WISCONSIN CENTER

Sign and Banner Hanging Order Form

Please complete this form and email to exhibitorsvc@wcd.org

For assistance please contact- 414-908-6053

Event__________________________________ Date _________________ Booth________________________
Company __________________________________ Contact______________________________
Address_________________________ City, State, Zip __________________________________________
Email _____________________________ Phone_________________________________

Sign Regulations

- All signage requests must be approved by the WCD, which reserves the right to refuse hanging if
deeded unsafe.
- All signs are to be properly constructed (frames and grommets for hanging, Banners with top and bottom
pocket for pipe).
- All materials must comply with state and local building codes.
- All signs will be hung at a uniform distance from floor to bottom of sign, usually 12’ - 14’.
- Signs requiring AC power must meet electrical codes, and have a grounded power supply.
- Delivery of signage is to be coordinated with the Show/Decorator, and will be based on the show move
in/out schedule.
- WC reserves the right to determine exact location of signage based on structural limits of the building.
- WC is not liable for any accidents or damage caused by the signage.
- Signage will be positioned only once. All re-positioning of signage will result in additional fees.
- Upon show closing. Exhibitors must remain in their in the booth until signage can be removed by WC
Staff and picked up by the exhibitor.

Signage Specification

It is the exhibitor’s responsibility to assemble sign. Consult with your decorator for sign assembly labor.
A diagram showing banner dimensions and placement will need to accompany all order

Height________________ Width______________ Depth________________
Material______________ Weight_____________ Shape________________

Does your sign require power?  Yes_________ No_________

If yes, make sure to order power from Exhibitor Services at https://www.orders.wcd.org/

Installation and Removal Sign Hanging Cost

<table>
<thead>
<tr>
<th></th>
<th>Advanced 31+ Days</th>
<th>Standard 30-14 Days</th>
<th>Floor Rate 13-0 Days</th>
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<tbody>
<tr>
<td></td>
<td>$550.00</td>
<td>$700.00</td>
<td>$980.00</td>
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Please complete and submit this form and the WCD credit card authorization.