



March 10-12, 2025  
Georgia World Congress Center  
Atlanta, GA USA

## Hanging Sign Information

Order Online BY Feb. 3, 2025  
Advance Warehouse Freight  
Deadline: February 26 2025

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

### Hanging Sign Labor and Equipment Rules & Regulations

- For safety purposes all hanging signs MUST be assembled, by PACK EXPO Services, the Exhibitor or an approved Exhibitor Appointed Contractor (EAC). Please see rates for assembly labor below. All setup instructions must be provided in advance for signs needing assembly. Additional inspection fees may apply.
- Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the Hanging Sign Labels. This container must arrive by the warehouse shipping deadline. If these procedures are not followed, PACK EXPO Services cannot guarantee the hanging of your sign or advance pricing.
- All ceiling rigging must conform to show management rules and regulations, and facility limitations.
- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined. **For signs other than banners or stretched Pole-pocketed pillow-cased fabric signs an engineer stamped drawing which depicts all anchor points and bridling, if allowed, may be required after review of your assembly diagrams to ensure items are safe to be hung or tied off to the ceiling.**
- Regarding sign placement, note that the ceiling structure and relation to the support beams may require your sign to be moved from your specified location.
- Set up instructions must be provided for signs needing assembly.
- All hardware (nuts and bolts) must be shouldered, forged, stamped, and rated for overhead lifting. PACK EXPO Services will inspect and replace all non-compliant hardware. All additional hardware will be charged accordingly.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical service requirements must be ordered in advance from the electrical service provider.
- It is at PACK EXPO Services discretion to determine the proper lifting device to use within a facility.
- **Hanging signs and/or overhead hanging components weighing 250 lbs. or less are hung by PES. Any rigged object including signage over 250 lbs may require the use of an additional lifting device. Some venues may have a lower threshold. Please contact us for additional rules or restrictions that may apply.**

### 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 **February 26, 2025**.
  - Hanging signs should be shipped in separate containers directly to the advance warehouse using the provided Hanging Sign Labels.

### Hanging Sign Instructions:

1. Submit Hanging Sign order online by **February 3, 2025**.
  2. Structural Integrity and Hanging Sign information to be submitted when ordering online.
  3. Your hanging sign diagram must include the following:
    - Hang point locations - *\*Hang point: Any point on sign that cable is connected to hang/support sign*
    - Height above the floor of each hang point
    - Weight for each hang point that will be suspended
    - Plan showing the location of the hang points and the structure as it pertains to the overall exhibit
  4. Submit any orders for Truss/Lighting and Motor Equipment as required online (if applicable).
  5. Hanging signs must be shipped to the advance warehouse to receive the advance rates.
- **If any hang points supports are over 250 lbs., notify PES immediately for special authorization.**
  - **PLEASE NOTE: 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.**

**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.**



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### **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.

### **Rigged structures**

- PACK EXPO Services may require a stamped certification from a design professional (Civil or Structural Engineer) registered in the United States affirming structural integrity, calculations, and specifications for any custom-built suspended elements such as but not limited to signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please contact PACK EXPO Services at [pes.service@packexposervices.com](mailto:pes.service@packexposervices.com).

### **Tie-Offs**

- PACK EXPO Services reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the United States affirming structural integrity, calculations and specifications and/or a peer review from such registered design professional for attachment of any structure to provide additional support terminating to the venue (Ex. Tie-off of header, seismic lines, tie-off of video walls). If you anticipate needing this service, please contact PACK EXPO Services for review and preauthorization.

### **Schedule and supervision**

- PACK EXPO Services will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- Scheduling is done on a first come, first serve basis. Requested dates and times cannot be guaranteed.
- Supervision for assembly and disassembly of overhead hanging signs can be provided by PACK EXPO Services, or by your company representative, display house, independent or lighting contractor.