



BANNER HANGING FORM



~ All Hanging Signs Must Be Pre-Approved By Show Management ~

STANDARD BANNER ~ Size: 20' or under ~ Weight: under 100 pounds ~ IN/OUT Labor included in rate						
QUANTITY	Width	Height	DESCRIPTION Weight	Text	ADVANCE RATE	FLOOR RATE
_____	_____ 'w	_____ 'h	_____ lbs	_____	\$295.00 Per Banner ** 14 days prior to show move-in	\$395.00 Per Banner ** 48 hrs prior to show move-in
_____	_____ 'w	_____ 'h	_____ lbs	_____		
Sub Total:					\$	

LARGE BANNER ~ Size: over 20' ~ Weight: 100 to 250 pounds ~ IN/OUT Labor included in rate						
QUANTITY	Width	Height	DESCRIPTION Weight	Text	ADVANCE RATE	FLOOR RATE
_____	_____ 'w	_____ 'h	_____ lbs	_____	\$445.00 Per Banner ** 14 days prior to show move-in	\$575.00 Per Banner ** 48 hrs prior to show move-in
_____	_____ 'w	_____ 'h	_____ lbs	_____		
Sub Total:					\$	
Service Charge (20%):					\$	
Tax (6.5%):					\$	
TOTAL:					\$	

* A nontaxable Service Charge must be added to all orders. *

* All rigging for objects over 250lbs must be performed by a Certified Union Rigger, provided by Prestige AV. Union Rates apply. Per job basis, pricing quote available, in advance. *

Event: _____ Dates: _____ Room/Booth # _____
 Company Name: _____ Phone: _____ Fax: _____
 Company Address: _____
 Onsite Contact: _____ Cell: _____ Email: _____

~ Payment must be received in full, prior to service. ~

Please Indicate Banner Location on Booth Grid
 Booth Layout: _____ ft X _____ ft

Adjacent Booth # _____ or Aisle # _____

Adjacent Booth # _____ or Aisle # _____

Preferred Install Date: _____ Time: _____ AM / PM

Preferred Removal Date: _____ Time: _____ AM / PM

~ Preference in order received and as available ~

May we hang banner(s) without client supervision? YES or NO

Distance from floor to bottom of banner:
 _____ ft. or Hang banner at max 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 by client. Assembly is not included in the banner hanging rate.
- Banners must have grommets or anchor points pre-fabricated for hanging.
- Prices shown are based on service provided 8:00am to 5:00pm Mon-Fri
 Additional charges may apply for service outside of regular hours.
- Duke Energy Convention Center reserves the right to refuse banner service.
- Payment must be received with Banner Hanging Form to secure pricing.

Return this Form with Payment to:
 (include Prestige Credit Card Authorization Form)

Prestige AV & Creative Services Attn: Banner Hanging
 Email: decc@prestigeav.com Phone: (513) 419-7326 Fax: (513) 419-7327



Credit Card Authorization Form



Please print and completely fill out the following form to ensure timely processing.
Credit Card and address information are completely confidential.

GROUP OR CONVENTION INFORMATION

Group Name: _____

Convention Name (if different): _____

Function Dates: _____

Location: _____

I hereby authorize charges for the above said function to be applied to the credit card number below.

Credit Card Type: _____ Code: (V or MC: last 3 digits on back of card) _____

(AMEX: 4 digits on front of card) _____

Credit Card Number: _____ Exp. Date: _____

Name on Card: _____

CC Billing Address: _____

Billing Address: _____

(if different from above) _____

Phone: _____ Fax: _____

Email: _____

Authorized Amount: _____ Rental Contract #: _____

Signature: _____ Date: _____

PLEASE RETURN COMPLETED FORM TO:

FAX: (513) 419-7327 OR EMAIL: decc@prestigeav.com

~ Your credit card receipt and a copy of your paid invoice will be sent via mail. ~