



# Hanging Sign Specifications

Booth # \_\_\_\_\_

## Sign Regulations

- Exhibitor must supply all frames, grommets, and hardware for hanging.
- Sign must be onsite, and built prior to the scheduled hang time.
  - o If union labor was pre-ordered, stagehands will arrive to your booth 1 hour prior to scheduled hang time.
- Signage will be positioned only once, exhibitor must be onsite for the install and must sign off on final placement before riggers leave their booth. Any changes or re-positioning of signage is not guaranteed, and will result in additional fees.
- Exhibitors are responsible for disassembling their sign.
- WCD reserves the right to refuse hanging signs if deemed unsafe by IATSE Local 18 riggers.
- WCD reserves the right to determine exact location based on structural limits of the building.

## Exhibitor Information

<b>Event:</b>	
<b>Booth #:</b>	
<b>On Site Contact:</b>	
<b>Phone #:</b>	

## Sign Information

<b>Height:</b>		<b>Width:</b>		<b>Depth:</b>	
<b>Material:</b>		<b>Weight:</b>		<b>Shape:</b>	

Signs will be hung 14' to the bottom of the sign unless otherwise noted.

Installation and removal dates will be pre-determined by show management. WCD will return this completed form to the exhibitor no later than 10 days before show move in.

### Installation

Date	Start	End

### Removal

Date	Start	End