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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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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). | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. All signs must be installed and removed by approved personnel. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. WSFPEC is not liable for any accidents or damage caused by defective signage. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Signage Specifications*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Rear of Booth*** | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | |  | | | *Height:* |  | | | | | | | | *Width:* | | | | | |  | | | *Depth:* | | |  |
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|  | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | |  | | | *Material:* |  | | | | | | | | *Weight:* | | | | | |  | | | *Shape:* | | |  |
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|  | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | |  | | | 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: | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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