

NEW JERSEY CONVENTION & EXPOSITION CENTER

97 SUNFIELD AVE., EDISON NJ 08837
PHONE (732) 417-1400 FAX (732) 417-1414



SIGN/ BANNER HANGING FORM

Standard Advance Order- Up & Down- \$ 150.00 ____ (Add 7% Tax)
Standard Late Order- Up & Down- \$ 200.00 ____ (Add 7% Tax)

*** Please read the information below as this form is specifically for “standard” sign/ banner hanging. If this is not considered “standard” please contact our office for proper procedure.

*** Banners will be installed in the order in which fully paid orders are received. Full pre-payment is required prior to installation. Pre-payment may be made by check, money order, or credit card. (Visa, Mastercard, and American Express).

Please Note the following terms, conditions, instructions, and information:

1. Signs/ Banners will be installed at the above rates which are deemed “standard”.
2. “Standard” applies to any signs/ banners up to 6’ x 20’ or the equivalent to 120’ square feet.
3. “Standard” applies to any signs/ banners up to 50 lbs. total weight
4. All orders received that are NOT in the parameters of “standard” above will be subject to additional charges.
5. The New Jersey Convention and Exposition Center reserves the right to refuse the hanging of any sign/ banner.
6. The renter assumes full responsibility for the sign/ banner drop off and pickup.
7. For any cancelled orders prior to hanging their will be a 50% charge. Any cancellation thereafter will result in full payment.

Event Name _____ Event Dates _____ Booth # _____

Company Name _____ Representative _____

Business Address _____ City, State, Zip _____

Business Telephone () _____ Business Fax () _____

** Credit Card information is required to secure all orders regardless of payment format. No sign/ banner will be installed without this information.

Credit Card Information: * (Must be provided)**

VISA _____ MASTERCARD _____ AMEX _____

Card Number _____ Exp. Date _____ Name _____

Billing Address _____ City, State, Zip _____

I AUTHORIZE THE ABOVE CHARGES AS WELL AS ANY ADDITIONAL FEES INCURRED

*** There will be a 50% cancellation charge applied to all orders.

SIGNATURE _____ DATE / /