



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 **April 30, 2017**. If this deadline is not met, approval is not guaranteed and Exhibitors will not be eligible for the advanced pricing discounts. Please refer to the **GES section** of the Exhibitor Manual.

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 15, 2017

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 15, 2017

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: ____

FOR OFFICE USE ONLY

Total Video Wall Dimension: ____ x ____ Total Video Wall Weight: ____ lbs.
 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 Fax approval form to: 562.370.1694

Or mail the plans and form to: E3 2017, GES Attn. Kelly Green,
5560 Katella Avenue, Cypress, CA 90630 Questions? Please contact Kelly Green at direct line 562.356.3764



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June 13 - 15, 2017

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