



# Hanging Sign and Banner Flag Regulations

January 14-16, 2016 • Orange County Convention Center, Orlando, FL – North A/South A Halls

## HANGING SIGNS

**Definition** An exhibit component suspended above an island, peninsula or perimeter booth display, for the purpose of displaying graphics or company identification. **Note: Hanging, lighted or rotating signs are not permitted in standard linear booths.**

### Regulations

- **Written approval must be received from Surf Expo Management at least 30 days prior to the show.**
- Hanging signs are **not permitted** over in-line booths or booths smaller than 20'X20'. Perimeter booths may hang single-sided banners against the back wall at a height of up to 22 feet from the exhibit floor to the top of the banner.
- **Minimum height** from exhibit floor to bottom of sign is 10 feet unless banner is the back drop of booth; all back drops must be finished in a solid color and material.
- **Maximum height** from exhibit floor to top of sign is 22 feet
- Hanging signs for **peninsula booths** must be set back 10 feet from adjacent exhibitor
- Hanging signs must be stationary; **rotating signs are not permitted unless approved 30 days in advance by Show Management, no rotating signs will be approved on show site.**
- Electrical and/or flashing signs are not permitted.
- Hangings signs **cannot** extend into the aisle, public spaces or another exhibitor's booth.
- Signs must pertain primarily to the exhibitor's products or brands and be in good taste.
- Installation **must be** arranged through the Orange County Convention Center.

Surf Expo Management will provide the OCCC rigging department a list of approved hanging signs to rig. OCCC has been instructed **not** to rig any signs which are not on the Surf Expo list. It is the exhibitor's responsibility to inform management of any hanging signs in order to avoid complications on site. Any hanging signs that do not have approval will be removed at the exhibitor's expense.

Send all requests by email to the Operations Department; [Sandra.lafrance@surfexpo.com](mailto:Sandra.lafrance@surfexpo.com)

For rigging information call the Orange County Convention Center at 407-685-9824.

## Banner Flags (Pole Flags, Feathered Flags)

**Definition** A free standing exhibit component used for the purpose of displaying graphics or company identification.

### Regulations

- Banner Flags **MUST** be free-standing, they **CANNOT** be attached to your booth.
- Free-Standing banner flags can extend slightly above your booth height limit within reason. (Subject to show management approval).
- Banner Flags **CANNOT** hang outside of your booth space and **CANNOT** hang into the aisle or into a neighbor's booth.

### Important:

Avoid unnecessary complications by following these rules and referring to the Fire Department Regulations to make certain your display meets all the necessary requirements.