



# SIGN & BANNER HANGING

In order to best serve you, we need specific information as to the size, weight, location, timing and special needs for signage. Please complete this form and return it to the Exhibitor Services Manager no less than THREE (3) business days prior to your event move-in date.

1. All sign requests must be approved by Show Promoter and the Chattanooga Convention Center (CCC).
2. All booth signs will be hung at a specified distance as prescribed by Show Promoter. If Show Promoter does not have such specifications, then all booth signs will be hung at a uniform distance from floor to bottom of sign.
3. All banners/signs should be assembled and ready to hang. Our staff will prepare the banner so they hang correctly and are visible to show patrons. Aerial banners will show from both sides. Double-sided banners are the most effective. Booth banners are limited to the booth size. Typical booths are between 8-10'.
4. All aerial banners must be hung and removed by CCC Personnel.
5. The CCC reserves the right to determine the exact **location of signage based on structural limitations** of the building. *\*Aerial Banners are generally placed above vendor's booths, unless otherwise noted.*
6. Delivery of signage to be coordinated prior to the show or by bringing the sign to exhibitor move-in.
7. The installation and removal will be based on the show move-in/move-out schedule.

Rates: **BOOTH & STAGE SIGNS \$50 = Preparing, Hanging on Pipe & Drape, Dismantling of Sign**  
**AERIAL SIGNS \$100 = Preparing, Installation and Dismantling of Sign**  
*Preparation/Dismantling includes installing wooden brace to ensure banner hangs straight.*  
*Additional fees may apply if the banner is oversized (over 20' length), hung in an unusual location or require electrical services.*  
*Adjustments will be made to billing if additional labor is needed for banner hanging.*

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Please submit this form to the Chattanooga Convention Center, prior to your event to: <a href="mailto:exhibitorservices@chattconvention.org">exhibitorservices@chattconvention.org</a>			
TRADESHOW:	BOOTH #:	DATE(S) OF EVENT:	OFFICE NUMBER:
COMPANY NAME:	CONTACT NAME:	EMAIL:	CELL NUMBER:
BANNER SIZE: (h x w x d)	WEIGHT: (lbs)	SHAPE OF SIZE: (Square, Rectangle, Circle, Triangle, Other)	APPROX DELIVERY OF SIGN:
SPECIAL INSTRUCTIONS: (electrical hook-up, kinetic, etc)			LOCATION*:
<input type="checkbox"/> I will take my sign/banner with me immediately following the show. <input type="checkbox"/> My sign/banner will be shipped with the rest of my booth.			
CREDIT CARD NUMBER:			
NAME ON CARD:			
EXPIRATION DATE:	CVS CODE:	BILLING ZIP CODE:	

*Installation and removal are scheduled to accommodate all requests in the most efficient manner.*