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|  | **Exposition Center at Wisconsin State Fair Park** |
|  | **Sign/Banner Hanging Order Form** |
|  | Exposition Center at Wisconsin State Fair Park |
|  | 640 S 84th Street, West Allis, WI 53214 |
|  |  414-266-7300 Phone 414-266-7119 Fax |
|  | [**www.wistatefair.com**](http://www.wistatefair.com) **e-mail: eventservices@wistatefair.com** |
| Name of Event:  |       | Dates of Event:  |       |
| Company Name: |       | Booth Number: |       |
| Street Address:  |       |
| City, State, Zip: |       |
| Phone #:  |       | Fax #: |       | Contact Person: |       |
| e-mail Address: |       |  |
| ***At least twenty-one (21) days prior to the event return this completed form to our Exhibitor Services Department.*** Upon receipt of this form a cost estimate will be faxed to you. Full payment is due or credit card information must be on file before any sign installation.A 15% surcharge is due on all sign hanging orders received less than fourteen (14) days prior to the sign hanging date. **INCOMPLETE ORDERS WILL NOT BE PROCESSED** |
| ***Signage Regulations*** |
| 1. All signs must be approved by show management and Wisconsin State Fair Park Exposition Center (WSFPEC). The WSFPEC reserves the right to refuse
 |
|  to hang any sign for any reason. |
| 1. WSFPEC reserves the right to determine the exact location of signage based on structural limitations.
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| 1. All signs must be properly constructed with applicable frames, grommets, top/bottom pipe pockets, sign hanging hardware and conform to state and
 |
|  local building codes. Sign must arrive and be ready for hanging by scheduled date/time on cost estimate. |
| 1. Signs will be hung a uniform distance from floor to bottom of sign (approx. 14 feet).
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| 1. All signs must be installed and removed by approved personnel.
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| 1. WSFPEC is not liable for any accidents or damage caused by defective signage.
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| ***Signage Specifications*** |
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| ***Rear of Booth*** |  |  |
|  |  | *Height:* |       | *Width:* |       | *Depth:* |       |
|  |  |  |
|  |  |  |
|  |  | *Material:* |       | *Weight:* |       | *Shape:* |       |
|  |  |  |
|  |  |  |
|  |  | Does your sign require power? | YES | [ ]  | NO | [ ]  |
|  |  |  | If yes, complete the Exhibitor Services Order Form |
|  |  |  |
|  |  | Special Requests: |       |
|  |  |       |
|  |  |       |
|  |  |       |
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| ***Supervision of Installation*** |
| Will you be on site to supervise your banner/sign hanging? | YES | [ ]  | NO | [ ]  |  |
| If yes:  | Contact Name: |       | Cell Phone Number: |       |
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| Installation and removal of signs will be determined by the show schedule. WSFPEC labor does not assemble or disassemble signage. Please consult with your show  |
| decorator for sign assembly. Signage will be positioned only once. **All re-positioning of signage will result in additional fees.** |
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| ***Freight/Delivery Information*** |
| You may ship your package directly to the address listed above. Package must contain the following information on the shipping label: SHOW NAME AND DATE,  |
| COMPANY NAME AND BOOTH NUMBER, INDICATE THAT THE PACKAGE CONTAINS SIGNS. We will not accept any other type of exhibitor material in advance of the |
| event. Sending package via the decorator does not guarantee signage will be available for the scheduled install date. |
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| Signage is scheduled to arrive: |
|  |
| Date and Time: |       | Delivery Company: |       |
|  |
| ***Sign Removal*** |
| At the close of the event signs will be removed and placed in their respective booth. Sign removal schedule is determined by show schedule. WSFPEC does not offer |
| outbound shipping of signage. Exhibitor materials must be removed from the show floor by close of show or will be subject to additional storage and handling fees. |
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