



# Exposition Center at Wisconsin State Fair Park

## Sign/Banner Hanging Order Form

Exposition Center at Wisconsin State Fair Park

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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

- 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.
- WSFPEC reserves the right to determine the exact location of signage based on structural limitations.
- 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.
- Signs will be hung a uniform distance from floor to bottom of sign (approx. 14 feet).
- All signs must be installed and removed by approved personnel.
- WSFPEC is not liable for any accidents or damage caused by defective signage.

### Signage Specifications

**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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Supervision of Installation

Will you be on site to supervise your banner/sign hanging? YES  NO

If yes: Contact Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

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.**

### 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.

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.