



September 8-11, 2025 | McCormick Place – Chicago, IL

Hanging Sign Policies & Procedures

Exhibitors desiring a hanging sign must adhere to the following conditions:

1. Hanging signs are only permitted for exhibit booths that are 800 sq. ft. and larger that are island, split-island, or peninsula configurations. Hanging signs are not permitted for inline or any other booth configurations. Companies occupying peninsula or split-island booths must position hanging signs at least five feet (5') from the back line of their neighboring exhibitor.
2. Hanging signs may be displayed at a maximum height of twenty five feet (25') measured from the floor to the top of the sign.
3. Hanging signs must only be displayed within the confines of the exhibit booth boundaries and cannot be displayed over aisles, public space, and/or neighboring exhibit space.
4. All hanging sign materials and hanging framework (if applicable) must be shipped to the advance warehouse to be received between **Wednesday, July 23 and Thursday, August 15, 2025**.

FABTECH 2025
C/O FREEMAN
2500 W. 35TH STREET
CHICAGO, IL 60632

5. Hanging signs that require electricity must be in proper working order and be in accordance with the national electrical code. Order electrical services through the official general service contractor, Freeman. The discount price deadline date is **Thursday, July 31, 2025**.
6. All hanging signs must be installed by the official general service contractor, Freeman. See rules & guidelines in the exhibitor service manual for more information. Hanging sign order forms and information is available in the exhibitor service manual.
7. All hanging sign rigging plans must be submitted to Freeman Rigging, unifiedrigging@freeman.com, by **Friday, August 1, 2025**, in a DWG format.

8. Freeman will make every attempt to dismantle the sign during the move-out. In the event Freeman cannot dismantle the sign until after the move-out, they will arrange for packing and shipping to the exhibiting company.

**Please direct any questions Chris Moody – Operations Manager,
313.425.3025 or cmoody@sme.org.**