



Connecticut Convention Center

100 Columbus Blvd. Hartford, Connecticut 06103
Banner Hanging for Vendor Booths Order Form

Phone: (860) 948-1961

Fax: (860) 948-1960

Services provided by PSAV



BANNER HANGING FOR VENDOR BOOTHS

Name of Event _____	Date of Event _____
Firm Name _____	Booth Number(s) _____
Street Address _____	Contact Person _____
City _____ State _____ Zip _____	Phone# _____
E-Mail Address _____	

<p align="center">PAYMENT INFO - PAYMENT MUST ACCOMPANY ORDER</p>		<p align="center">Please make checks payable to Connecticut Convention Center.</p> <p>Note: We cannot accept cash or checks from foreign banks</p> <p>I have read and agree to all Terms and Conditions of the order. Please see back page for complete terms and conditions.</p> <p>Signature: X _____</p>		
Money Order# _____	Company Check# _____			
MasterCard	Discover Card		VISA	American Express
Name on Card _____	Exp. Date _____			
Credit Card# _____				
Authorized Signature _____				

<u>Size of Banner</u>	<u># of Banners</u>	<u>Rates per Banner</u>	<u>Total</u>
		Pre-paid Rates: \$150.00 Onsite Rates:\$200.00	

IMPORTANT NOTE: BANNER(S) WILL BE HUNG DURING MOVE-IN HOURS OR AS CUSTOMER REQUESTS WHEN ONSITE. BANNER HANGING RATES DO NOT INCLUDE THE COST OF ELECTRICITY FOR THOSE BANNERS THAT REQUIRE LIGHTING. BANNER HANGING RATES ARE BASED ON BANNERS MADE OF CLOTH/CANVAS/NYLON WITH GROMMETS FOR HANGING POINTS. FOR ALL OTHER MATERIALS & 3D BANNERS. PLEASE CALL FOR PRICE QUOTE.

SUBTOTAL	
20% SERVICE CHARGE	
6% CT SALES TAX	
TOTAL	

TAX MUST BE INCLUDED UNLESS YOU PRODUCE STATE OF CT TAX EXEMPTION DOCUMENTATION.

FORM RETURN INFORMATION:

Please send completed request form to:

Micheal Rodriguez, Director, Event Technology
100 Columbus Blvd.
Hartford, CT 06103
Telephone (860) 948.1961 / Fax (860) 948.1960
E-mail:michaelrodriguez@psav.com