

All Exhibitors MUST HAVE PRIOR APPROVAL from PACK EXPO Services to install a hanging sign.

Hanging Sign Rules:

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

The TOP of the hanging material must NOT exceed the height restriction for your booth type and size.

- **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.

Benefits to Advance Warehouse Shipping

By shipping your hanging sign to the advance warehouse, you will save money by guaranteeing advance rates. "To receive advance rates:

- Hanging Sign must be received at the advance warehouse by **August 25, 2023** .
- Hanging signs are to be sent in separate containers directly to the advance warehouse using the enclosed Hanging Sign Labels. The container(s) must arrive to the warehouse by **August 25, 2023** .
- Hanging sign request has been **submitted and approved** by Show Management by **July 31, 2023**.
- All necessary order forms and floor plans have been submitted by **July 31, 2023**.

If ALL of the above steps are met, your sign will be hung by PES at the most convenient time based on schedule and freight congestion. You will be charged Standard Rates if any of the steps listed above are NOT met, OR if you specifically request to be present to supervise your sign installation.

Hanging Sign Instructions:

1. **Submit your hanging sign request. Your request must be submitted and approved by Show Management by July 31, 2023 to receive advance rates.**
2. Fill out the Hanging Sign Labor Form.
3. Fill out the Structural Integrity Statement. This form must be returned for all ceiling-hung structures.
4. Fill out the Hanging Sign Information Form.
5. Fill out the Truss and Motor Equipment Order form (if applicable).
6. Complete the Truss/Lighting Packages (if applicable).
7. Complete the Truss and Hoist Labor Order Form (if applicable).
8. Complete the Hanging Sign Details Form (set up instructions for sign assembly). Your hanging sign diagram must include the following:
 - Hang point Locations
 - Height above the floor of each point
 - Weight that will be suspended from each hang point
 - Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
 - **If any hang points supports are over 200 lbs., notify PES immediately for special authorization.**



Hanging Sign Labor

RETURN FORMS BY JULY 31, 2023
 Advance Warehouse Freight
 Deadline: August 25, 2023

September 11-13, 2023 · Las Vegas, Nevada USA

The Structural Integrity Statement and the Hanging Sign Information forms must be completed in order to have your hanging sign approved.

Important Notes:

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All material charges will be replaced with per pick point this year. *Pick point defined as when you attach a cable to your sign.
- All overhead hanging must be assembled, installed, and removed by PACK EXPO Services.
- All hanging hardware must be shouldered, forged, stamped, and rated for overhead lifting. This hardware must be sourced domestically. PES will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance on the enclosed Electrical Order Form.
- LVCC Rigging Regulations must be adhered to in order to complete your hang. Refer to the [LVCC Rigging Regulations](#) for details.
- PACK EXPO Services will begin to assemble and hang signs as soon as the hall is accessible and as long as the order and the sign are received by the appropriate deadline dates.
- PACK EXPO Services reserves the right to refuse to hang any sign which is deemed unsafe.
- In the event that the sign order, floorplan, and physical sign are not received by the appropriate deadlines, Standard Rates will apply and the sign will be hung when equipment and labor become available.

Supervision:

- Supervision for assembly and disassembly of overhead hanging sign can be provided by PACK EXPO Services or by your company representative, display house, independent or lighting contractor:

PACK EXPO Services: _____ Exhibitor Personnel: _____ Display House: _____

***If you opt for Exhibitor Personnel supervised labor, you will be charged at the Standard Rate**

Labor Hours:

Straight Time: 8:00 AM to 5:00 PM, Monday through Friday
 Overtime: Before 8:00 AM and After 5:00 PM Monday through Friday
 All day Saturday, Sunday and recognized holidays

Go to [Cyberservices](#) for fast, easy ordering.

HANGING SIGN LABOR

Item	# of Hours	Advance Price	Standard Price	Total
Boom w/ Crew - Blended Rate	_____ X	\$794.80	\$896.75	= _____
Teamster Assembly/Disassembly Labor -Blended	_____ X	\$189.00		= _____
Elec Assembly/Disassembly Labor - Blended	_____ X	\$205.00		= _____
Per Pick Point - each <i>*taxable</i>	_____ X	\$137.85		= _____

Lift/Operator	Date	Start Time	End Time	# of Ppl	# of Hrs	Total Hrs	Rate	Amount
Installation								
Dismantle								

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

All signs must be approved by Show Management to be hung. Signs without approval will NOT be hung.	Equipment Subtotal _____ (Pick Points only) 8.375% Tax _____ TOTAL _____
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Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____



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Structural Integrity Statement

RETURN FORMS BY JULY 31, 2023
Advance Warehouse Freight
Deadline: August 25, 2023

THIS FORM MUST BE RETURNED FOR ALL CEILING-HUNG STRUCTURES

_____, the contracted exhibitor at **PACK EXPO Las Vegas 2023**, 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 Las Vegas 2023, PMMI, the Las Vegas Convention Center (LVCC), PACK EXPO Services (PES)**, 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 (PES) 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 Name: _____

Authorized Signature: _____ Date: _____

Display House/Builder (if applicable): _____

Authorized Name: _____

Authorized Signature: _____ Date: _____

Onsite Booth Contact Name: _____

Onsite Contact Cell Number: _____

Onsite Contact E-mail: _____

THIS FORM MUST BE RETURNED FOR ALL CEILING-HUNG STRUCTURES

Please make sure you identify all neighboring booths. Placement is subject to approval by Show Management. Review Rules and Regulations prior to submitting this form. Please see below for sample of floorplan that should be submitted with orders.

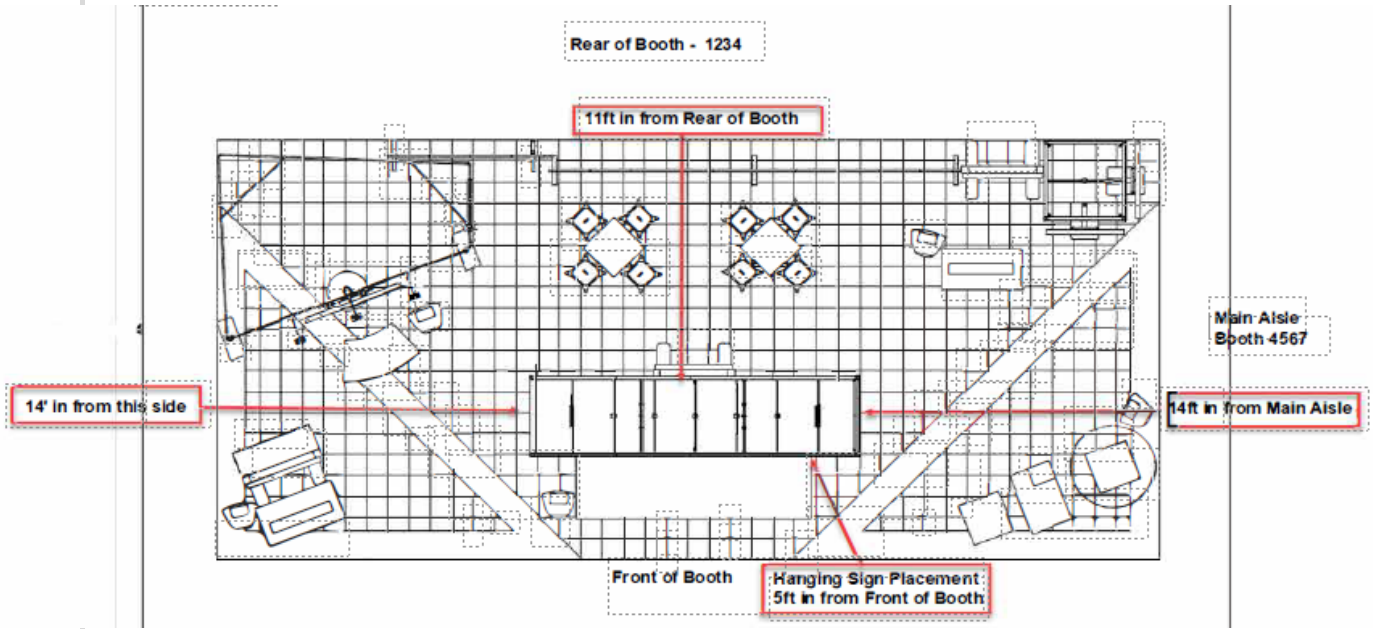
Inbound
Shipping
Information

Carrier: _____ Phone: _____
 Date to Arrive at Warehouse: _____
 Must arrive at the advance warehouse, **using the hanging sign shipping labels**, by August 25, 2023, and all paperwork submitted and approved to secure advanced rate. See Hanging Sign Information and Labor.

Outbound
Shipping
Information

Ship To: _____

 Carrier: _____ Phone: _____



Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____

THIS FORM MUST BE RETURNED FOR ALL CEILING-HUNG STRUCTURES

**Hanging
Sign Details**

A. Does Your Sign Require Assembly? (All signs requiring assembly must be assembled by PES labor)

Yes No

B. Is PACK EXPO Services authorized to assemble and hang your sign before you arrive?

**If OK to proceed, please include assembly instructions*

OK To Proceed Wait For Exhibitor

C. Is your hanging sign electrical?

Yes No

(If yes, please remember to order electricity for your hanging sign.)

Lighted Rotary

D. Type of Sign

Banner

Grommets Pockets 1-Sided 2-Sided

Structural

Wood Systems Metal

Other: _____

Theatrical Truss

Manufacturer: _____ Rented from PES Exhibitor Supplied

Triangle - size _____" x _____" Box - size _____" x _____"

of Structural Pick Points: _____ Load @ Each Point _____ lbs.

E. Total Number of Signs in Booth **separate form required for each sign*

Electrical _____

Non-Electrical _____

F. Dimension & Weight of Sign

Height _____ Length _____

Width _____ Weight _____ lbs.

G. Shape of Sign

Rectangle Square Triangle Circle

Other: _____

H. Number of Feet From Floor to Top of Sign—Must comply 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.)

I. Does Your Sign Require a Chain Motor?

Yes No Rented from PES Exhibitor Supplied

J. Is Your Sign Fireproof?

Yes No

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



**PACKAGING.
PROCESSING.**
ONE POWERFUL SHOW.

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ADVANCE WAREHOUSE HANGING OVERHEAD SIGN

To: _____

(EXHIBITOR)

(BOOTH #)

PACK EXPO Services

c/o GES and PACK EXPO Services (PES)

7000 Lindell Road

Las Vegas, NV 89118

Name of Convention:

PACK EXPO Las Vegas 2023

Do NOT deliver prior to July 17, 2023

Must arrive by August 25, 2023

Carrier: _____ No. Pieces _____



LAS VEGAS

**PACKAGING.
PROCESSING.**
ONE POWERFUL SHOW.

September 11–13, 2023 • Las Vegas, Nevada USA

DIRECT TO SHOW SITE HANGING OVERHEAD SIGN

To: _____

(EXHIBITOR)

(BOOTH #)

PACK EXPO Services
c/o Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109

Name of Convention:

PACK EXPO Las Vegas 2023

Target Date: _____

Target Time: _____

Do NOT deliver prior to September 5, 2023

Carrier: _____ No. Pieces _____