



SIGN & BANNER HANGING ORDER FORM

Return to: INDIANA CONVENTION CENTER & LUCAS OIL STADIUM
ATTN: EVENT COORDINATION DEPARTMENT
100 South Capitol Avenue
Indianapolis, IN 46225
(317) 262-3400 Fax (317) 262-3399

In order to best serve you, we need specific information as to the size, weight, location, timing and special needs for signage.
Please complete this form and return it to the above address no less than three weeks prior to the installation date.
All signage must comply with the regulations listed below. **(Please print or type)**

Date: _____ E-Mail Address: _____

Event Name: _____ Booth Number: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____ Phone: _____

PAYMENT INFORMATION: AMX Discover MasterCard Visa
Acct. # _____ 3-Digit Auth. Code _____ Exp. Date _____

I authorize post show billing on a time and materials basis.

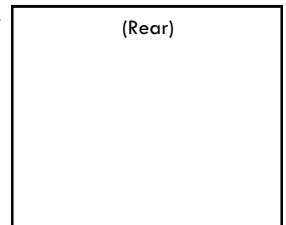
Authorized by: _____ Signature: _____
(Please print)

Sign Dimensions: Height: _____ Width: _____ Depth: _____ Weight: _____ Material: _____

Shape: Square Rectangle Circle Triangle Other: _____

Sign location: (In relation to layout of booth)

Booth layout with sign location



Does your sign require power? _____ How much? _____
(If so, electrical service order must accompany this order)

Installation Time: _____ Installation Date: _____

First choice: 9AM – 12PM 1PM – 5PM _____

Second Choice: 9AM – 12PM 1PM – 5PM _____

Other: _____

Dismantling:

I will take my sign/banner with me immediately following show.

My sign/banner will be shipped with rest of my booth.

Installations and removals are scheduled to accommodate all requests in the most efficient manner.

ON-SITE CONTACT: _____ ON-SITE CONTACT CELL PHONE #: _____

Special requests: _____

SIGNAGE REGULATIONS

1. ALL SIGN REQUESTS MUST BE APPROVED BY SHOW MANAGEMENT AND THE ICCLOS.
2. ALL BOOTH SIGNS WILL BE HUNG AT A SPECIFIED DISTANCE AS PRESCRIBED BY SHOW MANAGEMENT. IF SHOW MANAGEMENT DOES NOT HAVE SUCH SPECIFICATIONS, THEN ALL BOOTH SIGNS WILL BE HUNG AT A UNIFORM DISTANCE FROM FLOOR TO BOTTOM OF SIGN.
3. ALL SIGNS SHOULD BE ASSEMBLED AND READY FOR HANGING WITH PROPERLY CONSTRUCTED FRAMES AND GROMMETS OR EYE-BOLTS. BANNERS MUST HAVE A TOP AND BOTTOM POCKET TO RECEIVE PIPE. THE ICCLOS RESERVES THE RIGHT TO REFUSE TO HANG ANY SIGN DEEMED UNSAFE.
4. SIGNS REQUIRING AC POWER MUST MEET ELECTRICAL CODES AND HAVE A GROUNDED POWER SUPPLY.
5. ALL MATERIALS MUST COMPLY WITH STATE AND LOCAL BUILDING CODES.
6. ALL SIGNS MUST BE HUNG AND REMOVED BY ICCLOS PERSONNEL.
7. THE ICCLOS RESERVES THE RIGHT TO DETERMINE THE EXACT LOCATION OF SIGNAGE BASED ON STRUCTURAL LIMITATIONS OF THE BUILDING.
8. DELIVERY OF SIGNAGE TO BE COORDINATED WITH SHOW MOVE-IN.
9. THE INSTALLATION AND REMOVAL WILL BE BASED ON THE SHOW MOVE-IN/MOVE-OUT SCHEDULE.
10. INSTALLATION CHARGE MAY VARY DEPENDING UPON SIZE AND WEIGHT OF SIGNAGE.