



Hanging Sign Labor Information

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

Architectural Digest Home Design Show

Pier 94

March 18 - 21, 2010

Hanging Signs

GES is responsible for 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 Labor Order Form (H-2).*

Remember:

1. All signs must be designed to comply with Show Organizer 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 Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Please complete and return the

Hanging Sign Labor Order Form (H-2) by February 23, 2010.

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 March 11, 2010.

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.