



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

DEADLINE: September 11, 2023

PLEASE ADDRESS QUESTIONS TO:
Beth Engle
Beth.Engle@informa.com

Approval for hanging signs will be considered for 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 review a rendering of both the hanging sign and booth in one drawing, including dimensions of all structures prior to approval.

Signs and graphics can be hung to a maximum height of 17', provided that written approval is received from Event Management at least 45 days prior to exhibitor move-in, and that the bottom of the sign is at least 3' higher than the tallest structure within booth. The width of any hanging or attached signs should not exceed 50% of the booth width.

Encore is responsible for installation & removal of all hanging signs. Signs must be assembled/disassembled by exhibitor.

PLEASE NOTE:

- Once you receive approval from Show Management for your sign, you must complete the Encore rigging form.
- It is mandatory that all hanging signs be shipped to the GES Advanced Warehouse.

Exhibiting Company: _____

Booth Number: _____

Contact Name: _____

Phone: _____ Email: _____

Height of Sign: _____ Width of Sign: _____ Weight of Sign: _____

Is this sign motorized/require electrical? _____