Signage Guidelines

**Signage**

- A maximum of four 28" x 44" signs are permitted. Double-sided or A-frame signs will be allowed. 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 over the limit of four and any sign larger than 28” x 44” will be removed. Signs may NOT contain invitations holders.**

- One of these four permitted signs can be posted on a Symposia Schedule Board that will be placed in the Convention Center.

- 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 Supporting 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 without notice and any sign larger than 28”x44”, or those listed as prohibited above, without notice.

- **Lunch Symposia:** A maximum of three 28” x 44” 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. These signs must state the following: *“This lunch symposium is not part of the official Internal Medicine Meeting 2020 Education Program.”*

- **All signage and promotional materials must show the following disclaimer statement:** *“This event is not a part of the official Internal Medicine Meeting 2020 Education Program.”*

- **Mailing Address for Convention Center Signage:**
  
  ACP Management Freight  
  C/O Freeman  
  Stefy Beury / Exhibitor Registration South Lobby  
  Los Angeles Convention Center  
  1201 S. Figueroa Street  
  Los Angeles, CA 90015

- **The Los Angeles Convention Center will not accept freight before Monday, April 20, 2020.**

- **Signs can also be dropped off at Exhibitor Registration in the South Lobby.**

- **ACP is not responsible for lost or damaged signage.**

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All Symposia correspondence should be sent to Stefy Beury at 215-351-2541 or sbeury@acponline.org