

# Signage

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We recognize the need to promote your event outside of your contracted event space to direct or draw attendance. All requests for promotional and directional signage, outside of the contracted event space must be submitted for review to your Event Manager at least three months prior to the first scheduled move-in date.

Please review the guidelines and policies regarding location, type, size and number of signs and banners. For more information, see the static signage guide.

- All sign/banner placement requests for common areas must be approved by Center Management prior to placement. This can be done by submitting a Signage Plan to your Event Manager at least three weeks in advance of your move-in date.
- Walls, floors, ceilings or other areas of the facility or its furnishings or fixtures are not to be painted or have permanent coverings applied.
- Signs, decorations and related materials may not be taped, wired, tacked, stapled, nailed or affixed in any manner to painted surfaces, columns, handrails, fabrics or decorative walls in the Huntington Convention Center. Applicable cleaning fees will be applied.
- Permanent Center signs, banners, etc. may not be blocked or covered in any manner. Temporary signs may not be attached to permanent center signage.
- Decals or window clings must be a 3M low tack product and must be tested and approved at least 30 days in advance of the event.
- Clings on the Terrazzo floor or other designated areas are strictly prohibited. Please contact your event manager for specific space limitations.
- An \$100 fee per location will be charged if decals damage any building surfaces or if decals are not removed at the end of the event.
  - \*Additional charges may apply to repair any damage caused by signage or decals.
- The Center maintains the exclusive right to approve and charge a flat fee for all revenue-producing signage outside of any contracted event space.
- Revenue-producing signs or banners are those that derive revenue or value trade from a commercial or exhibiting company or corporation for advertising a product or service.