

F R E E M A N

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HANGING SIGNS *Hanging of Signs in McCormick Place Procedures and Rules*

HIMSS09 **April 5-8, 2009 • McCormick Complex**

Hanging of signs, both electrical and non-electrical, is permitted in McCormick Place facilities with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions.

1. The top of the sign may not exceed the height limitation specific to your booth type and building. Please refer to the General Information Bulletin to determine your height limitation.
2. All hanging signs must be sent to the Freeman warehouse, 2500 West 35th Street, Chicago, IL 60632, and be received by **MARCH 23, 2009**.
3. The total weight limit of the sign or materials is not to exceed 1500 lbs. The weight of signs or materials is not to exceed 1000 lbs. per hanging point.
4. All signs, regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all "hanging signs" shall be determined by McCormick Place and/or Freeman prior to installation to insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, any water, gas, air, fire protection piping, supports or hangers.
7. All electrical and neon signs must conform to electrical codes of the City of Chicago.
8. All signs (not limited to electrical) and materials weighing more than 500 lbs., that are to be attached or hung from any structural member, will be hung by McCormick Place electricians, and will utilize a McCormick Place electric hoist, operated by McCormick Place electricians.
9. McCormick Place management and/or Freeman are responsible for all hanging signs. Freeman will pre-assemble all signs. No display house will be allowed to assemble any hanging sign. This pertains only to assembly. Dismantling can be done by a display house.
10. Set-up instructions must be included with the Order Form and with sign crates.
11. Because of the structure of the ceiling, and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
12. McCormick Place reserves the right to refuse signs which do not meet safety specifications and to install signs only with approved devices and cable, to ensure a safely hung sign.
13. Exhibitor personnel or your display house may supervise on your behalf. Exhibitors who do NOT provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Freeman and/or McCormick Place.
14. ***YOU ARE REQUIRED TO MAKE ALL ARRANGEMENTS PRIOR TO MOVE-OUT FOR THE OUTBOUND DISMANTLING, PACKING AND SHIPPING OF YOUR HANGING SIGN. FREEMAN CANNOT BE HELD LIABLE FOR DAMAGES OR MISPLACEMENT OF SIGN(S) SHOULD OUTBOUND DISMANTLING ARRANGMENTS NOT BE MADE. ALL PERTINENT INFORMATION AND ARRANGEMENTS MUST BE GIVEN TO THE FREEMAN SERVICE CENTER IN EACH FACILITY.***