Connecticut Convention Center

100 Columbus Blvd., Hartford, Connecticut 06103
Phone: 860.249.6000 Ext.2583 **Fax:** 860.728.2641
Email: exhibitorservices@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 1 day prior to first scheduled move in day. On-Site rates apply after the 1 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 $250	On-Site Rate Per Banner $325
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 $320	On-Site Rate Per Banner $395
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 $675	On-Site Rate Per Banner $750
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 $825	On-Site Rate Per Banner $900
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 $975	On-Site Rate Per Banner $1,050
SIZE:			
DIMENSION:			
***Banner Poles**	$5 Per Square Foot		
***Banner Accessories: Bridles/Assembly/Disassembly**	*Per Quoted Fee – Please Contact Exhibitor Services*		
***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:	