



SIGN HANGING ORDER FORM

PSAV® is proud to be the in-house provider for Sign and Banner Hanging services at the Huntington Convention Center of Cleveland and Global Center for Health Innovation. Services provided for single banner hanging to full Event Banner/Sign hanging to accommodate all of your needs.

NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME AND PHONE NUMBER:		
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	MOVE IN DATE	REQUESTED MOVE IN TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	MOVE OUT DATE
EMAIL ADDRESS:	ORDERED BY:		

➤ OVERHEAD BANNER HANGING SERVICES

Single Banner (up to 100 Lbs.) **\$500 per banner**
Price includes lift, up to 2 dead hang points and labor

Larger banners requiring Truss support due to size and or weight will be charged accordingly – please contact PSAV for a customized proposal.

Due to structural restrictions, location of banner within booth may require additional hang points.

➤ BANNER SPECIFICATIONS

Size: Height: Feet _____ Inches _____

Width: Feet _____ Inches _____

Weight: Pounds _____ Material _____

Does your sign require electricity?

Yes No

If "Yes" please contact Edlen Electric at 216.928.1540 to place a service order.

➤ SIGN HANGING SPECIFICATIONS

Booth Name _____ Number _____

_____ Feet from floor to bottom of banner

_____ Feet in from left side

_____ Feet in from right side

_____ Feet in from back of booth

_____ Feet in from front of booth

For more information, contact your PSAV representative at:

216.928.1530 or visit us on the Web at:

psav.com/huntingtonconventioncentercleveland

Please email completed form to: 2096exhibits@psav.com

NOTE: Banner/sign structure must be assembled prior to hanging. Please contact show management if assistance is needed. PSAV does not provide banner assembly.

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

The cost for each additional banner is \$350.

The total charge per item is determined by multiplying the price by the quantity ordered.

Please include a photo or sketch of sign/banner.

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state of Ohio.

CANCELLATIONS:

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Prior to the event load in date, you will be contacted with a specific time window that your banner or sign will be hung.

Signs will be lowered following the official close of the event. No specific time will be given for removal. Items removed as space becomes available at riggers discretion.

