

REQUEST FORM

PLANNING TO HAVE A HANGING SIGN?

Hanging Sign Request Form

Deadline: May 2, 2014

All hanging signs, hanging graphics and hanging banners must be approved in advance of the show by Show Management. Submit a rendering, digital photo or sketch of the sign showing all graphics, placement in booth and the sign's dimensions, including width, height and/or circumference.

Only island booths, peninsula to peninsula, and peninsula to in-line booths 20x20 or larger, may hang banners or signage above their booth and may not exceed the width of the exhibitor's contracted booth space. Height limits: Peninsula to in-line and Peninsula to Peninsula Booths: 16'. Island Booths: 24'. Variances above 24 feet will only be considered for exhibitors with over 600 square feet of space, and only within certain areas of the show floor, please submit a Height Variance Request Form for approval.

Labor to hang signage is at the expense of the exhibitor. Signs weighing less than 200lbs may be hung by GES (orders can be placed at GES Online). Signs that require/have a motorized truss and signs weighing more than 200lbs must be hung by Encore (orders can be placed at [Mandalay Bay Exhibitor Services](#) online). All overhead signs must be either double sided or finished on both sides.

Company Name: _____ Booth # _____

Contact: _____

Phone Number: _____ E-Mail Address: _____

Sign/Banner Measurements:

_____ 'length _____ 'width _____ 'height _____ 'circumference

Must submit with rendering, sketch or photo

Complete and return this form no later than May 2, 2014.

RETURN TO: [Jeanne Paloma at jpaloma@advanstar.com](mailto:jpaloma@advanstar.com)

Approved: _____

Date: _____