



PACK EXPO East  
March 18-20, 2024  
Pennsylvania Convention  
Philadelphia, PA

## Hanging Sign Information

**RETURN FORMS BY FEB. 12, 2024**  
**Advance Warehouse Freight**  
**Deadline: March 6, 2024**

**All Exhibitors MUST HAVE PRIOR APPROVAL from PACK EXPO Services to install a hanging sign.**

### Hanging Sign Rules:

Booth Height Restrictions for in-line, aisle-to-aisle, peninsula and island booths:

The TOP of the hanging material must NOT exceed the height restriction for your booth type and size.

- **Booths under 599 sq. ft.** Hanging signs are NOT permitted.
- **Booths 600 - 1,499 sq. ft.** are allowed a maximum height of 14' for all display materials including logos, graphics and hanging signs.
- **Booths 1,500 sq. ft. and over** are allowed a maximum height of 18' for all display material including logos, graphics and hanging signs.

### Benefits to Advance Warehouse Shipping

By shipping your hanging sign to the advance warehouse, you will save money by guaranteeing advance rates. To receive advance rates:

- Hanging Sign must be received at the advance warehouse by **March 6, 2024**.
- Hanging signs are to be sent in separate containers directly to the advance warehouse using the enclosed Hanging Sign Labels.
- Hanging sign request has been **submitted and approved** by Show Management by **February 12, 2024**.
- All necessary order forms and floor plans have been submitted by **February 12, 2024**.

**If ALL of the above steps are met, your sign will be hung by PES at the most convenient time based on schedule and freight congestion. You will be charged Standard Rates if any of the steps listed above are NOT met, OR if you specifically request to be present to supervise your sign installation.**

### Hanging Sign Instructions:

- 1. Submit your hanging sign request. Your request must be submitted and approved by Show Management by February 12, 2024 to receive advance rates.**
2. Fill out the Hanging Sign Labor Form.
3. Fill out the Structural Integrity Statement. **This form must be returned for all ceiling-hung structures.**
4. Fill out the Hanging Sign Information Form.
5. Fill out the Truss and Motor Equipment Order form (if applicable).
6. Complete the Truss/Lighting Packages (if applicable).
7. Complete the Truss and Hoist Labor Order Form (if applicable).
8. Complete the Hanging Sign Details Form (set up instructions for sign assembly). Your hanging sign diagram must include the following:
  - Hang point Locations
  - Height above the floor of each point
  - Weight that will be suspended from each hang point
  - Exhibit plan showing the location of the hang points and the structure as it pertains to the exhibit plan
  - **If any hang points supports are over 200 lbs., notify PES immediately for special authorization.**

### Notes:

If your sign requires electrical for lights, AV, motors or truss, additional electrical labor will be required and lift charges will be billed using the electrical condor rates.