



Banner-Hanging Procedures

- 1) **Inside your booth:** You may hang your banner from the pipe located at the back of your booth. Make sure your banner has holes with reinforced grommets along the top. Your banner can be hung from the pipe using small metal “S” hooks (provided free of charge by the show decorator).
- 2) **From the ceiling:** Where possible (due to the presence of pipes), you may also be able to have a larger banner hung above your booth for an additional fee. It must also be reinforced at the top with a metal pipe or piece of PVC to avoid sagging or drooping of your banner and along the sides. Per Expo Square regulations, you are NOT allowed to do this yourself. Expo Square personnel MUST hang/take down all banners from the ceiling and will connect to your ropes and hang your sign.

**YOUR BANNER MUST BE CHECKED IN, PAID FOR AND IN YOUR BOOTH
BY NOON ON TUESDAY, JANUARY 26th OR IT WILL NOT BE HUNG! NO EXCEPTIONS!!!**

There are 2 types of banners/signs that can be hung from the ceiling:



2-sided signs: (see example above)
These types of signs must have a pole or PVC piping across the top for cosmetic purposes and to make it safer and easier to hang.

The charge to hang/take down this sign is **\$150.00**.



3-sided, 4-sided and round signs: (see examples above) These types of signs MUST have pipe or other very rigid support material along the top and ALL sides or they will not be hung. You must connect all sides to one cable hook for the Expo Square to connect to with their rope/cable.

The charge to hang this sign/take it down is **\$275.00**.



Bring your banner to the “Exhibitor Check-In” desk Tuesday, January 26th between 8am to Noon and pay the proper banner hanging fee and be put on the schedule.

Assemble your banner in your booth so it’s ready for Expo Square personnel to connect and hang by 1:00pm on Tuesday, January 26th.

Payment for banner-hanging can be made by credit card or check only (payable to [Cox Radio, Inc.](#)) and must be received at time of banner check-in before your sign will be hung. **NO CASH** will be accepted!