

Hanging Sign Request

All exhibitors wishing to display a hanging sign in their booth must complete this form and return it to IDDBA no later than **April 6, 2017** at exhibitorservices@iddba.org, or fax to 608-238-6330. Hanging signs will be considered for any island booth 20'x20' (A4) or larger only. This form must be filled out in addition to the **Island Booth Configuration Form**. The sign must fall within the guidelines specified below. IDDBA, GES, and/or the ACC reserves the right to reject any hanging sign, at any time. State/Country Section Coordinators - please call the Exhibits Team for section hanging sign guidelines.

Sign Guidelines

- Island booths 20'x20' (A4) through 50'x70' (A35) can apply.
- The top of the sign can be hung no higher than 18' max.
- No truss, support, or hanging signs can exceed the outline of the purchased space.
- The sign can span the entire cubic content of the booth up to the maximum allowable height of 18' (from the floor).
- Rigging installation may not exceed the limit of 200 lbs. per hanging point.
- Take care to use only rated rigging hardware when designing and constructing the sign. All hardware is required to have a working load limit (W.L.L.).
- All points where nylon slings are used will require a steel safety cable.
- Rigging in some areas of the Center requires special arrangements.
- Limit of one hanging sign per booth.
- Any request must be submitted in writing to IDDBA no later than **April 6, 2017**. It must include:
 - pictures or drawings
 - original to scale blueprint with original engineer signature and original engineer stamp/signature
 - height, width, length dimensions, weight, hanging points, and locations of hanging points
 - positioning with regards to the booth (floorprint)
 - materials used in construction
- Any sign, or portion thereof, deemed unsafe for overhead suspension will not be allowed.

Rigging Orders

Must be submitted to GES by **May 9, 2017**. Order form will be provided to you once the sign is accepted by IDDBA.

Sign Shipping

All hanging signs must be shipped in advance and received at the GES warehouse no later than **May 26, 2017**.

Installation

Hanging signs must be installed by 4:30 p.m., Thursday, June 1. **No hanging signs will be installed after June 1.**

Exhibiting Company:

Construction/Engineering Company (initial build of the booth):

Contact Name:

Phone:

Fax:

Email:

Booth Information:

Booth Number:

Booth Size:

Dimensions of the sign:

Weight of sign:

Number of hanging points and locations:

Material used in construction of sign:

I have enclosed the following required items: (Be sure all are included/checked before submitting.)

- ☐ Rendering (sketch or picture of detailed side views, including height/width/dimensions).
- ☐ Footprint drawing (top-down line drawing of sign, including dimensions).
- ☐ An original scaled blueprint of the plan with original registered engineer signature and original engineer stamp.
- ☐ The exact positioning of the sign in relation to surrounding booths.

Any violation in sign regulations will result in removal of sign at the exhibitor's expense and/or closure of booth.

For more information or if you have questions, please contact:

Exhibits Team

636 Science Drive, Madison, WI 53711

Phone: 608-310-5000 Fax: 608-238-6330

Email: exhibitorservices@iddba.org