

## **HANGING SIGN APPROVAL PROCESS**

All electrical and non-electrical hanging signs regardless of the weight must be hung by Freeman Services. All hanging signs need to be reviewed and approved by both NACS and Freeman by **August 9**, and are hung by Freeman.

In addition to Freeman, a copy of the following information should be sent to Anna Serfass at NACS:

- Hanging sign graphics, renderings or schematics (pictures/sketches)
- Hanging sign dimensions
- Total hanging sign weight

Send copies to:

Anna Serfass

NACS, 1600 Duke Street, Alexandria, VA 22314

Phone: (703) 518-4243

Email: [aserfass@convenience.org](mailto:aserfass@convenience.org)

## **HANGING/LIGHTING TRUSS GUIDELINES**

Overhead truss with hanging signs or graphics must conform to the following guidelines. Truss may be rigged with hanging signage suspended below it to maximum height of 25 feet. No truss may exceed the outline of purchased exhibit space to hang over the public aisle space or display any graphics.

**Maximum Hanging Sign/Graphic Height:** 25 feet (from floor to top of signage)

Truss, signage, and fixtures are not allowed to be installed outside the boundaries of the exhibit space.

## **THEATRICAL/AUDIO VISUAL LIGHTING TRUSSES GUIDELINES**

Theatrical and audio visual lighting trusses do not have hanging signage attached, and are used solely for theatrical lighting in the booth or audiovisual presentations. All lighting and speakers should be directed to the inner confines of the booth space and should not project onto other exhibitors or show aisles. Fixtures or lighting that rotate, spin, pulsate, or any other special effects should not interfere with neighboring exhibitors, or detract from the overall atmosphere of the show.

**Maximum Theatrical/Lighting Truss Height:** 30 feet

**Minimum Theatrical/Lighting Truss Height:** 24 feet

Truss, lighting, speakers, and fixtures are not allowed to be installed outside the boundaries of the exhibit space.

## **HANGING SIGNS & GRAPHICS (ISLAND & PENINSULA BOOTHS ONLY)**

Hanging signs and graphics are permitted in all standard Peninsula and Island Booths, to a maximum height of twenty feet (25'). All should comply with ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type). Hanging Signs & Graphics should be set back ten feet (10') from adjacent booths.