



**ADDRESS**  
400 W. Wisconsin Avenue, Milwaukee, WI 53203

**PHONE NUMBER**  
414.908.6000

**WEBSITE**  
WisconsinCenter.com

## WISCONSIN CENTER

### Sign and Banner Hanging Order Form

Please complete this form and email to [exhibitorsvc@wcd.org](mailto: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 deemed 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

Advanced 31+ Days  
\$550.00

Standard 30-14 Days  
\$700.00

Floor Rate 13-0 Days  
\$980.00

Please complete and submit this form and the WCD credit card authorization.