



221 S. 4th St, Louisville, KY 40202



HANGING SIGN RIGGING AND ASSEMBLY FORM

INSTRUCTIONS

All overhead rigging must comply with Show Management rules, KICC regulations, and PAVCS Rigging Terms and Conditions. Client is responsible for providing information on this form that is in compliance with show height and size restrictions.

All overhead rigging must be assembled, installed and removed by PAVCS. Signs may be assembled by exhibitor's booth staff, but assembly must be inspected and approved by PAVCS in order to be hung by PAVCS crew.

Please submit a New Client Form and complete sign construction and layout diagrams of your booth and sign. PAVCS will review sign drawings prior to confirming cost estimates.

Payment for order must be completed via secure payment link prior to sign installation. Link will be sent with order confirmation email.

PAVCS is not responsible for coordinating shipping to and from KICC. The client is responsible for ensuring that the hanging sign has been delivered to the booth space and/or constructed prior to the contracted PAVCS rigging call.

SIGN DESCRIPTION

Please attach detailed construction drawings and booth layouts when submitting this form. PAVCS cannot confirm orders without drawings.

Shape: Square/Rectangle Triangle Circle
Other If other: _____

Height: ____ in. Width: ____ in. Depth: ____ in.

Total Weight: ____ lbs

Trim Height (to bottom of sign): ____ ft. - ____ in.

Number of Hang Points (to ceiling): _____

Does Sign require electricity to light up or rotate?

Yes No

If yes, please refer to KICC exhibitor services to order necessary power.

HANGING SIGN EQUIPMENT RATES

Lightweight Hanging Sign.....\$400/show
total sign weight <100lbs

PAVCS Rigging Terms and Conditions require Chain Motors to be used for all Hanging Signs weighing more than 100lbs and/or more than 10' in width or depth.

Chain Motor Hanging Sign Point (1).....\$500/show
includes motor, cables and motor power

Additional Chain Motor Points (each).....\$200/show

Boom Lift Rental.....\$120/hour
Boom lift rental is required for all rigging

HANGING SIGN LABOR RATES

ST (Straight Time): 7am - 5pm Mon - Fri

OT (Over Time): 5pm - 7am Mon - Fri, all day Sat

DT (Double Time): All day Sun and recognized holidays

Sign will ship to: Advance Warehouse KICC
Other If other: _____

When will sign be delivered to booth?

___/___/___ __:___ AM PM

Requested Installation Time:

___/___/___ __:___ AM PM

Requested Dismantle Time:

___/___/___ __:___ AM PM

PAVCS will do our best to install and dismantle all hanging signs in a timely manner, but cannot guarantee the install and dismantle times requested

Please complete and submit to KICC@prestigeav.com



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BOOTH LAYOUT FORM

Please use the grid below to draw orientation and placement of hanging sign. Include booth diagrams and hanging sign construction drawings with this form, and submit to KICC@prestigeav.com

The form features a large central grid of 20 columns and 20 rows. A vertical line runs down the center between the 10th and 11th columns, and a horizontal line runs across the center between the 10th and 11th rows. Four 'booth' labels are positioned around the grid, each with a horizontal line below the text: one above the grid pointing up, one below the grid pointing down, one to the left of the grid pointing left, and one to the right of the grid pointing right.

scale: 1 square = ____ ft