



## ***Hanging Sign Information***

**RPM CompleteXPO Services is responsible for supervision, assembly, installation, and removal of all hanging signs.**

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the Hanging Sign/Truss Labor Order Form.

***Remember:***

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.

4. **All signs to be hung from the ceiling should be sent in a separate container on a separate bill of lading marked "Hanging Sign." This container should be shipped in advance to the RPM CompleteXPO Warehouse, arriving no later than Friday, October 28th, 2011. Ship your hanging sign to:**

NeoCon East 2011 Sign Hanging Materials  
**c/o Brede Exposition Services / Mike Panuska**  
6801 Mid-Cities Avenue  
Beltsville, MD 20705-1411

5. Include exhibitor contact information with the order.
6. Include engineer-stamped assembly and hanging instructions with the order. RPM CompleteXPO accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend RPM CompleteXPO and Show Management from any claims arising out of or related to the installation of any sign without approved drawings.
7. Installation and removal times will be established per the availability of the hall and access to the area under the sign.