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 4, 2020**. If this deadline is not met, approval is not guaranteed and exhibitors will not be eligible for advanced pricing . Please refer to the **GES section** of the Exhibitor Manual.

EXHIBITOR INFORMATION:

Company Name: _____
Address: _____
City: _____ State:_____ Zip:_____
Contact Name: _____ Email _____
Phone: _____ Fax: _____
Booth Number:_____ Booth dimensions: _____

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, elevation and weights are provided. Self-climbing ground supported truss must be installed by the authorized show rigging contractor.

Hanging Sign Information: Deadline date: May 11, 2020

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 11, 2020

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:

FOR OFFICE USE ONLY

Video wall Mfg.: _____ Number of rigging points _____ Number of Panels: _____
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: Tammy VanHooser
E-mail: .DWG plans and approval form to: tvanhooser@ges.com
Or mail the plans and form to: E3 2020, GES Attn. Tammy VanHooser
5560 Katella Avenue, Cypress, CA 90630 Questions? Please contact Tammy VanHooser at 562.356.3797