Remit to:

GENESIS
EXPOSITION SERVICES
10801 Plantside Drive, Louisville, Kentucky 40299
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Email: orders@gen-expo.com

MATS #79-2023
Overhead Hanging Sign Information Factsheet - Page 2 of 2

Discount Deadline Date: Wednesday, March 8, 2023

Only when provided the complete information requested below, will we be able to install your overhead hanging sign properties. This form must be completed and submitted prior to the deadline date in order to ensure that your properties can be installed. Facility limitations and other exhibitors requirements may dictate restrictions to what may be hung overhead. Lack of this information may result in costly delays such as overtime installation, or no installation, for which we will not be held responsible.

Hanging Properties Facts

Shipping Information: ❑ Advance ❑ Direct to Show

Type of Sign (Complete separate form for each type of sign)

❑ Banner ❑ Structural Signage ❑ Truss ❑ Systems

Shape of Sign:

❑ Square ❑ Rectangle ❑ Triangle

❑ Circle ❑ Other _____

Dimensions & Weight of Sign:

Width: _____ Length: _____ Height: _____

Weight: _____ # of Structural Pick Points: _____

Pounds @ each point: _____

# of feet from floor to top of sign: _____

Does your signage require electrical: ❑ Yes ❑ No

(if yes, please complete the Electical Service Order Form)

Does your sign require assembly by Genesis? ❑ Yes ❑ No

Please provide engineer approved assembly and hanging instructions. Genesis assumes no liability for any claims arising out of the the installation of any sign without approved drawings.

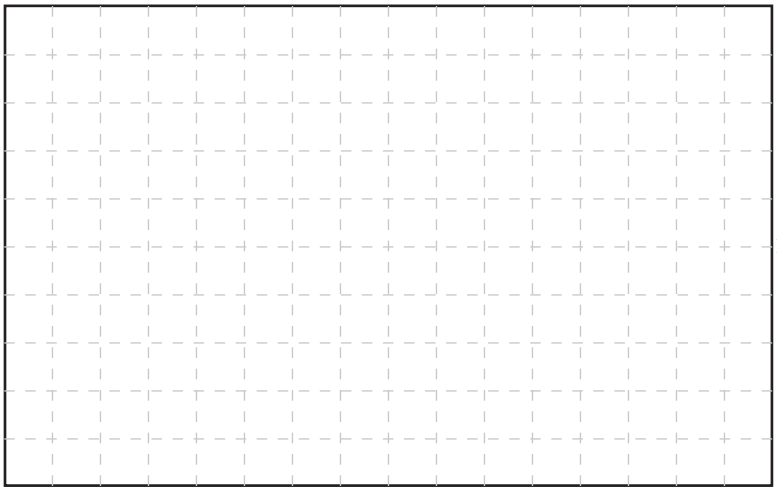
Required Installation / Dismantle Information

Please use this grid to show placement of your hanging properties.

To use this grid:
1. Use bold lines to indicate the outside of your booth.
2. List dimensions for your booth, as well as your hanging items.
3. Indicate the adjacent booth numbers to show proper orientation.

BACK OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Indicate Adjacent Booth or Aisle Number: _____



Indicate Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH (Indicate Adjacent Booth or Aisle Number: _____)

Payment Policy: **Advance Discount:** To obtain the discount pricing, your order with full payment must be received by the deadline date published above. Any orders received before the deadline date without payment will be charged at the standard rates.

❑ **Yes,** I have reviewed the *Payment Policy* and enclosed the **Payment Form.**
All orders are subject to the terms and conditions as outlined on the payment form.

Booth Number: _____

Company Name _____ Phone _____

Street Address _____ Fax _____

City / State / Zip_____ Print Name _____

Email _____ Signature _____ Date _____