



## RIGGING / HANGING SIGN AND TRUSS REGULATIONS INFORMATION

### ***ALL RIGGING MUST ADHERE TO THE FOLLOWING REGULATIONS:***

- ♦ **South and West Halls:** The maximum height for hanging signs and graphics is **25 feet** (measured from the top of the sign to the floor) where available, and subject to approval. The maximum height for truss/lighting is **30 feet**. The maximum allowable point load is **800 lbs.**

### ***APPROVAL OF RIGGING:***

- **All rigging/hanging sign require prior written approval by GES and Show Management.** Exhibitors who plan to hang signs, truss/lighting, audio, and or video walls must fill out and submit the Rigging Approval Request Form and Rigging Plot to GES. This form is located in the **Booth Construction and Set-Up Section** of the Exhibitor Manual. Deadline to return this form is **May 10, 2016.** Exhibitors who return this form **after May 10, 2016** may not be eligible to hang signage, truss/lighting, or audio/video, and **will not** be eligible for the advanced pricing discounts. The hanging sign / truss order form is due on **May 16, 2016.**
- Self-climbing ground supported truss must be installed by GES.
- All requests for Rigging/Hanging sign Approval must be accompanied by a detailed plan to be reviewed by GES. This must include a plan view showing the sign's location within the booth.
- Approvals for rigging /hanging signs are pending the allowable load limits of the Los Angeles Convention Center.

### **Important Rigging deadline dates:**

**May 10** - Rigging approval form deadline.

**May 10** - Plan deadline including all rigging elements (Signage, truss/lighting, audio, and LED walls) with point load calculations and rigging plot locations.

**May 16** - Hanging Sign/Truss Order Form deadline.

**May 16**- Credit Card Authorization for Rigging, **GES Section** form G-2

**\*Important Note:** Should there be any discrepancy between what GES and Show Management approved and what is actually hung on-site, the sign will be removed at the Exhibitor's expense. Please see the Rigging Approval Request Form on the following page. This form must be returned prior to **May 10, 2016.**

## RIGGING/ HANGING SIGN APPROVAL REQUEST FORM



The purpose of this approval form is to gather enough data to calculate the total weight of all the elements suspended above your booth. Please have the person with this knowledge complete and return this form.

PLEASE NOTE: Should the diagram approved by GES and/or Show Management differ from the actual structure on-site, the structure may be required to be either altered or removed at the Exhibitor's expense. The rigging approval and rigging plot must be returned to the address listed at the bottom of this form no later than **May 10, 2016**. If this deadline is not met, approval is not guaranteed and Exhibitors will not be eligible for the advanced pricing discounts.

### **EXHIBITOR INFORMATION:**

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Booth Number: \_\_\_\_\_ Booth dimensions: \_\_\_\_\_ x \_\_\_\_\_

Please include the exact location of Signage, Truss/Lighting, Audio, and or LED Wall within the booth. Include height, width and weight, and denote areas that will have print or graphics a .dwg file must accompany all requests. Rigging/Hanging Sign Approval Requests cannot be approved unless a .dwg file, including all rigging elements, sizes, and weights are provided. Self-climbing ground supported truss must be installed by the authorized show rigging contractor.

### **Hanging Sign Information: Deadline date: May 16, 2016**

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Weight: \_\_\_\_\_ lbs.  
Number of rigging points \_\_\_\_\_  
Height from top of sign to show floor: \_\_\_\_\_ ft. \_\_\_\_\_ in.

Brief Description of Sign: \_\_\_\_\_

### **Truss/Lighting Information: Deadline date: May 16, 2016**

Truss Mfg: \_\_\_\_\_ Truss Specs \_\_\_\_\_" x \_\_\_\_\_" (box) (tri)  
Truss Dimension: \_\_\_\_\_ ft. x \_\_\_\_\_ ft. Trim Height/Elevation \_\_\_\_\_ ft. \_\_\_\_\_ in.  
Heaviest Single Point Load: \_\_\_\_\_ lbs.

### **Audio Information:**

Speaker/Cluster Weight: \_\_\_\_\_ lbs. Number of rigging points: \_\_\_\_\_  
Trim Height/Elevation: \_\_\_\_\_ ft. Heaviest Single Point Load: \_\_\_\_\_ lbs.

### **Video Wall Information:**

Video wall Mfg: \_\_\_\_\_ Number of rigging points \_\_\_\_\_ Number of Panels: \_\_\_\_\_  
Total Video Wall Dimension: \_\_\_\_\_ x \_\_\_\_\_ Total Video Wall Weight: \_\_\_\_\_ lbs.

### **FOR OFFICE USE ONLY**

☐ Approved ☐ Approved pending Modifications Noted Below ☐ Not Approved As Noted Below

Terms of Rigging Request: \_\_\_\_\_

Attn: Kelly Green

E-Mail .DWG plans and approval form to: [kgreen@ges.com](mailto:kgreen@ges.com) Fax approval form to: 562.370.1694

Or mail the plans and form to: E3 2016, GES Attn. Kelly Green,  
5560 Katella Avenue, Cypress, CA 90630 Questions? Please contact Kelly Green at direct line 562.370.1564



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