Duke Energy Convention Center

prestige AV & CREATIVE SERVICES

hart PRODUCTIONS, INC

BANNER HANGING FORM - Cincinnati Travel, Sports & Boat Show

Quantity	Description (dimensions & text)	Advanced Rate**	Floor Rate**
	Complete and Fax	***14 days prior to show move-in***	***Up to 48 hours prior to show move-in***
	Width / Height / Approx Weight / Text	**$270 Per Banner** (includes Up/Down) $135 each way	**$370 Per Banner** (includes Up/Down) $135 each way
_____	_____' w X _____' h _____ lbs. | _____		
_____	_____' w X _____' h _____ lbs. | _____		
_____	_____' w X _____' h _____ lbs. | _____		
_____	_____' w X _____' h _____ lbs. | _____		

Total: $ -

Quotes for any rigging 250lbs and over requires additional labor and equipment and must be made in advance.

LABOR included in rate (includes standard straight-time installation and removal)

May we hang banner(s) without supervision? Yes ___ No ___

Please Complete the Following

Event:

Event Dates: **Hall / Booth #:**

Company Name: **Phone:** **Fax:**

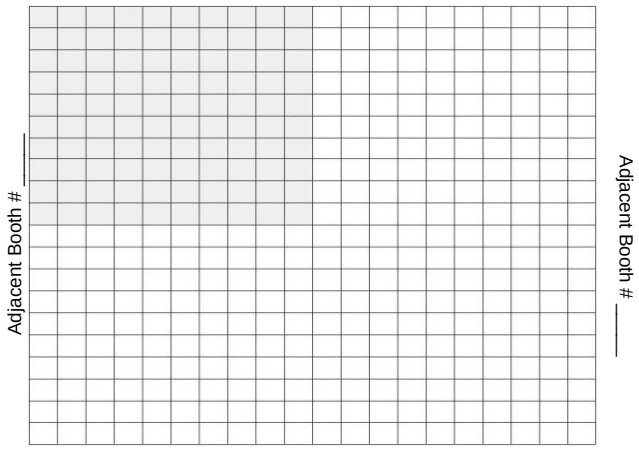
Company Address: **On-Site Contact:** **On-Site Cell Phone:**

Payment must be received in full prior to service delivery

Please Indicate Banner Location

Booth Layout _____ ft X _____ft

Adjacent Booth # _____



Adjacent Booth # _____

Preferred Install: **Date** _____ **Time**_____ **am/pm**

Preferred Removal: **Date** _____ **Time**_____ **am/pm**

*preference in order received and as available

Distance from floor to bottom of banner: _____ft.
or ☐ Hang banner at maximum height allowed

*** IMPORTANT ***

*All banners must be in booth and available for hanging at time specified and no later than 24 hours prior to show open.
*Banners must be pre-assembled and disassembled. Not included in hanging.
*Banners must have grommets or anchor points pre-fabricated for hanging and ready for use!
*Prices shown are based upon service provided between 8:00AM and 5:00PM Monday-Friday. *Additional charges apply for service outside of these hours and on holidays.*
*Center reserves the right to refuse hanging services for any banner.
*Payment must be received with form for advanced rate.

PLEASE AFFIX IDENTIFICATION TAG TO BANNER SHIPPING EXTERIOR

Return this Form with Payment (include Prestige payment/credit card form) to:
Prestige AV & Creative Services Attn: Banner Hanging
Phone: (513) 419-7326 | Fax: (513) 419-7327 | Email: jwhalen@prestigeav.com