



SIGN & BANNER HANGING
 Save Time and Money! Pre-Order by Aug. 31st
 and receive substantial discounts!

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Fall Capital Home Show
 Dulles Expo Center
 September 21-23, 2018

Company Name: _____ Booth No. (s): _____
 Order Contact: _____ Phone No.: _____

SIGN & BANNER HANGING RULES & REGULATIONS

1. Suspended signs/banners are allowed in exhibit booths 200 sq. feet or larger.
2. The sign/banner has to be finished on the back side with no copy, unless your display is 20' x 20' or larger. If it is not finished, the sign/banner will not be hung.
3. Please fill in the bottom portion of this form and return it to Hale Northeastern, Inc. to schedule your sign hanging.
4. Plan on dropping off your sign/banner at the Dulles Expo Center on Tuesday, September 18, 2018 between the hours of 12:00 NOON and 4:30 PM. **Handwritten signs/banners will not be permitted. No magic marker, grease pencil or other "homemade" signs/banners are permitted. Professionally made signs & banners ONLY will be allowed.**

Exhibit Space Size	Maximum Size of Sign/Banner	Hanging Distance from the Ground
10' x 20' = 200 sq. ft.	2' x 8'	10' from the ground
10' x 30' = 300 sq. ft.	3' x 8'	10' from the ground
20' x 20' = 400 sq. ft.	4' x 12' Each Side	12' from the ground
20' x 30' = 600 sq. ft.	4' x 18' Each Side	12' from the ground
20' x 40' = 800 sq. ft.	4' x 22' Each Side	12' from the ground

Pre-Order Deadline Date: August 31, 2018. Orders received after August 31, 2018 are Standard Prices.

Description of Service	Pre-order Price	Standard Price
INSTALLATION AND REMOVAL OF FIRST SIGN	\$275.00	\$350.00
INSTALLATION & REMOVAL OF EACH ADDITIONAL SIGN IN THE SAME BOOTH	\$125.00	\$155.00

Hale Northeastern is responsible for the installation of all signs hung from the ceiling. No exhibitor or I & D company is allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale one week prior to the first day of set up.

Please complete the following information:

Number of feet from floor to top of sign: _____ ft.
 Number of feet in from left side: _____ ft.
 Number of feet in from front aisle: _____ ft.

Does your sign require electrical connection? NO YES (If YES, please complete the Dulles Expo Center Electrical form.)

Sign Hanging Page Total: _____

Signs & Banners will be removed on: Monday, September 24, 2018.

Actual installation and removal will be set by Hale, per the availability of the hall and access to area under your booth.