



## St. Charles Convention Center

1 CONVENTION CENTER PLAZA  
ST. CHARLES, MO 63303

WWW.STCHARLESCONVENTIONCENTER.COM

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### SIGN HANGING SERVICE

Event:	Company Name:		
Event Dates:	Mailing Address:		
Exhibit Location/Booth:	City:	State:	Zip:
Ordered By:	Phone:	Fax:	
On-Site Contact:	E-mail:		
Installation Date:	Installation Time:	A.M./P.M.	
Removal Date:	Removal Time:	A.M./P.M.	

**Sign Location:**

Type of sign	Cloth <input type="checkbox"/>	Metal <input type="checkbox"/>	Wood <input type="checkbox"/>	Other _____
Shape	Square <input type="checkbox"/>	Triangle <input type="checkbox"/>	Rectangle <input type="checkbox"/>	Other _____
Hanging Type	Gromets <input type="checkbox"/>	Sleeve <input type="checkbox"/>	Other _____	
Size	Width _____	X	Height _____	
Weight	Pounds _____			

**Special Notes or instructions:**

### IMPORTANT CONDITIONS AND REGULATIONS

All terms, conditions, and rates on this form are subject to change at any time without notice.

#### CONDITIONS FOR PROCESSING SERVICE ORDER FORMS

1. Payment information must accompany service order form. No service will be installed until all payment information is received.
2. Estimates given by SCCC are only estimates. Actual cost is determined at time of installation.
3. Any changes in location after initial installation will incur additional fees. After installation, NO REFUND. Exact location is subject to availability of hanging points.
4. Weight limit for signs and banners is 50 lbs. All banners/signs over 50 lbs. and/or any type of truss attachments are automatically considered rigging and will require installation by union labor. All rigging must be performed by a minimum 2 man crew per OSHA safety regulations and subject to union labor rates and Installation.
5. All banners/signs must be ready for installation including means of attaching to the sign (ie gromets, sleeve, hooks, etc.).
6. Electrical service to any signage is not available.
7. After installation-NO REFUND.
8. Items for hanging must be received 24 hours prior to installation.

#### PRICING ESTIMATE

- \$ 75.00 per hour to install or dismantle from ceiling.
- All installation rates are a 1 hour minimum. Dismantling will be priced at 1/2 of the time of installation.

PAYMENT INFORMATION		Please make checks payable to: St. Charles Convention Center
Credit Card Type:	Credit Card Number:	
Expiration Date:	Security Code (Last 3 digits on back of card or 4 digits on front of Amex.)	
Name on card (Please Print)		
Signature	Date	
Billing Address:		
City:	State:	Zip:

**Estimated Subtotal**

\$

x 1% Tourism Tax

**ESTIMATED TOTAL**

\$

**CANCELLATION POLICY**

- If cancellation occurs more than 6 days prior to hanging: 90% REFUND.
- If cancellation occurs 6 days or less prior to hanging: 75% REFUND.
- If cancellation occurs day of installation: NO REFUND.