



5931 Campus Circle Drive West
Irving, Texas 75063
Phone: (972) 751-9400
Email: pack.expo@packexposervices.com
www.packexpo.com



October 23-26, 2022
McCormick Place
Chicago, Illinois USA

Hanging Sign Information

RETURN FORMS BY SEPTEMBER 7, 2022
Advance Warehouse Freight
Deadline: October 6, 2022

HANGING SIGN RULES FOR 2022

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.

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.

- Requires PRIOR approval by Show Management. **Requests must be submitted for approval by September 7, 2022.**
- Assembly/disassembly and install/dismantle done by laborers through PES only. See page 5/10 for assembly and condor crew labor rates.
- Advance pricing may apply. See page 5/10 for details.

Complex/Electrical Hanging Sign Labor

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

- Requires PRIOR approval by Show Management. **Requests must be submitted for approval by September 7, 2022.**
- 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 6/10 for details.
- Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.
- Will require sign to be hung using a chain motor—PES personnel will install chain hoist and attach sign to the hoist.
- Rotators and truss are available for rent from PES. Please see page 7/10 for pricing.

All Exhibitors MUST HAVE PRIOR APPROVAL from PACK EXPO Services to install a hanging sign. Complete the Hanging Sign Required Forms B-D.



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Hanging Sign / Truss Labor Types (cont.)

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

- Requires PRIOR approval by Show Management. **Requests must be submitted for approval by September 7, 2022.**
- Assembly and hanging for all truss is done by Electricians through PES only.
- PES personnel must perform the following:
 - Operate all chain motors, including the final trim.
 - Operate aerial lifts.
 - Operate mechanized equipment.
 - 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.
 - Provide installation and dismantle labor of self-climbing and/or mechanized truss systems.
 - Install and dismantle any programmable dimmable lighting fixtures that are attached to any ground-supported truss.
 - Run all initial power sources and make all connections to the dimmable power sources.
 - Install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection. This work is provided by PES Stagehands.
- See page 9/10 for assembly and condor crew pricing.
- Truss and / or motors may be required to hang your sign if deemed necessary by PES installation crews. In the event that these items are needed you will be contacted to discuss options and pricing before the sign installation occurs.
 - 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 and meet all safety standards. Manufacturer load specifications for your truss must be at show prior to rigging. Show Management reserves the right to refuse to hang any items that do not meet safety specifications.
 - All hoists must be from a recognized manufacturer and must be in good working order. Show Management reserves the right to refuse to hang any items that do not meet safety specifications.
- 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*.



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All exhibitors must have **PRIOR APPROVAL** from PACK EXPO Services to install a hanging sign. **Complete Hanging Sign Required Forms B-D.**

To ensure proper routing to the correct assembly and hanging crew tradespeople, please request labor for your sign using the following forms:

- Simple Hanging Signs—Page 5/10
- Electrical / Complex Hanging Signs—Page 6/10
- Truss and Hoist—Pages 7-9/10

All hanging sign labor requests must be submitted with a completed Structural Integrity Statement (Form B), Hanging Sign Information (Form C) and Hanging Sign Grid (Form D) or floor plan.

1 Important Information

Hanging Signs: Defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports. PES will be responsible for installation, assembly and removal of all hanging signs.

Non-Electrical Hanging Items Under 200 pounds:

- Assembly by PES
- Hung by PES
- Requires **PRIOR** approval by Show Management. **Requests must be submitted for approval by September 7, 2022.**

Any electrical hanging signs and any non-electric hanging sign 200 pounds or more:

- Assembled and hung by PES
- 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 September 7, 2022.**
- Will require sign to be hung using a chain motor or the use of truss
- Rotators and truss are available for rent from PES. Please contact your Customer Account Manager for information.

Approval Procedures:

All requests for hanging items must be reviewed and approved **PRIOR TO MOVE-IN** by Show Management. Hanging item forms (**and stamped drawings when required**) must be sent to:

Email: Signs@packexposervices.com

Phone: 972.751.9401

Company Name

Booth Number

****When shipping a hanging sign to the show or advance warehouse, you must clearly denote hanging sign elements using the HANGING SIGN LABELS included in the Shipping Information section.****



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All exhibitors must have PRIOR APPROVAL from PACK EXPO Services to install a hanging sign. Complete Hanging Sign Required Forms B-D.

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 10/6/22
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 prior to 9/7/22
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.



Simple Hanging Sign Labor

Use this form for hanging banners and signs under 200lbs., that do not require electricity. Advance Rates apply only if the sign arrives at the Advance Warehouse by 10/6/22.

ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below, and the number of rigging points. Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE, SEPARATED, AND CLEARLY MARKED AS A HANGING SIGN USING THE HANGING SIGN SHIPPING LABELS AVAILABLE ON PAGE 10.

			Advanced Price - DECO	Standard Price - DECO
1 Simple Hanging Sign Labor	Install/Dismantle	2 Person condor crew - ST	\$ 643.20	\$ 739.75
	Install/Dismantle	2 Person condor crew - OT	N/A	\$ 949.95
	Install/Dismantle	2 Person condor crew - DT	N/A	\$1,210.15
	Install/Dismantle	Additional Assembly - ST	\$ 124.75	\$ 138.15
	Install/Dismantle	Additional Assembly - OT	N/A	\$ 214.30
	Install/Dismantle	Additional Assembly - DT	N/A	\$ 432.75

Advance Rates Apply: If your sign is approved by show management, arrives at the advance warehouse, and Hanging Sign Required Forms B-D are submitted, by October 6, 2022, your sign will be hung by PES at the most convenient time. This may be before your official target move-in date.

Standard Rates Apply: If the order and sign are not received at the advance warehouse by October 6, 2022, 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 sign(s).

For exhibitors wishing to be present to supervise the installation of a 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 be billed on actual usage.

EXHIBITOR SUPERVISED ONLY (Standard Rates will apply.)

Procedure	Date	Est. Start	Est. End	# of Laborers	# of Hrs.	Total Labor Hrs.	Rate	Amount
Installation								
Dismantle								

EQUIPMENT AND 2 PERSON CREW

Minimum: Half 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; First (8) hours at work on Saturday up to 4:30 pm
 Double Time: After (8) hours at work on Saturday, or after 4:30 pm on Saturday; All day Sunday and Holidays
 Crew Size: Minimum of 2 person crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more laborers may be required. McCormick Place will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

NOTE: Show breaks at 3:00 pm on Wednesday, October 26. Work performed from 4:30 pm to 8:30 pm will be charged as Straight Time; 8:30 pm to Midnight, work shall be charged at Overtime (time and a half).

The Hanging Sign Required Forms B-D, must be completed in order to have your hanging sign approved.

ADDITIONAL INFORMATION		CALCULATING YOUR TOTAL	
All signs must be approved by Show Management to be hung. Signs without approval will <u>NOT</u> be hung.		TOTAL _____	
Exhibiting Company: _____		Booth Number: _____	
Print Name: _____		Date: _____	
Authorizer's Signature: _____			



October 23-26, 2022
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Electrical/Complex Hanging Sign Labor

Use this form for signs over 200lbs. and any sign that requires electrical services.
 Advance Rates apply only if the sign arrives at the Advance Warehouse by 10/6/22.

ARRANGING FOR THE HANGING OF SIGNAGE

Additional charges will be calculated based on the information below, and the number of rigging points. Materials necessary for installing the signs will be billed accordingly.

PLEASE SHIP ALL SIGNS TO THE ADVANCE WAREHOUSE, SEPARATED, AND CLEARLY MARKED AS A HANGING SIGN USING THE HANGING SIGN SHIPPING LABELS AVAILABLE ON PAGE 10.

			Advanced Price - DECO	Standard Price - DECO	Price - ELECTRICAL
1 Electrical/ Complex Hanging Sign Labor	Install/Dismantle - ST	2 Person condor crew	\$ 643.20	\$ 739.75	\$ 666.00
	Install/Dismantle - OT	2 Person condor crew	N/A	\$ 949.95	\$ 779.65
	Install/Dismantle - DT	2 Person condor crew	N/A	\$1,210.15	\$ 887.55
	Install/Dismantle - ST	Additional Assembly	\$ 124.75	\$ 138.15	\$ 125.60
	Install/Dismantle - OT	Additional Assembly	N/A	\$ 214.30	\$ 185.25
	Install/Dismantle - DT	Additional Assembly	N/A	\$ 432.75	\$ 243.20

Advance Rates Apply: If your sign is approved by show management, arrives at the advance warehouse, and Hanging Sign Required Forms B-D are submitted by October 6, 2022, your sign will be hung by PES at the most convenient time. This may be before your official target move-in date.

Standard Rates Apply: If the order and sign are not received at the advance warehouse by October 6, 2022, 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 sign(s).

For exhibitors wishing to be present to supervise the installation of a 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 be billed on actual usage.

EXHIBITOR SUPERVISED ONLY (Standard Rates will apply.)

Procedure	Date	Est. Start	Est. End	# of Laborers	# of Hrs.	Total Labor Hrs.	Rate	Amount
Installation								
Dismantle								

EQUIPMENT AND 2 PERSON CREW

Minimum: Half 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; First (8) hours at work on Saturday up to 4:30 pm
 Double Time: After (8) hours at work on Saturday, or after 4:30 pm on Saturday; All day Sunday and Holidays
 Crew Size: Minimum of 2 person crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more laborers may be required. McCormick Place will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

NOTE: Show breaks at 3:00 pm on Wednesday, October 26. Work performed from 4:30 pm to 8:30 pm will be charged as Straight Time; 8:30 pm to Midnight, work shall be charged at Overtime (time and a half).

The Hanging Sign Required Forms B-D, must be completed in order to have your hanging sign approved.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
All signs must be approved by Show Management to be hung. Signs without approval will <u>NOT</u> be hung.	TOTAL _____

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

Booth Number: _____
 Date: _____



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October 23-26, 2022
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Truss and Hoist

Discount Deadline:
September 7, 2022
(excludes labor)

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.

If you plan to provide your own truss, 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.
7. Show Management reserves the right to refuse to hang any items that do not meet safety specifications.

Description		Quantity	Advanced Price	Standard Price	Total
1 Truss and Motor Rental	One Ton Hoist	X	N/A	\$570.75	=
	Half Ton Hoist	X	N/A	\$550.25	=
	20.5" Box Truss (per foot) - Silver	X	\$ 27.40	\$ 39.15	=
	12" Box Truss (per foot) - Silver	X	\$ 24.65	\$ 35.25	=
	Corner Blocks	X	\$ 80.95	\$115.65	=
	Small Rotator under 100lbs.	X	\$288.80	\$412.60	=
	Large Rotator	X	\$576.25	\$823.25	=

For more information, on rules and pricing for truss and lighting, see page 2/10.

Cancellation Policy: Cancellations received after 10/13/22 will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
All signs must be approved by Show Management prior to being hung. Signs without approval will <u>NOT</u> be hung.	Subtotal _____
	Add 9% Rental Tax _____
	TOTAL _____

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____



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October 23-26, 2022
McCormick Place
Chicago, Illinois USA

Truss/Lighting Packages

Discount Deadline:
September 7, 2022
(excludes labor)

By signing and delivering this form to PACK EXPO Services, Customer agrees to all terms and conditions printed in the service kit. To receive the discount, PES must receive your order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered, even if they are not used.

PES is responsible for assembling and hanging all truss. However, your Company may have a representative available at the time of installation. If no one is present at the pre-assigned time, PES will install your truss on your behalf with PES supervision. PES will operate all lifts.

- All rigging must comply with McCormick Place and Show Management rules and regulations, and facility limitations.
- All overhead rigging and flown objects must be assembled and disassembled by PES. Exhibitor's display company and/or I&D representatives may supervise only, and will not be allowed to assemble/disassemble or install and remove rigging and flown objects. No one other than PES employees will be permitted in lifts.
- PES requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a DWG file of the rigging plot with load and required information three (3) weeks prior to move-in, may prohibit your rig from being hung.
- **Time will commence per exhibitor's request. Failure to start at the time requested will result in a four (4) hour minimum charge per stagehand person requested, unless 24-hour advance notice is provided in writing.**
- **Stagehand labor is based on a four (4) hour minimum.**
- **During run of show, there will be a 2-hour turn on/2-hour turn off charge, based on the four (4) hour minimum.**
- PES Stagehands install/dismantle all programmable dimmable lighting fixtures, video walls, audio, and projection.
- For Pre-Rigging, please contact PES for availability.

LIGHTING DESIGNER INFORMATION - NOTE: MCCORMICK PLACE RIGGING REGULATIONS MUST BE ADHERED TO.

Name: _____ Phone: () _____

Company Name: _____

		Quantity	Advanced Price	Standard Price	Total
1 Truss/ Lighting Packages	Specify Size: 20-1/2" x 20-1/2" Box _____ or 12" x 12" Box _____				
	Package 1		X \$ 6,641.60	\$ 9,488.00	=
	20' Truss, 10 Par Cans or Lekos, 2 Chain Hoists, Rigging, Scissor Lift/Boom Lift				
	Package 2		X \$12,353.40	\$17,647.75	=
	80' Truss, 16 Par Cans or Lekos, 4 Chain Hoists, Rigging, Scissor Lift/Boom Lift, Dimmers/Control Console				
	Package 3		X \$16,736.95	\$23,909.85	=
	160' Truss, 32 Par Cans or Lekos, 8 Chain Hoists, Rigging, Scissor Lift/Boom Lift, Dimmers/Control Console				
	Package 4		X \$24,175.50	\$34,536.50	=
	250' Truss, 50 Par Cans or Lekos, 9 Chain Hoist, Rigging, Scissor Lift/Boom Lift, Dimmers/Control Console				

Additional Theatrical Lighting available upon request when ordering package.

Lekos (575 watts) Par 64's 1K Robotic Type Color Gels
Cable Package Dimmers Silver Pair Bars

Cancellation Policy: Cancellations received after 10/13/22 will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
All signs must be approved by Show Management prior to being hung. Signs without approval will NOT be hung.	Subtotal _____
	TOTAL _____

Exhibiting Company: _____

Booth Number: _____

Print Name: _____

Date: _____

Authorizer's Signature: _____



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Truss and Hoist Hanging Labor

No Discount Applies.

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, SEPARATED, AND CLEARLY MARKED AS A HANGING SIGN USING THE HANGING SIGN SHIPPING LABELS AVAILABLE ON PAGE 10.

		Straight Time	Overtime	Double Time
1 Truss and Hoist Labor	ELECTICAL - Install/Dismantle 2 man condor crew	\$666.00	\$779.65	\$887.55
	ELECTICAL - Install/Dismantle Additional Electrician	\$125.60	\$185.25	\$243.20

EXHIBITOR SUPERVISED ONLY (Standard Rates will apply.)

Procedure	Date	Est. Start	Est. End	# of Laborers	# of Hrs.	Total Labor Hrs.	Rate	Amount
Installation								
Dismantle								

Describe work to be done: _____

Truss and motors used for installation will be:

☐

Rented from PES

☐

Exhibitor Supplied

EQUIPMENT AND 2 LABORER CREW

Minimum: Half 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; First (8) hours at work on Saturday up to 4:30 pm

Double Time: After (8) hours at work on Saturday, or after 4:30 pm on Saturday; All day Sunday and Holidays

Crew Size: Minimum of 2 laborer crew under normal circumstances. However, at PES discretion, based on scope of work and safety, 3 or more laborers may be required. McCormick Place will require at least one motorized hoist installed by electricians for signs weighing over 200lbs.

NOTE: Show breaks at 3:00 pm on Wednesday, October 26. Work performed from 4:30 pm to 8:30 pm will be charged as Straight Time; 8:30 pm to Midnight, work shall be charged at Overtime (time and a half).

The Hanging Sign Required Forms B-D, must be completed in order to have your hanging sign approved.

Cancellation Policy: Cancellations received after 10/13/22 will be billed at 100%.

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: _____



October 23-26, 2022
McCormick Place
Chicago, Illinois USA

RUSH HANGING OVERHEAD SIGN

To: _____

(EXHIBITOR)

(BOOTH #)

PACK EXPO Services

c/o TForce Freight and PACK EXPO Services
2300 S. Throop Street
Chicago, IL 60608

Name of Convention:

PACK EXPO International 2022

Do NOT Deliver Prior to September 19, 2022

Must Arrive by October 7, 2022

Carrier: _____ No. Pieces _____

Required Suspended Sign Forms

This form must be submitted and show management approval received prior to placing any orders on forms 5-9. No signs will be hung without show management approval.

Instructions

1. Please fill out the following three pages. If you have a scaled floorplan with orientation to the booths surrounding your booth, you can substitute that instead of page D.
2. Please fill out a separate page C for each sign that will be hung in your booth.
3. After completing your required forms, you can either email these forms to signs@packexposervices.com, or you can upload to your booth online. If you want to upload, you will log into Cyber Services (your order services homepage), and towards the bottom right corner you will press the "File Uploads" tab. You will then upload your three required pages. (If you have multiple signs, please fill out a form C for each sign.)

cyberservices.theexpogroup.com/Home/?ShowID=202201013

PACK EXPO 2022 Chicago | October 23-26, 2022 | McCormick Place | Chicago, IL | Booth 30000 - THE EXPO GROUP

HOME SHOW INFO ACCOUNT INFO ORDER

Your cart is empty.
Complete your order by 09/07/2022 to receive discounted pricing.
[START SHOPPING](#)

PACK EXPO 2022 Chicago
Booth 30000 - THE EXPO GROUP

- My Dates
- Account Summary
- Utility Placement
- Billing Info
- Freight Status
- Outbound Shipping
- Team & Notifications
- File Uploads**
- Log out



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Structural Integrity Statement

RETURN FORMS BY SEPTEMBER 7, 2022
Advance Warehouse Freight
Deadline: October 6, 2022

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 International and 2022**, 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 International 2022, PMMI, McCormick Place, 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: _____



5931 Campus Circle Drive West
Irving, Texas 75063
Phone: (972) 751-9400
Email: pack.expo@packexposervices.com
www.packexpo.com



October 23-26, 2022
McCormick Place
Chicago, Illinois USA

Hanging Sign Details

RETURN FORMS BY SEPTEMBER 7, 2022
Advance Warehouse Freight
Deadline: October 6, 2022

Onsite Contact: _____

Onsite Cell #: _____

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

1 Signage Specifications

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: _____ ☐ Rented from PES ☐ Exhibitor Supplied
☐ Triangle - size _____" x _____"
☐ Box - size _____" x _____"
 # of Structural Pick Points: _____ Load @ Each Point _____ lbs.
- D. Total # of Signs in Booth** (a separate form C is required for each sign)
 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 ☐ Rented from PES ☐ Exhibitor Supplied
- I. Is Your Sign Fireproof?**
☐ Yes ☐ No
- J. Does Your Sign Require Assembly?** (All signs requiring assembly must be assembled by PES labor. Please include detailed instructions with your request.)
☐ Yes ☐ No
- K. Does Your Sign Require Disassembly?** (All signs requiring disassembly must be disassembled by PES labor. Please include detailed instructions with your request.)
☐ ☐

Exhibiting Company: _____

Print Name: _____

Authorizer's Signature: _____

Booth Number: _____

Date: _____

C



Onsite Contact: _____
 Onsite Cell #: _____

Must Be Completed. *Please 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 is subject to approval by Show Management. Review Rules and Regulations prior to submitting this form.

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

Adjacent
Booth #

 Feet from
left 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
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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	

Feet Back ↑

Feet Over →

Aisle # _____ (Front of booth)
 _____ Feet in from front aisle

Adjacent
Booth #

 Feet from
right aisle

Inbound
Shipping
Information

Carrier: _____ Phone: _____
 Date to Arrive at Warehouse: _____
 Must arrive at the advance warehouse **using advanced shipping labels** by 10/6/22 to secure Advanced Labor rate. See Hanging Sign Information and Labor pages 1-10.

Outbound
Shipping
Information

Ship To: _____

 Carrier: _____ Phone: _____

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

Booth Number: _____
 Date: _____