



SIGN & BANNER HANGING ORDER FORM

Wisconsin Center District

The Wisconsin Center • Milwaukee Theatre • UW-Milwaukee Panther Arena
400 W Wisconsin Ave • Milwaukee, WI 53203

ATTN: Exhibitor Services Department

Kelly Delo: (414) 908-6053 • Fax: (414) 877-0995 • ExhibitorSvc@wcd.org

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 your event, please call the Exhibitor Services Department to inform them of your sign/banner hanging needs.

At least two weeks prior to installation, **forward your completed form to the address above**. All signage must comply with the regulations below. A 15% surcharge will be placed on orders received less than 14 days before the event move in date.

Date: _____ E-Mail: _____

Event Name: _____ Booth Number: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Phone: _____

The following are costs associated with sign hanging. Sign hanging is billed after the event based on time and materials. As stagehands are subject to a 4-hour call, WCD will share the costs among exhibitors, when possible.

2 -Up Rigger- Convention Center Exhibit Hall \$54.04 straight /\$81.06 overtime

1- Ground Rigger- Convention Center Exhibit Hall \$46.06 straight /69.09 overtime

1- Stagehand Labor - Convention Center Exhibit Hall \$35.00 straight /\$52.50 overtime

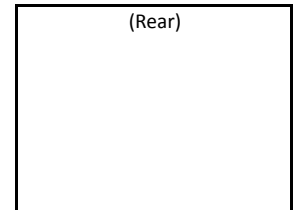
Boom Lift - \$95.00 per hour / Hanging Materials - \$35.00

SIGN DIMENSIONS:

Height: _____ Width: _____ Depth: _____ Weight _____ Material: _____

Shape: Circle Square Rectangle Triangle Other: _____

Sign Location: (In relation to layout of booth)



Does your sign require power? _____ How much? _____

(If so, Electrical service order must accompany this order)

Will you need labor too assemble or disassemble your signage. Yes No

Stagehand labor dose not have to assemble or disassemble signs.

Installation and removal of signs will be determind by the show schedule.

Requested Rigging Install Date &Time _____ Requested Rigging Strike Date & Time _____

ON-SITE CONTACT: _____ ON-SITE CELL PHONE #: _____

Special Requests: _____

SIGNAGE REGULATIONS

- 1 All signage requests must be approved by the WCD, which reserves the right to refuse hanging if deemed unsafe.
- 2 All signs are to be properly constructed (frames & grommets for hanging, Banners with top & bottom pocket for pipe).
- 3 All materials must comply with state and local building codes.
- 4 All signs will be hung at a uniform distance from floor to bottom of sign, usually 12' - 14'.
- 5 All signs must be hung and removed by approved personnel.
- 6 Signs requiring AC power must meet electrical codes, and have a grounded power supply.
- 7 Delivery of signage is to be coordinated with the Show/Decorator, and will be based on the show move in/out schedule.
- 8 WCD reserves the right to determine exact location of signage based on structural limits of the building.
- 9 WCD is not liable for any accidents or damage caused by the signage.
- 10 Signage will be positioned only once. All re-positioning of signage will result in additional fees.

FOR ADDITIONAL INFORMATION, CALL THE WISCONSIN CENTER DISTRICT EXHIBITOR SERVICES DEPARTMENT-(414) 908-6053