

Static Signage Guide



SIGNAGE GUIDELINES

We recognize the need to promote your event outside of your contracted event space to direct or draw attendance. This document was created to lay out the guidelines for displaying signage in the building as well as provide approved locations and dimensions for signage.

Please review the guidelines and policies regarding location, type, size and number of signs and banners.

- 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 the first move-in date.
- The Center maintains the exclusive right to approve and charge a fee for all revenue-producing signage (sponsorship 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.
- Approval for signage requests in shared public space will be contingent on what other event activity is taking place in the building.
- 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.

SIGNAGE GUIDELINES

- Floor 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.
- Decals on the Terrazzo floor in the Atrium or at the Lakeside entrance is strictly prohibited.
- Signage adhered to elevators is strictly prohibited.
- All event signage must be removed at the end of the event by show management or the General Service Contractor. A fee per location will be charged if decals damage any building surfaces or if decals are not removed.
- We have tried to provide the most accurate measurements possible in this guide. Whenever possible, we recommend the company producing the signs take their own measurements as well.

EXTERIOR - St. Clair Entrance

TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

See red marks on map

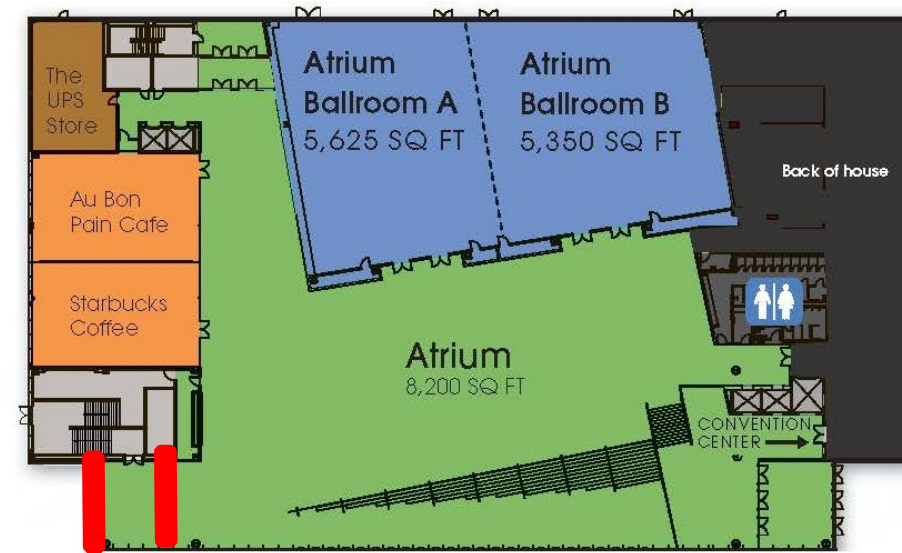
SURFACE AREAS

Substrate: Glass

(12) Glass Doors - 6 interior and 6 exterior

6.5'H x 3' W - area of glass panel in door

Metal handles across the center of each door.



REQUIREMENTS

Available when all areas of HCCC are licensed.

INSTALLATION/DISMANTLE

General Service Contractors or designated sign contractor.



EXTERIOR — Lakeside Entrance

TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS

Substrate: Glass

24 Glass Doors

(12) Exterior

(12) Interior

6.6' H x 27.5' W - area of glass panel in door



REQUIREMENTS

Available when all areas of HCCC are licensed.

INSTALLATION/DISMANTLE

General Service Contractors or designated sign contractor.



FLOOR DECALS

TYPE

Decals

ALLOWED SIGNAGE LOCATION(S)

Floor decals are only permitted in carpeted areas of the building. They are not permitted on the terrazzo floors within the building. That includes the Atrium and the Lakeside entrance.

SURFACE AREAS

Substrate: Carpet

Dimensions may vary.

REQUIREMENTS

Available when multiple areas of the HCCC are licensed, approval contingent on activity elsewhere in the facility. Type of material being used must be submitted in advance. If it is not a material we have on file as being approved for use, a sample must be submitted. We will test the material and deem it ok for use.

INSTALLATION/DISMANTLE

General Service Contractors or designated sign contractor.



ATRIUM LEVEL — Atrium Ballroom Transom

TYPE

Window Cling or Foam Core Sign

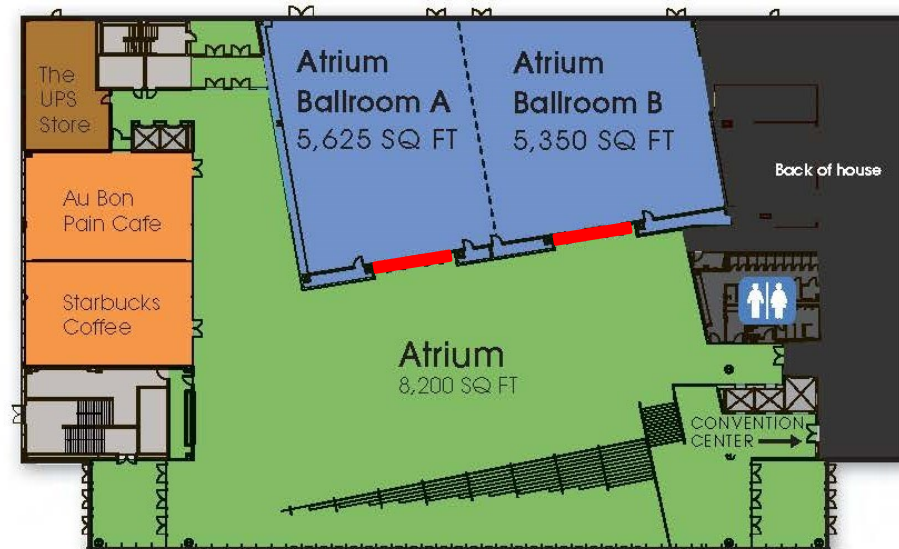
ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS

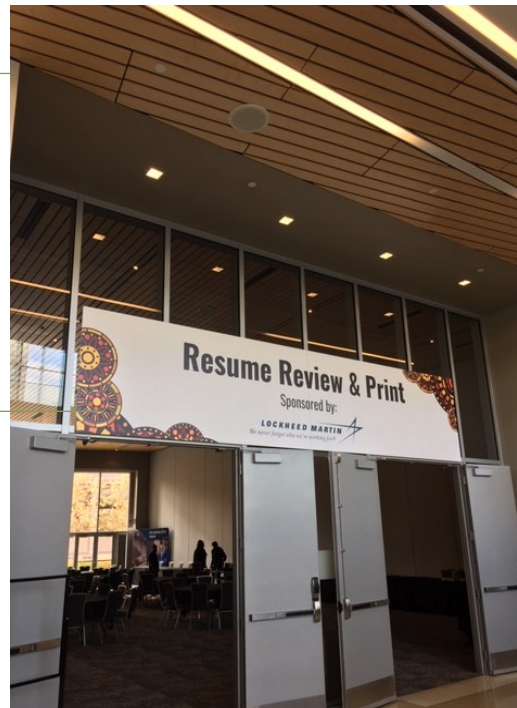
Substrate: Glass and metal

Size will vary based on type of signage being installed.



REQUIREMENTS

Available when Atrium Ballroom(s) are licensed.



INSTALLATION/DISMANTLE

General Service Contractors or designated sign contractor.




ATRIUM LEVEL - Escalator Overhang

TYPE

Vinyl Banner hung over railing

Decals on glass

ALLOWED SIGNAGE LOCATION(S)

 See red marks on map

SURFACE AREAS

Substrate: Drywall

19.4 W x 3' H

Substrate: Glass

(4) Panels at 44.5" W x 41.25" H

(1) Panel at 55.5" W x 41.25" H

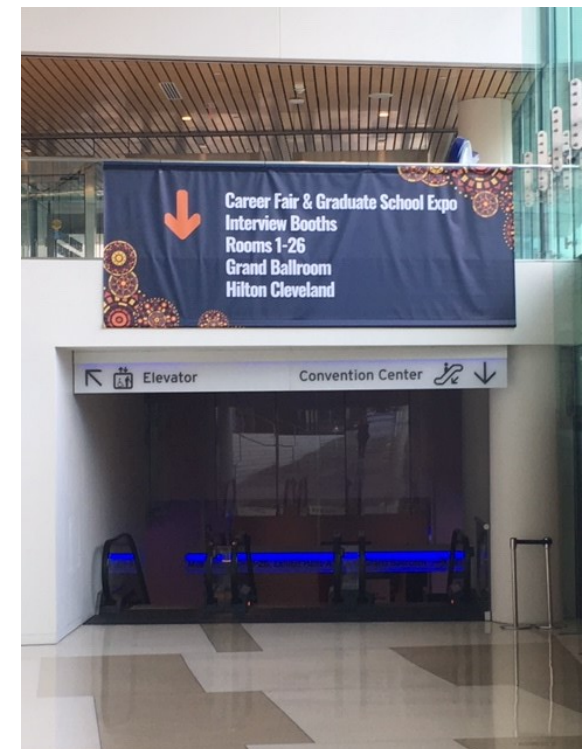
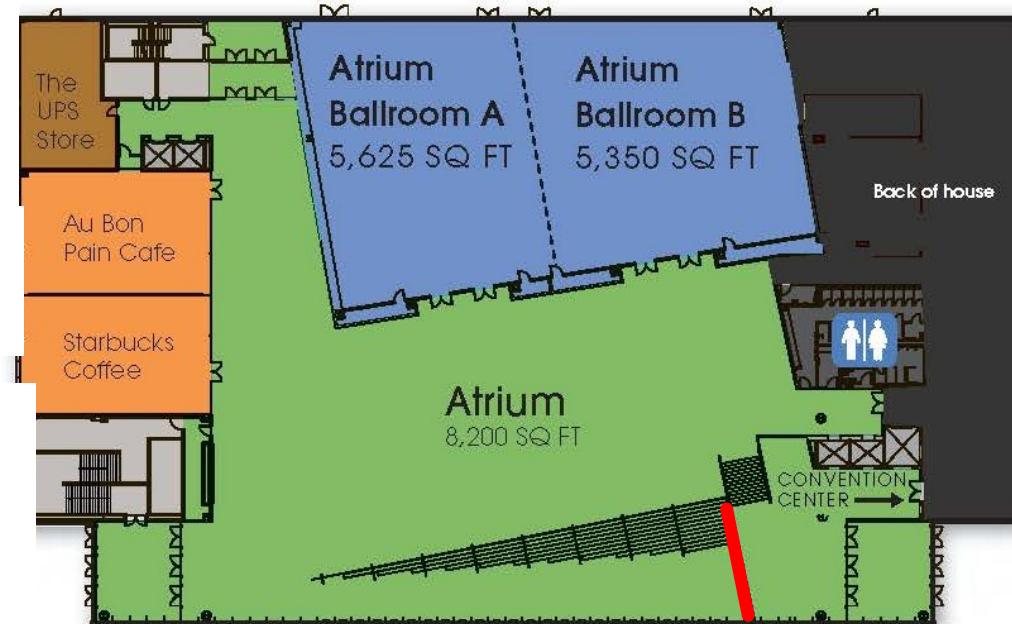
Measurements only include space directly above the escalators.

REQUIREMENTS

Available when multiple areas of HCCC are licensed, approval contingent on activity elsewhere in the facility.

INSTALLATION/DISMANTLE

General Service Contractors or designated sign contractor.



CONCOURSE LEVEL - C2 Escalators

TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

 See red marks on map

SURFACE AREAS & TYPE

Substrate: Glass

Panel 1 (top): 23" high x 67 ½" wide

Panel 2 (middle): 23" high x 71" wide

Panel 3 (bottom) 23" high x 70¾" wide

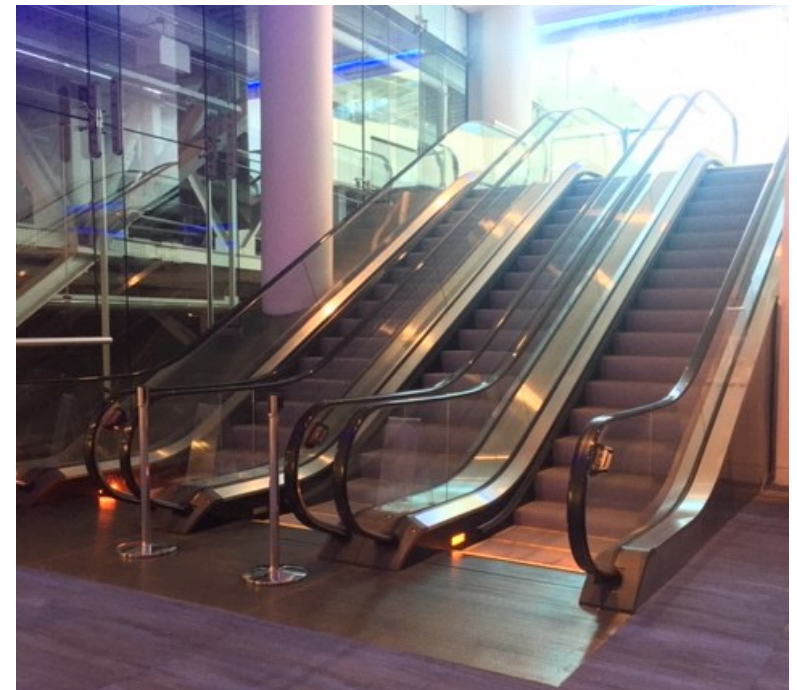
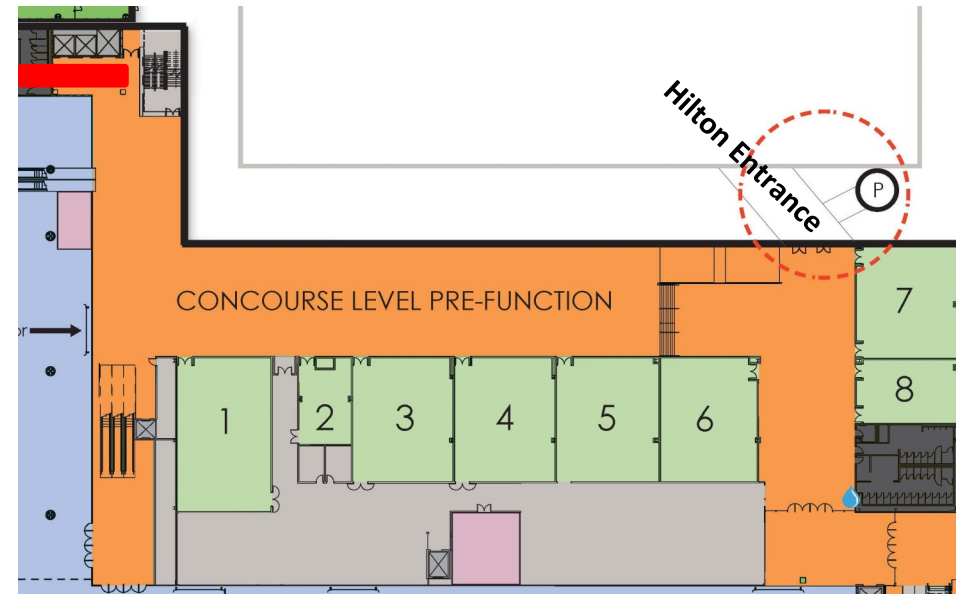
First two panels and last two panel must be kept clear due to fire code regulation.

REQUIREMENTS

Available when multiple area of the HCCC are licensed, approval contingent on activity elsewhere in the facility. Signage can only be display on the glass panels. It is not permitted on hand rails or landing platform.

INSTALLATION/DISMANTLE

General Service Contractors or designated sign contractor.



CONCOURSE LEVEL- Hall A Windows

TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

 See red marks on map

SURFACE AREAS

Substrate: Glass

(15) glass panels from Hall A roll up door to escalator

8.4' H* x 4.8' W

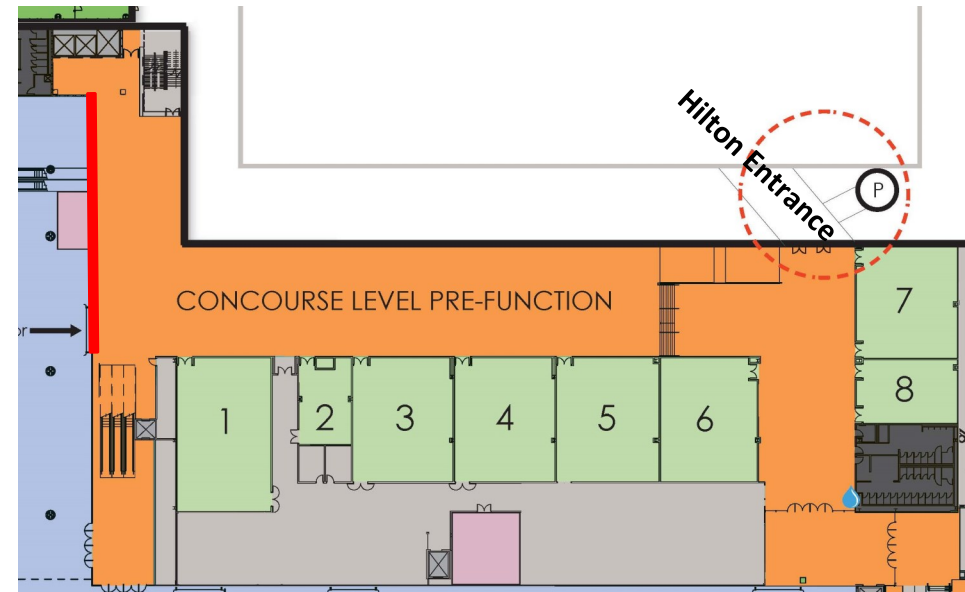
*Height is measured from the bottom of the shade roller.

REQUIREMENTS

Available when Exhibit Hall A is licensed.

INSTALLATION/DISMANTLE

Service Contractor Carpenters or designated sign contractor



Photographs
available on
next page.

CONCOURSE LEVEL- Hall A Windows



CONCOURSE LEVEL - Lakeside Landing West Glass Doors

TYPE

Window Clings

ALLOWED SIGNAGE LOCATION(S)

 See red marks on map

SURFACE AREAS

Substrate: Glass

(6) Glass Doors at 7.6 H x 2.4' W

Glass Door Measurements accounts for glass panel only. It does not include metal door frame around glass panel.

(4) Glass Panels at 8.7' H x 3.9' W

Middle of glass must be left clear to account for existing decals. Decals exist 4 ft. up from the bottom of glass and take up an 8" space across the width of the glass.

REQUIREMENTS

Available when multiple area of the HCCC are licensed, approval contingent on activity elsewhere in the facility.

INSTALLATION/DISMANTLE

General Service Contractor or designated sign contractor



CONCOURSE LEVEL - Lakeside Landing North Glass Doors

TYPE

Window Clings

ALLOWED SIGNAGE LOCATION(S)

 See red marks on map

SURFACE AREAS

Substrate: Glass

(6) Glass Doors at 7.6 H x 2.4' W

Glass Doors Measurement accounts for glass panel only. It does not include metal door frame around glass panel. Note there is a metal door handle going across the width of each door.

(2) Glass Panels at 8.7' H x 3.9' W

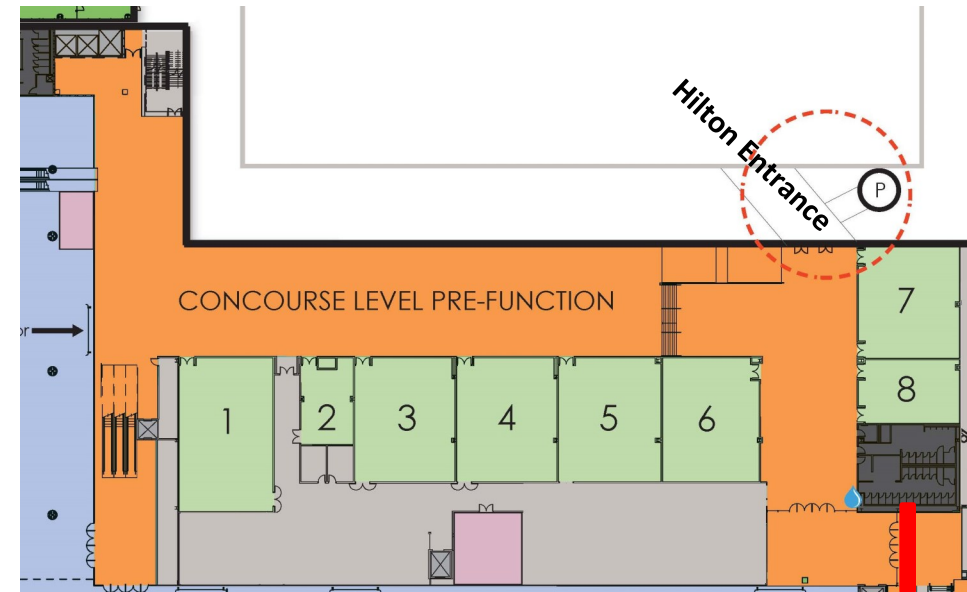
Middle of glass must be left clear to account for existing decals. Decals exist 4 ft. up from the bottom of glass and take up an 8" space across the width of the glass.

REQUIREMENTS

Available when multiple area of the HCCC are licensed, approval contingent on activity elsewhere in the facility.

INSTALLATION/DISMANTLE

Service Contractor Carpenters or designated sign contractor.



CONCOURSE LEVEL- Hilton Glass Doors

TYPE

Window Clings

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS & TYPE

Substrate: Glass

(4) Glass doors at 68.5' H x 27.5' W

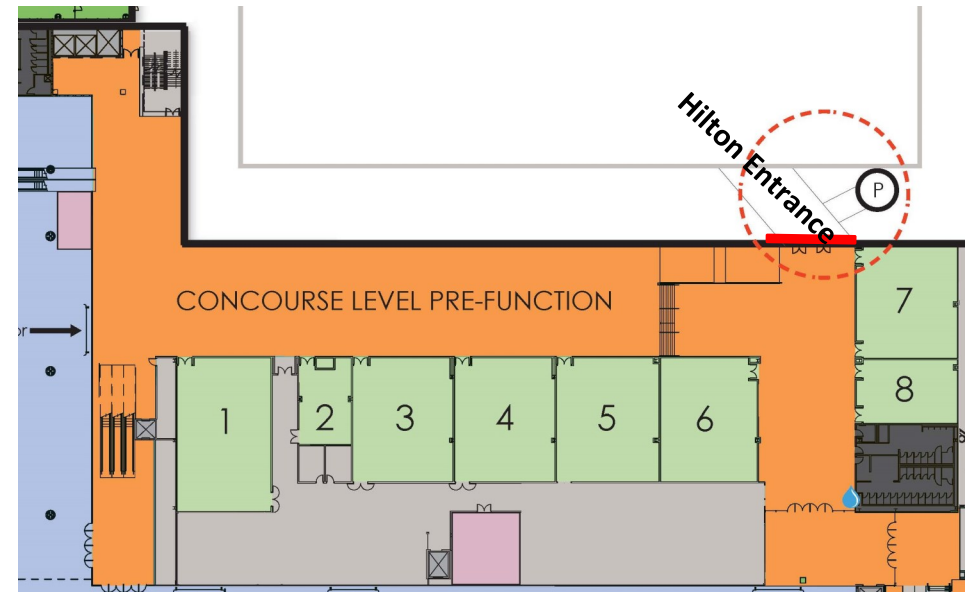
(3) Panels to left, right, and center of doors not available for use.

REQUIREMENTS

Available when multiple area of the HCCC are licensed, approval contingent on activity elsewhere in the facility.

INSTALLATION/DISMANTLE

General Service Contractor or designated sign contractor.



CONCOURSE LEVEL – Glass Rail

TYPE

Window Clings

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS & TYPE

Substrate: Glass

(11) Glass panels at 59.5" W x 41" H with the exception of the panel closest to Hilton entrance which is 59.25" W x 41" H.

REQUIREMENTS

Available when multiple area of the HCCC are licensed, approval contingent on activity elsewhere in the facility.

INSTALLATION/DISMANTLE

General Service Contractor or designated sign contractor.



CONCOURSE LEVEL - Pre-function Area

TYPE

Standing Signage (foam core, pop-up signs, etc.)

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS & TYPE

Size at the clients discretion.

REQUIREMENTS

Directional signage recommended in these locations.

INSTALLATION/DISMANTLE

General Service Contractor, sign contractor or show management staff

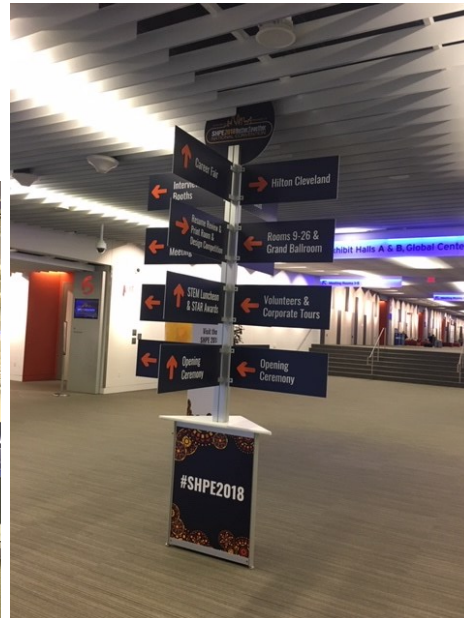
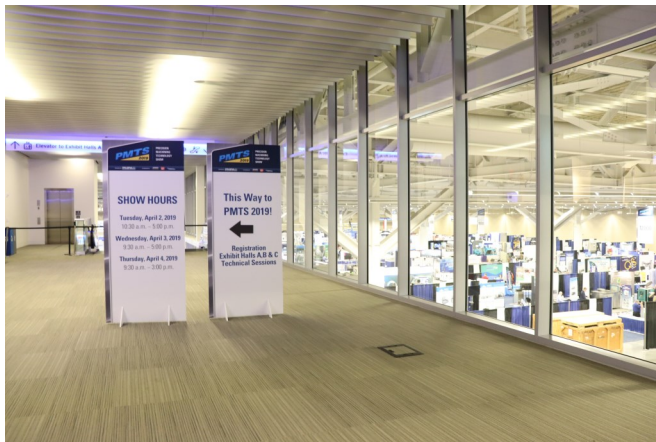
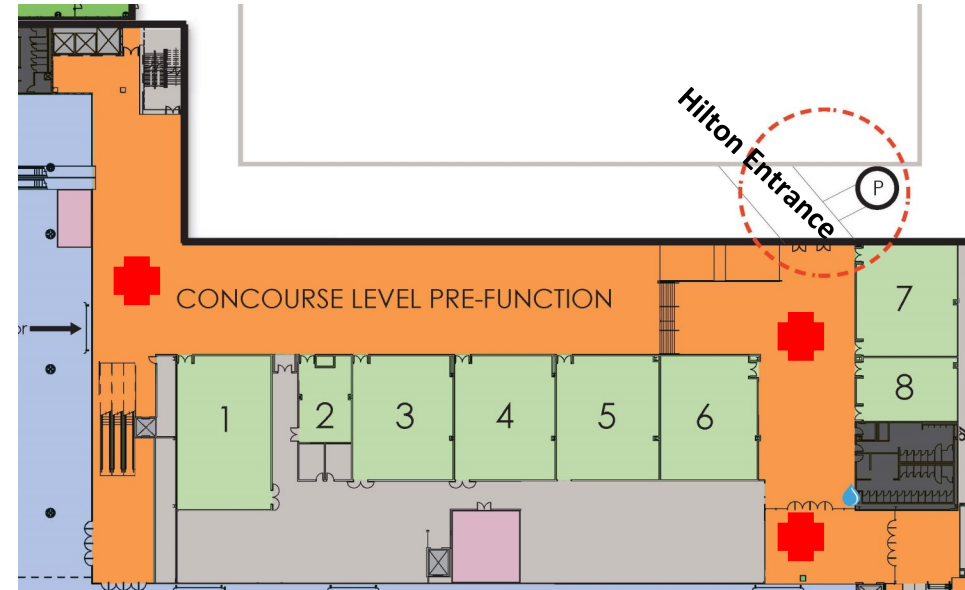


EXHIBIT HALL LEVEL – Hall AB Vestibule

TYPE

Window Clings

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS

Substrate: Glass

Hall A Doors: (6) Glass Doors at 7.6' H x 2.3' W

Hall A Glass Panels to the right of doors:

(4) Panels at 8.7' H x 4.8' W

(3) additional panels of varying size. Size available upon request.

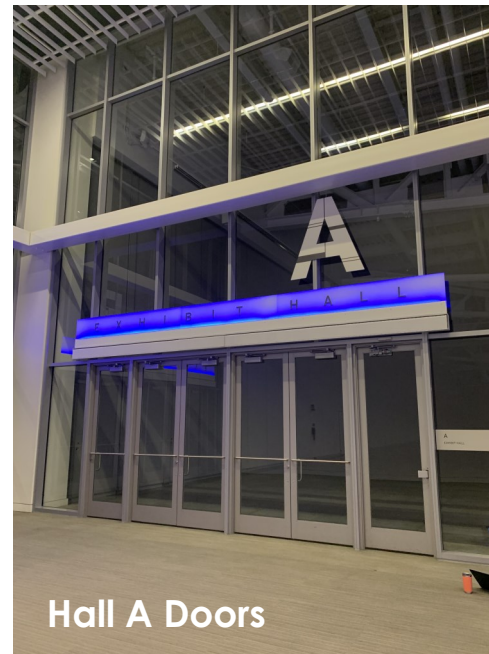
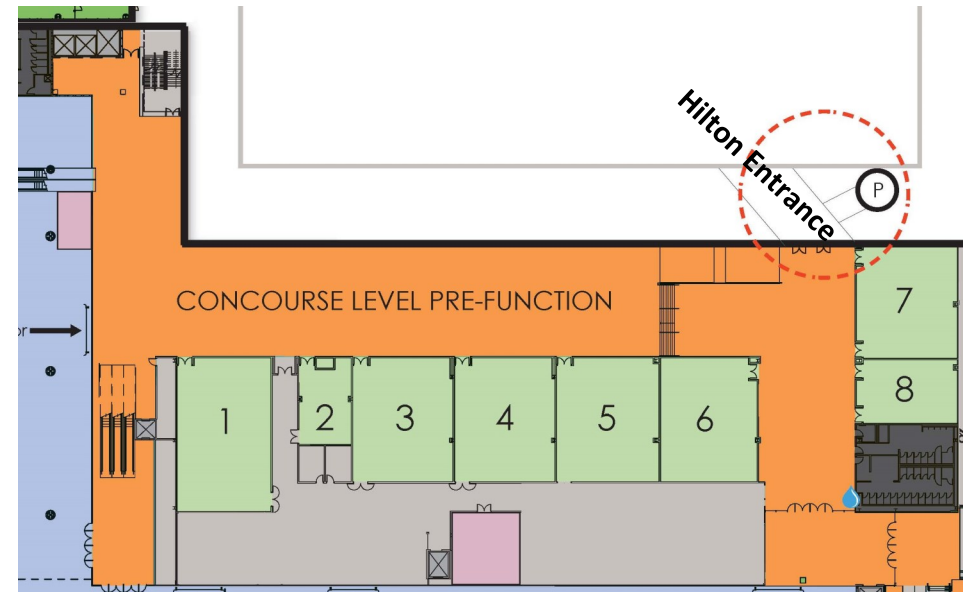
Glass Doors Measurement accounts for glass panel only. It does not include metal door frame around glass panel. Note there is a metal door handle going across the width of each door.

REQUIREMENTS

Available when Hall A is licensed.

INSTALLATION/DISMANTLE

General Service Contractor or designated sign contractor.



Hall A Doors



Hall A Glass Panels

EXHIBIT HALL LEVEL – Hall AB Vestibule

TYPE

Window Clings

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

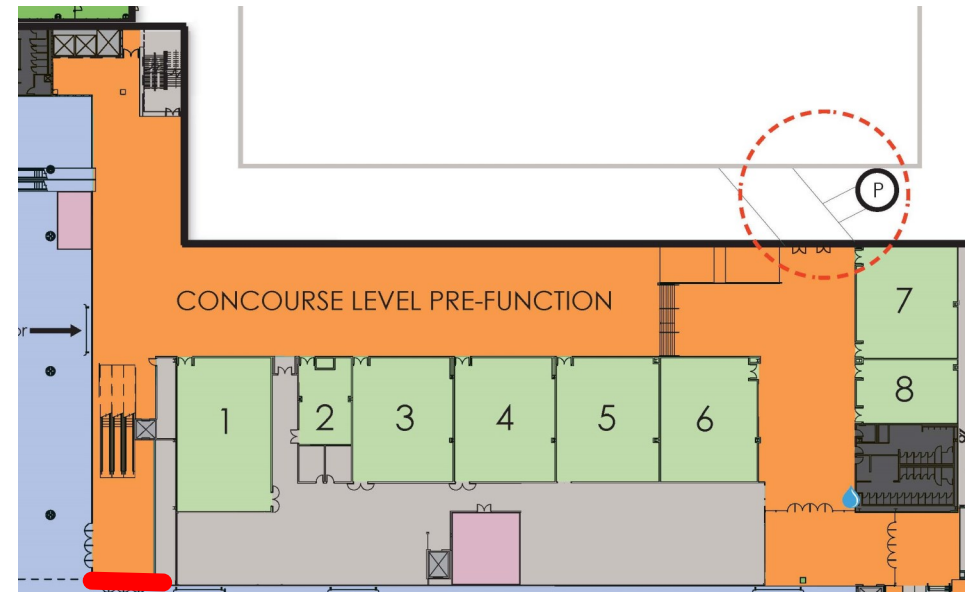
SURFACE AREAS

Substrate: Glass

Hall B Doors: (6) Glass Doors at 7.6' H x 2.3' W

Hall B Glass Panel: (1) Panel at 8.7' H x 2.7' W

Glass door measurements accounts for glass panel only. It does not include metal door frame around glass panel. Note there is a metal door handle going across the width of each door.



REQUIREMENTS

Available when Hall B is licensed.

INSTALLATION/DISMANTLE

General Service Contractor or designated sign contractor

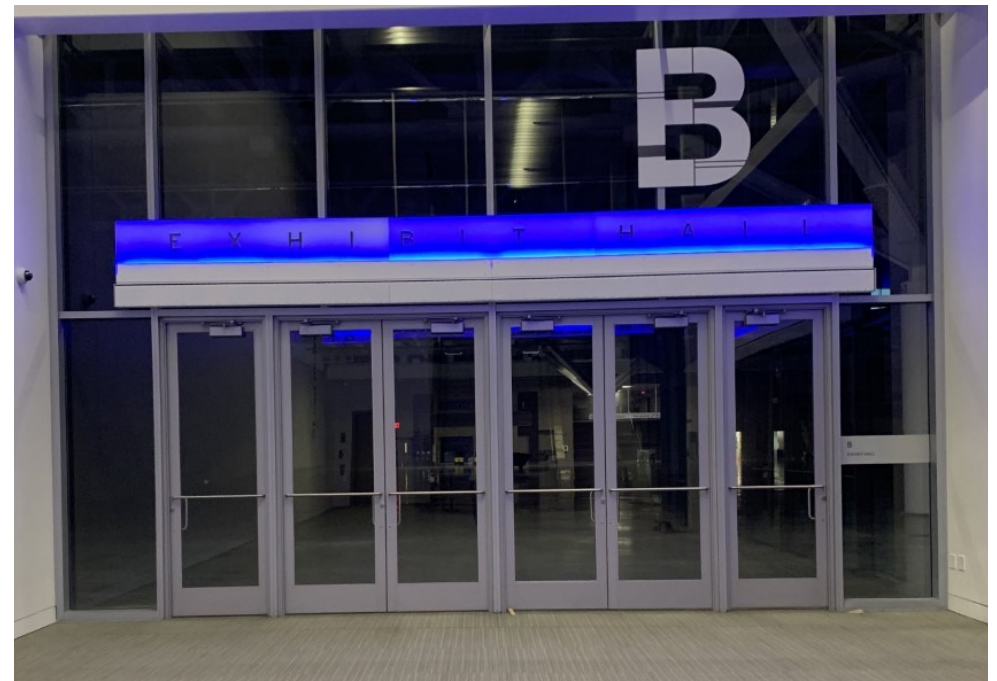


EXHIBIT HALL LEVEL - Hall A Columns

TYPE

Low tack wall cling

ALLOWED SIGNAGE LOCATION(S)

See marks on map with their corresponding dimensions below.

SURFACE AREAS

Substrate: Concrete

● 12'8" W x 15'5" H

● 9'7" W x 15'5" H

F = Fire extinguisher location on column

REQUIREMENTS

Available when Hall A is licensed.

INSTALLATION/DISMANTLE

General Service Contractor or designated sign contractor

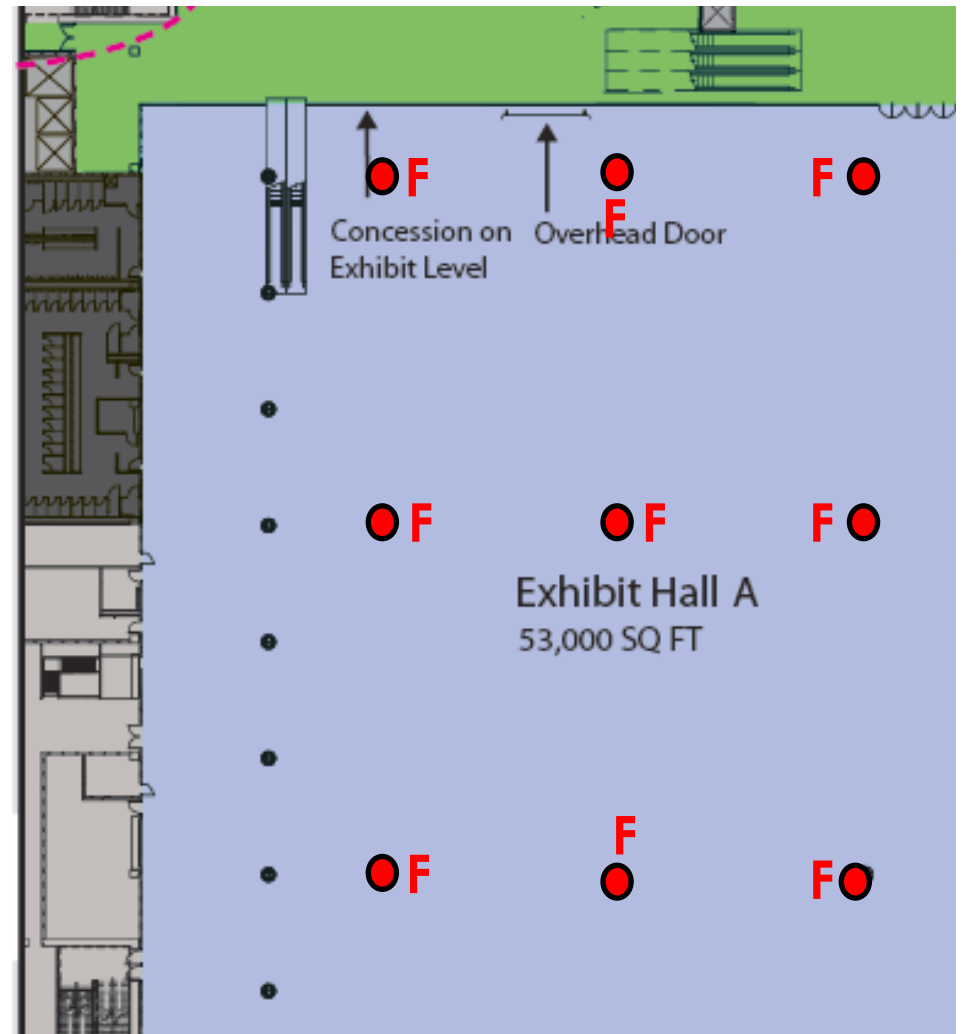


EXHIBIT HALL LEVEL – Hall A Columns

ADDITIONAL MEASUREMENTS

Fire Extinguisher Mount = 1.5" x 2"

Floor to bottom = 46"

Floor to top = 49"

Fire Ext. Sign Mount = 3.5" x 8"

Floor to bottom of sign: 97"

Floor to top of sign: 105"

All mounted hardware is lined on center with 1/2 inch variance calculated into measurements. Extinguisher mount/sign locations are universal on all columns.

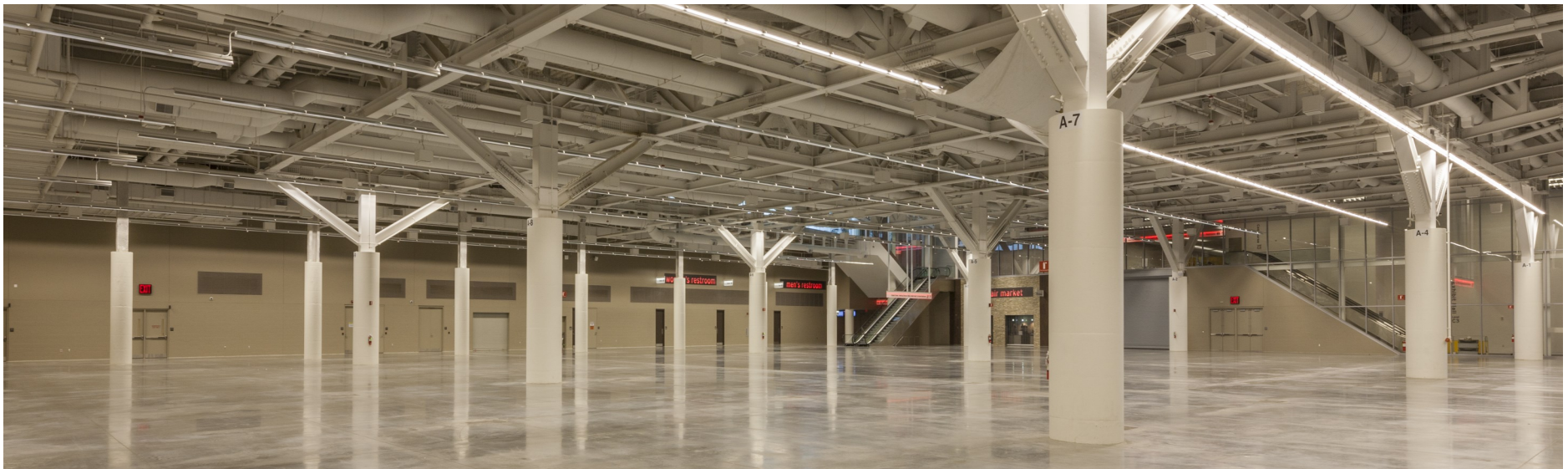


EXHIBIT HALL LEVEL - Hall B Columns

TYPE

Low tack wall cling

ALLOWED SIGNAGE LOCATION(S)

See marks on map with their corresponding dimensions below.

SURFACE AREAS

Substrate: Concrete

● 12'8" W x 15'5" H

F = Fire extinguisher location on column

REQUIREMENTS

Available when Hall B is licensed.

INSTALLATION/DISMANTLE

General Service Contractor or designated sign contractor.

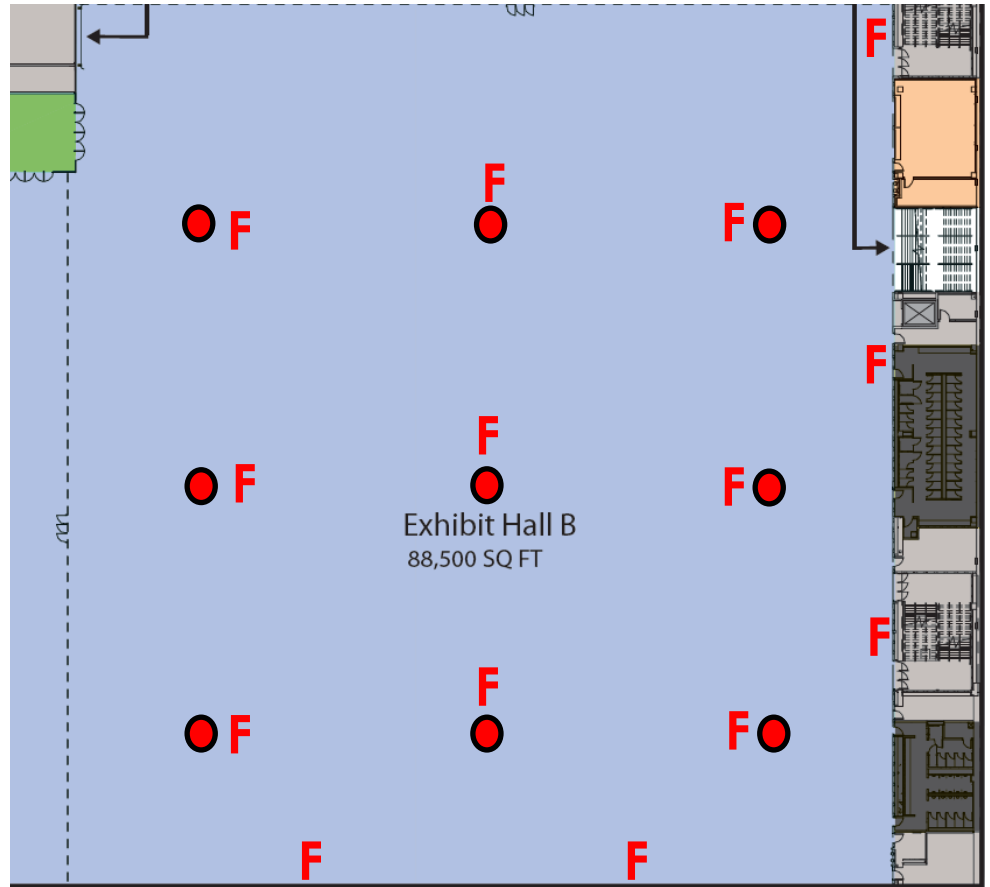


EXHIBIT HALL LEVEL – Hall B Columns

ADDITIONAL MEASUREMENTS

Fire Extinguisher Mount = 1.5" x 2"

Floor to bottom = 46"

Floor to top = 49"

Fire Ext. Sign Mount = 3.5" x 8"

Floor to bottom of sign: 97"

Floor to top of sign: 105"

All mounted hardware is lined on center with 1/2 inch variance calculated into measurements. Extinguisher mount/sign locations are universal on all columns.

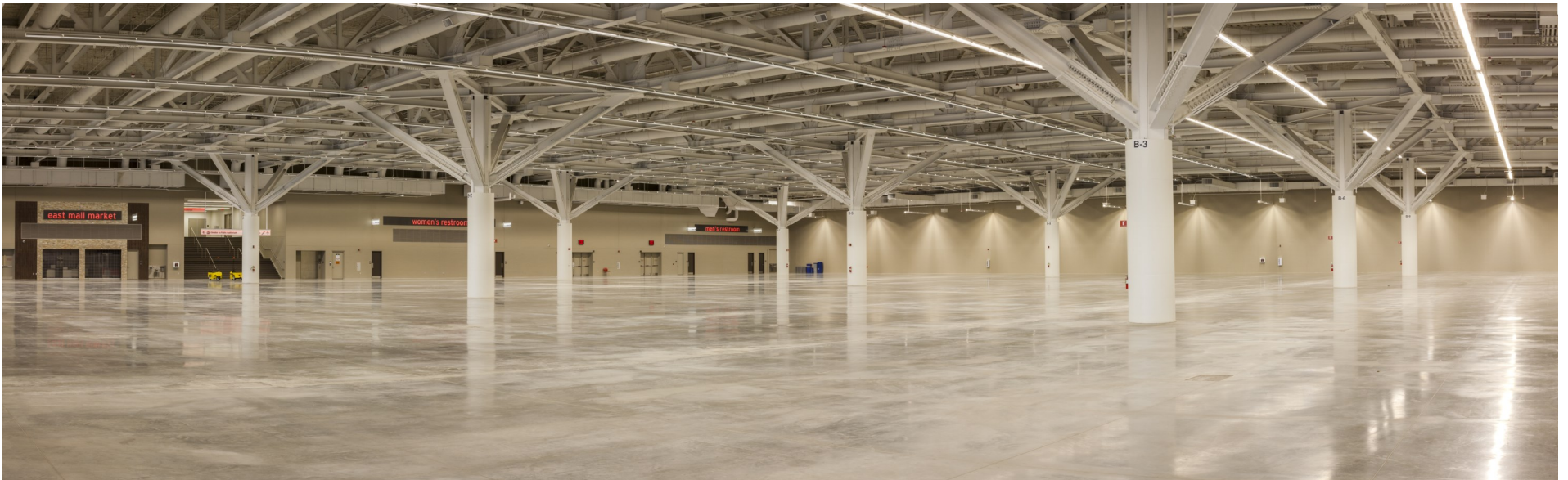


EXHIBIT HALL LEVEL - Hall C Columns

TYPE

Low tack wall cling

ALLOWED SIGNAGE LOCATION(S)

See marks on map with their corresponding dimensions.

SURFACE AREAS

Substrate: Concrete

● 12'8" W x 15'5" H

● 7'11" W x 21'3" H

F = Fire extinguisher location on column

REQUIREMENTS

Available when Hall C is licensed.

INSTALLATION/DISMANTLE

General Service Contractor or designated sign contractor.

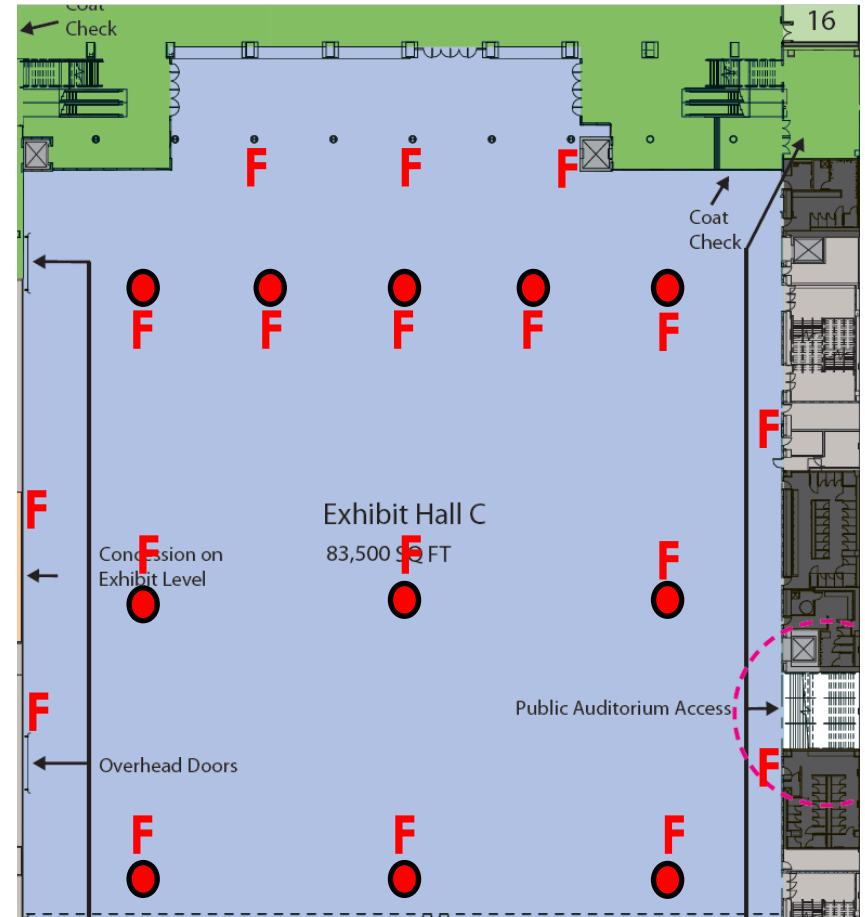


EXHIBIT HALL LEVEL – Hall C Columns

ADDITIONAL MEASUREMENTS

Fire Extinguisher Mount = 1.5" x 2"

Floor to bottom = 46"

Floor to top = 49"

Fire Ext. Sign Mount = 3.5" x 8"

Floor to bottom of sign: 97"

Floor to top of sign: 105"

All mounted hardware is lined on center with 1/2 inch variance calculated into measurements. Extinguisher mount/sign locations are universal on all columns.

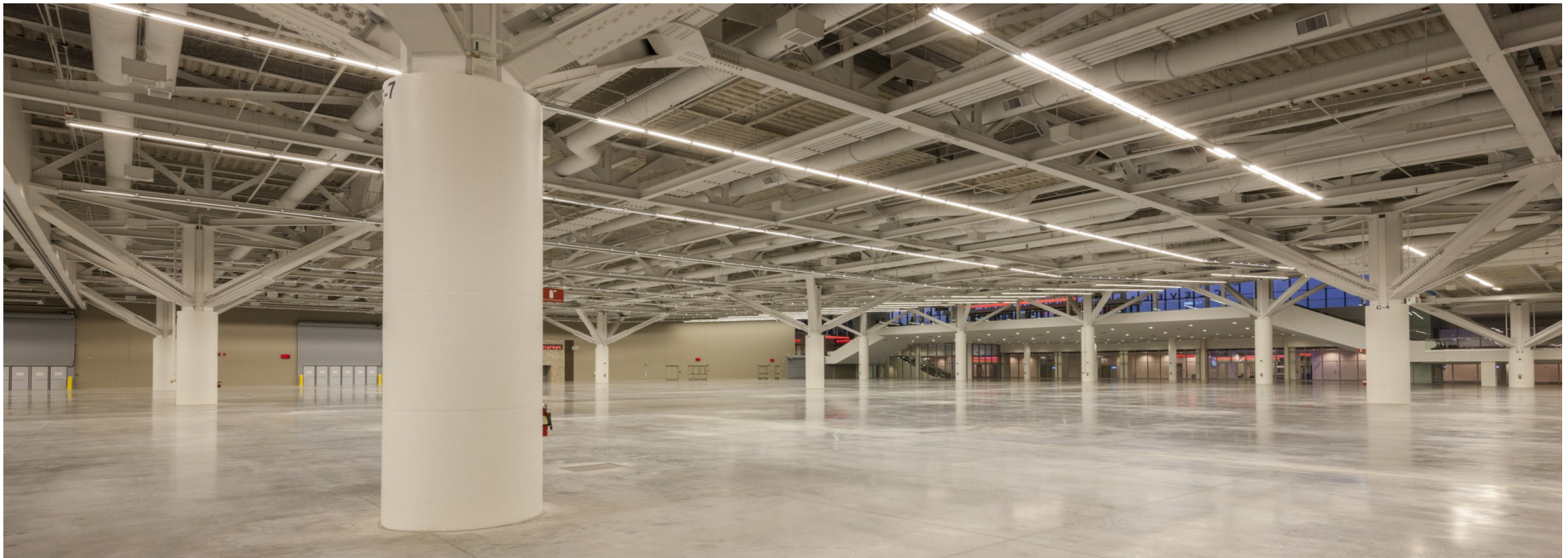


EXHIBIT HALL LEVEL- Pre-function Area

TYPE

Standing Signage

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS

Size at the clients discretion.

REQUIREMENTS

Directional signage recommended in these locations.

INSTALLATION/DISMANTLE

General Service Contractor, designated sign contractor or show management staff.

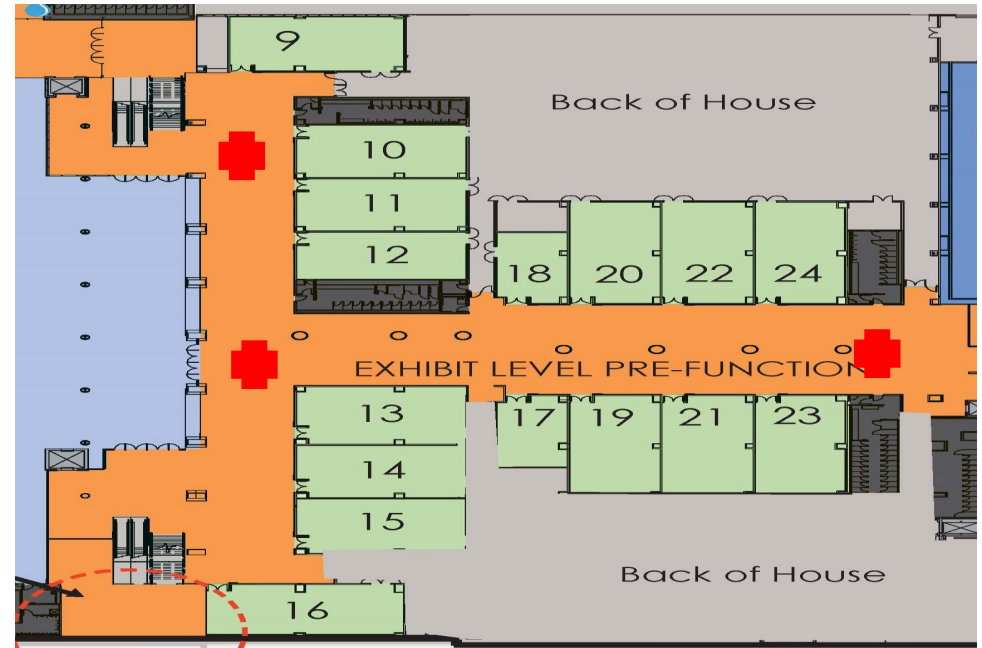


EXHIBIT HALL LEVEL — West Hall C Glass

TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS & TYPE

Substrate: Glass

(6) Glass Doors at 7.6' H x 2.4' W

Glass Doors Measurement accounts for glass panel only. It does not include metal door frame around glass panel. Note there is a metal door handle going across the width of each door.

(2) Sections of Glass Panels to the right of doors

Section 1 = 3 panels at 8.7' H x 4.7' W

Section 2 = 9 panels at 8.7' H x 4.7' W

*dimensions include lower glass panels. Upper glass panels available upon request.

REQUIREMENTS

Available when Exhibit Hall C is licensed.

INSTALLATION/DISMANTLE

General Service Contractor, designated sign contractor or show management staff.

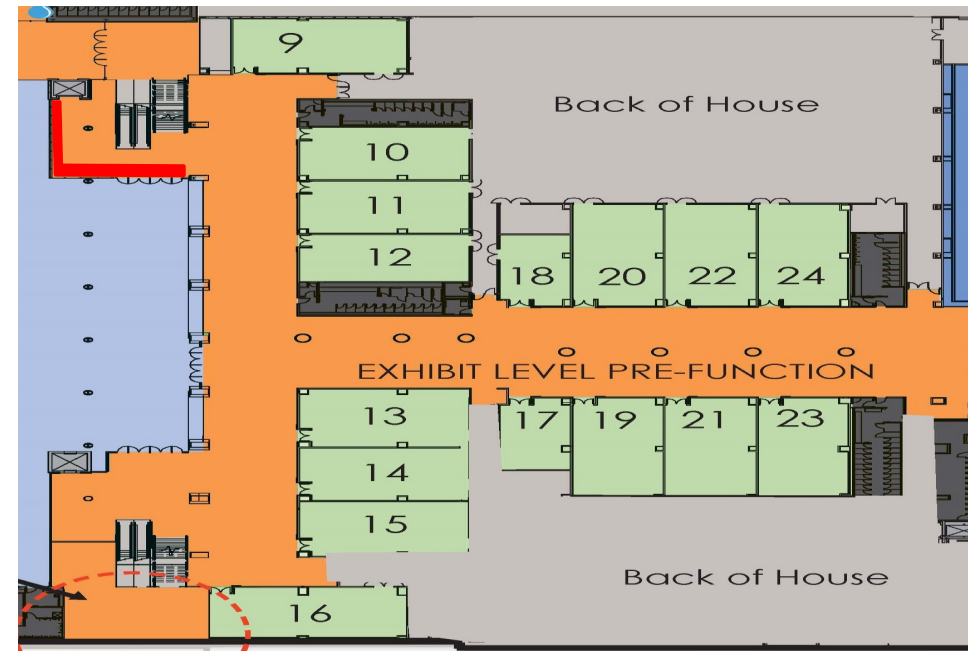


EXHIBIT HALL LEVEL — North Hall C Glass

TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS & TYPE

Substrate: Glass

(6) Glass Doors

(4) Sections of Glass Panels with (6) panels per section

(4) panels at 8.7' H x 4.7' W

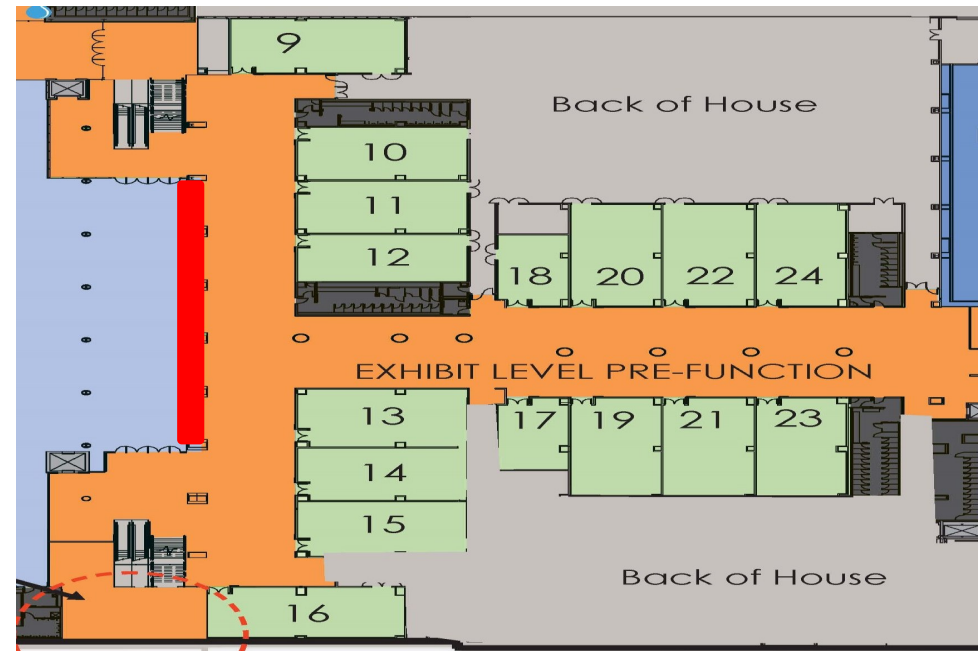
(2) panels at 8.87H x 3.2' W

REQUIREMENTS

Available when Exhibit Hall C is licensed.

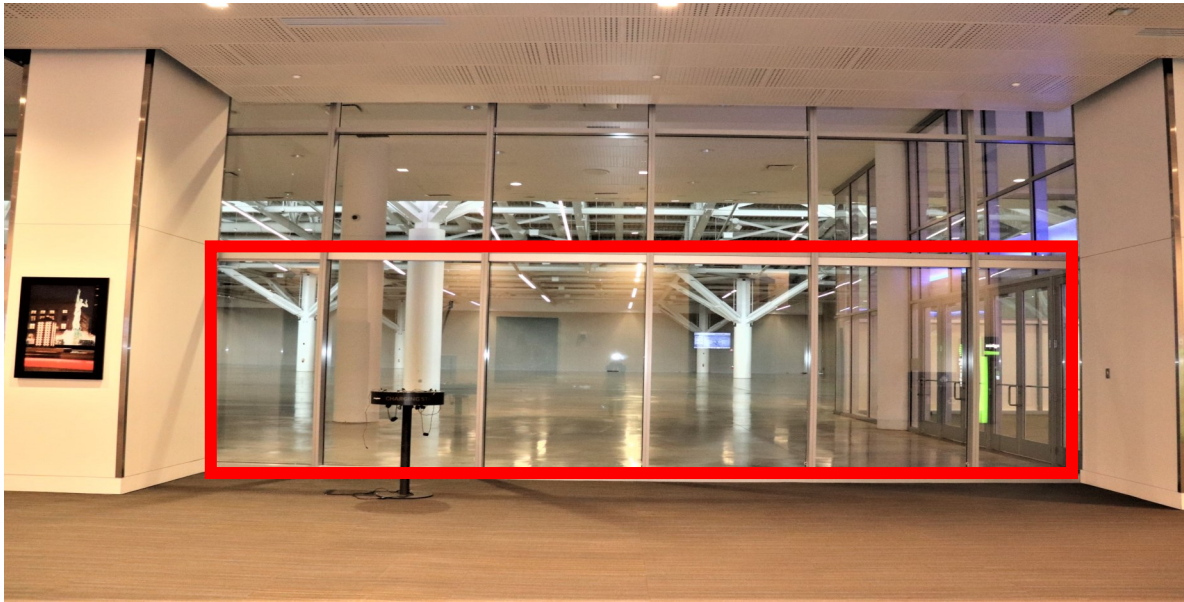
INSTALLATION/DISMANTLE

Service Contractor Carpenters or designated sign contractor.



Photographs
available on
next page.

EXHIBIT HALL LEVEL—North Hall C Glass



One section of glass panels shown here. Dimensions on previous page only include bottom panels. The 2 panels on either end are blocked by columns. The area of glass not blocked by columns is 8.8 H x 3.2' W.



Long view of north glass

EXHIBIT HALL LEVEL — East Hall C Glass

TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

 See red marks on map

SURFACE AREAS & TYPE

Substrate: Glass

(6) Glass Doors at 7.8' H x 2.3 W

Measurement accounts for glass panel only. It does not include metal door frame around glass panel. Note there is a metal door handle going across the width of each door.

REQUIREMENTS

Available when Exhibit Hall C is licensed

INSTALLATION/DISMANTLE

Service Contractor Carpenters or designated sign contractor.

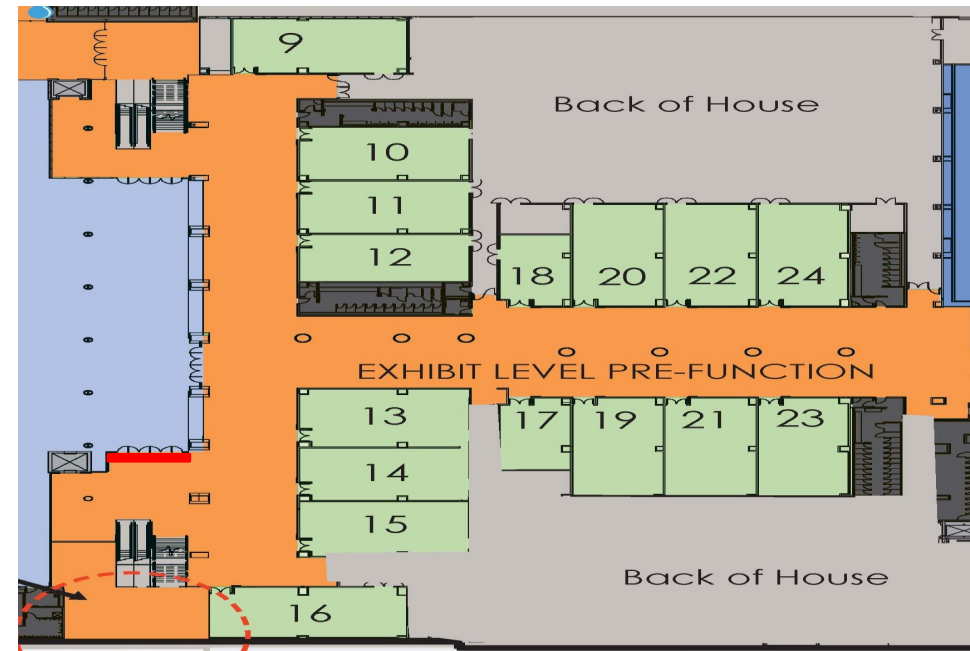


EXHIBIT HALL LEVEL — C3 Escalators

TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS

Substrate: Glass

Panel 1 (top): 23" high x 77 ½" wide

Panel 2: 23" high x 71" wide

Panel 3&4: 23" high x 70 ½" wide

First two panels and last two panel must be kept clear due to fire code regulation.

REQUIREMENTS

Available when multiple area of the HCCC are licensed, approval contingent on activity elsewhere in the facility. Signage can only be display on the glass panels. It is not permitted on hand rails or landing platform.

INSTALLATION/DISMANTLE

General Service Contractors or designated sign contractor.

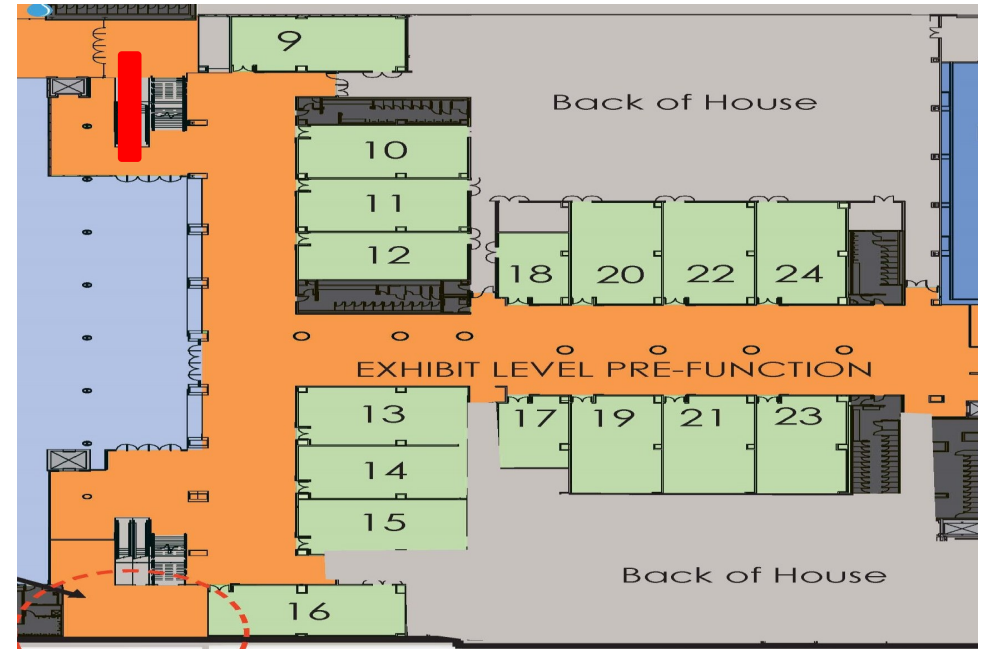


EXHIBIT HALL LEVEL — C3 Columns

TYPE




Column wraps

ALLOWED SIGNAGE LOCATION(S)

See marks on map with their corresponding dimensions below.

SURFACE AREAS

Substrate: Drywall

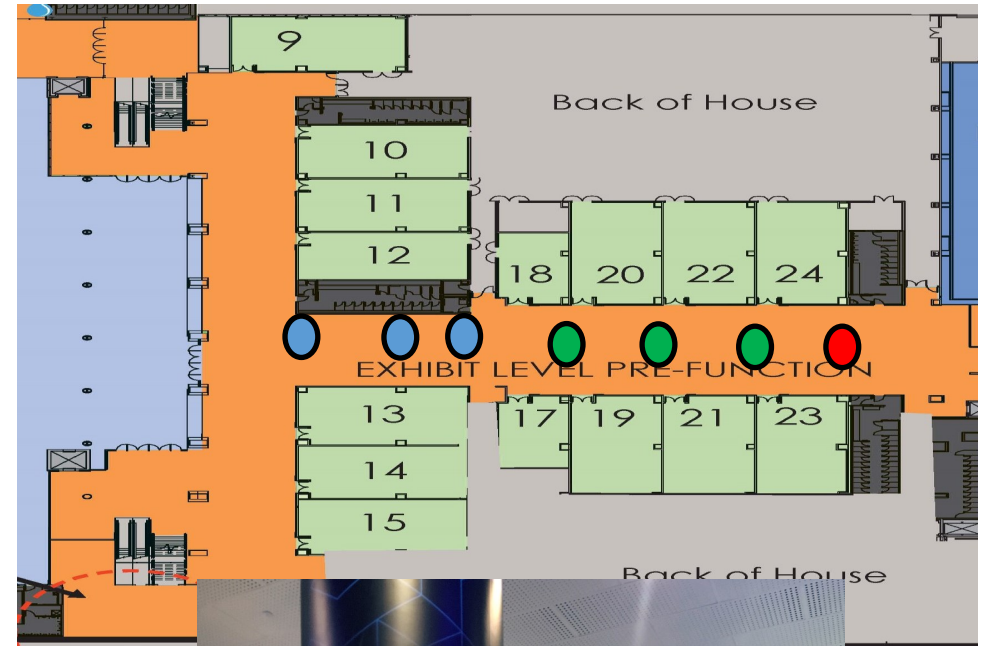
-  15' (H) x 11'1" (around)
-  15' (H) x 9'7" (around)
-  15' (H) x 15'10" (around)

REQUIREMENTS

Available when multiple area of the HCCC are licensed, approval contingent on activity elsewhere in the facility.

INSTALLATION/DISMANTLE

General Service Contractors or designated sign contractor.



First 3 "blue" columns shown here

EXHIBIT HALL LEVEL — C3 Glass Rail

TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map

SURFACE AREAS

Substrate: Glass

5 panels at 39.5" H x 54 5/8" W

REQUIREMENTS

Available when multiple area of the HCCC are licensed, approval contingent on activity elsewhere in the facility. Signage can only be display on the glass panels.

INSTALLATION/DISMANTLE

General Service Contractors or designated sign contractor.

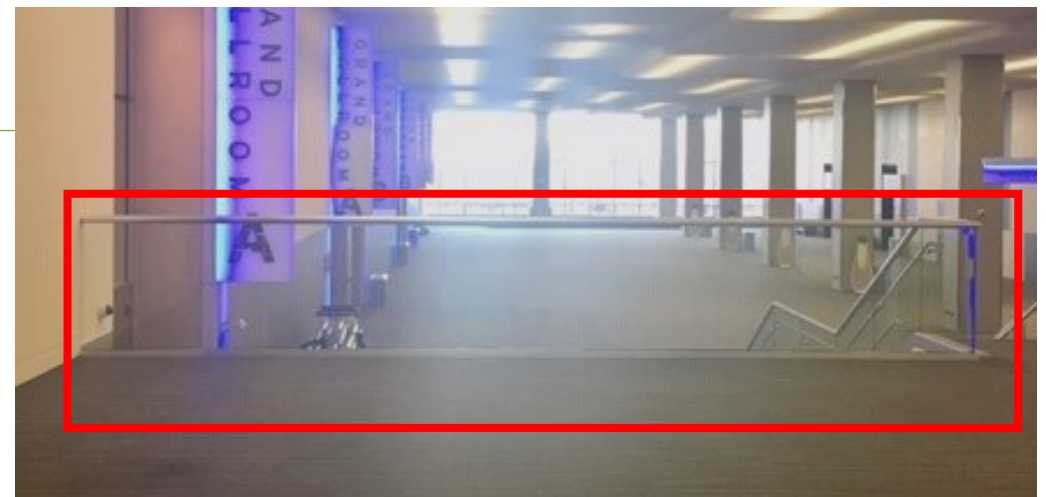
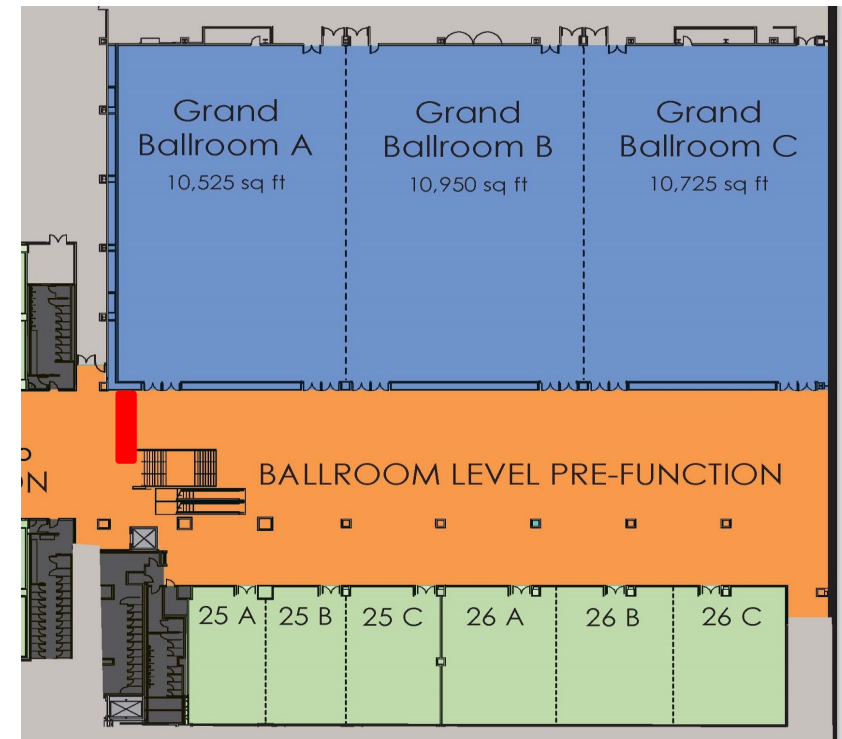


EXHIBIT HALL LEVEL — C4 Escalators

TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

 See red marks on map

SURFACE AREAS

Substrate: Glass

Panel 1 (top): 23" high x 49" wide

Panel 2 (middle): 23" high x 49 ½" wide

Panel 3 (bottom): 23" high x 71" wide

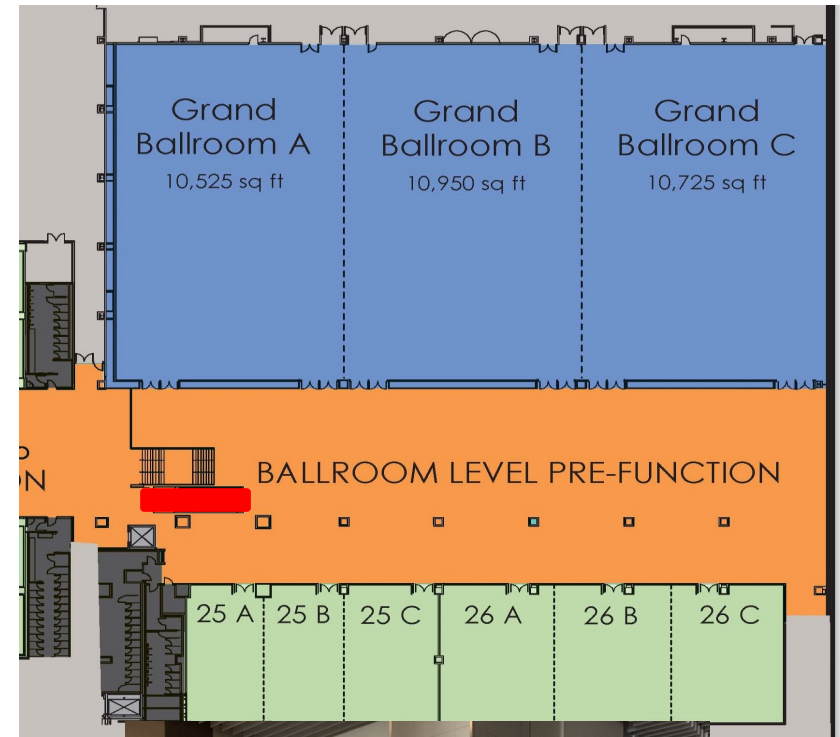
First two panels and last two panels must be kept clear due to fire code regulation.

REQUIREMENTS

Available when the Ballroom Level (C4) is licensed, approval contingent on activity elsewhere in the facility. Signage can only be display on the glass panels. It is not permitted on hand rails or landing platform.

INSTALLATION/DISMANTLE

General Service Contractors or designated sign contractor.



Ballroom LEVEL — North Windows

ALLOWED SIGNAGE TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map below

SURFACE AREAS

Substrate: Glass

(3) Sections of window, 10 panels to a section (5 on top and 5 on bottom)

Each Panel is 12'H x 5.2' W

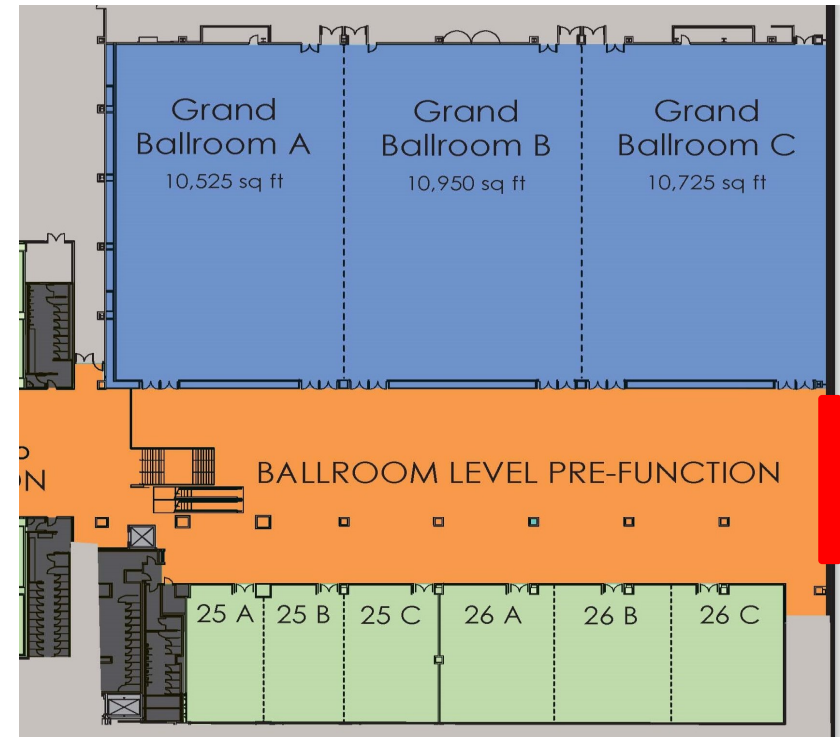
Subtract 32" from the bottom of bottom panels if the clings are to start above the ledge.

REQUIREMENTS

Available when the entire Ballroom Level is licensed, Boom lift required to install signage.

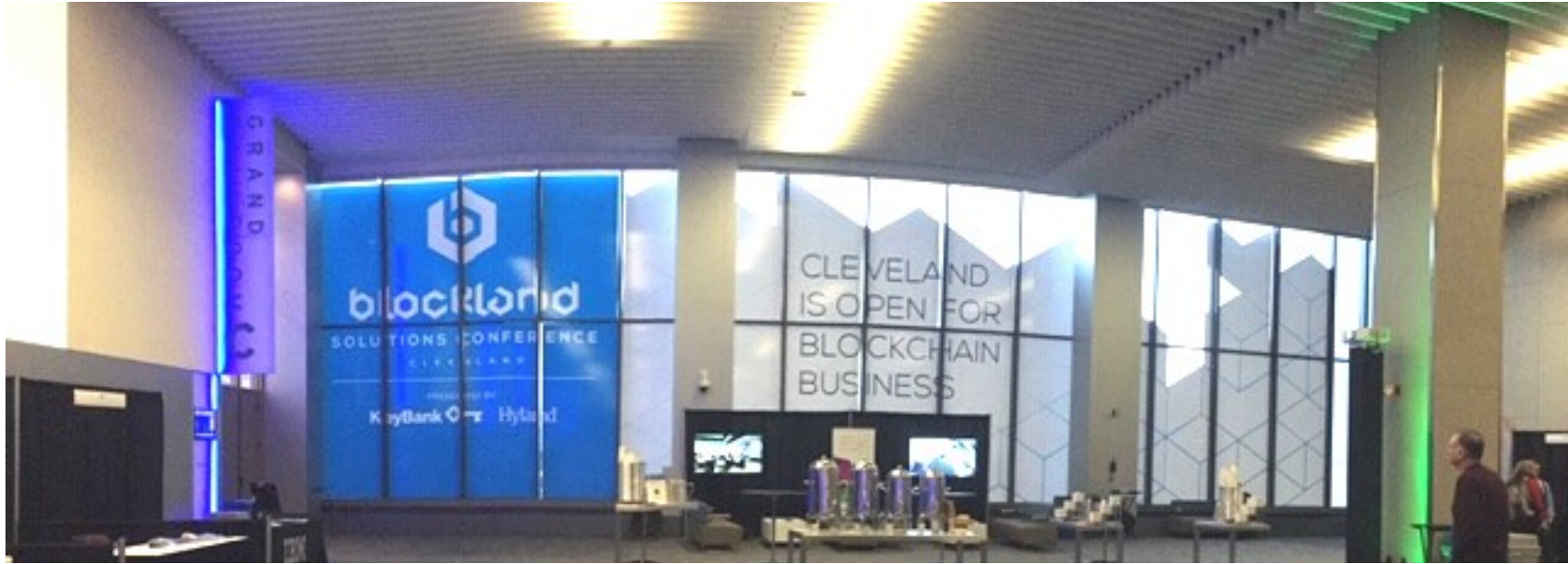
INSTALLATION/DISMANTLE

General Service Contractor or designated sign contractor.



Photographs
available on
next page.

Ballroom LEVEL — North Windows



**Please note the above picture does not show the ledge and seating. See picture below.
Bottom panels measure 9.3' if the glass area below the ledge is subtracted.**



Ballroom LEVEL - North Windows - Ballroom C

ALLOWED SIGNAGE TYPE

Window Cling

ALLOWED SIGNAGE LOCATION(S)

■ See red marks on map below

SURFACE AREAS

Substrate: Glass

(5) Sections of window, 10 panels to a section (5 on top and 5 on bottom)

Each Panel is 12'H x 5.2' W

REQUIREMENTS

Available when Ballroom C.
Boom lift required to install signage.

INSTALLATION/DISMANTLE

General Service Contractor
Or designated sign contractor.

