



Hanging Sign Policies & Procedures

Exhibitors desiring 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 configured booths. **Hanging signs are not permitted for in-line booths.**
2. Hanging signs are required to be 11' from the floor and up to 15' (top of the sign).
3. Exhibitors that occupy peninsula or split island booths, must position hanging signs at least 5' feet 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 **May 31, 2024.**
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 SHOWTECH. See rules and regulations in the exhibitor manual for more information.
7. All **non-electrical** hanging signs will be installed exclusively by SHOWTECH. All rigging plans must be submitted to SHOWTECH at least three (3) weeks prior to move-in in a DWG format. 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 May 31, 2024.** SHOWTECH will make every attempt to dismantle the signs during your assigned move-out period. In the event they 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 Chris Moody, Senior Show Operations Manager
800-733-3976 ext. 3025 or email cmoody@sme.org.