



Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103

Phone: 860.728.2583 Cell: 959.895.6706 Fax: 860.728.2641

Email: jwilliams@ctconventions.com

Forms available online at www.ctconventions.com Services Provided by Demers

AV _____

BANNER HANGING SERVICE ORDER FORM

Name of Event:	Date of Event:
Firm Name:	Booth Number:
Street Address:	Contact Person:
City, State, Zip:	On-Site Phone Number:
E-mail Address:	

Payment notice - services will not be supplied until total due is paid in full. Tax must be included unless you submit State of CT Tax Exemption documentation with your order form. Check payment method only accepted on prepaid orders. **Pre-Paid rates apply to orders paid in full and received 7 day prior to first scheduled move in day. On-Site rates apply after the 7 day cut off rate. No exceptions.**

Payment Information Must Accompany Order

Money Order #:	Check #:			
	MasterCard	Discover Card	Visa	American Express
Name on Card:				
Billing Address (if different from above):				
Billing City:		State:	Zip Code:	
Credit Card #:				
Expiration Date:			Security Code:	
Authorized Signature:				

BANNER ASSEMBLY NEEDS TO BE COMPLETE INCLUDING: RATED HANGING WIRE, BANNER POLES & RATED LINKS IN ORDER TO PROVIDE SERVICE
ADDITIONAL CHARGES APPLY TO ALL ORDERS BASED ON EXTRA MATERIALS AND LABOR TIME NEEDED TO HANG BANNERS

*Standard 1D Banner (4'x10' Or Smaller) (Banner Hanging Service Only-For Additional Services See Below)	# of Banners	Pre-Paid Rate Per Banner \$495	On-Site Rate Per Banner \$595
SIZE:			
DIMENSION:			
*Standard 1D Banner (5'x11' to 5'x18') (Banner Hanging Service Only-For Additional Services See Below)	# of Banners	Pre-Paid Rate Per Banner \$695	On-Site Rate Per Banner \$795
SIZE:			
DIMENSION:			
*3D Banner (10' Diameter x 4' High Or Smaller) (Banner Hanging Service Only-For Additional Services See Below)	# of Banners	Pre-Paid Rate Per Banner \$995	On-Site Rate Per Banner \$1,095
SIZE:			
DIMENSION:			
*3D Banner (10'1" to 14' Diameter x 4' High) (Banner Hanging Service Only-For Additional Services See Below)	# of Banners	Pre-Paid Rate Per Banner \$1,095	On-Site Rate Per Banner \$1,195
SIZE:			
DIMENSION:			
*3D Banner (14'1" to 18' Diameter x 4' High) (Banner Hanging Service Only-For Additional Services See Below)	# of Banners	Pre-Paid Rate Per Banner \$1,195	On-Site Rate Per Banner \$1,295
SIZE:			
DIMENSION:			
*Requested Date & Time of Service:		___/___/___ AM/PM	

IMPORTANT NOTES: BANNER(S) WILL BE HUNG DURING MOVE-IN HOURS OR AS CUSTOMER REQUESTS WHEN ONSITE. BANNER HANGING RATES DO NOT INCLUDE THE COST OF ELECTRICITY FOR THOSE BANNERS THAT REQUIRE LIGHTING. BANNER HANGING RATES ARE BASED ON BANNERS MADE OF CLOTH/CANVAS/NYLON WITH GROMMETS FOR HANGING POINTS. FOR ALL OTHER MATERIALS, BANNER SIZES OR SERVICES NOT LISTED ON THIS ORDER FORM, PLEASE CONTACT EXHIBITOR SERVICES AT 860.728.2642 FOR A PRICE QUOTE. PER BUILDING AND SAFETY REGULATIONS, THE LOCATION OF THE BANNER HANGING IS NOT GUARANTEED. ALL BANNERS ARE HUNG BY APPROVED RIGGING POINTS.

SUBTOTAL:
6.35% SALES TAX:
ORDER TOTAL:



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E-mail Address:	

*** NON-ELECTRICAL SIGNS & BANNERS ONLY ***

SIGN DESCRIPTION, SIZE & WEIGHT

- For signs other than banners, include blueprint or drawing with detailed information so hanging anchor points can be determined.

Type: ___ Cloth Banner ___ Metal or Wood

Shape: ___ Square ___ Triangle ___ Rectangle

Size: Height _____ Length _____

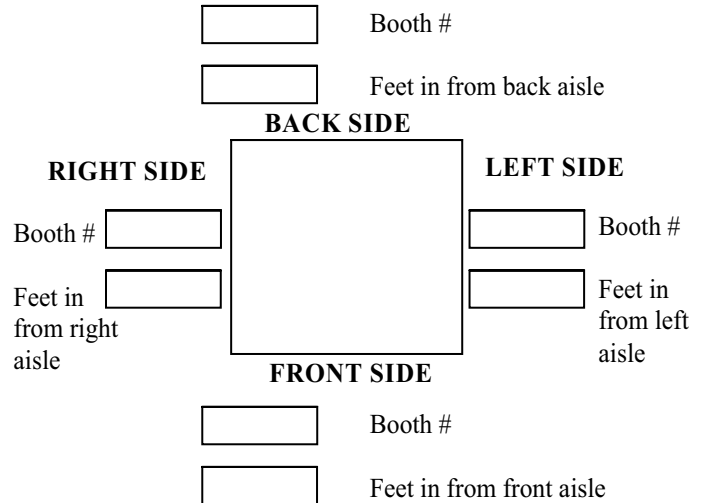
Weight: _____

Number of Feet from Floor to Top of Sign

_____ Feet (Must be in compliance with Show Rules and Regulations)

Does your sign require: ___ Electricity
___ Assembly
(must provide set up instructions)

PLACEMENT DIAGRAM - Use diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed. The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.



- All hanging signs that require electricity must be hung by the electrical union at the facility.
- All ceiling rigging must conform to show management rules and regulations and the facility limitations.
- All banners must be assembled by exhibitor or Decorator.
- Banners must come complete with rigging hardware. Banners without rigging hardware will be charge additional fees to create hardware.
- Hanging anchor points must be pre-fabricated and ready for use.
- If any hang point supports over 120 lbs., notify Demers AV Services immediately for special authorization.