

# WISCONSIN CENTER DISTRICT INDOOR SIGN & BANNER HANGING ORDER

Owners and Operators of the Frontier Airlines Center (formerly Midwest Airlines Center)

· U.S. Cellular Arena · Milwaukee Theatre

400 W. Wisconsin Avenue · Milwaukee, WI 53203-2104

414-908-6073 · Fax: 414-908-6010 · www.wcd.org · **Attn: Exhibitor Services Department**

In order to best serve you, we need specific information as to the size, weight, location, timing and special needs for signage. One month prior to event, please call the Exhibitor Services Department to inform them of your need to have a sign/banner hung. At least Two weeks prior to installation, **forward your completed form to the address above**. All signage must comply with the regulations listed below. A 15% surcharge will be placed on all orders received less than 14 days before the event move in date.

## **Billing Information**

A cost estimate will be faxed to you, after form is received. Sign hanging is billed after the event on a time/materials basis.

# of Signs/Banners \_\_\_\_\_ Booth Number \_\_\_\_\_

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax Number: \_\_\_\_\_

## **Freight/Delivery Information**

To make sure your banner will be available for the scheduled sign hanging, contact Exhibitor Services for shipping arrangements (414)908-6073. Special Note: Sending your package via the decorator does not guarantee your banner will be available for the scheduled sign hanging. Use the following address to send your banner package directly to our facility: Wisconsin Center District; 400 W. Wisconsin Ave; Milwaukee, WI 53203. Attn: Exhibitor Services Supervisor- Event Name & Booth number

Your Sign/Banner Delivery is Scheduled to arrive at Wisconsin Center District on (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

Name of Shipping Company \_\_\_\_\_

Note: Banner needs to be picked up

## **Supervision of Sign Hanging Request**

Do you need to be present to have the sign/banner hung? (circle) YES or NO

On-Site Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Sign/Banner Information**

If you have a diagram and or floorplan for your sign hanging needs, please attach it to this order. Installation and removal will be determined based on the show schedule. (WCD has limited rigging equipment; please provide any hanging materials you may have)

Sign Specifications: Height \_\_\_\_\_ Width \_\_\_\_\_ Depth: \_\_\_\_\_ Material \_\_\_\_\_ Weight \_\_\_\_\_

Circle the Shape of your Sign: Square / Rectangle / Triangle / Other (describe): \_\_\_\_\_

Does Your Sign Require power? YES or NO Power needs: \_\_\_\_\_ (Fill out Electrical Service Form).

Special Requests: \_\_\_\_\_

### **Signage Diagram**

### **Signage Regulations:**

Rear of booth
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1. All sign requests need to be approved by Wisconsin Center District. WCD reserves the right to refuse to hang signs deemed unsafe.
2. All signs are to be properly constructed (frames & grommets for hanging.) Banners need to have top and bottom pocket for pipe.
3. All materials must comply with state and local building codes.
4. All sign will be hung at uniform distance from floor to bottom of sign, usually 12' – 14'.
5. All signs must be hung and removed by approved personnel.
6. WCD reserves the right to determine exact location of signage based upon structural limitation of the building.
7. WCD is not liable for any accidents or damage caused by the banner.

I authorize billing at time and material basis: Name: \_\_\_\_\_ Date \_\_\_\_\_

A cost estimate, schedule of sign hanging, and other details will be faxed to you as a confirmation of your order. Signhof10.doc