

WSCC Rigging Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

American Library Association - Midwinter Meeting
Washington State Convention Center
January 25 - 28, 2019

ATTENTION:

IMPORTANT RIGGING INFORMATION (HANGING SIGNS / TRUSS)

Rigging Defined

The term "rigging" refers to the overhead suspension of objects from any portion of the physical building. All ground-supported Truss exceeding the height of 12" will also require approval.

Exhibitor Guidelines

All exhibitors that require rigging services must submit rigging plans to GES for review and approval at least **45 days** prior to the first day of move-in.

DOCUMENTS/INFORMATION REQUIRED FOR SUBMISSION

In order for your rigging request to be approved, you will need to provide the following information:

- Form H-2: Hanging Sign / Truss Labor Order Form (all information MUST be filled out)
- Line drawing of the hanging sign or truss structure
- Top view floor plan which shows placement within your booth line

All paperwork will need to be submitted to the contact below via fax, email or mail:

Rel Minucciani
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