

WISCONSIN CENTER DISTRICT INDOOR SIGN & BANNER HANGING ORDER FORM

Wisconsin Center District Owners and Operators of the Wisconsin Center · U.S. Cellular Arena · Milwaukee Theatre
400 W. Wisconsin Avenue · Milwaukee, WI 53203-2104

Kelly Delo: 414-908-6053 · Fax: 414-908-6010 · kdelo@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: Sign hanging is billed after the event on a time/materials basis.

A cost estimate will be emailed to you...EMAIL ADDRESS: _____

of Signs/Banners _____ Booth Number _____

Event Name _____ Event Date _____

Company Name _____ Contact Name _____

Address _____ Phone Number _____

City _____ State _____ Zip _____ Fax Number _____

Freight/Delivery Information

Special Note: For the rigging schedule and to arrange shipping directly to the facility, contact Exhibitor Services at (414)908-6053. Use the following address to send your package directly to our facility: Wisconsin Center District; 400 W. Wisconsin Ave; Milwaukee, WI 53203.

Attn: WCD Exhibitor Services Supervisor- Include your Event Name & Booth Number

Your Sign/Banner Delivery is scheduled to arrive at Wisconsin Center District on (Date) _____ (Time) _____

Name of Shipping Company _____

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

All Banner and Sign Hanging is subject to Show Management Approval.

A diagram and or floor plan for your sign need to be attached 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 _____

All signs will be hung at a maximum of 20' (floor to top of sign) unless exhibitor request a lower height: _____

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

Does your sign Require Power? YES or NO List your power needs: _____ and fill out the electrical section of the WCD Exhibitor Services Order Form.

Special Requests: _____

Signage Diagram

Rear of booth

Signage Regulations

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. Signs will be hung at a uniform distance from floor to top of sign, At A Maximum of 20' unless Exhibitor Request a lower height above.
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, and credit card payment request will be emailed to you as a confirmation of your order.

Rev 1/24/14 Wire Expo