

Hanging Sign Request

Form Due April 8

All exhibitors wishing to display a hanging sign in their booth must complete this form and return it to IDDBA no later than **April 8, 2022** to al@iddba.org. Hanging signs will be considered for any size island booth only. This form must be filled out in addition to the [Island Booth Configuration Form](#). The sign must fall within the guidelines specified below. IDDBA, GES, and/or the Georgia World Congress Center reserves the right to reject any hanging sign, at any time. State/Country Section Coordinators - please call the Exhibits Team for section hanging sign guidelines.

Sign Guidelines:

- Island booths 20'x20' (A4) through 50'x70' (A35) can apply.
- The top of the sign can be hung at 18' maximum.
- No truss, support, or hanging signs can exceed the outline of the purchased space.
- The sign can span the entire cubic content of the booth up to the maximum height of 18' (from the floor).
- Rigging installation may not exceed the limit of 200 lbs. per hanging point.
- Take care to use only rated rigging hardware when designing and constructing the sign. All hardware is required to have a working load limit (W.L.L.).
- All points where nylon slings are used will require a steel safety cable.
- Rigging in some areas of the center requires special arrangements.
- Sign Limits (subject to IDDBA approval):**
20'x20' - 20'x50' booths: 2 signs
20'x60' - 50'x70' booths: 3 signs
- Requests must be submitted to IDDBA no later than April 8, 2022. It must include:
 - pictures or drawings
 - original to scale blueprint with original engineer signature and original engineer stamp/signature
 - height, width, length dimensions, weight, hanging points, and locations of hanging points
 - positioning with regards to the booth (floorprint)
 - materials used in construction
- Any sign, or portion thereof, deemed unsafe for overhead suspension will not be allowed.

Any violation in sign regulations will result in removal of sign at the exhibitor's expense and/or closure of booth.

Rigging Orders: Must be submitted to GES by May 6, 2022. The Rigging Order form will be provided to you once the hanging sign is accepted by IDDBA.

Sign Shipping: All hanging signs must be shipped in advance and received at the GES Warehouse no later than May 27, 2022.

Request for hanging sign is due April 8, 2022

Exhibiting Company Name	Booth #	Booth Size
Contact Name:	Phone #	Email
Dimensions of sign	Weight of sign	Height of Top of Hanging Sign
Number of hanging points & locations	Material used in construction of sign	

I have enclosed the following required items: (Be sure all are included/checked before submitting.)

- ☐ Rendering (sketch or picture of detailed side views, including height/width/dimensions).
- ☐ Footprint drawing (top-down line drawing of sign, including dimensions).
- ☐ Original scaled blueprint of plan with original registered engineer signature & original engineer stamp.
- ☐ The exact positioning of the sign in relation to surrounding booths.

If you have any questions, contact IDDBA at al@iddba.org or phone 608-310-5000.

For IDDBA Use Only

Approved: _____

Date: _____