to use this style, even if the room in question is located in a front of house/public area.



**BOHRRU** Price Each: \$29.50 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "RESTROOM" Unisex Restroom Identification Sign  
6-3/4" x 8-5/8"



**BOHRRW** Price Each: \$29.50 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "WOMEN" Restroom Identification Sign  
6-3/4" x 8-5/8"



**BOHRRM** Price Each: \$29.50 x QTY:  = Total Price: \$

BACK OF HOUSE/ EXTERIOR "MEN" Restroom Identification Sign  
6-3/4" x 8-5/8"

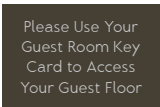




**KC1**

Price Each: \$13.00 x QTY:  = Total Price: \$

"Key Card" Informational  
5-1/2" x 3-5/8"

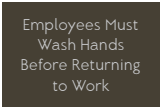


**KC2**

Price Each: \$13.00 x QTY:  = Total Price: \$

"Key Card" Informational (for access to Guest Floor)  
5-1/2" x 3-5/8"

NOTE: This is mounted in elevator cabs by card reader.

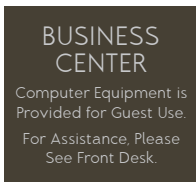


**WHI**

Price Each: \$13.00 x QTY:  = Total Price: \$

INTERIOR "Employees must wash hands" Informational  
5-1/2" x 3-5/8"

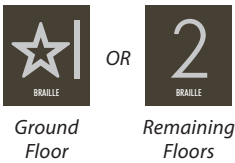
NOTE: This is mounted in all restrooms on site.



**BUS**

Price Each: \$37.00 x QTY:  = Total Price: \$

INTERIOR "Business Center" Informational  
6-3/4" x 6-1/8"



**JAMB**

Price Each: \$10.00 x QTY:  = Total Price: \$

Elevator Door Jamb Level Identification  
3" x 3-1/2"

NOTE: Ground Floor Level is designated by a STAR.

List your  
Ground Floor  
Level Number: \_\_\_\_\_

List your  
Remaining  
Level Numbers: \_\_\_\_\_



**STLVL**

Price Each: \$14.00 x QTY:  = Total Price: \$

Interior Stairwell Level Identification  
8-1/2" x 3"

NOTE: To be mounted inside the stairwell, on the latch side of the door that leads into the corridor.  
1 sign per stairwell, per floor.

OR



NOTE: Ground Floor Level is designated by a STAR.

List your  
Ground Floor  
Level Number: \_\_\_\_\_

List your  
Remaining  
Level Numbers: \_\_\_\_\_





Ground Floor

OR



Remaining Floors

STAIRWELL

Price Each: \$86.00 x QTY:  = Total Price: \$

Interior Stairwell Informational with Phosphorescent Floor Number  
14-1/2" x 18"

To be mounted inside the stairwell. 1 sign per stairwell, per floor.

**NOTE:** State and local codes may require your interior stairwell signage to have certain text, layouts or copy sizes specific to your location. This sign *may* or *may not* meet those requirements. If you are unsure, please verify with a local inspector. By ordering this sign type, you are confirming that this sign meets your local requirements.

Please fill out all information below for EACH stairwell.

If your property has more than 2 stairwells, please fill out an additional sheet.

### Stair 1:

Is "STAIR 1" the correct label for this stairwell?  Yes, "STAIR 1" is correct  No, it should be labeled: \_\_\_\_\_

Is the roof accessible via this stairwell?  Yes  No

Is Level 1 the ground floor/exit discharge level?  Yes, Level 1 is correct  No, the exit discharge level is: \_\_\_\_\_

NOTE: Ground Floor / Exit Discharge Level will be designated by a STAR.

Please list ALL floors/levels served by this stairwell: \_\_\_\_\_

### Stair 2:

Is "STAIR 2" the correct label for this stairwell?  Yes, "STAIR 2" is correct  No, it should be labeled: \_\_\_\_\_

Is the roof accessible via this stairwell?  Yes  No

Is Level 1 the ground floor/exit discharge level?  Yes, Level 1 is correct  No, the exit discharge level is: \_\_\_\_\_

NOTE: Ground Floor / Exit Discharge Level will be designated by a STAR.

Please list ALL floors/levels served by this stairwell: \_\_\_\_\_





**FITNESS CENTER RULES**

- Individuals utilizing this facility do so at their own risk.
- It is highly recommended that the following individuals not use the exercise equipment:
  - persons under the influence of alcohol, stimulants or depressants
  - children under the age of 16.
- Should you need any assistance please contact the Front Desk.
- Equipment should be used in the presence of others.
- Shoes and appropriate exercising attire are necessary.
- Smoking is prohibited.
- Always practice safety and courtesy to others.
- Report any unsafe conditions to the management.

**FITRULES** Price Each: \$105.00 x QTY:  = Total Price: \$

*Fitness Center Rules*  
20" x 23-1/2"

**NOTE:** 16 is the standard age and cannot be changed without a waiver.

**POOL RULES**  
HOURS: XX:XX XM - XX:XX XM

- Use pool at your own risk.
- No glass, drinks or food in pool area.
- Running and horseplay are prohibited.
- No animals allowed.
- Be considerate - No yelling or other loud noises.
- No running, pushing or other dangerous horseplay.
- Glassware is not permitted within the pool area.
- Management reserves the right to deny use of pool to anyone at any time.
- Dive only in designated areas.
- Use pool at own risk when lifeguard is not on duty.

**POOLRULES** Price Each: \$102.00 x QTY:  = Total Price: \$

*Pool Rules*  *Wall Mounted*  *Fence Mounted*  
20" x 23-1/2"

Provide Hours of Operation: \_\_\_\_\_ am - \_\_\_\_\_ pm

**NOTE:** State and local codes may require your pool area signage to have certain text, layouts or copy sizes specific to your location. This sign *may* or *may not* meet those requirements. If you are unsure, please verify with a local inspector. By ordering this sign type, you are confirming that this sign meets your local requirements.

**NO DIVING**

**ND** Price Each: \$64.00 x QTY:  = Total Price: \$

*NO DIVING*  *Wall Mounted*  *Fence Mounted*  
32" x 7"

**NOTE:** State and local codes may require your pool area signage to have certain text, layouts or copy sizes specific to your location. This sign *may* or *may not* meet those requirements. If you are unsure, please verify with a local inspector. By ordering this sign type, you are confirming that this sign meets your local requirements.

**NO LIFEGUARD ON DUTY**

**NLG** Price Each: \$106.00 x QTY:  = Total Price: \$

*NO LIFEGUARD*  *Wall Mounted*  *Fence Mounted*  
40" x 12"

**NOTE:** State and local codes may require your pool area signage to have certain text, layouts or copy sizes specific to your location. This sign *may* or *may not* meet those requirements. If you are unsure, please verify with a local inspector. By ordering this sign type, you are confirming that this sign meets your local requirements.

**POOL LIFT**



AVAILABLE UPON REQUEST  
For Assistance See The Manager On Duty

**PL** Price Each: \$67.00 x QTY:  = Total Price: \$

*POOL LIFT*  *Wall Mounted*  *Fence Mounted*  
14" x 18"

**NOTE:** State and local codes may require your pool area signage to have certain text, layouts or copy sizes specific to your location. This sign *may* or *may not* meet those requirements. If you are unsure, please verify with a local inspector. By ordering this sign type, you are confirming that this sign meets your local requirements.

**CLEARANCE XX' XX"**

**CL** Price Each: \$80.00 x QTY:  = Total Price: \$

*Clearance Height (for Porte Cochere)*  
50" x 6"

Provide Clearance Height: \_\_\_\_\_ ' \_\_\_\_\_ "





**PRK1**

Price Each: \$17.00 x QTY:  = Total Price: \$

*Handicapped Accessible Parking Sign*  
12" x 18"

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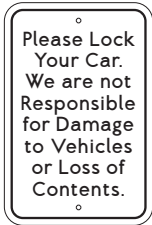


**PRK2**

Price Each: \$12.00 x QTY:  = Total Price: \$

*Van Accessible Parking Sign*  
12" x 6"

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**PRK3**

Price Each: \$52.00 x QTY:  = Total Price: \$

*Parking Area Liability Notice*  
12" x 18"

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**PRK4**

Price Each: \$52.00 x QTY:  = Total Price: \$

*"Motel 6" Parking Only*  
12" x 18"

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**PRK5**

Price Each: \$52.00 x QTY:  = Total Price: \$

*"Motel 6" Registration Parking Only*  
12" x 18"

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**PRK6**

Price Each: \$52.00 x QTY:  = Total Price: \$

*"Studio 6" Parking Only*  
12" x 18"

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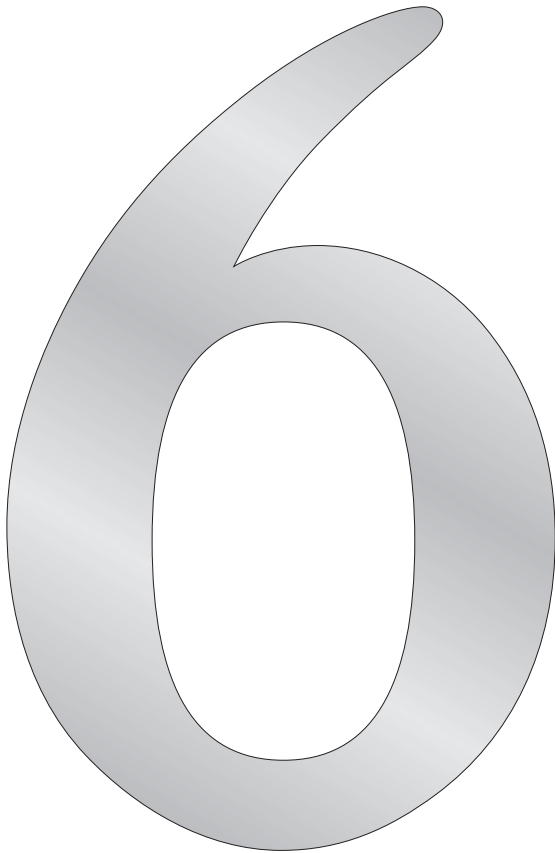


**PRK7**

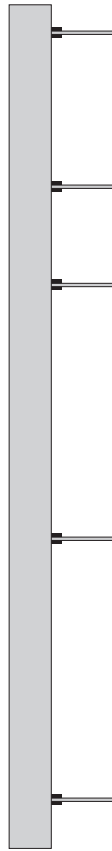
Price Each: \$52.00 x QTY:  = Total Price: \$

*"Studio 6" Registration Parking Only*  
12" x 18"





FRONT VIEW



SIDE VIEW

**FDLOGO**

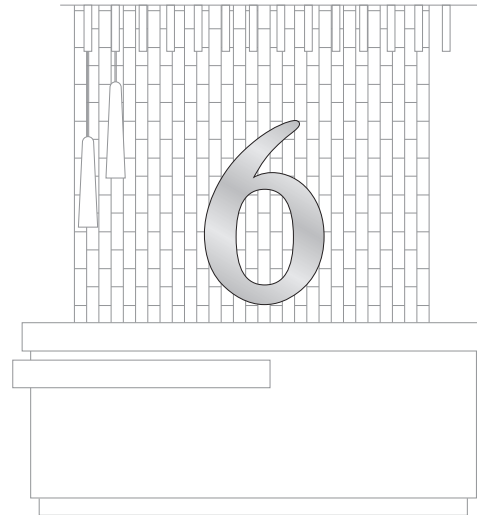
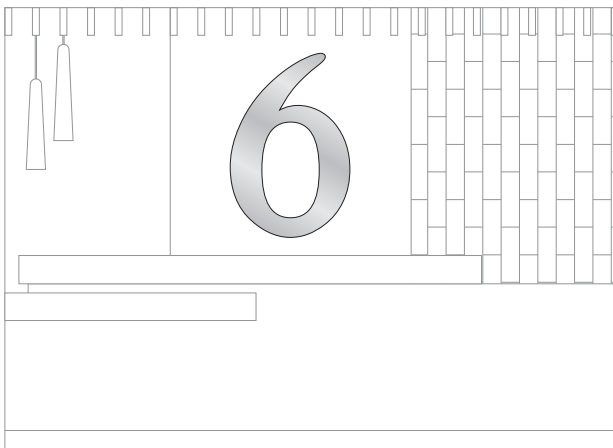
*FRONT DESK / Lobby Logo Sign*  
26" x 40"

*Brushed silver laminate on 2" thick substrate.  
Includes studs, spacers and paper template  
for installation on wall behind front desk.*

**Price Each: \$468.00**

x QTY:  = Total Price: \$

*Front Desk Logo Installation Examples*

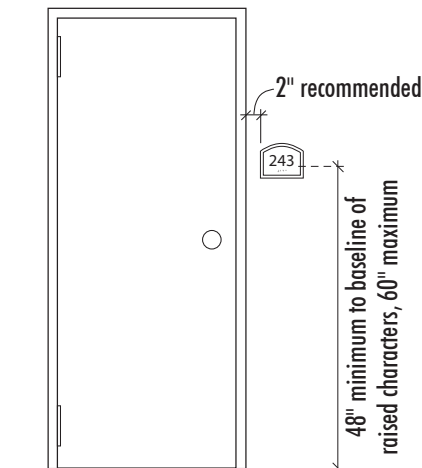


*NOTE: Sign will come with complete installation instructions.*

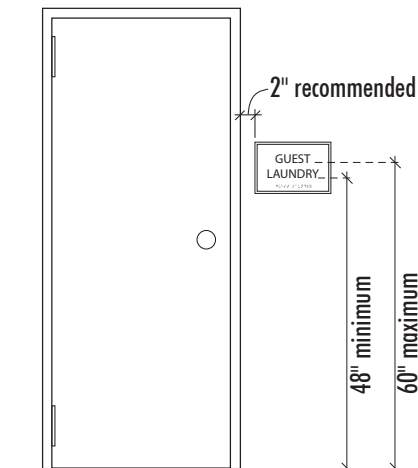
## INSTALLATION OF GUEST ROOM NUMBER & ROOM IDENTIFICATION SIGNS

The preferred location for ADA compliancy is on the wall adjacent to the latch side of the door, followed by the nearest adjacent wall. If double doors are present (both active), the sign should be located on the right hand side of the right door. If only one door is active, the sign should be located on the other door.

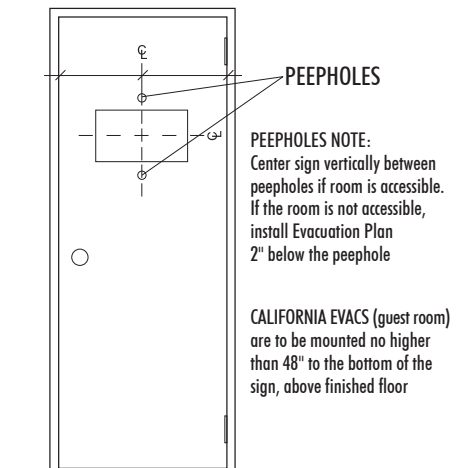
Signs with tactile characters shall be permitted on the push side of doors with closers and without hold-open devices (i.e. - Restrooms, Guest rooms).



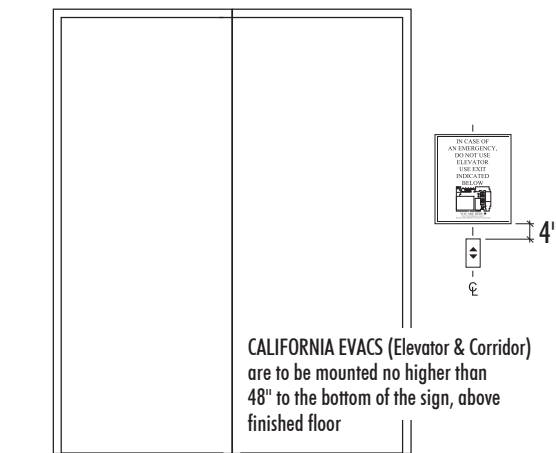
**GUESTROOM NUMBER - CORRIDOR**  
(NOT TO SCALE)



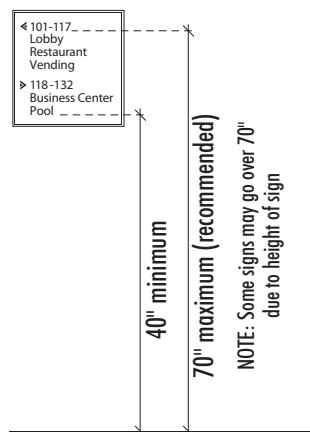
**ROOM IDENTIFICATION - CORRIDOR**  
(NOT TO SCALE)



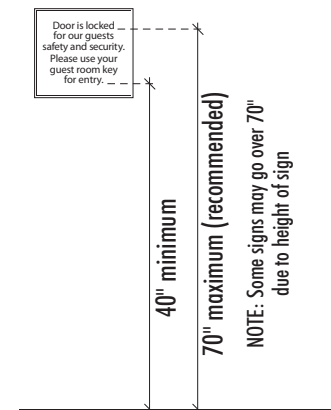
**GUESTROOM EVACUATION (INTERIOR)**  
(NOT TO SCALE)



**ELEVATOR EVACUATION - CORRIDOR**  
(NOT TO SCALE)



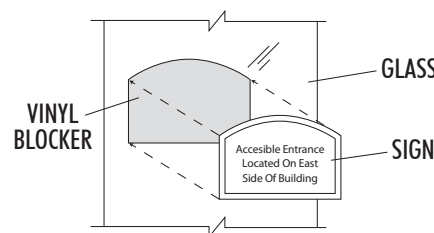
**DIRECTIONAL SIGNAGE**  
(NOT TO SCALE)



**INFORMATIONAL SIGNAGE**  
(NOT TO SCALE)

## VINYL BLOCKER FOR INSTALLATION ON GLASS

Signage that will be mounted on glass may require a vinyl blocker to hide the signage mounting tape and silicone adhesive. The vinyl blocker is applied to the glass. The signage is then mounted on top of the vinyl blocker.



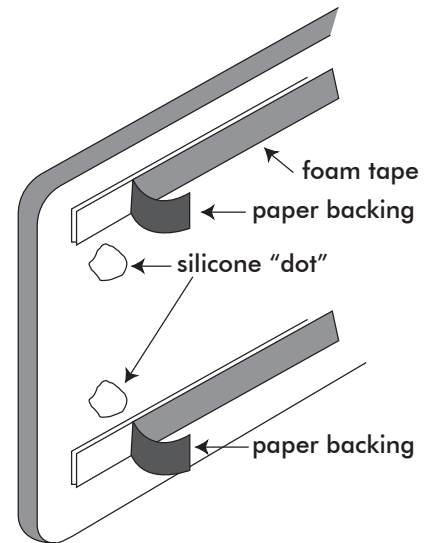
## SIGNAGE MOUNTING INSTRUCTIONS

1. Installation surface must be CLEAN and DUST FREE.
2. Place a small "dot" of silicone in each corner of the sign. The "dot" should be 1/4" to 3/8" in diameter.

**WARNING! FOR PRODUCTS WITH METALLIC CONTENT** (brass, aluminum, silver, gold, copper, etc.) **USE ONLY NON-CORROSIVE SILICONE FOR PRODUCT INSTALLATION!** We recommend Silicone (GE Contractor SCS 1000 Silicone Sealant) which is regarded as non-corrosive to metals. **USE OF REGULAR SILICONE OR OTHER LIQUID ADHESIVES WILL VOID ANY/ALL EXPRESSED OR IMPLIED PRODUCT WARRANTIES REGARDING OXIDATION OF THE METALLIC CONTENT.**

3. Remove paper backing from foam tape.
4. Position sign in desired location and apply enough pressure to ensure the foam tape sticks to the mounting surface. The foam tape will hold the sign in place until the silicone adhesive cures.
5. If removal is required, slide a putty knife gently behind the sign and "cut" through the silicone adhesive and the foam tape.

If you have any questions concerning these instructions or problems with signage installation, call 316-267-4171 for assistance.



Signs **MUST**  
be Mounted with  
Foam Tape AND  
Silicone

Tape Holds Sign  
Until Silicone  
Dries



## Silicone

Silicone for installation will be added to all orders automatically, 1 tube per floor at \$12 each.

**NOTE: Use our non-corrosive silicone to install signs. Not using silicone could void the warranty.**

## SIGNAGE CLEANING INSTRUCTIONS

Do NOT clean unless signage appears soiled.

Do NOT use solvents or ammonia based cleaners. Use of such cleaners will void all warranties.

Use a clean, damp, non-abrasive, lint free cloth to wipe the sign surface.

Do NOT immerse sign. Excess water will damage interior grade Braille signage.

When the soil has been removed, wipe the sign with a clean, dry, non-abrasive, lint free cloth.

If you have any questions concerning these instructions, call your account executive at 316-267-4171 for assistance.