

Signage Guidelines

Signage

- A maximum of three 28" x 44" and one 1-meter signs are permitted. Double-sided or A-frame signs will be allowed. The 1-meter sign may only be placed just outside the door to your meeting room. Signs may only be placed in the hotel or venue where the function is being held, on the day of the event, with the hotel's permission. **Signs may NOT contain invitation holders.**
- Dinner program signs will be posted on the day the program will be held.
- Individual program signs or invitations may not be placed inside or around the Convention Center or at hotels where the event is not taking place. Signs/invitations may be placed within the CME Provider or Commercial Supporter's exhibit booth. ACP will strategically place signs (that ACP will create) in the Convention Center to promote all symposia programs. Other signs, including handheld signs, sandwich boards, and pop-up signs/banners, are prohibited. Invitations may not be handed out in the lobby of the hotel or venue at any time.
- **ACP will remove signs over the limit of four or those listed as prohibited above, without notice.**
- Lunch Symposia: A maximum of three 28" x 44" and one 1-meter signs are permitted in the Convention Center. One of these signs is permitted to be displayed at the Headquarter Hotel on the day of the event.
- **All signage and promotional materials must show the following disclaimer statement:** *"This event is not part of the official Internal Medicine Meeting 2025 Education Program. CME credit is provided by organizations other than ACP."*
- Shipping of signs:
 - The New Orleans Ernest N. Morial Convention Center will not accept freight before Monday, March 31, 2025. Signs can also be dropped off at the Exhibitor Registration/Show Management Office.
 - Dinner Symposia: The Organizer will work directly with the hotel or venue where the program will be held to confirm shipping logistics.
- ACP is not responsible for lost or damaged signage.