



EXHIBITOR SIGN HANGING: Duck Hunter Expo

- All banner/sign hanging requests must be submitted to Carrie Petersen (Carrie.Petersen@oakviewgroup.com) at the Iowa Events Center by **July 6, 2026.**
- The Iowa Events Center is responsible for installation of all hanging equipment, truss, and signs. The placement of all signs shall be determined by the Iowa Events Center to ensure placement on our rigging grid.
- Assembly of signs must be arranged and done prior to sign hanging. Assembly and disassembly can be done by the decorator for the event, display houses or exhibitor personnel, however it is not part of the request below.
- Materials necessary to hang the sign must be detailed in the attached request form and should be supplied by the exhibitor. If not supplied by the exhibitor, this will be an additional expense to the quote.

Exhibitor must provide the following along with sign hanging request form in order to have a quote completed:

- Rendering (picture of detailed front view and side views, including height/width/dimensions)
- The exact positioning of the sign in relation to surrounding booths.



EXHIBITOR SIGN HANGING REQUEST FORM – Duck Hunter Expo

COMPANY NAME: _____ BOOTH #: _____

ONSITE CONTACT NAME: _____

EMAIL ADDRESS: _____

PHONE NUMBER: () _____ - _____

****IS THE ABOVE PHONE NUMBER THE BEST NUMBER FOR US TO TEXT A PHOTO CONFIRMATION OF
SIGN BEING HUNG? – YES: _____**

OR NO – USE THIS PHONE NUMBER TO TEXT: _____

TYPE OF SIGN:

- ☐ CLOTH BANNER
- ☐ METAL
- ☐ WOOD
- ☐ OTHER _____

SHAPE OF SIGN:

- ☐ SQUARE
- ☐ TRIANGLE
- ☐ RECTANGLE
- ☐ OTHER _____

SIZE OF SIGN:

HEIGHT: _____

LENGTH: _____

WIDTH: _____

WEIGHT: _____

HOW MANY RIG POINTS ARE NEEDED FOR HANGING THE SIGN:

APPROVED TRIM HEIGHT FOR EVENT:

IF A 2-D BANNER, DOES YOUR SIGN HAVE POLE POCKETS? _____

***Please note pole pockets typically help to reduce the risk of wrinkles.**

Please initial for confirmation of this disclaimer: _____

MATERIALS PROVIDED WITH SIGN BY EXHIBITOR (I.E. CABLES, CLAMPS):

IF NOT PROVIDED BY EXHIBITOR, WHAT MATERIALS WILL BE NEEDED TO HANG THE SIGN?

- Please note: if materials are not provided with the sign, this will be an additional expense included within the quote.



EXHIBITOR SIGN HANGING REQUEST CONTINUED...

DOES YOUR SIGN REQUIRE:

☐ ELECTRICITY

Please note: electricity is an additional service to order through the Iowa Events Center.

DOES YOUR SIGN REQUIRE:

☐ ASSEMBLY

IF YES, WHO WILL YOU HAVE ASSEMBLE THE SIGN TO PREPARE FOR RIGGING?

- PLEASE NOTE: Assembly is not included and is not available through the Iowa Events Center. Assembly arrangements will need to be made separately to guarantee sign is ready for rigging and assembly will need to be done prior to exhibitor move in.

ASSEMBLY COMPANY NAME: _____

ASSEMBLY CONTACT NAME: _____

ASSEMBLY CONTACT PHONE NUMBER: _____

ASSEMBLY CONTACT EMAIL ADDRESS: _____

ESTIMATED TIME FOR ASSEMBLY TO BE COMPLETE: _____

EXHIBITOR MUST FORWARD THE FOLLOWING INFORMATION TO HAVE A QUOTE
COMPLETED:

- ☐ RENDERING (PICTURE OF DETAILED FRONT AND SIDE VIEWS)
 - ☐ FOOTPRINT DRAWING (TOP-DOWN LINE DRAWING OF SIGN)
 - ☐ THE EXACT POSITIONING OF THE SIGN IN RELATION TO SURROUNDING
BOOTHs
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PLEASE EMAIL THE COMPLETED SIGN HANGING REQUEST FORM AND REQUESTED
DIAGRAMS/PICTURES TO CARRIE PETERSEN, EXHIBITOR SERVICES COORDINATOR AT THE
IOWA EVENTS CENTER (CARRIE.PETERSEN@OAKVIEWGROUP.COM).