



Request for Hanging Sign Approval

Form due by: December 18, 2017
Structural diagram due by: January 11, 2018

Exhibit Dates: February 9 - 12, 2018 · Colorado Convention Center, Denver, CO

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 and general contractor to adhere to all structural integrity guidelines and obtain approvals.

If you plan on having a hanging sign, please fax this form to 630/560-5638 by December 18, 2017. Structural drawings are due to Show Management by January 11, 2018.

Company Name: _____ Booth Number: _____

Contact Name: _____

Phone Number: _____

E-Mail: _____

Comments:

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: 800/752-6312, Fax: 630/560-5638