

Planning Helper **SAMPLE**

Standard Signage Placement Schedule

Annual Conference

Qty	Signage Type	Size	Copy	Location	Day	In Place Time	Remove Time	Date Ordered	Special Instructions
4	Directional	31" W x 24" D poster	Logo - QR Code Welcome Reception	(1) Elevator Lobby (2) Ballroom Foyer (1) Garage Entrance	Sunday	4:30 p.m.	9:00 p.m.		Removable arrows with velcro for positioning. On easels.
2	Identification	31" W x 24" D poster	Logo - QR Code Welcome Reception	Entrance 1 and 2 Outdoor Terrace	Sunday	4:30 p.m.	9:00 p.m.		On easels.
4	Directional	31" W x 24" D poster	Logo - QR Code General Session	(1) Elevator Lobby (2) Ballroom Foyer (1) Garage Entrance	Monday	6:00 a.m.	11:00 a.m.		Removable arrows with velcro for positioning. On easels.
2	Identification	31" W x 24" D poster	Logo - QR Code General Session	Entrance 1 and 2 Main Ballroom	Monday	6:00 a.m.	11:00 a.m.		On easels.
4	Directional	31" W x 24" D poster	Logo - QR Code Breakout Sessions	(1) Elevator Lobby (2) Ballroom Foyer (1) Garage Entrance	Monday	11:00 a.m.	4:00 p.m.		Removable arrows with velcro for positioning. On easels.
4	Identification	18" W x 14" D	Logo - QR Code Name of Topic Name of Presenter	(4) at entrance of each workshop	Monday	11:00 a.m.	2:00 p.m.		(4) individual signs for (4) different workshops. On easels.
4	Identification	18" W x 14" D	Logo - QR Code Name of Topic Name of Presenter	(1) at entrance to each workshop	Monday	2:00 p.m.	5:00 p.m.		(4) individual signs for (4) different workshops. On easels.
4	Directional	31" W x 24" D poster	Logo - QR Code Banquet w/Keynote	(1) Elevator Lobby (2) Ballroom Foyer (1) Garage Entrance	Monday	4:30 p.m.	10:00 p.m.		Removable arrows with velcro for positioning. On easels.
4	Directional	31" W x 24" D poster	Logo - QR Code General Session	(1) Elevator Lobby (2) Ballroom Foyer (1) Garage Entrance	Tuesday	6:00 a.m.	11:00 a.m.		Use signs from Monday. On easels.
2	Identification	31" W x 24" D poster	Logo - QR Code General Session	Entrance 1 and 2 Main Ballroom	Tuesday	6:00 a.m.	11:00 a.m.		Use signs from Monday. On easels.
4	Directional	31" W x 24" D poster	Logo - QR Code Breakout Sessions	(1) Elevator Lobby (2) Ballroom Foyer (1) Garage Entrance	Tuesday	4:30 p.m.	9:00 p.m.		Use signs from Monday. On easels.
4	Identification	18" W x 14" D	Logo - QR Code Name of Topic Name of Presenter	(1) at entrance of each workshop	Tuesday	11:00 a.m.	2:00 p.m.		Removable arrows with velcro for positioning. On easels.

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4	Identification	18" W x 14" D	Logo - QR Code Name of Topic Name of Presenter	(1) at entrance to each workshop	Tuesday	2:00 p.m.	5:00 p.m.	Removable arrows with velcro for positioning. On easels.
4	Directional	31" W x 24" D poster	Logo - QR Code Awards Banquet	(1) Elevator Lobby (2) Ballroom Foyer (1) Garage Entrance	Tuesday	4:30 p.m.	10:00 p.m.	Removable arrows with velcro for positioning. On easels.
4	Recognition	5 ft. W, 7 ft. D, including point	Logos for Platinum Listing for Gold, Silver, Bronze	Between entrance doors to ballroom	Monday and Tuesday	6:00 a.m.	10:00 p.m.	Wooden rod inserted in top hem, gold rope with tassels used for hanging from rod. Gold fringe on bottom on each banner.
4	Recognition	36" W x 44" D show cards	Sponsor Recognition Ad	Rotating	Sunday thru Tuesday	Flex	Flex	At registration when open. Rotate to other high visible areas when registration closed.