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HANGING SIGN REQUEST FORM

DEADLINE: February 15, 2013

PLEASE RETURN THIS FORM TO:

Sam Shen
Operations Manager
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Approval for hanging signs will be considered for peninsula booths or island booths (20' X 20' space or larger) *only*, provided the signs are not objectionable in content and there are no physical constraints at the facility.

GES is responsible for supervision, assembly, installation & removal of all hanging signs.

In addition to this form, please make sure that you also complete the GES Hanging Sign Order Form found under Labor, Equipment & Storage and use the shipping label on the Hanging Sign/Truss Information form to ship your sign. Please fax the GES Hanging Sign order form directly to GES.

Exhibiting Company _____ Booth Number & Size _____

Exhibitor Contact (Please Print) _____

Email _____ Phone _____

Dimensions of Sign _____

Weight of Sign _____ Is the sign motorized? Yes or No (circle one)

Number of Feet from Floor to Top of Sign _____