

Sign/Banner Hanging Order Form

Exposition Center at State Fair Park
640 South 84th Street, West Allis, WI 53214 • Attn: Event Services
Phone: 414-727-8841 • Fax: 414-727-8842
www.wistatefair.com

Signage and Banner Hanging

This form must be completed if banners or signage are to be hung from the ceiling of the Exposition Center.

This form is not required if banners or signage are located in the exhibit booth, are free standing or hung or connected from the pipe and drape located within the booth.

Name of Event _____ Dates of Event _____

Company Name _____ Booth Number _____

Address _____ City, State _____ Zip _____

Phone # _____ Fax # _____ Contact Person _____

At least twenty-one (21) days prior to the event return this completed form to our Event Services Department.

Upon receipt of this form a cost estimate will be faxed to you. Full payment is due or credit card information must be on file before any sign installation.

A 15% surcharge is due on all sign hanging orders received less than fourteen (14) days prior to the sign hanging date.

INCOMPLETE ORDERS WILL NOT BE PROCESSED.

Signage Regulations

1. All signs must be approved by show management and Wisconsin State Fair Park (WSFP). WSFP reserves the right to refuse to hang any sign for any reason.
2. WSFP reserves the right to determine the exact location of signage based on structural limitations.
3. All signs must be properly constructed with applicable frames, grommets and top/bottom pipe pockets, sign hanging hardware and conform to state and local building codes. Sign must arrive and be ready for hanging by scheduled date/time listed on cost estimate.
4. Signs will be hung a uniform distance from floor to bottom of sign (approx 14 feet.)
5. All signs must be installed and removed by approved personnel.
6. WSFP is not liable for any accidents or damage caused by defective signage.

Signage Specifications

Rear of Booth

Height: _____ Width: _____ Depth: _____

Material: _____ Weight: _____ Shape: _____

Does your sign require power? ☐ YES ☐ NO If yes, complete the Exhibitor Services Form.

Special requests _____

Supervision of Installation

Will you be on site to supervise your banner hanging?

☐ YES

☐ NO

If yes: Contact name: _____

Cell phone number: _____

Installation and removal of signs will be determined by the show schedule. WEC labor does not assemble or disassemble signage. Please consult with your show decorator for sign assembly. Signage will be positioned only once. All re-positioning of signage will result in additional fees.

Freight/Delivery Information

You may ship your package directly to the address listed above. Package must contain the following information on the shipping label: SHOW NAME AND DATE, COMPANY NAME AND BOOTH NUMBER, INDICATE THAT THE PACKAGE CONTAINS SIGNS. We will not accept any other type of exhibitor material in advance of the event. Sending package via the decorator does not guarantee signage will be available for the scheduled install date.

Signage is scheduled to arrive:

Date and Time: _____

Delivery Company: _____

Sign Removal

At the close of the event signs will be removed and placed in their respective booths. Sign removal schedule is determined by show schedule. WSFP does not offer outbound shipping of signage. Exhibitor materials must be removed from the show floor by close of show or will be subject to additional storage and handling fees.