



**REGULATIONS & GUIDELINES**

**MANDATORY BOOTH & HANGING SIGN  
RENDERING SUBMISSION FORM**

**DEADLINE: JANUARY 25, 2017**

**PLEASE RETURN THIS FORM TO:**

Meredith Omori  
Operations Specialist  
[meredith.omori@ubm.com](mailto:meredith.omori@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. Show Management **MUST** see a rendering of both booth & hanging sign in one drawing prior to approval.

Maximum height for signage (and total booth structure) is 23 feet. There must be 3' of clearance from the top of the booth and the bottom of the sign. Signs must hang at least 10' from any adjoining/adjacent booth.

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

Exhibiting Company \_\_\_\_\_

Booth Number \_\_\_\_\_

Exhibitor Contact (Please Print) \_\_\_\_\_

Fax \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Height and Width of Sign \_\_\_\_\_

Weight of Sign \_\_\_\_\_

Number of Feet from Floor to Top of Sign \_\_\_\_\_

Number of Feet from Floor to Top of Booth \_\_\_\_\_

Is this sign motorized? \_\_\_\_\_

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

**PLEASE NOTE:**

Once you receive approval from Show Management for your sign, you must also complete the GES Hanging Sign Order Form found in the Labor, Equipment and Storage section of the website. You must also 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.