



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. Services provided for single banner hanging to full Event Banner / Sign hanging to accommodate all of your needs.



OVERHEAD BANNER HANGING SERVICES

Single Banner (up to 50 Lbs.) **\$500 per banner**
Price includes lift, hang point and labor

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



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 216.928.1543 to place a service order.

Is assistance needed in assembly of your banner?

Yes _____ No _____



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

ORDERING INSTRUCTIONS

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

The total charge per item is determined by multiplying the price by the quantity ordered. The cost for each additional banner is \$350.

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.

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

