



Hanging Sign / Truss Labor Information

AFCEA / USNI West 2007

San Diego Convention Center • January 31 - February 2, 2007

Hanging Signs

PDC/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)*.

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. PDC/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 PDC/GES and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.**

Truss & Hoists

PDC/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)*.

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 PDC/GES.

**Please complete and return the
Hanging Sign / Truss Labor Order Form (H-2) by January 8, 2007.**

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 PDC/GES Warehouse by January 24, 2007. 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.

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.

H RUSH!
HANGING SIGN

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

AFCEA / USNI West 2007

NAME OF EXHIBITION

BOOTH NUMBER

C/O PDC/GES EXPOSITION SERVICES

491 'C' STREET

CHULA VISTA, CA 91910

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

January 2, 2007 and January 24, 2007.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00am - 2:30pm; Closed 12:00pm - 12:30pm & Holidays.

Carrier _____

Number _____ of _____ pieces



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Carrier _____

Number _____ of _____ pieces





Hanging Sign / Truss Labor Order Form

H-2

RETURN TO: PDC/GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.475.2098 • FAX: 866.329.1437
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520 Contact us Online: www.ges.com/contact

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

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DISCOUNT DEADLINE DATE:

January 8, 2007

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
PDC/GES IS RESPONSIBLE FOR SUPERVISION, ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSSES.		
<ul style="list-style-type: none"> A crew will be assigned consisting of a lift with two riggers for aerial work. 		

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. Please have a representative pick up the crew at the rigging labor desk and supervise the work to be done for "Do Not Proceed" labor not scheduled for 8:00 AM. Upon completion, the exhibitor's representative will return the crew to the rigging labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and lift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and lift will apply.

The minimum charge for labor and equipment is one (1) hour per worker and equipment. All equipment and labor is charged in one (1) hour increments per worker and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY PDC/GES.** All rates are subject to change if necessitated by increased labor and material costs.

DISCOUNT DISPLAY LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:		AERIAL	EXTRA
		LIFT	LABORER(S)
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 299.00 per hour	\$ 82.50 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 299.00 per hour	\$ 154.00 per hour

REGULAR DISPLAY LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:			
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$ 388.75 per hour	\$ 107.25 per hour
Overtime	All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays	\$ 388.75 per hour	\$ 200.25 per hour

Please Indicate Service Place Order Here

- PDC/GES SUPERVISED (OK TO PROCEED)**
A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**
Exhibitor will supervise.
- **Type of Sign** (Select one sign type per order)
 - Banner
 - Structural Signage
 - Systems
- **Shape of Sign** (Select one sign type per order)
 - Square
 - Rectangle
 - Triangle
 - Circle
 - Other _____
- **Dimensions & Weight of Sign**
 - Width _____ Length _____ Height _____
 - Weight _____ lbs.
 - # _____ Structural Pick Points
 - lbs. _____ at each point
- **Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations) _____ Feet
- **Is Your Sign Electrical?** If yes, order requirements on Electrical Services Order Form and note "For Hanging Sign"
 - Yes
 - No
- **Does Your Sign Require Assembly?** If yes, PDC/GES will assemble your sign prior to hanging. See Hanging Sign / Truss Information.
 - Yes
 - No

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFTS	LABOR RATE	TOTAL	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
	AM	AM				\$	
	PM	PM				\$	
I agree in placing this order that I have accepted PDC/GES Payment Policy and PDC/GES Terms & Conditions of Contract.						1. Total Labor Ordered	\$
						2. 25% (\$50.00) PDC/GES	\$
						3. Payment Enclosed	\$
Authorized Signature: _____ X							
AUTHORIZED NAME - PLEASE PRINT							DATE

Note: At the SDCC, pick points are done by MSI, and are ordered by PDC/GES only.

Please estimate the number of lifts and/or workers and hours per lift and/or worker needed for installation and dismantling below. Invoice will be calculated according to actual hours worked.

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your sign/truss placed.

Exhibitor Contact (Please fill out regardless of supervision status)

CONTACT NAME		PLEASE PRINT	
PHONE	FAX	EMAIL	
DATE OF ARRIVAL		TIME OF ARRIVAL	
HOTEL (OPTIONAL)		EMERGENCY #	

Include engineer-stamped assembly and hanging instructions with the order. PDC/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 PDC/GES and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.

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