

## HANGING SIGN & RIGGING REGULATIONS

**Submission deadline: January 16, 2026**

### **MANDATORY BOOTH RENDERING, HANGING SIGN, AND HEIGHT VARIANCE SUBMISSION FORM**

Booths smaller than 20'x20' do not qualify for a hanging sign and will not be approved!

Approval for hanging signs will be considered for peninsula booths or island booths (20' X 20' space or larger) only, provided the signs are not objectionable in content and there are no physical constraints at the facility. *Show Management **MUST** see a rendering of both booth and hanging sign(s) in one drawing prior to approval.*

Maximum height for signage (and total booth structure) is 24 feet with no variance option. There must be 3' of clearance from the highest point of the booth and the bottom of the sign. Signs/rigging/lighting must hang at least 10' from any adjoining/adjacent booth.

**\*Note** – *it is mandatory that all hanging signs be shipped to the Freeman Advanced Warehouse. Specific hanging sign advance warehouse labels can be found in this service manual or the Freeman service kit.*

**REGARDLESS AS TO WHERE THE HIGHEST POINT IS LOCATED WITHIN THE BOOTH, THERE MUST BE A 3' CLEARANCE BETWEEN THE TALLEST STRUCTURE IN THE BOOTH TO THE BOTTOM OF THE HANGING SIGN**

### **Please Note**

- Freeman is responsible for all rigging that weighs less than 200lbs and does not require electricity.
- Venetian Expo/Encore rigging services is responsible for all rigging that weighs less than 200lbs but requires electricity. This would be hanging signs that rotate or have any lighting.
- The facility requires that any rigging that weighs 200lbs+ be installed with chain motors. Venetian Expo/Encore is the vendor responsible for these installations.
- If you aren't sure who you need to order rigging services from, contact Freeman Exhibitor Services and they will be happy to assist!