

# SHOW RULES AND REGULATIONS

## Hanging Sign Request

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**Deadline: April 4, 2016**

**To submit this form digitally, please click [here](#).**

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, Split Island booths, and Peninsula booths 20x20 or larger, may hang banners or signage above their booth up to 24' and may not exceed the width of the exhibitor's contracted booth space. Variances above 24' will only be considered for exhibitors with over 4,000 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 200 lbs may be hung by GES (orders can be placed at GES Online). Signs that require/have a motorized truss and signs weighing more than 200 lbs 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.

## PLEASE FILL OUT THE BOOTH REVIEW FORM

*Must submit with rendering, sketch or photo*

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**Complete and return this form no later than April 7, 2017.**  
**RETURN TO: Karen Frank at [Karen.frank-lopez@ubm.com](mailto:Karen.frank-lopez@ubm.com)**