



Hanging Element Guidelines

There are specific rules and guidelines for the design and production of hanging elements (i.e., signs, banners, inflatables, etc.). To avoid costly on-site adjustments, it is imperative that you review and adhere to the guidelines outlined below. Please forward this information to the company producing your elements.

All hanging elements must be reviewed and approved by Show Management. If a display does not adhere to these guidelines, exhibitors will be required to modify their exhibits on-site at their own expense.

Hanging element(s) **must be sent in advance to the T3 Expo warehouse by Friday, February 14, 2025.** This will enable T3 Expo to install the element(s) in the early stages of setup. Hanging element shipping labels are provided via the link in the gray box below. When completing labels, please identify the element as a booth element **or** a paid promotional element to be hung in a public area of the Javits Center.

[Click this link for shipping labels to send hanging elements to the T3 Expo warehouse.](#)

Important Points

- **The only booths that qualify for hanging elements are oversized linear, walk-thru, peninsula, or island booths that are 400 net square feet or larger.**
- A hanging element is defined as any exhibit component suspended above an exhibit for the purpose of displaying corporate branding, including graphics or identification, without the use of sound or flashing lights.
- A hanging element, as defined above, may not be hung within 10' of any neighboring booth.
- Standard/perimeter inline booths do not qualify for hanging element(s) except as described in the next section, *Restrictions for Over-the-Aisle Bridge Signs*.
- Due to height restrictions, certain areas of the Javits Center cannot accommodate hanging elements. The locations are outlined in the following section.

Hanging Element Restrictions Based on Booth Location at the Javits Center

- **Due to the lower ceiling height in Hall 3D (aisles 900, 1000, 1100 and 1200), no hanging elements will be permitted above booths located in this area of Level 3.**
- **Hanging Element Regulations for all other aisles on Level 3 (Halls 3, 3A, 3B, & 3E):** All elements hung from the ceiling must be hung over the booth and must not overlap or exceed the booth perimeter. The top of the hanging element may not be higher than 30' from the floor and the bottom of the hanging element may not be lower than 16' from the floor. There must be at least 10' between the element and neighboring booths. **Please note, in order to adhere to the regulations, 20' x 20' walk-thru configurations can only accommodate flat banners that are positioned over the center of the booth.**

- **Hanging Element Regulations for all aisles on Level 1, (Halls 1A, 1B & 1C):** All elements hung from the ceiling must be hung over the booth and must not overlap or exceed the booth perimeter. The top of the hanging element may not be higher than 14' from the floor and the bottom of the hanging element may not be lower than 11' from the floor. There must be at least 10' between the element and each neighboring booth. **Please note, in order to adhere to the regulations, 20' x 20' walk-thru configurations can only accommodate flat banners that are positioned over the center of the booth.**

Restrictions for Over-the-Aisle Bridge Signs

- Only manufacturers' representatives and pavilions are eligible for signs bridging the aisle. To qualify, the exhibitor must have consecutive facing exhibit booths consisting of a minimum of 7 inline booths facing 7 inline booths.
- **Height Regulation for a Bridge Across the Aisle for Level 3 & Level 1:** A maximum of 3 single bridge constructions will be allowed across the aisle to be placed at the front, center and at the end of the facing booths. The bottom of the bridge construction must be 8' from the floor. The top of the bridge construction may not be higher than 12' from the floor.