Request for Hanging Sign Approval

MANDATORY!!!

Form due by: May 9, 2006
Hanging sign structural diagram due by: May 19, 2005

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. Please contact the Ernest N. Morial Convention Center at exhibitservices@mccno.com and GES Exposition Services at servicenter@gesexpo.com for details on structural hanging sign approval.

If you plan on having a hanging sign, please fax this form to 630-434-1216 by May 9, 2006. Structural drawings are due to Show Management by May 19, 2006.

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. Naperville Road, Westmont, IL 60559
Phone: 630-434-7779, 800-752-6312, Fax: 630-434-1216