



5931 West Campus Circle Drive
 Irving, Texas 75063
 Phone: (972) 751-9400
 Fax: (972) 751-9500
 www.packexpoeast.com



March 3-5, 2020
 Pennsylvania Convention Center
 Philadelphia, PA USA

Hanging Sign Information

RETURN FORMS BY January 27, 2020
 Advance Warehouse Freight
 Deadline: February 24, 2020

REVISED HANGING SIGN RULES FOR 2020

Booth Height Restrictions for in-line, aisle-to-aisle, peninsula and island booths:

- Booths under 599 sq. ft. are allowed a maximum height of 12' for all display material including logos and graphics. Hanging signs are NOT permitted.
- Booths 600 - 1,499 sq. ft. are allowed a maximum height of 14' for all display materials including logos, graphics and hanging signs.
- Booths 1,500 sq. ft. and over are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs.

Hanging Sign Approval and Labor

All exhibitors must have approval from PES to install a hanging sign. Follow the steps below to ensure your sign(s) are approved and that your labor is ordered correctly.

1. Determine the type of sign that is being hung. Depending on the classification of sign, different labor unions may be required for assembly and hanging (See labor types on the following forms).
2. Fill out and submit forms 14e-g to PACK EXPO Services for approval.

Email: PRamirez@packexposervices.com
 Mail to:
 PACK EXPO Services
 5931 W. Campus Circle Drive
 Irving, TX 75063
 Attn: Phillip Ramirez

 Company Name Booth Number

3. Once your sign has been approved, fill out and submit the appropriate labor order form for assembly and hanging (see forms 14h-l).
4. **To take advantage of the guaranteed Advanced Rate pricing, please refer to the specific guidelines listed on form 14c.**



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Hanging Sign / Truss Labor Types

Simple Hanging Sign/Banner Labor

Non-electrical hanging items under 200 pounds. Examples include banners and pipe-and-fabric signage that does not have lighting or rotators.

- Assembly/disassembly and install/dismantle done by laborers through PES only. See page 14h for assembly and condor crew labor rates.
- Advance pricing may apply. See page 14h for details.
- Requires PRIOR approval by Show Management. **Requests must be submitted for approval by January 27, 2020.**

Complex/Electrical Hanging Sign Labor

Includes all electrical hanging signs and any non-electrical hanging sign 200 pounds or more in weight.

- Assembly/disassembly and install/dismantle for non-electrical signs done by laborers through PES only.
- Signs requiring electricity are assembled and disassembled, and installed and dismantled, by a PES Electrician condor crew only. Contact your CAM if you have questions regarding which labor to order.
- Advance pricing may apply. See page 14i for details.
- Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.
- Requires PRIOR approval by Show Management. Requests must be submitted for approval by January 27, 2020.
- Will require sign to be hung using a chain motor—PES personnel will install chain hoist and attach sign to the hoist.
- Rotators are available. Please see Form 14j for pricing.

Truss (hanging and ground-supported) and Hoist Rental and Labor

- Assembly and hanging for all truss is done by Electricians through PES only.
- PES personnel must operate all chain motors, including the final trim.
- PES personnel only will be allowed in aerial lifts.
- PES personnel only will be allowed to operate mechanized equipment.
- PES personnel must assemble and disassemble any and all overhead rigging. This includes, but is not limited to the assembly of all truss; the attachment and disassembly of light fixtures to truss; the installation and dismantle of power sources, programmable dimmable lighting packages, chain motors and span sets.
- PES personnel will provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
- PES personnel must install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
- PES Electricians will run all initial power sources and make all connections to the dimmable power sources.
- PES Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- See page 14l for assembly and condor crew pricing.
- Exhibitors may rent truss and hoists from PES, bring in from an outside vendor, or supply their own.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show prior to rigging.
- All lamps and fixtures attached to the truss must be in good working order and in compliance to the National Electrical Code. Place your order for overhead electrical services on the *Electrical Services Order Form*.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Requires PRIOR approval by Show Management. Requests must be submitted for approval by January 27, 2020.



All exhibitors must have prior approval from PACK EXPO Services to install a hanging sign. Complete forms 14e-g.

2 Rules and Regulations

These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.

1. The top of the hanging material may not exceed the height limitation specific to your booth type, building, and/or specific show rules.
2. All hanging items, regardless of size, should be constructed of lightweight materials to allow greater flexibility and ease of installation.
3. Fire Retardant regulations also apply to hanging items.
4. Hanging material pick-points must be pre-fabricated and ready for use.
5. The exact placement of any hanging items shall be determined by PACK EXPO Services to ensure minimum stress to the supporting framework and avoid contact with fire retardant beams.
6. No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
7. All electrical and neon items must conform to the National Electrical Code and Local Electrical Code.
8. We reserve the right to refuse to hang any items that do not meet safety specifications. We will only hang items with approved hanging devices and cables that meet our hanging items guidelines.

3 Electrical General Information

PES is responsible for supervision, installation and removal of all electrical hanging signs. Supervision of the hanging of your sign will be accomplished by PES. If you wish to be present during installation, it is the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. Make sure your electrical hanging sign is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Services Order Form.
4. Include exhibitor contact information with the order.
5. Include engineer-stamped assembly and hanging instructions with the order. PES 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 PES and Show Management from any claims arising out of or related to the installation of any sign without approval drawings.
6. Setup instructions must be provided for signs needing assembly.
7. All electrical sign rigging must be approved by PES.

4 Pricing

The guaranteed Advanced Rate will be applied rather than the Standard Rate if the following conditions are met:

1. Hanging Sign is received at the advanced warehouse by 2/24/20
2. Hanging sign is separated and clearly marked with the specific hanging sign labels included in this manual
3. All required paperwork is submitted to PES (forms 14 e-g) prior to 1/27/20
4. Your hanging sign request has been approved for install by show management
 ****If these conditions are met your sign will be hung by PES at the most convenient time based on schedule and freight congestion.

Standard Rates will apply if any of the conditions listed above are NOT met or if you specifically request to be present to supervise your sign installation.



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Hanging Sign Information

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PENNSYLVANIA CONVENTION CENTER RIGGING REGULATIONS

Please carefully read these regulations. The Pennsylvania Convention Center will strictly enforce these rules.

1. Any object over 200 lbs. or requiring chain motors must be submitted to PES for approval by the Pennsylvania Convention Center.
2. All rigging plans must be submitted to the Rigging Manager at PES 21 days prior to the start of rigging installation for group submittal to the PCC.
3. All rigging plans must state the structure of rigging, weights and an overlay of the rigging within your booth space. PES is required to reflect the plot plan for all booths on the overall ceiling plan for each show. The exhibitor will be charged \$130.00 per hour straight time to transfer the plot plan to the overall ceiling grid that PES is required to submit to the Pennsylvania Convention Center for approval. All files should be in DWG format. VectorWorks and PDF format files are not acceptable. Any conversion to DWG will be charged to the exhibitor at \$130.00 per hour straight time.
4. The exhibitor will provide the certifications for all hoist motor and rigging apparatus to the Director of Engineering upon request by the Pennsylvania Convention Center.
5. All special and unusual weights, motors apparatus or items not normally hung must obtain written permission from the Director of Engineering. Exceedingly large rigs that support abnormal loads, or non-uniform distribution of weight or hardware, may require (at the exhibitor's expense) plans that have been approved and stamped by a licensed engineer selected by the PCC.
6. Any weight load exceeding the pre-approved limits is subject to removal at the exhibitor's expense.
7. PES cannot hang any object prior to approval from the Director of Engineering or his/her representative.
8. Weight on the catwalks will not exceed over 25 pounds per square foot.
9. There will be no rigging under the catwalk structures.



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Structural Integrity Statement

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REQUIRED IF SUBMITTING A HANGING SIGN LABOR FORM

REQUIRED FORM

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL CEILING-HUNG STRUCTURES

_____, the contracted exhibitor at **PACK EXPO East 2020** and (if applicable) _____, the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release **PACK EXPO East 2020, PMMI, Pennsylvania Convention Center, PACK EXPO Services**, and their contractors and agents from any liability in connection with this structure, and agree to indemnify and hold harmless from any loss, damage or injury arising from this equipment.

Exhibitor, as a material part of the consideration to PACK EXPO Services for material handling and rigging services under this agreement, waives and releases all claims against PACK EXPO Services, its subsidiaries and affiliated companies, their directors, officers, employees and agents with respect to all matters pursuant to this agreement.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Authorized Name: _____ Date: _____

Display House/Builder: _____
 (if applicable)

Authorized Signature: _____

Authorized Name: _____ Date: _____

Onsite Booth Contact: _____ Cell Phone Number: _____



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On-site contact: _____
 On-site Cell Number: _____

Hanging Sign Details

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1 Signage Specifications

Invoicing for sign hanging will be done on actual time and materials used.

Must Be Completed (Select one sign type per order)

A. Is PACK EXPO Services authorized to assemble and hang your sign before you arrive?
 OK To Proceed Wait For Exhibitor

B. Is your hanging sign electrical?
 Yes No
 (If yes, please remember to order electricity for your hanging sign.)
 Lighted Rotary

C. Type of Sign

Banner
 Grommets Pockets 1-Sided 2-Sided

Structural
 Wood Systems Metal
 Other: _____

Theatrical Truss

Manufacturer: _____
 Triangle - size _____" x _____"
 # of Structural Pick Points _____ Box - size _____ x _____"
 Load @ Each Point _____ lbs/

D. Total # of Signs in Booth

Electrical _____
 Non-Electrical _____

E. Dimension & Weight of Sign

Height _____ Length _____
 Width _____ Weight _____ lbs.

F. Shape of Sign

Rectangle Square Triangle Circle
 Other: _____

G. Number of Feet From Floor to Top of Sign

(Must be in compliance with Show Rules and Regulations)

14' (Maximum for booths 600 sq. ft. to 1,499 sq. ft.)
 18' (Maximum for booths 1500 sq. ft. and over)
 Custom Height: _____ Feet
 (Check above if you want your sign hung **lower** than the maximum height allowed.)

H. Does Your Sign Require a Chain Motor?

Yes No

I. Is Your Sign Fireproof?

Yes No

J. Does Your Sign Require Assembly?

(Please include detailed instructions with your request)

Yes No

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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On-site Contact: _____
 On-site Cell Number: _____

Hanging Sign Details

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2 Signage Location

Must Be Completed *Please also review complete Rules and Regulations for the show.

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths. (Placement subject to approval by Show Management. Please note Rules & Regulations prior to submitting this form).

Aisle or Booth # _____ (Back of Booth)
 _____ Feet in from back aisle

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
20																						20
19																						19
18																						18
17																						17
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7																						7
6																						6
5																						5
4																						4
3																						3
2																						2
1																						1
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		

Adjacent Booth# _____

_____ Feet from left aisle

Adjacent Booth# _____

_____ Feet from right aisle

↑ Feet Back

← Feet Over Aisle # _____ (Front of Booth)
 _____ Feet in from front aisle

3 Inbound Shipping Information

Carrier: _____ Phone: () - _____

Date to Arrive at Warehouse: _____

*Must arrive at the advance warehouse by 2/24/20 to secure Advanced labor rate. See Forms 14a-14h.

4 Outbound Shipping Information

Ship To: _____

Carrier: _____ Phone: () - _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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RUSH HANGING OVERHEAD SIGN

To: _____

(EXHIBITOR)

(BOOTH #)

PACK EXPO Services

c/o Marano Trucking
9820 Bluegrass Road
Philadelphia, PA 19114

**Name of Convention:
PACK EXPO East 2020**

**Do NOT Deliver Prior to January 27, 2020
Must Arrive by February 24, 2020**

Carrier: _____ No. Pieces _____



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Simple Hanging Sign Labor

Use this form for hanging banners and signs under 200 lbs., that do not require electricity. Advance Rates apply only if the sign arrives at the Advance Warehouse by 2/24/20.

ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below as well as the number of rigging points.

Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE ADDRESS, SEPARATED AND CLEARLY MARKED AS A HANGING SIGN (MUST USE THE SHIPPING LABELS IN SECTION 7).

			Advanced Price	Standard Price
1 Simple Hanging Sign Labor	Install/Dismantle	2 man condor crew	\$675.00	\$840.00
	Install/Dismantle	Additional Assembly - ST	\$150.50	\$150.50
	Install/Dismantle	Additional Assembly - OT	\$229.35	\$229.35
	Install/Dismantle	Additional Assembly - DT	\$300.90	\$300.90

Advanced Rates Apply: If your sign is approved by show management and has arrived at the advance warehouse and forms 14e-g are submitted prior to January 27, 2020, your sign will be hung by PES at the most convenient time which may be before your company's official target move-in date.

Standard Rates Apply: In the event that the order and sign are not received at the advance warehouse by February 24, 2020, the standard rates will apply. The sign will be assembled and hung when equipment and labor become available and any freight congestion is resolved. PES will begin the assembly and hanging of signs as soon as the hall is accessible.

Set-up instructions must be provided for signs.

For exhibitors wishing to be present to supervise the installation of your hanging sign, Standard Rates will apply. It will be the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. Please fill out Exhibitor Supervised below.

Suspended Sign and Assembly Labor will be charged a minimum of one hour of installation with half hour increments thereafter. Dismantle of Suspended Sign services will be billed on actual hours. All materials needed for the rigging of sign elements supplied by PES will also be billed on actual usage.

EXHIBITOR SUPERVISED ONLY (Standard Rates will Apply)

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

EQUIPMENT AND 2 MAN CREW

Minimum: (1) hour

Straight Time: Monday through Friday, 8:00 am to 4:30 pm

Overtime: Monday through Friday, Before 8:00 am and After 4:30 pm; All day Saturday

Double Time: All day Sunday and Holidays

Crew Size: Minimum of 2 man crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more men may be required.

Pennsylvania Convention Center will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

The Hanging Sign Details forms (Forms 14f-g) must be completed in order to learn more about the hanging sign.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

All signs must be approved by Show Management to be hung. Signs without approval will **NOT** be hung.

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

14h



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Electrical/Complex Hanging Sign Labor

Use this form for signs over 200 lbs. and any sign that requires electrical services. Advance Rates apply only if the sign arrives at the Advance Warehouse by 2/24/20.

ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below as well as the number of rigging points.

Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE ADDRESS, SEPARATED AND CLEARLY MARKED AS A HANGING SIGN (MUST USE THE SHIPPING LABELS IN SECTION 7).

			Advanced Price	Standard Price
1 Electrical/Complex Hanging Sign Labor	Install/Dismantle - ST	2 man condor crew	\$675.00	\$840.00
	Install/Dismantle - ST	Additional Assembly (Electrical)	\$167.20	\$167.20
	Install/Dismantle - OT	Additional Assembly (Electrical)	\$250.80	\$250.80
	Install/Dismantle - DT	Additional Assembly (Electrical)	\$334.40	\$334.40

Advanced Rates Apply: If your sign is approved by show management and has arrived at the advance warehouse and forms 14e-g are submitted prior to January 27, 2020, your sign will be hung by PES at the most convenient time which may be before your company's official target move-in date.

Standard Rates Apply: In the event that the order and sign are not received at the advance warehouse by February 24, 2020, the standard rates will apply. The sign will be assembled and hung when equipment and labor become available and any freight congestion is resolved. PES will begin the assembly and hanging of signs as soon as the hall is accessible.

Set-up instructions must be provided for signs needing assembly.

For exhibitors wishing to be present to supervise the installation of your hanging sign, Standard Rates will apply. It will be the responsibility of your company to have a representative available at the time of construction and installation of the hanging sign. Please fill out Exhibitor Supervised below.

Suspended Sign and Assembly Labor will be charged a minimum of one hour of installation with half hour increments thereafter. Dismantle of Suspended Sign services will be billed on actual hours. All materials needed for the rigging of sign elements supplied by PES will also be billed on actual usage.

EXHIBITOR SUPERVISED ONLY (Standard Rates will Apply)

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

EQUIPMENT AND 2 MAN CREW

Minimum: (1) hour

Straight Time: Monday through Friday, 8:00 am to 4:30 pm

Overtime: Monday through Friday, Before 8:00 am and After 4:30 pm; All day Saturday

Double Time: All day Sunday and Holidays

Crew Size: Minimum of 2 man crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more men may be required.

Pennsylvania Convention Center will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

The Hanging Sign Details forms (Forms 14f-g) must be completed in order to learn more about the hanging sign.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

All signs must be approved by Show Management to be hung. Signs without approval will **NOT** be hung.

TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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Truss and Hoist

No Discount Applies

1 Truss and Hoist Information

PES 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 Order Form.

Remember:

1. All truss must be designed to comply with Show Management rules and regulations and facility limitations.
2. All truss 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 Electrical Code. Place your order for electrical services and electrical labor on the Electrical Services 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 PES.

Description		Quantity	Price	Total	
1 Truss and Motor Rental	Standard Motor Rental (1/2 Ton)	X	\$385.00	=	
	Rotating Motor Rental	X	\$275.00	=	
	12" Silver Truss - 10' Long	X	\$110.00	=	
	12" Silver Truss - 8' Long	X	\$ 99.00	=	
	12" Silver Truss - 5' Long	X	\$ 77.00	=	
	12" Silver Truss - 4' Long	X	\$ 77.00	=	
	12" Silver Truss - 2' Long	X	\$ 77.00	=	
	12" Silver Truss - Corner Blocks	X	\$110.00	=	
	20.5" Silver Truss - 10' Long	X	\$132.00	=	
	20.5" Silver Truss - 8' Long	X	\$132.00	=	
	20.5" Silver Truss - 5' Long	X	\$ 99.00	=	
	20.5" Silver Truss - Corner Blocks	X	\$132.00	=	
	<i>Black Truss available at an additional cost.</i>				

***Additional Rental Items are available. Please contact your Customer Account Manager (CAM) with specific needs to secure a rental quote.**

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
All signs must be approved by Show Management to be hung. Signs without approval will NOT be hung.	Subtotal _____
	Add 8% Rental Tax _____
	TOTAL _____

Exhibiting Company: _____
 Print Name: _____
 Authorizer's Signature: _____

Booth Number: _____
 Date: _____



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Truss and Hoist Hanging Labor

Use this form for hanging truss rental and labor.
 Advance Rates apply only if the sign arrives at the Advance Warehouse by 2/24/20.

ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below as well as the number of rigging points.

Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE ADDRESS, SEPARATED AND CLEARLY MARKED AS A HANGING SIGN (MUST USE THE SHIPPING LABELS IN SECTION 7).

		Advance Rate	Standard Rate
1	Truss and Hoist Labor		
	STAGEHAND-Install/Dismantle 2 Man Condor Crew	\$675.00	\$840.00
	STAGEHAND-Install/Dismantle Additional Assembly - ST	\$150.50	\$150.50
	STAGEHAND-Install/Dismantle Additional Assembly - OT	\$229.35	\$229.35
	STAGEHAND-Install/Dismantle Additional Assembly - DT	\$300.90	\$300.90

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Suspended Sign and Assembly Labor will be charged a minimum of one hour of installation with half hour increments thereafter. Dismantle of Suspended Sign services will be billed on actual hours. All materials needed for the rigging of sign elements supplied by PES will also be billed on actual usage.

EXHIBITOR SUPERVISED ONLY (Standard Rates will Apply)

Procedure	Date	Est. Start	Est. End	# of Men	# of Hrs.	Total Man Hrs.	Rate	Amount
Installation								
Dismantle								

Describe work to be done: _____

EQUIPMENT AND 2 MAN CREW

Minimum: (1) hour

Straight Time: Monday through Friday, 8:00 am to 4:30 pm

Overtime: Monday through Friday, Before 8:00 am and After 4:30 pm; All day Saturday

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Crew Size: Minimum of 2 man crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more men may be required.

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ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

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TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

14k