



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

411 W. Lake Brantley Rd., Altamonte Springs, FL 32714

Phone 407-786-EXPO (3976) • Fax 407-786-3977

E-Mail: info@completexpo.com



October 28th-29th, 2009

Baltimore Convention Center

Baltimore, Maryland

Hanging Sign Information

RPM CompleteXPO Services 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.

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. All signs to be hung from the ceiling should be sent in a separate container on a separate bill of lading marked "Hanging Sign." This container should be shipped in advance to the RPM CompleteXPO Warehouse, arriving no later than Friday, October 23rd, 2009.
5. Include exhibitor contact information with the order.
6. Include engineer-stamped assembly and hanging instructions with the order. RPM CompleteXPO 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 RPM CompleteXPO and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.
7. Installation and removal times will be established per the availability of the hall and access to the area under the sign.



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Truss Labor Information

**RPM CompleteXPO Services is responsible
for supervision, assembly, installation, and removal
of all trusses.**

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 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 RPM CompleteXPO Services.