

Aerial Rigging/Hanging Signs

Overhead hanging signs and decorative materials* weighing less than two hundred (200) pounds will be assembled and installed by Freeman. **Hanging signs and overhead truss, used to support hanging signs or lighting over two hundred (200) pounds must be assembled and installed by Freeman. In addition, Freeman must hang any sign that requires electrical power, despite its weight.**

***Decorative materials include canopies and other items that may need to be supported from the ceiling.**

AAO Show Management approved requests for hanging signs must be submitted to Freeman a minimum of sixty (60) days prior to the event move-in date.

Hanging Signs

- Only island exhibits may use hanging signs.
- The maximum height for hanging signs is twenty-five feet (25').
- Lighting and truss may be hung above this height but is limited to the boundaries of the exhibit space.

Hanging signs, regardless of type, are subject to the maximum size allowances stated in these policies and must conform to the standards that follow. The combined length of all signs may not exceed the following limits, whether hung horizontally or vertically. Multiple sign dimensions are totaled to determine the length of the sign.

- For a single-faced or double-faced one-piece sign, the length of the sign may not exceed fifty percent (50%) of the booth dimension on the aisle that it faces.
- For a rectangular, square, circular, or triangular sign, the length of any side of the sign may not exceed fifty percent (50%) of the booth dimension on the aisle that it faces.
- The height limit for each side of a sign is eight feet (8').
- The suspended height of a sign may not exceed twenty-five feet (25') when measured from the floor up to the top of the sign

Hanging signs must be received at the Freeman warehouse no later than **Friday, Sept. 16**. It is also cost-effective to include assembly instructions in the hanging sign shipment to the advance warehouse.

Hanging Sign Shipping labels will be included in the exhibitor service manual.

Hanging Sign Blueprints

Blueprints indicating hanging points, hanging locations and the total weight of hanging signs must be submitted to the Director of Exhibitions for approval by **Friday, July 22**.

Submit blueprints that have been drawn to scale (indicate the scale used) and include all sign dimensions, both the height and width of each sign.

All hanging signs must be preapproved. Walk-up signs will not be approved onsite. All signs are subject to onsite review and, where necessary, modified at the exhibitor's expense.