

HANGING SIGN INFORMATION

Make sure your EAC or booth design company gets a copy of this page!

Determining Whether Your Company May Hang a Sign

If your booth is one of the following types, you may hang a sign:

- Island
- Split Island
- Peninsula
- Linear Booth 20' deep or greater
- Perimeter Linear Booth

Please see your booth assignment letter for your type of booth or check the Show Display Rules on the previous pages. **Regular Linear booths may not hang a sign over their booth space.** If you have any questions about whether you may hang a sign or not, contact Chrissie Hahn at: chahn@aptech.org.

Hanging Sign Rules

Please read the Exhibit Display Rules on the previous pages for maximum height of sign and allowed position of sign based on your type of booth. If you have any questions about hanging sign rules, contact Chrissie Hahn at: chahn@aptech.org.

Event Management Approval

Every PRINT 19 exhibitor that hangs a sign, regardless of whether the sign is new or has been used at a prior APTEch event, must send an e-mail to Chrissie Hahn at: chahn@aptech.org outlining the following sign specifications:

- dimensions of sign (height, length, and depth if applicable)
- height at which the top of the sign will be hung
- height of the booth display items in the booth (not machinery)

If diagrams or photos of the sign and booth are available and help explain the above required dimensions, please include in the e-mail. If the diagrams or photos do not show dimensions, please still send them but also include all dimensions in the body of the e-mail. **This information is due by August, 9, 2019.**

Sign Installation

To order labor for assembling and hanging signs, please see the Hanging Sign forms from Freeman under Tab 4.

Even if you complete the order forms for Freeman, you must still send your hanging sign details for Event Management approval to Chrissie Hahn.

**Deadline to send in Hanging Sign plans
for Approval: August 9, 2019**

**For more information, questions or
approval, please mail or email:**

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