



Special Exhibitor Announcement Hanging Sign Policies & Procedures

Exhibitors wanting to display a hanging sign need to adhere to the following conditions:

1. **Minimum** eligible booth size is **400 square feet** for island, split island, peninsula and double corner booth configurations. Hanging signs are **not** permitted for in-line booths.
2. Hanging signs will be permitted up to 20' from the floor; i.e. the top of the sign cannot exceed 25'.
3. Companies that occupy peninsula or split island booths, must position hanging signs at least 5' from the back line of the booth if they are rotating and double-sided.
4. Signs cannot impede over aisles, public space, and/or neighboring exhibit space.
5. All sign materials and hanging framework (if applicable) must be shipped to the advance warehouse by the advanced shipment date of **October 24, 2025.**
6. Hanging signs that require electricity must be in proper working order and be in accordance with the national electrical code. All **electrical** hanging signs must be installed by Freeman. See rules and regulations in the exhibitor manual for more information.
7. All hanging signs will be installed exclusively by Freeman. All rigging plans must be submitted to Freeman Rigging Manager three (3) weeks prior to move-in in a DWG format at unifiedrigging@freemanco.com. Hanging sign order forms and information is contained in the Exhibitor Service Manual. **ALL HANGING SIGNS WILL NEED TO BE SENT TO THE ADVANCE WAREHOUSE BY THE ADVANCE SHIPMENT DATE OF **October 24, 2025.****
8. Freeman will make every attempt to dismantle the signs during your move-out period. In the event Freeman cannot dismantle your sign until after your move out period, they will arrange for packing and shipping to the exhibiting company. Any questions should be directed to Jaclyn Lewis, Event Operations Manager at 313-425-3329 or email jlewis@sme.org.