



October 15-17, 2024 | Orange County Convention Center – Orlando, FL

**REVISED for 2024**

## Hanging Sign Policies & Procedures

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

- Hanging signs are only permitted for exhibit booths that are 800 sq. ft. and larger that are island, split-island, or peninsula 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.
- Hanging signs may be considered for inline booths that are 800 sq. ft. and larger with Show Management written approval. Please send an email and rendering to Chris Moody at [cmoody@sme.org](mailto:cmoody@sme.org) before **Tuesday, August 27**.
- Hanging signs may be displayed at a maximum height of twenty five feet (25') measured from the floor to the top of the sign.
- 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.
- All hanging sign materials and hanging framework (if applicable) must be shipped to the advance warehouse to be received between **Tuesday, September 3 and Tuesday, September 24**.

**FABTECH 2024**  
**c/o Freeman**  
**10088 General Drive**  
**Orlando, Florida 32824**

- Once Hanging Signs have been delivered to the booth, Freeman or an Exhibitor Appointed Contractor (EAC) must be ordered to construct the Hanging Sign prior to hanging. The discount deadline for ordering Freeman I&D is **Wednesday, September 4**. All costs are the responsibility of the exhibitor.
- 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 exclusive FABTECH Utility provider, Orange County Convention Center (OCCC) Utilities. The discount price deadline date is **Tuesday, September 10**. All costs are the responsibility of the exhibitor.
- All hanging signs must be hung by the exclusive FABTECH Overhead Rigging provider, OCCC Rigging. Hanging Sign Order Forms and information is available in the FABTECH Exhibitor Service Manual. All costs are the responsibility of the exhibitor.
- All hanging sign rigging plans must be submitted to OCCC Rigging, [Exhibitor.Services@OCCC.net](mailto:Exhibitor.Services@OCCC.net), by **Tuesday, September 10**, in a DWG format.
- Please remember to order Freeman labor or an EAC to dismantle the sign during the move-out. In the event your Hanging Sign cannot be dismantled until after your targeted move-out, Freeman will arrange for packing and shipping to the exhibiting company at the exhibitor's expense.
- Please direct any questions Chris Moody – FABTECH Senior Show Operations Manager, 313.425.3025 or [cmoody@sme.org](mailto:cmoody@sme.org).