

Hanging Sign Request Form

Deadline: January 15, 2016

If you are planning on having any type of hanging sign at SATELLITE 2016 you must follow the procedures outlined below:

- Return this form to Show Management no later than Friday, January 15, 2016
- Make arrangements with PSAV to rig your sign no later than Sunday, January 31, 2016. Orders will not be accepted after this date. Freeman labor is required to assemble any hanging signs and you must return the Freeman Assembly Labor for Hanging Signs order form at the same time.
- Ship your hanging sign to the Freeman Warehouse separate from your other booth freight using the approved shipping label. The Freeman Warehouse will be accepting shipments between February 3 and Friday, February 25. If the sign is not shipped to the warehouse by this deadline date there is no guarantee it will be hung by show opening. The shipping label for the hanging sign will be sent by Show Management upon receipt of this completed form.
- At the close of the show, all hanging signs will need to be shipped separately from your booth properties. You will be required to label your hanging signs and complete a material handling agreement (MHA) for your hanging sign in addition to your other booth properties.

Hanging Sign Specifications

Type: Cloth Banner Metal or Wood Other _____

Shape: Square Triangle Rectangle Other _____

Size: Height _____ Length _____ Width _____

Weight of Sign: _____

Does Your Sign Require...? Electricity* Assembly**

*Electricity must be ordered directly through the Gaylord and Assembly must be ordered through Freeman.

Is Your Sign Designed to Rotate? Yes No

Please attach a detailed drawing or schematic of the hanging sign including the heights and widths of all structures, towers, graphics, truss and etc.

Contact Information

Company Name: _____

Booth Number: _____ Size: _____

Contact Name: _____

Title: _____

Address: _____

City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Please complete and return form to:

Jessica Davis
SATELLITE 2016
Fax: (301) 340-7136
Phone: (301) 354-1667
E-mail: jcdavis@accessintel.com

For SATELLITE Use Only

Date Received: _____

Submitted By: _____

Approved By: _____