

Banner Policy

2018 Fall Home & Garden Show

Banner ORDER deadline for the advanced rate: THURSDAY, Aug 16th

(This should include the **dimensions**, approximate **weight** and anticipated **arrival time**)

Banner DELIVERY deadline: 12PM NOON on TUESDAY, Aug 21st

We understand that not everyone is local and cannot physically get the items here by that time. We also understand that some people use the same banner for each show and your banner may be in transit from another location. If that is the case and you are unable to have your banner here by **noon on August 21st**, we need to receive notification by then that you will be bringing a banner. We will also need to know the **dimensions**, approximate **weight** and anticipated **arrival time**.

The Von Braun Center does not guarantee that all banners will be in place prior to your scheduled move in time *however* providing all supplies and information prior to the event allows us to staff appropriately.

All banners ordered and delivered after Tuesday Aug 21st will be charged the standard floor cost (not the advanced rate). Banners delivered prior to the 21st will receive priority hanging on Monday, Aug. 20th, as time allows.

ADVANCED RATE: \$100 FLOOR ORDER: \$200

Where do I take my banner? Please go to the South Hall loading dock between the hours of 8am and 4pm. You may enter this area off of Pollard Street. If you have any problems getting in please call the number below or call 256-533-1953. **You may begin bringing banners to the VBC on Thursday, August 16th at 8am.**

Please note that if your banner or sign has less than three (3) points and weighs less than 40lbs the charges are listed above. If your banner/sign has (3) points or more, or if it weighs over 40lbs you must coordinate with the Exhibitor Service Coordinator no later than seven (7) days prior to the show move-in date to discuss weight, times, placement and pricing.

Exhibitor Services Department:

Jay Propst

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256-551-2239