



Hanging of signs, both electrical and non-electrical, is permitted at the Donald E. Stephens Convention Center provided that doing so complies with show management rules and regulations. Exhibitors must adhere to all of the following conditions and limitations listed below:

- 1) The top of a sign may not exceed the height limitation specific to the booth location and show regulations.
- 2) All hanging signs must be sent to RES warehouse, using the hanging sign shipping label included in this exhibitor service manual by the specified deadline date.
- 3) The total weight limit of the sign or materials is not to exceed 1500 lbs. unless approved by RES and the Donald E. Stephens Convention Center.
- 4) All signs, regardless of size, should be constructed of lightweight metals and plastic to allow greater flexibility and ease of installation.
- 5) The final placement of all hanging signs shall be determined by RES prior to installation to ensure minimum stress to the supporting framework.
- 6) No signs are to be hung from any electrical fixtures, raceways, gas, air, fire protection piping, supports or hangers.
- 7) All electrical and neon signs must conform to electrical codes of the Village of Rosemont.
- 8) RES Decorators are responsible for all hanging signs. RES will pre-assemble and hang all signs. No carpenter labor through a display house will be allowed to assemble any hanging sign.
- 9) Set-up instructions must be included with the Hanging Sign Order Form and with the sign crates.
- 10) Because of the structure of the ceiling and the location of exhibits in relation to support beams, the hanging sign may have to be moved from the original specifications.
- 11) Exhibitor personnel or display house may supervise on your behalf. Exhibitors who do not provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by RES.
- 12) You are required to make arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. RES cannot be held liable for damages or misplacement of sign(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the RES Service Center .

Please email assembly instructions and placement diagram to eastmanr@villageofrosemont.org

SHIPPING ☐ Direct ☐ Advanced

SIGN MATERIALS ☐ Cloth/Vinyl ☐ Metal ☐ Wood ☐ Other _____

SIGN SHAPE ☐ Circle ☐ Triangle ☐ Square ☐ Rectangle ☐ Other _____

SIGN DIMENSIONS Length: _____ Width: _____ Height: _____ Diameter: _____

ELECTRICAL ☐ Yes ☐ No

WILL SIGN ROTATE ☐ Yes ☐ No

SUPERVISION ☐ RES ☐ Display House ☐ Exhibitor Personnel
Contact Name: _____ Time & Date _____

DECORATOR LABOR RATES

Hanging sign crew labor rates will increase by 20% if not ordered by the deadline date

4 MAN CREW with LIFT

☐ Straight Time - \$715.00 per Hour ☐ Overtime - \$1,110.00 per Hour ☐ Double Time - \$1,300.00 per Hour

INSTALLATION ESTIMATE _____ X _____ = _____
Approx. Hours Hourly Rate Total Estimate

DISMANTLE ESTIMATE _____ X _____ = _____
Approx. Hours Hourly Rate Total Estimate

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

HANGING SIGN PLACEMENT DIAGRAM

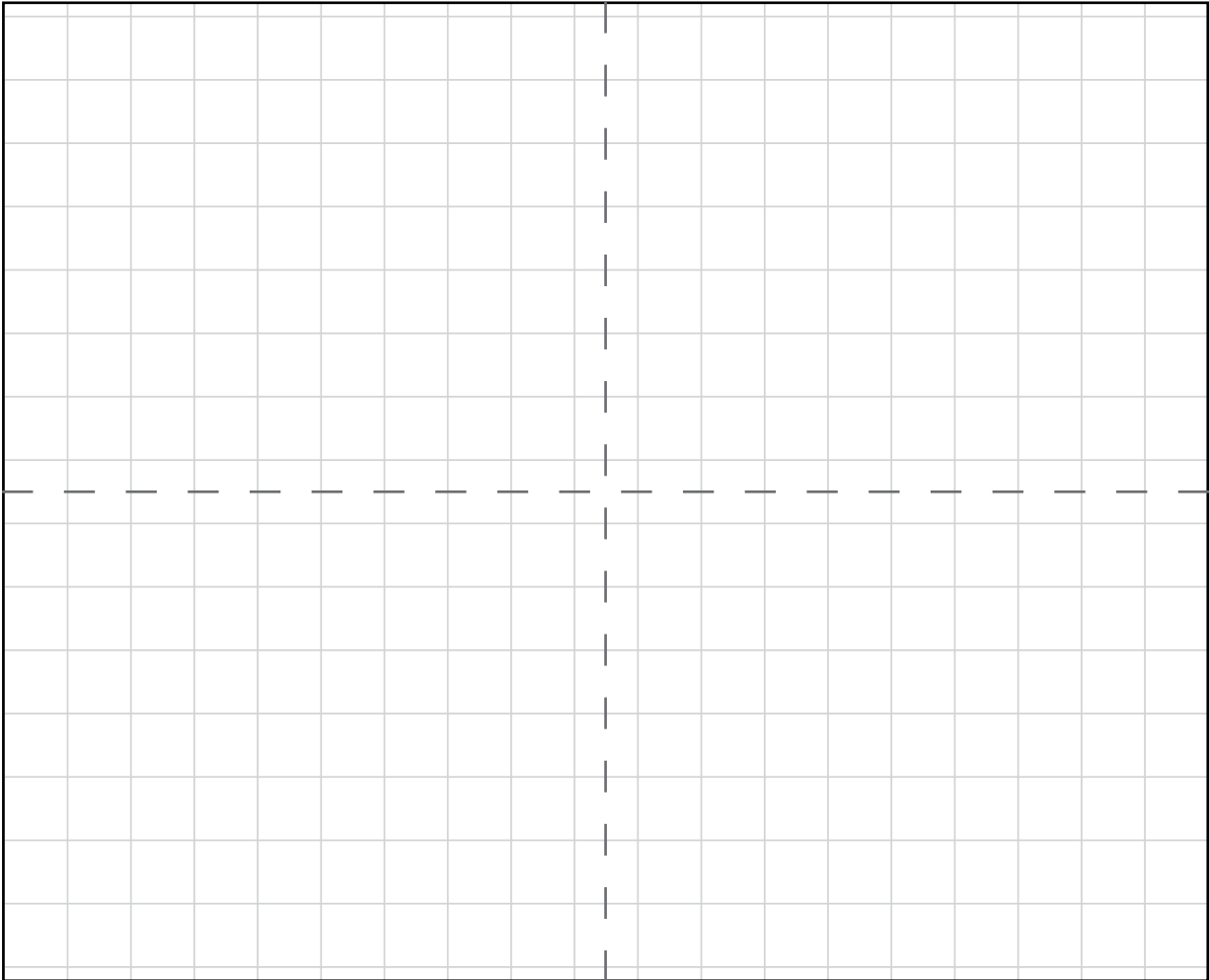
Use diagram below to represent the booth space. Indicate how far from each boundary you would like your sign. The ceiling structure and relation to support beams may require your sign to be moved from your specified location. On signs other than banners, include drawings or blueprints with detailed information so hanging anchor points can be determined. There will be additional labor charges if a hanging sign has to be moved once it has been suspended based on location indicated by the diagram provided by the exhibiting company or display house.

Please email assembly instructions and placement diagram to eastmanr@villageofrosemont.org

_____ Feet From the Floor to Top of Sign

_____ Feet From the Back | Adjacent Booth / Aisle # _____

_____ Feet From the Left | Adjacent Booth / Aisle # _____



_____ Feet From the Right | Adjacent Booth / Aisle # _____

_____ Feet From the Front | Adjacent Booth / Aisle # _____

Show Name: _____

Booth #: _____

Company Name: _____

Booth Size: _____