



Conference: January 28-31 • Expo: January 29 & 30

Rules & Regulations

HANGING SIGN REQUEST FORM

**DEADLINE: January 8, 2014**

PLEASE RETURN THIS FORM TO:

Ms. Keri Schnakenburg

[keri.schnakenburg@ubm.com](mailto:keri.schnakenburg@ubm.com)

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

GES is responsible for the supervision, assembly, installation and removal of all hanging signs. In addition to this form, please make sure that you also order sign hanging service from GES. You can order through GES Expresso.

Exhibiting Company \_\_\_\_\_ Booth Number \_\_\_\_\_

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 \_\_\_\_\_

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Event Management Approval \_\_\_\_\_ Date \_\_\_\_\_