



# 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)

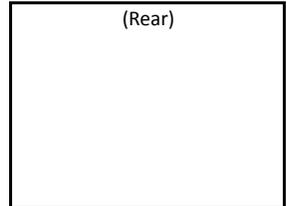
Does your sign require power? \_\_\_\_\_ How much? \_\_\_\_\_

*(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 detemrind by the show schedule.



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**