

**COMMONWEALTH OF PENNSYLVANIA  
COMMERCIAL PRINT SPECIFICATION FORM  
FOR FLAT ITEMS**

Agency: PA LOTTERY	Title: Lottery Curb Sign Reorder
Agency Form No:	
Material No:	Spec Date: May 2023

Quantity Requested: 500

Description: Top-Load Spring Base Curb Sign Holder with Aluminum Backer

**Part 1, Top Load Spring Base Curb Sign Holder**

Frame Dimensions: Approx. 24.75" x 36.75"  
 Leg Length: 40"  
 Overall Stand Height: Approx. 45.25"  
 Insert Thickness (max): .25"  
 Displays: 24" x 36" Posters  
 Material/Color: Aluminum & powder covered Metal (black)  
 Other Details: Legs -  
 - Dual-springs  
 - Drill one hole in each leg  
 - Include two 6" spikes to fasten curb sign in ground

**Part 2, Aluminum Backer**

Finished Size: 24" x 36", plus bleed  
 Material: Aluminum  
 Ink: 4-color process  
 Artwork: Print-Ready PDF  
 Displays: 24" x 36" Posters  
 Proof: Digital PDF Proof is fine.

Finishing: Unit is Double-sided, and Posters slide in through top of frame  
 Designed for Outdoor use

Artwork: PDF attached for middle stationary part

Proofs: Electronic Digital proof is fine from vendor we've used before

Packaging: Packaging and labeling to follow standards established in "Supplier Shipping & Receiving Guidelines". Maximum weight of each package should not exceed 50lbs.  
 Label all boxed materials with a quantity and description.

Delivery: Items must be delivered within 30 business days proof being approved. The 30 business day turnaround time is not inclusive of the proof, which the Lottery will approve within 2 business days of receiving. Per Commonwealth Purchasing Guidelines the awarded Supplier shall provide this proof to the Agency within 7 working days of receipt of all necessary artwork or issue of the Purchase Order, which ever is later.

Note: TOTAL maximum turnaround time for this project is 39 business days (7 business days for physical proof development, 2 business day for proof approval, 30 business days for printing and shipping with arrival at designated locations on day 39).

ALL QUESTIONS RELATED TO PRINTING/PROOFING MUST BE DIRECTED TO:  
[ra-rvlotterypurchas@pa.gov](mailto:ra-rvlotterypurchas@pa.gov)

Expected Artwork to Printer: May 31, 2023; &/or after bid is won by vendor  
Expected Final Product Delivery to Lottery: July 11, 2023  
\*note these are expected/estimated dates and actual dates will start when artwork/purchase order is finalized

**To Lottery Headquarters  
1200 Fulling Mill Road  
Suite 1  
Middletown, PA 17057**

