



## HANGING SIGNS

**Deadline: January 7, 2022**

### ***APPROVAL PROCESS***

All hanging sign requests will be sent directly to NADA for approval then to Freeman for structural approval. Please be sure to send all paperwork to [expoforums@nada.org](mailto:expoforums@nada.org). Your hanging sign is not approved until it is signed off by both NADA and Freeman.

**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 Las Vegas Convention 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: January 7, 2022**

NADA Show 2022 | March 10-13, 2022  
Las Vegas Convention Center | Las Vegas, NV

Hanging identification signs & graphics will be permitted to a **maximum height of 20'** (height must correspond to appropriate exhibit configurations). Linear (in-line) booths may not have hanging signs as part of their display.

Hanging sign request form WILL NOT be reviewed without ALL of the following information.

- Hanging sign request form
- Hanging sign labor form
- Structural integrity statement
- Hanging truss & chain hoist (if applicable)
- Design drawing/rendering—must include height, width, weight, and placement

**If this form is not received by the January 7 deadline date, we cannot guarantee that your hanging sign will be approved for the show.**

Please submit via email to [expoforms@nada.org](mailto:expoforms@nada.org). Please allow 48 – 72 hours for a response from NADA regarding your submission.

Once all information has been reviewed/approved, NADA will transfer the files to Freeman for their review.

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Exhibiting Company

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Address

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City/State/Zip

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Contact Email Address

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Phone Number Fax Number

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Booth Number Booth Dimensions

For NADA Expo Use Only

Approved By: _____ NADA Show Management	Date: _____
Approved By: _____ Freeman	Date: _____