



## **EVENT PLANNING GUIDE – APPLIED GRAPHIC POLICY**

### **Graphics specifications require the use of 3M materials as follows:**

Windows and railings: 3500 (indoor), IJ67 Perf Film, IJ63 Changeable White, IJ61 Clear Film and FP032302 White Block out for Double Sided. Walls: 3500C. Floors: 40C with 8509 Lam (NEW PRODUCT IS IN TEST PHASE)

The GCCC is the exclusive applied graphics approver, installer and remover. The GCCC will approve all graphics attached to the facility (walls, floors, steps, escalators, elevators, ceilings, doors, glass, GCCC fixtures, parking garages, etc.) on an event-by-event basis. You may use a company of your choice to produce (design or print) your graphics, however, all graphics attached to the GCCC facility must comply with the specifications in this Event Planning Guide including, but not limited to, specific materials, approved placement locations and notifications. The GCCC is the exclusive installer for installation and removal of any graphics that are attached to the GCCC facility as noted above.

The cost for the installation and removal is \$2.50 per square foot for installation plus \$1.15 per square foot for graphics removal and disposal. This cost does not include the cost for graphic production (design or printing) from your selected graphics provider. All graphic requests for approval must be submitted using the online portal. The online approval system link is SSL certified and contains an automated graphic approval process. Orders received less than 14 days before the contract start date will lose the discounted rate.

Innovative Display, Inc. manages the GCCC graphic policy.

