



HANGING SIGNS

Deadline: December 7, 2018

Hanging Signs: An exhibit component suspended above an exhibit of four or more standard units back to back with an aisle on at least three sides for the purpose of displaying graphics or identification.

Linear (in-line) booths may not have hanging signs as part of their display.

HEIGHT

Hanging identification signs and graphics will be permitted to a maximum height of 20' (from the floor to the top of the sign), provided written approval is received from NADA Show Management at least 30 days prior to the show; use the Hanging Sign Request Form.

Please note: Hanging sign requests will be taken on-site at an additional cost pending approval by show management.

DEPTH

All hanging signs must be set back ten feet (10') from adjacent booths.

SIZE

Hanging signs and graphics must be contained within the contracted booth space.

STRUCTURAL INTEGRITY

Hanging signs and graphics will be permitted to be hung from appropriate load-bearing points within the exhibit facility provided written approval is received from show management at least 30 days prior to the show. All hanging signs must have drawings available for inspection by NADA Show Management, the Moscone Center, the exhibitor and governmental authority during the time the component is being hung, suspended and removed at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure is built in compliance with the details and specifications set forth on the drawings. **(Note: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excess stress to the facility ceiling structure.)**



Hanging Sign Request Form

DEADLINE: December 7, 2018

NADA Show 2019 | January 24-27, 2019
Moscone Center | San Francisco, CA

With written approval from NADA Show Management, hanging identification signs & graphics will be permitted to a **maximum height of 20'** (height must correspond to appropriate exhibit configurations). If this form is not received by the December 7 deadline date, we cannot guarantee that your hanging sign will be approved for the convention. Linear (in-line) booths may not have hanging signs as part of their display.

Exhibiting Company _____

Address _____

City/State/Zip _____

Contact _____ Email Address _____

Phone Number _____ Fax Number _____

Booth Number _____ Booth Dimensions _____

Your hanging sign request form WILL NOT be approved without a drawing/rendering of your hanging sign, including height, width, weight and placement for NADA Show Management approval.

Please return this form and sign drawing/rendering by **December 7, 2018** via email to expoforms@nada.org or mail to:

Terri Carter
NADA Expo Department - MS #33
8400 Westpark Drive
Tysons, VA 22102
Phone: 703-448-5862 Fax: 703-749-4733

Once your request for hanging sign approval has been processed, you will be notified via a signed copy of this form.

For NADA Expo Use Only

Approved By: _____ Show Management	Date: _____
Rejected By: _____ Show Management	Violation: _____