

# Facilities Graphics A-frame Policy

San Diego Campus

## Overview

A-frames are temporary, exterior-only, signs that post event or wayfinding information. A rental fee and hourly rate are charged for this service. A Materials cost is charged for A-frame faces.

## Rental Fees

5 or less A-frames = \$20/wk

6-10 A-frames = \$30/wk

11-15 A-frames = \$40/wk

- ❖ 15 A-frames is the maximum quantity.
- ❖ 2 weeks is the maximum duration.
- ❖ Rental fee is waived for *one* A-frame for 1-2 days.
- ❖ An hourly rate is charged for delivery and pick-up to one location and for additional services.
- ❖ One hour minimum for delivery and pick up.

## \*Additional Services

Hourly Rate: \$85/hour

- ❖ Sign face design, printing, and/or fabrication; an hourly rate and cost of materials apply.
- ❖ Sign face mounting and removal.
- ❖ Location programming, staging, and collection.

## Process

Please submit a Chargeable Work Request through the Facilities Services website. A-frames will be scheduled on a first-come, first-serve basis. You will be contacted by Facilities Graphics if there are no A-frames available to fulfill your request or if you need design services.

## Terminology

**A-frame** - double-sided, freestanding sign that accommodates one sign face on each side

**Face** - 36" x 24" plastic substrate mounted to A-frame

**Single-faced** - one face on one A-frame

**Double-faced** - two faces on one A-frame

**Stage** - to place the A-frames in specific locations across campus

## Frequently Asked Questions

**How far in advance should I request A-frames?** We require a minimum 2-week advance notice. Supply is limited and availability is on a first-come, first-serve basis.

**Do you install the faces on the A-frames or do I?** Either. If you install your own faces, we ask that the faces be removed before they are returned. Hourly rates apply for additional services\*.

**We have art, can you print the faces for us?** Yes. Your art will be printed on vinyl, then applied to a rigid substrate. They are weather resistant and reusable. The faces will be cleaned and returned to you only upon request. Our space is limited so Facilities Graphics cannot store the faces for you. Hourly rate and Material Costs apply for additional services\*.

If you have your own a-frames, they should not block any accessible paths or ramps, or any campus roadways. Failure to comply with this policy may result in the removal of the a-frame by Facilities Graphics without notice to the a-frame owner. This is to ensure the safe travel for people who use wheelchairs and our community members with limited mobility.

We ask that you do not display a-frames for longer than 2-weeks. Facilities Services is not liable for lost or stolen a-frames that are not owned by Facilities Services.

**Do you place the A-frames on campus and pick them up or am I responsible for putting them out and collecting them?** This is called *staging* and we can do either. We can deliver them to you so you can stage them or we can stage them for you. If we stage them, you'll need to provide us with a location map. Hourly rates apply for additional services\*.

**What if I need more than 15 A-frame or need them longer than 2 weeks?** While A-frames are effective temporary methods of communication, more A-frames displayed for long periods of time diminishes the message and increases the chances of the signs being stolen or damaged. Alternative forms of communication are, but not limited to, temporary layers on [campus interactive map](#), social media, campus postings boards, or email.

**More questions?** Email us at [FacilitiesGraphics@sdsu.edu](mailto:FacilitiesGraphics@sdsu.edu)