



## HANGING SIGNS

# LOOK UP FOR THE SIGN

Hanging Structures and signs are ideal for attracting attention or for use as a focal point at an event or in an interior space by projecting messaging from all angles and drawing the eye to a brand! Let the experts at Valley take care of getting your Hanging Sign properly installed and dismantled.



## New Hanging Sign Policy and Procedures

All Hanging-Sign orders **MUST** be ordered in advance, by December 19, 2022, **NO** showsite orders will be taken. For security purposes and in an effort to reduce costs for exhibitors, Valley will install all hanging structures prior to exhibitor move-in. Valley is responsible for the assembly and installation of all hanging equipment, truss, and signs. No display house or exhibitor personnel will be allowed to assemble any hanging structures.

Display houses or exhibitor personnel are allowed to disassemble structures after Valley lowers structure. Only installation of hanging structures will occur during these days- no other activity will be allowed in your booth.

### TO ENSURE PROPER INSTALLATION FOLLOW THESE INSTRUCTIONS:

- All hanging equipment must conform to Show Management rules and regulations and facility limitations.
- Exhibitor must provide drawings and assembly and set up instructions and Hanging Sign Order Form to Valley **no later than December 19, 2022**.
- All overhead electrical hanging signs must be certified for structural integrity and safety in order to be approved and installed by Valley.
- Electrical signs must be in working order and in accordance with National Electrical Code. **Electrical Service requirements must be ordered in advance on Electrical Service Order Form included in this kit**
- Hanging anchor points must be pre-fabricated and ready to use.
- Exhibitors **MUST** inform Valley Expo Displays if they will be shipping their Hanging Sign to Valley warehouse or delivering to showsite before 9:00AM Monday, January 9, 2023. Valley recommends all exhibitors send their hanging sign directly to the advance warehouse.
- **Hanging structures must be clearly marked and sent in separate containers directly to the advance warehouse by January 5, 2023. If sending your sign directly to the showsite it **MUST** arrive Monday, January 9, 2023, 8:00AM** Structures not clearly marked and received by this date **will not** be assembled and hung regardless of prior approval of drawings.
- Mark Bills of Lading "**Hanging Sign**". Prepay all shipments. Collect shipments will not be accepted.
- Include assembly and set up instructions in shipment to advance warehouse. Valley accepts no liability for any work completed without such instructions and drawings.
- Exhibitor may request their personnel or their display house supervise assembly of their hanging structure. Scheduled times are subject to change due to unforeseen circumstances at Valley's discretion. Every attempt to communicate any schedule changes will be made, however changes may or may not be communicated due to circumstances beyond Valley's control.

**Hanging Crew Size:** Three Laborers **Assembly:** One Laborer

**Materials:** Cable, clamps, etc. additional and charged accordingly

**Rates:** Per hanging crew per hour. Straight Time cannot be guaranteed

Installation - One hour hanging crew and one hour assembly minimum

Dismantle - One hour hanging crew minimum.

#### **Hanging Sign**

Hanging Crew

Assembly/Additional Labor

#### **Rate Per Hour** (Overtime & Double time rates may apply)

\$ 652.70 Straight Time

\$ 182.90 Straight Time



## HANGING SIGN REQUEST FORM

## Discover Boating - Chicago Boat Show

McCormick Place / January 11 - 15, 2023

Exhibitor is required to forward this form along with all necessary documentation which includes the items below to:

events@valleyexpodisplays.com no later than **December 19, 2022**

- \* Rendering (sketch or picture of detailed front views, and side views, including height/width/dimensions).
- \* Footprint drawing (top-down line drawing of sign, including dimensions).
- \* The exact positioning of the sign in relation to surrounding booths.
- \* **All Set-Up instruction for complete assembly of hanging sign.**

### SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

<b>Type:</b>	Cloth Banner _____	<b>Shape:</b>	Square _____
	Metal or Wood _____		Triangle _____
	Other _____		Rectangle _____
			Other _____
<b>Size:</b>	Height _____	<b>Does Your Sign Require:</b>	
	Length _____		Electricity _____
	Width _____		Assembly _____
	Weight of Sign _____	<b>Does Your Sign have a Motor?</b>	
			No _____
			Yes _____
			If Yes, Who is providing: _____

### PLACEMENT DIAGRAM - REQUIRED

- If you would like your hanging sign placed in the center of your booth at the maximum height required for your booth space place check the box and initial.

☐

Initials: \_\_\_\_\_

- Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

_____ Feet in from the back Aisle # _____	
_____ Feet in from the left Aisle # _____	_____ Feet in from the right Aisle # _____
<div style="border: 1px solid black; width: 200px; height: 80px; margin: 0 auto;"></div>	
_____ Feet in from the front Aisle # _____	
Number of Feet from floor to top of sign: _____	

Exhibiting Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_





# STRUCTURAL INTEGRITY STATEMENT

## Discover Boating - Chicago Boat Show

McCormick Place / January 11 - 15, 2023

PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

### STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

\_\_\_\_\_, the contracted exhibitor at **Discover Boating - Chicago Boat Show** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the **Discover Boating - Chicago Boat Show**, **McCormick Place, Valley**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 250 lbs. may be verified (metered) on site at ex-

Exhibiting Company: \_\_\_\_\_

Booth #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Display House/Builder (if applicable): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Complete and return form to the below:

Email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

Fax: 815.873.1544