

Aerial Rigging Services

Labor required for the assembly and hanging of all signs and box/theatrical truss will be provided through Freeman. As Freeman has liability for hanging of signs and truss their labor is exclusive to this service.

All hanging signs requiring electrical must also be accompanied by an electrical order stipulating power required.

All hanging signs over 500 pounds must be accompanied by drawings reviewed, signed and stamped by a licensed structural engineer to certify structural integrity and safety.

All hanging signs over 500 pounds will require chain falls for electrical chain motors for installation/removal.

AAO Show Management approved requests for hanging signs must be submitted to Freeman a minimum of sixty (60) days prior to the event move-in date.

Hanging Signs

- Only island exhibits may use hanging signs.
- The maximum height for hanging signs is twenty-five feet (25').
- *Lighting and truss may be hung above this height but is limited to the boundaries of the exhibit space.*

Please note the arches in Moscone Center's South Halls column less feature may prevent the use of hanging signs in certain locations. Refer to the floor plan for the location of the support arches and resulting ceiling heights. The North, Hall E has a height limit of 24' and there are no hang points for rigging. Each booth requesting hanging items is accessed and may be charged for the installation of truss and pipe to create a rig point. Contact Freeman for details.

Hanging signs, regardless of type, are subject to the maximum size allowances stated in these policies and must conform to the standards that follow. The combined length of all signs may not exceed the following limits, whether hung horizontally or vertically. Multiple sign dimensions are totaled to determine the length of the sign.

- For a single-faced or double-faced one-piece sign, the length of the sign may not exceed fifty percent (50%) of the booth dimension on the aisle that it faces.
- For a rectangular, square, circular, or triangular sign, the length of any side of the sign may not exceed fifty percent (50%) of the booth dimension on the aisle that it faces.
- The height limit for each side of a sign is eight feet (8').
- The suspended height of a sign may not exceed twenty-five feet (25') when measured from the floor up to the top of the sign.

Hanging signs must be received at the Freeman warehouse no later than **Monday, Sept. 30**. It is also cost-effective to include assembly instructions in the hanging sign shipment to the advance warehouse.

Shipping labels are included in this manual.

Hanging Sign Blueprints

Blueprints indicating hanging points, hanging locations and the total weight of hanging signs must be submitted to the Director of Exhibitions for approval by **Friday, Aug. 23**.

Submit blueprints that have been drawn to scale (indicate the scale used) and include all sign dimensions, both the height and width of each sign.

All hanging signs must be preapproved. Walk-up signs will not be approved onsite. All signs are subject to onsite review and, where necessary, modified at the exhibitor's expense.