

# BANNERS FAQs

## HOW SHOULD I GET MY BANNERS PRODUCED?

- Banners should be made from PVC or other equivalent material.
- All hanging banners up to 6m wide should be supplied with a 150mm hemmed top pocket which has been stitched / welded securely at the joint seam, to allow for the insertion of NEC barrel to allow the barrel to be hung.
- Please note that slots may be cut into the top pocket so that we are able to rig the banner.
- Banner wider than 6m need to be supplied with punched reinforced eyelets at the top of the banner. The distance between the eyes should not exceed 500mm.

Wall banners should be supplied with punched reinforced eyelets at the top of the banner. The distance between the eyes should not exceed 500mm.

## CAN I HAVE MY BANNERS WEIGHTED DOWN?

- All hanging hall banners can be weighted (in exception to wall banners). If you wish to have your banner weighted, the banner must be supplied with its own wooden batten pre-sealed into the bottom pocket.
- Only wood, no metal poles to be used. Light weight chain should be considered as a last option; again this should be pre-sealed into the bottom pocket.

## HOW SHOULD I LABEL EACH BANNER?

- Each banner must be labelled on the outside of the banner.
- Please ensure each banner is labelled at the back, bottom right hand corner with the show code, you will find this on your quote and banner number as on your banner plan.
- Please ensure that the delivery note is filled in and is sent with the banners along with print proofs and plans of the banner locations.

## HOW AND WHERE SHOULD I SEND MY BANNERS?

- Please ensure that each banners is clearly labelled with; client name, show name, hall number and stand name/ number. Our rigging stores will not accept any banners delivered to us without these details. Please deliver to Rigging Stores c/o Technical Operations, Block D, NEC Group, Birmingham, B40 1NT.
- Please note if delivery is refused, this will be at your cost.

## BANNER COLLECTION

- Banners will NOT be de-rigged until the show has completely broken down and the show tenancy has finished.
- Once the show tenancy has finished and the hall has been de-rigged the banners will be held in our Rigging Stores.
- All banners must be collected within 10 working days of the de-rig. **Banners not collected after this date will be disposed of at our discretion.**
- Please call the rigging office prior to arranging banner collection to ensure your banners are ready for collection.
- All client banners being collected from the NEC will be rolled and bagged. Any wall banners will be folded as they are longer than 6m.