



SIGN & BANNER HANGING

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 M&M Productions USA no less than THREE (3) business days prior to your event move-in date.

1. All sign requests must be approved by Show Promoter and M&M Productions USA.
2. All booth signs will be hung at a specified distance as prescribed by Show Promoter. If Show Promoter does not have such specifications, then all booth signs will be hung at a uniform distance from floor to bottom of sign.
3. All banners/signs should be assembled and ready to hang.
4. All aerial banners must be hung and removed by M&M Productions USA Personnel.
5. M&M Productions USA reserves the right to determine the exact **location of signage based on structural limitations** of the building. **Aerial Banners are generally placed above vendor's booths, unless otherwise noted.*
6. Delivery of signage to be coordinated prior to the show or by bringing the sign to exhibitor move-in.
7. The installation and removal will be based on the show move-in/move-out schedule.

Rates: **\$425 (Labor Included) + \$85 Service Charge**

Includes: **Installation and Removal of Sign.**
Additional fees may apply if the banner is oversized (over 10' length), hung in an unusual location.

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Please submit this form to M&M Productions USA prior to your event to: rigging@mmproductionsusa.com			
TRADESHOW:	BOOTH #:	DATE(S) OF EVENT:	OFFICE NUMBER:
COMPANY NAME:	CONTACT NAME:	EMAIL:	CELL NUMBER:
BANNER SIZE: (h x w x d)	WEIGHT: (lbs)	SHAPE/SIZE: (Square, Rectangle, Circle, Triangle, Other)	APPROX DELIVERY OF SIGN:
SPECIAL INSTRUCTIONS: (electrical hook-up, kinetic, etc)			LOCATION*:
<input type="checkbox"/> I will take my sign/banner with me immediately following the show.		<input type="checkbox"/> My sign/banner will be shipped with the rest of my booth.	
CREDIT CARD NUMBER:			
NAME ON CARD:			
EXPIRATION DATE:	CVS CODE:	BILLING ZIP CODE:	

Installation and removal are scheduled to accommodate all requests in the most efficient manner.