



# Hanging Sign / Truss Labor Information



## 2008 APWA International Public Works Congress & Exposition

Ernest N. Morial Convention Center • August 17 - 19, 2008

### Hanging Signs

**GES is responsible for supervision, assembly, installation, and removal of all hanging signs.**

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the *Hanging Sign / Truss Labor Order Form (H-2)*.

Orders placed at show site will be completed in the order in which they are received and are subject to a 30% service fee.

**Remember:**

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
4. Include exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.**

### Truss & Hoists

**GES is responsible for supervision, assembly, installation, and removal of all truss.**

If you wish your representative to be present during the assembly, installation, and removal of your truss, please check the appropriate box on the *Hanging Sign / Truss Labor Order Form (H-2)*.

Orders placed at show site will be completed in the order in which they are received and are subject to a 30% service fee.

**Remember:**

1. All trusses must be designed to comply with Show Management rules and regulations and facility limitations.
2. All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. Climbing on truss is strictly prohibited.
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the *Electrical Service Order Form*.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

**Please complete and return the  
Hanging Sign / Truss Labor Order Form (H-2) by July 24, 2008.**

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

### Shipping Instructions

**All "OK to Proceed" hanging signs should be received in advance at the GES Warehouse by August 11, 2008.**

Please ship all hanging signs in a separate container with the special sign label provided after this form on H-1a. Mark bill of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted.