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 11, 2019. Structural drawings are due to Show Management by December 18, 2019.

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