



## 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) 262-3685

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 that two 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.

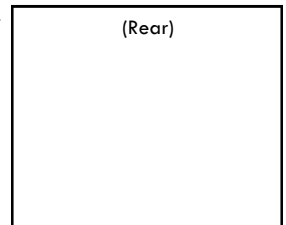
Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (Please print)

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.

**FOR ADDITIONAL INFORMATION, CALL THE INDIANA CONVENTION CENTER & LUCAS OIL STADIUM (ICCLOS)**