



Exhibit Dates: April 1 – April 2, 2020 • Las Vegas Convention Center • Las Vegas, NV

HANGING SIGN REQUEST FORM (FOR ISLAND EXHIBITORS ONLY)

DEADLINE: January 24, 2020

Requirements:

- Sole purpose is to visually promote company name/logo
- Hanging signs are not intended to serve as a design element. Standard identifications purposes only
- Hanging signs are permitted for island booths size 20x20 and larger
- Qualified exhibits may have ONE hanging sign only
- ***Sign length may not exceed 50% of the booth size and must be set back at least 25% of the booths width from all boundaries of the space.***
- Clearance from show floor to bottom of the sign must be at least 10 feet.
- Maximum height from show floor to the top of the sign is 20 feet.
- Hanging signs may not be attached to the exhibit. Signs must be free hanging from the ceiling.
- Failure to submit a hanging sign plan to Show Management by January 24, 2020 for approval will risk being denied of this opportunity. This policy will be enforced.

Please initial here accepting the above requirements _____

PLEASE TYPE OR PRINT

Exhibiting Company: _____ Booth Number: _____

Exhibitor Contact Name (please print): _____

Phone: _____ Email: _____

Height from top of the sign to the show floor: _____

Height from bottom of the sign to the show floor: _____

Distance from the edge of the sign to each aisle: _____

Please submit a mock-up of the placement of your sign above your booth, with included dimensions.

Show Management Approval: _____ Date: _____



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How Can I Process This Request?

- 1) Complete and return this form to Digital Signage Expo Operations Dept. via fax at 770-518-0022 or email to ccantrell@exponation.net.
- 2) Submit a plan or design of your sign along with the form which includes dimensions and views from above and from the side.
- 3) Await approval IN WRITING from Show Management.
- 4) Submit a Hanging Ceiling Signs order to Shepard Exposition Services via the form in this manual (located in the Labor section of the manual)
- 5) Bring approval form with you on-site as back up.

Return this form via email to ccantrell@exponation.net or FAX to 770-518-0022