INSTRUCTIONS
• All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
• All overhead hanging must be assembled, installed, and removed by Freeman. Please refer to the Freeman Terms and Conditions found in the Exhibitor Service Manual. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.
• Set up instructions must be provided for signs needing assembly.
• Hanging anchor points must be pre-fabricated and ready for use.
• Overhead hanging signs are to be sent in separate containers directly to the advance warehouse using the enclosed Hanging Sign Labels. This container MUST arrive no later than one week prior to the first exhibitor move-in day. If these procedures are not followed, Freeman cannot guarantee the hanging of your sign.
• If any hang point supports over 250 lbs., notify Freeman immediately for special authorization.

SIGN DESCRIPTION, SIZE & WEIGHT
• For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points may be determined.
  Type: Cloth Banner ______ Metal or Wood ______ Other _______
  Shape: Square _____ Triangle _____ Rectangle _____ Other _______
  Size: Height _______ Length _______ Width _______
  Weight of Sign: _______________________________________
  Does Your Sign Require Assembly _________
  Is Your Sign Designed to Rotate or need electricity? ________Yes or ________No
  (If yes, please refer to facility for installation)

Arriving to warehouse______ or show site_______
Date & Time: ___________________________

PLACEMENT DIAGRAM
• 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.

Supervision for assembly and disassembly of overhead hanging sign can be provided by Freeman, or by your company representative, display house, independent or lighting contractor.