



## Request for Hanging Sign Approval

Form due by: May 8, 2019

Hanging sign structural diagram due by: May 17, 2019

Exhibit Dates: June 21 – 24, 2019 • Walter E. Washington Convention Center • Washington, D.C.

### MANDATORY!!!

A Hanging Sign is defined as an exhibit component suspended from the ceiling above or displayed on an exhibit cross-aisle header for the purpose of displaying graphics or identification.

Peninsula, Island and Cross-Aisle Booth Configurations are the only booths that are permitted to display a hanging sign. Hanging identification signs and graphics will be permitted to a maximum height of corresponding booth configuration regulations, provided written approval is received from exposition management.

Show Management is requiring that all companies wanting to have a Hanging Sign **MUST** submit a structural drawing, regardless of whether the hanging sign has been used in past shows. All drawings **MUST** note booth size and structure height. Show Management will review all drawings, and a copy of the drawings will be kept on file.

**Please note, this form does NOT cover structural approval.** This form is only to request approval to have a hanging sign from show management to meet ALA rules. All exhibitors who obtain approval to have a hanging sign from show management **MUST** check with the convention center to adhere to all structural integrity guidelines and obtain approvals. Please contact Global Experience Specialists (GES) at 800/803-2375 for details on structural hanging sign approval.

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**If you plan on having a hanging sign, please fax this form to 630/560-5638 by May 8, 2019. Structural drawings are due to Show Management by May 17, 2019.**

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Comments: \_\_\_\_\_

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**This form and structural drawing of hanging sign must be submitted to:**

Doris Brown, Hall-Erickson, Inc., 98 E. Chicago Ave., Westmont, IL 60559

Phone: 630/434-7779, 800/752-6312, Fax: 630/560-5638, Email: [ala@heexpo.com](mailto:ala@heexpo.com)