

EVENT DATES:

April 9-11, 2019

EXHIBITION

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CONFERENCE

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REGISTRATION

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EXHIBITOR MOVE-IN

April 6 (600 sqft and larger/
double decker booths only)

1:00 pm - 7:00 pm

April 7

8:00 am - 8:00 pm

April 8

8:00 am - 8:00 pm

LOCATION:

Georgia World Congress
Center
Atlanta, GA
Building B

Freeman is the official provider of all rigging services. To ensure your and our safety and ours, **third-party rigging is strictly prohibited.**

Application form

1. Download the [rigging order form](#); Print and complete the form
3. Include a blueprint and the dimensions of your stand position, suspension points, stay wires and steel wires as well as the weight of any rigged items

Rules for rigging:

- Rigging is only allowed above your own stand to the maximum height. Maximum height is 20' (with Show Management's permission) at the top of the sign.
- All overhead rigging and flown objects must be assembled, installed, removed and disassembled by Freeman. Exhibitors, display company, and/or I&D representatives may supervise only, but will not be allowed to assemble/ disassemble or install and remove rigging or flown objects. No one other than Freeman employees will be permitted in lifts without signing the Freeman Liability Waiver. For a copy of the waiver, please contact Freeman and ask to speak with a Sign Rigging Specialist. Please complete the "Hanging Sign / Rigging Labor" order form, for labor to assemble / disassemble rigging and flown objects.
- Rigging Plots must be submitted in advance by the exhibitor. These plots must show the location of the hang points, the height above the floor of the hang points, and the weight of each point. In addition the plot must show the booth outline with the front aisle for reference.
- Set-up instructions must be provided for signs requiring assembly.
- Hanging anchor points must be pre-fabricated and ready for use. If any hang point supports over 250 lbs., please notify Freeman immediately for special authorization.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign. Please use the enclosed Hanging Sign Advance Warehouse Shipping Labels.
- Any special equipment required will be billed at prevailing rates. Prices are for the entire show.
- Electric signs must be in working order and in accordance with the National Electrical Code.
- ELECTRICAL SERVICE requirements for hoists and electric signs must be ordered in advance from the facility.
- Lighting can be rented from the official audio visual company or Freeman. Exhibitors may bring in or rent lighting from other sources, but will incur material handling charges.
- For lift and overhead rigging crew, use the "Hanging Sign / Rigging Labor" order form.
- Hanging sign orders placed at show site are subject to equipment availability.

All Island and/or raw-space booths must submit their designs using this [link](https://fs2.formsite.com/AW-Events/form91/index.html): <https://fs2.formsite.com/AW-Events/form91/index.html> or emailed to Allison Gold at allison.gold@aviationweek.com. The deadline for design submissions is March 8, 2019.
