

Association of State Dam Safety Officials Annual Conference  
Washington State Convention Center  
September 10 - 12, 2018

## 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  
Global Experience Specialists, Inc. (GES)  
4060 Lind Avenue SW  
Renton, WA 98057  
Phone: (425) 873-3141  
Fax: (425) 251-9878  
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