



Labor, Equipment & Storage

## HANGING SIGN REQUEST FORM

**DEADLINE: September 30, 2016**

**PLEASE RETURN THIS FORM TO:**

Joey Cruz  
Operations Manager  
[joey.cruz@ubm.com](mailto:joey.cruz@ubm.com)

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 Labor Order Form and use the shipping label on the Hanging Sign/Truss Information form to ship your sign. Both forms can be found in this section of the manual. Please fax the GES Hanging Sign Labor Order Form directly to GES.

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 \_\_\_\_\_