



**April 14-16 2026 | Thomas M. Menino Convention & Exhibition
Center – Boston, MA**

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 400 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 **Tuesday, March 10 and Thursday, April 2, 2026.**

RAPID + TCT 2026
c/o Freeman
25 Doherty Avenue
Avon, MA 02322 USA

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 MCEC, the official electrical provider. The discount price deadline date is **Tuesday, March 24, 2026.** JCALPRO is the official provider for overhead power.
6. All hanging signs must be installed by JCALPRO, the official rigging provider. See rules & guidelines in the exhibitor service manual for more information. Hanging sign ordering information and rules & regulations are also available in the exhibitor service manual.
7. JCALPRO does provide tie-offs, but does not require documentation. There is no specific height requirement that a tie off is required. It is up to the exhibitor and/or EAC to decide if one is required.

8. All hanging sign rigging plans must be submitted to JCALPRO at exhibits@jcalpro.com, by **Friday, March 6, 2026**; it can be a DWG, PDF, JPEG, etc. format.
9. When providing a booth rendering, please be sure to include the following:
 - Sign dimensions
 - Sign location in booth space
 - Sign weight
 - Any lighting or AV that requires rigging
 - Any overhead power needs
 - Neighboring booths for orientation
 - Confirm if sign requires electricity
10. JCALPRO is not responsible for the assembly or dismantling of signs. Freeman, an EAC or full-time employee of exhibiting company are responsible. JCALPRO will only attach the sign to a truss if needed, or use a lift to attach it to cables for the ceiling.
11. Any questions can be directed to exhibits@jcalpro.com or call 617.954.2345.