



PITTCON

SIGN REQUEST ORDER FORM

Please keep in mind when you are making your sign requests that we are limited to the number of complimentary signs provided by GES by the DUE DATE. Signage submitted late may be charged to your budget. **Use one page for EACH sign**; please send a filled in form or sample file for each sign specification to: ghosh@pittcon.org

--- DEFAULT FIELDS MAY BE TYPED OVER OR UN-CHECKED---

Click on a field to fill it in. You may TAB from field to field - when completed, use "Save as" your "order name", close -- reuse the original form for more.

Management Order #: (AV Committee Use Only) AV-	DEADLINE : November 1, 2016
--	------------------------------------

Date Order Placed: (fill in) 11/14/2016

Committee: Family Program

Order Submitter: (fill in) Julie Theys

Submitter Email: (fill in) theysj@pittcon.org

Phone Number: (fill in) 814-563-7236

Deliver to Room / Area: (fill in) W187a

Day / Date Needed: Friday, March 3, 2017

Quantity: (Default) 3

Size (22" x 28" Usually) 22" X 28"

Layout Vertical

Single/Double Sided: (Default) Single

Substrate: (Default) Foam-Core

Background Color: (Default) Show Look

Copy Color (Default) Show Look

Logo to be Used: (Default None) None Pittcon® 2017 Other
If other, Specify: _____

Proof Required: (Default YES) Yes NO

Number of easels needed: (fill in) 3

Arrows Needed for Sign: (Default NO) Yes NO Number 2

use "Save as" your "order name", close -- reuse the original form for more.

Sign Description (Type each line of text as it should be displayed):

**FAMILY PROGRAM
CAMP PITTCON**

W187

CHAIRMAN/ JULIE THEYS