



Exhibitor Services Kit

Dear **2022 WCMLE** Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **2022 WCMLE**, being held at **Wisconsin Exposition Center - WI State Fair Park**, on **November 2 - 3, 2022**. Included in this service kit are forms for ordering various services and equipment for your event. Please read each form carefully and return to the address provided on the order form. Refer to the enclosed General Show Information pages for vital facts and information about this event. If you have any additional questions about Valley Expo & Displays services, please do not hesitate to call or email Valley at the information provided below.

For your convenience Valley Expo & Displays offers online ordering. You can order your Valley services, view show schedule, review previous and current account information, and print invoices.

To place online orders you will be required to register with Valley Online:

- If you received this Exhibitor Service Kit in the "Ordering Open" email, a direct link and your temporary password to online ordering were included within that email. Click on the link to be directed to our website and begin ordering. <https://valleyexpodisplays.boomerecommerce.com>
- If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password on Valley's online ordering website <https://valleyexpodisplays.boomerecommerce.com>. If you have forgotten your password, press "Forgot Password" to receive a new temporary password.
- To register online for access visit <https://valleyexpodisplays.boomerecommerce.com> press "Register Now" and complete your registration setup, once complete an email will be sent with your login credentials.

Valley Online Ordering

- Order early and take advantage of the discount pricing to receive discounted rates.
- Ship early to avoid delays. Shipments arriving late at the advance warehouse and/or show site will incur an additional cost and delays may occur.
- All correspondence, including final invoices, will be sent to the contact listed on the Recap of Cost & Payment form.
- Valley Expo & Displays will not accept orders without payment in full.

Helpful Hints

Ordering Information & Ordering Deadline Date

Valley Expo & Displays does not take orders over the phone. All preshow orders must be entered online at (<https://valleyexpodisplays.boomerecommerce.com>), faxed to (815-873-1544), or emailed to (events@valleyexpodisplays.com) by **Friday, October 28, 2022**. After this date orders must be placed at the service desk at the show site during exhibitor move-in. Items ordered at show site are subject to availability.

Thank you for your business and we look forward to seeing you at the show!

Please contact our **Exhibitor Services Department** at
877.332.4292 or email: events@valleyexpodisplays.com with any
questions you may have.





Place Orders At
Valley Online Ordering Website - Click [HERE](#)
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

GENERAL SHOW INFORMATION

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

DISCOUNT PRICE DEADLINE:

October 11, 2022

Valley Customer Service

- 815.873.1500 Fax 815.873.1544 email: events@valleyexpodisplays.com
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Standard Time)
- No telephone orders accepted; please complete and submit your order by Fax, Email, or Online.

Show Management

- Bob Valerian
- rdval6@aol.com
- 561.345.1322

Booth Package

A standard 10' x 10" booth and bulk space will include:

- 8' Back Drape and 3' Side Drape
- (1) 7" x 44" Identification Sign

Your exhibit area is **NOT** carpeted with facility carpeting.

Exhibitor Schedule

Exhibitor Move-In:	Tuesday	11/1/2022	8:00AM - 5:00PM
Show Hours:	Wednesday	11/2/2022	10:00AM - 6:00PM
	Thursday	11/3/2022	9:00AM - 3:00PM
Exhibitor Move Out:	Thursday	11/3/2022	3:00PM - 9:00PM

- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by: **6:00PM on 11/3/2022.**

Shipping Addresses

Advance to Warehouse

Receiving Dates:
9/30/2022 thru 10/28/2022
Receiving Hours:
Mon-Fri 7:30AM-2:30PM

TO: Exhibiting Company Name and Booth #

FOR: **2022 WCMLE**
C/O Valley Expo & Displays
ABF Freight
11307 W. Rogers Street
West Allis, WI 53227

Direct to Show Site

Receiving Dates and Times:
11/1/2022; 8:00AM - 5:00PM

TO: Exhibiting Company Name and Booth #

FOR: **2022 WCMLE**
C/O Valley Expo & Displays
Wisconsin Exposition Center - WI State Fair Park
8200 W. Greenfield
West Allis , WI 53214





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GENERAL SHOW INFORMATION

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DISCOUNT PRICE DEADLINE:

October 11, 2022

Important Deadlines

- Take advantage of order discount pricing! To receive discounted pricing your orders must be received with payment in full, no later than the date below. Orders received after discounted price deadline will have their order placed at "Standard" pricing.

Discount Price Deadline:

Tuesday, October 11, 2022

- Freight received before or after receiving dates will incur an additional surcharge.

Advance Shipments receiving dates :

9/30/2022 thru 10/28/2022

Advance Shipments receiving times :

Mon - Fri 7:30AM-2:30PM

**Show Site Shipments receiving
dates & times:**

11/1/2022; 8:00AM - 5:00PM

Payment Policies

- Payment information is required when placing an order. Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Valley Expo & Displays services, any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH, wire transfers. When paying by wire transfer a 3% surcharge will apply.

Cancellations & Adjustments

- Orders cancelled prior to move-in will be charged 50% of the original price. Orders cancelled after move-in begins will be charged 100% of the original price.
- Exhibitor may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS!

Tax Exemption

- If your company is exempt from payment of sales tax, Valley Expo & Displays requires an exemption certificate for the state in which the services are used. Valley cannot omit sales tax from your order without a copy of your certificate.

Third Party Payment Billing Exhibitor Appointed Contractor

- All third party and EAC forms must be completely filled out and submitted to Valley Expo & Displays. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitor must inform their EAC that they must send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

Miscellaneous

- Rental items not ordered, yet found in booth space, are invoiced at "Floor" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.
- The show aisles and public space are not a part of exhibitor's booth space and must be kept clear.
- No children under the age of 18 allowed on the show floor during Move-In or Move-Out due to safety concerns.





Place Orders At
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FAX: 815.873.1544

RECAP OF COST & PAYMENT

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

DISCOUNT PRICE DEADLINE:

October 11, 2022

This form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays. Advance prices apply **only** to orders received with payment in full by the advance price deadline date. All orders received afterward, or at the show site will be subject to floor rates. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information. You will receive an order confirmation once your order has been placed. All correspondence and final invoices will be emailed to the contact listed below.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services will be billed to your card. In any event, no services will be rendered until payment in full has been received.

Terms

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney's fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays.

SERVICES AND EQUIPMENT ORDERED

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Booth Furniture Order Form
Accessories Order Form
Booth Carpet Order Form
Advance Freight Handling Order Form
Direct Freight Handling Order Form
Exhibitor Supervised Event Labor Order Form
Valley Supervised Event Labor Order Form
Forklift Service Order Form
Booth & Exhibit Porter Service Order Form
Sign & Banner Order Form
Audio Visual Order Form
Specialty Furniture Order Form

Total Now Due

\$ _____

Order Summary

Please provide the following information so we may credit your account properly. All correspondents including final invoice(s) will be emailed to the contact provided below.

Company Name _____		Booth # _____	Date _____
Billing Address _____		City & State _____	Zip Code _____
Email Address _____		Name (please print) _____	
Phone _____	Fax _____	Check No. (if paying by check) _____	
<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover		Card Number _____	Exp. Date ____/____/____ CVCS _____
X Cardholder Signature _____		Cardholder's Name (please print) _____	

All orders Emailed / Faxed / Mailed will incur a \$25.00 processing fee.

Register Here for Online Ordering ... www.valleyexpodisplays.com



4950 AMERICAN ROAD · ROCKFORD, IL 61109 · PHONE: 815.873.1500 · FAX: 815.873.1544



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**THIRD
PARTY
BILLING**

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

This form is to be used if you wish to have a Third Party handle your display, and be billed for services. The Recap of Cost & Payment Form **MUST** be completed by the Third Party to be billed for services, **however, we also must be provided with the Exhibiting Company's credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the Third Party.

It should be understood that by signing this form or placing an order the Exhibiting Company agrees it is ultimately responsible for payment of charges. **If your Third Party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.**

Exhibiting Company Name: _____ **Booth #:** _____

Exhibitor Name: _____

Exhibitor Signature: _____

Exhibiting
Company
Information

Exhibiting Company's credit card information:

___ Visa ___ MC ___ Amex ___ Discover ___/___ Exp. Date ___ CVC2
Last 3 digits on back of card, 4 digits on front of AMX

Account #: _____

X

Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address

City

State

Zip

Indicate which services are to be invoiced to the Third Party:

Services
to be
billed to
third party

___ **ALL VALLEY SERVICES**
___ **I&D LABOR/SUPERVISION**
___ **MATERIAL HANDLING IN & OUT**

___ **RENTAL FURNITURE/CARPET/SIGNS**
___ **BOOTH CLEANING**
___ **OTHER:** _____

Third Party Company Name: _____

Contact Name: _____

E-Mail for Invoice: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Third Party
Company
Information

Third Party Company's credit card information:

___ Visa ___ MC ___ Amex ___ Discover ___/___ Exp. Date ___ CVC2
Last 3 digits on back of card, 4 digits on front of AMX

Account #: _____

X

Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address

City

State

Zip





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**EXHIBITOR
APPOINTED
CONTRACTOR**

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

Submit this form if the exhibiting company intends to use a contractor other than Valley Expo & Displays. If the exhibiting company fails to comply with any of the requirements listed below the exhibitor appointed contractor will not be permitted to service your exhibit, and Valley Expo & Displays must be hired for installation and dismantle labor. The exhibitor appointed contractor will be able to provide supervision only.

Exhibitor appointed contractors must use labor supplied by Valley Expo & Displays unless the following requirements are fulfilled:

1. The exhibitor must notify Show Management and Valley Expo & Displays of the intention to utilize an independent contractor no later than 30 days prior to the first day of move-in, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless Show Management requires more.
 - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
 - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
 - c. Workers' Compensation Insurance including employee liability coverage in the minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence and (\$1,000,000) each aggregate.
 - f. **Valley Expo & Displays, Show Management and Facility must be named as additional insureds on a primary and non-contributory basis.**
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley Expo & Displays.
4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
 - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
 - b. Will share with Valley Expo & Displays all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
 - c. Must furnish Show Management and Valley Expo & Displays with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - d. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services.
The exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - e. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear.
 - f. Shall provide, if requested, evidence to Valley Expo & Displays that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
 - g. Must coordinate all of its activities with Valley Expo & Displays.
 - h. Must comply with all reasonable rules and regulations of the venue, Show Management and Official Service Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
6. All information must be received by Valley Expo & Displays' office no later than 30 days prior to the first day of move-in.

Contractor Requirements

Exhibiting Company Name: _____

Booth Number: _____

Exhibitor Appointed Contractor: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____

Email Address: _____

Contact at Show: _____

Type of Service to be performed: _____

Contractor Information





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EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

TABLES & CHAIRS ORDER FORM

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

DISCOUNT PRICE DEADLINE:

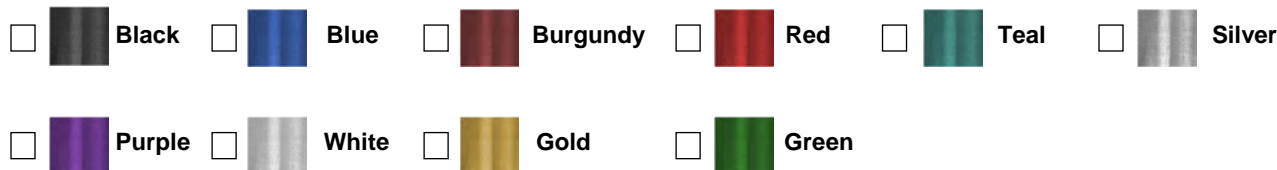
October 11, 2022

Orders with payment in full must be received by Tuesday, October 11, 2022 for discounted prices.

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal.

Be sure to indicate skirting color . Orders received without color indicated will receive foreman's choice.

Skirting Color Selection:



	Description	Quantity	Discount	Standard	Total
Skirted Tables	4' L x 30" H	_____	\$ 237.95	\$ 309.35	_____
	6' L x 30" H	_____	\$ 282.50	\$ 367.25	_____
	8' L x 30" H	_____	\$ 317.35	\$ 412.60	_____
	4' L x 42" H	_____	\$ 249.70	\$ 324.65	_____
	6' L x 42" H	_____	\$ 303.55	\$ 394.65	_____
	8' L x 42" H	_____	\$ 362.00	\$ 470.60	_____
4th Side Skirting & Drape	30" x 13' Skirting Only (4th Side)	_____	\$ 115.70	\$ 150.45	_____
	42" x 13' Skirting Only (4th Side)	_____	\$ 133.80	\$ 173.95	_____
	3' Drape (Side) per LnFt	_____	\$ 13.00	\$ 16.90	_____
	8' Drape (Back) per LnFt	_____	\$ 18.25	\$ 23.75	_____
Plain Tables	4' L x 30" H	_____	\$ 106.90	\$ 139.00	_____
	6' L x 30" H	_____	\$ 157.10	\$ 204.25	_____
	8' L x 30" H	_____	\$ 188.30	\$ 244.80	_____
	4' L x 42" H	_____	\$ 144.50	\$ 187.85	_____
	6' L x 42" H	_____	\$ 193.55	\$ 251.65	_____
	8' L x 42" H	_____	\$ 223.60	\$ 290.70	_____
	White Vinyl, 8' Long (tabletop covering)	_____	\$ 22.45	\$ 29.20	_____
Cocktail Tables	30" Round, 30" High	_____	\$ 180.45	\$ 234.55	_____
	30" Round, 42" High	_____	\$ 195.55	\$ 254.25	_____
Chairs	Folding Chair	_____	\$ 36.95	\$ 48.05	_____
	Side Chair	_____	\$ 93.90	\$ 122.10	_____
	Padded Chair	_____	\$ 120.75	\$ 157.00	_____
	Bar Stool with Back	_____	\$ 151.90	\$ 197.50	_____

Subtotal	\$	_____
5.5% Sales Tax	\$	_____
Total	\$	_____

Must include Recap of Cost and Payment Form along with order form.

Register Here for Online Ordering ... www.valleyexposdisplays.com



4950 AMERICAN ROAD · ROCKFORD, IL 61109 · PHONE: 815.873.1500 · FAX: 815.873.1544

Exhibiting Company Name: _____

Booth Number(s) _____



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ACCESSORIES ORDER FORM

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

DISCOUNT PRICE DEADLINE:

October 11, 2022

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All orders subject to availability of equipment. Prices include delivery to booth and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full.

Accessories

Description	Quantity	Discount	Standard	Total
Tripod Adjustable Easel	_____	\$ 61.75	\$ 80.30	_____
Garment Rack	_____	\$ 69.65	\$ 90.55	_____
Bag Stand	_____	\$ 150.25	\$ 195.35	_____
Literature Stand	_____	\$ 324.75	\$ 422.20	_____
Wastebasket	_____	\$ 28.10	\$ 36.55	_____
8' Upright with Base	_____	\$ 27.25	\$ 35.45	_____
Crossbar	_____	\$ 18.20	\$ 23.70	_____
Table Riser 1'x1'x4" White Skirted	_____	\$ 132.40	\$ 172.15	_____
Posterboard 4' x 8'	_____	\$ 410.10	\$ 533.15	_____
Horizontal / Vertical (Circle one)				

Labor to assemble Grid Wall is not included. Please refer to the Labor Order Form for assistance in assembling your grid wall if it will be needed.

Grid Wall

2' W x 8' H Panel	_____	\$ 99.80	\$ 129.75	_____
"T" Base, per set	_____	\$ 46.85	\$ 60.95	_____
24" Shelf Bracket	_____	\$ 25.85	\$ 33.65	_____
48" Shelf Bracket	_____	\$ 36.30	\$ 47.20	_____
6 Ball Waterfall	_____	\$ 17.25	\$ 22.45	_____
Hang Rail	_____	\$ 19.45	\$ 25.30	_____
Picture Hanger	_____	\$ 4.75	\$ 6.20	_____
Hat Display	_____	\$ 11.00	\$ 14.30	_____
Peg Hook	_____	\$ 4.75	\$ 6.20	_____
4", 6", 12" (circle one)				

Exhibiting Company Name: _____

Booth Number(s) _____

Subtotal	\$	_____
5.5% Sales Tax	\$	_____
Total	\$	_____

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Must include Recap of Cost and Payment Form along with order form.
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BOOTH CARPET ORDER FORM

2022 WCMLE

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DISCOUNT PRICE DEADLINE:

October 11, 2022

Orders with payment in full must be received by **Tuesday, October 11, 2022** for discounted prices.

Prices include installation, front edge taping and pickup at the close of the show. If your carpet order is different then your booth size you **MUST** include a layout diagram, failure to provide diagram will result in a 25% surcharge and any additional labor onsite to correct placement issues. Please send layout diagram to the information listed above or attach to your order online. Email events@valleyexpdisplays.com for instructions on how to attach a file on-line.

Carpet orders received without color indicated will receive foreman's choice.

Color Selection for Standard Carpeting

☐ Blue
 ☐ Green
 ☐ Black
 ☐ Burgundy
 ☐ Red
 ☐ Gray

If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match and may not cover your entire booth area.

	Description	Quantity	Discount	Standard	Total
Standard Booth Carpet	10' x 10'	_____	\$ 381.55	\$ 496.05	_____
	10' x 20'	_____	\$ 764.30	\$ 993.60	_____
	10' x 30'	_____	\$ 1,145.45	\$ 1,489.10	_____

Color Selection for Custom Carpeting

☐ Blue
 ☐ Green
 ☐ Black
 ☐ Burgundy
 ☐ Red
 ☐ Gray
 ☐ Green Jay
 ☐ Pepper

Custom Booth Carpet

Custom size booth carpet is available in 10' widths only. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

Carpet Dimension	Square Foot	Discount	Standard	Total
_____ x _____	_____	\$ 8.45 sq ft	\$ 11.00 sq ft	_____

Color Selection for Luxury Carpeting

☐ Blue
 ☐ Green
 ☐ Black
 ☐ Burgundy
 ☐ Red
 ☐ Gray

Luxury Booth Carpet

Luxury carpet is available in 10' widths only. Rental also includes plastic covering (Visqueen) for your protection. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

Carpet Dimension	Square Foot	Discount	Standard	Total
_____ x _____	_____	\$ 9.10 sq ft	\$ 11.85 sq ft	_____

Padding Visqueen Taping

Description	Square Foot	Discount	Standard	Total
Padding	_____	\$ 3.55 per sq ft	\$ 4.65 per sq ft	_____
Visqueen (plastic covering)	_____	\$ 1.65 per sq ft	\$ 2.15 per sq ft	_____
Additional taping	_____	\$ 3.55 per sq ft	\$ 4.65 per sq ft	_____

Subtotal	\$ _____
5.5% Sales Tax	\$ _____
Total	\$ _____

Register Here for Online Ordering ... www.valleyexpdisplays.com



Must include Recap of Cost and Payment Form along with order form.
4950 AMERICAN ROAD · ROCKFORD, IL 61109 · PHONE: 815.873.1500 · FAX: 815.873.1544

Exhibiting Company Name: _____

Booth Number(s) _____



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SHIPPING ADDRESSES & RECEIVING DATES

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Valley Expo & Displays will receive and manage the freight at the warehouse and/or on show site as described in the following pages. Freight handling fees are paid to Valley Expo & Displays for these freight handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

All inbound shipments must have a Bill of Lading and/or certified weight ticket showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Valley Expo & Displays for such shipments. The weight is rounded up the next one hundred pounds (100 lbs) and is taken from the inbound BOL and/or certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the BOL will be assigned an approximate weight by Valley Expo & Displays. This weight will prevail.

SHIPPING ADDRESS AND RECEIVING DATES

Advanced Warehouse Shipping Address

2022 WCMLE

EXHIBITING COMPANY NAME
BOOTH NUMBER

ABF FREIGHT

C/O VALLEY EXPO & DISPLAYS
11307 W. ROGERS STREET
WEST ALLIS, WI 53227

- Use this address and information on your inbound bill of lading if shipping your freight to the advance warehouse.
- For your convenience, please use the freight labels provided in this service kit.
- Receiving hours: M - F 7:30AM - 2:30PM
- All shipments must be prepaid. Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

Advanced Warehouse Receiving Dates

First day freight will be accepted at advanced location: Friday, September 30, 2022

Last day freight will be accepted: Friday, October 28, 2022

Direct to Show Site Shipping Address

2022 WCMLE

EXHIBITING COMPANY NAME
BOOTH NUMBER

WISCONSIN EXPOSITION CENTER - WI STATE FAIR PARK

C/O VALLEY EXPO & DISPLAYS
8200 W. GREENFIELD
WEST ALLIS, WI 53214

- Use this address and information on your inbound bill of lading if shipping your freight direct to the show site.
- For your convenience, please use the freight labels provided in this service kit.
- All shipments must be prepaid. Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

Direct to Show Site Receiving Dates and Times

Do not send shipments to arrive in advance of 11/1/2022 to the show site.

The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: **11/1/2022; *8:00AM - 5:00PM**

***Drivers must check in by 4:00PM**

Authorization To Provide Freight Handling Services: By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Valley Expo & Displays will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.



Official Transportation Provider

via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

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Our Services Include:

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*Trust your important trade
show shipment to the leader in
exhibition transportation services.*

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

YES ☐ NO ☐

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

2022 WCMLE

SHOW NAME

BOOTH NUMBER

C/O ABF FREIGHT
VALLEY EXPO & DISPLAYS
11307 W. ROGERS STREET
WEST ALLIS, WI 53227

Shipment Should Arrive Between:
9/30/2022 thru 10/28/2022

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier _____
Number of pieces _____

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

2022 WCMLE

SHOW NAME

BOOTH NUMBER

C/O ABF FREIGHT
VALLEY EXPO & DISPLAYS
11307 W. ROGERS STREET
WEST ALLIS, WI 53227

Shipment Should Arrive Between:
9/30/2022 thru 10/28/2022

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier _____
Number of pieces _____

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2022 WCMLE

SHOW NAME

BOOTH NUMBER

C/O
WI EXPOSITION CENTER—WI STATE FAIR PARK
VALLEY EXPO & DISPLAYS
8200 W. GREENFIELD
WEST ALLIS , WI 53214

Shipment Should Arrive:
11/1/2022, 8:00AM - 5:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. .

Carrier

Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2022 WCMLE

SHOW NAME

BOOTH NUMBER

C/O
WI EXPOSITION CENTER—WI STATE FAIR PARK
VALLEY EXPO & DISPLAYS
8200 W. GREENFIELD
WEST ALLIS , WI 53214

Shipment Should Arrive:
11/1/2022, 8:00AM - 5:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

Carrier

Number of pieces



Place Orders At
Valley Online Ordering Website - Click [HERE](#)
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

Information

- Freight is accepted **9/30/2022** thru **10/28/2022**.
- To ensure timely arrival of your materials at show site, freight should arrive by **10/28/2022**. Freight will still be received after the deadline date; however, delays may occur and additional charges will apply.
- The warehouse receives shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

Advantages

There are several advantages to shipping in advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site. Exceptions may occur.
- Delivery dates and times are more flexible.

Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)

- Select the category that best describes your shipment. There are two categories of freight:

Crated:

Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling:

Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.

- Add Overtime and/or Double Time surcharges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add Overtime and/or Double Time surcharges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the advance warehouse before or after the deadline dates listed above.

Straight Time : 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday; All day Saturday
Double Time: All day Sunday and Holidays

(Overtime/Double Time will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times)

	Rate Classifications	Price Per CWT	200lb Minimum
Rates	Crated or Skidded	\$ 209.40	\$ 418.80
	Special Handling	\$ 272.05	\$ 544.10

Small Package

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

First Carton	\$ 124.00
Each Additional Carton	\$ 30.75

Additional Surcharges

Early/Late Delivery Show Site/Advance Warehouse Surcharge	20% Surcharge per CWT
Overtime - Inbound and/or Outbound Surcharge	25% Surcharge per CWT
Double Time - Inbound and/or Outbound Surcharge	50% Surcharge per CWT
No Weight ticket - Reweigh Surcharge	25% Surcharge per CWT

****This show moves in and/or out on Overtime and/or Double Time and is subject to Additional Surcharges for shipments.**

Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
	$\div 100 =$		\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$30.75			\$
Total Estimated				\$

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.



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DIRECT SHIPMENT FREIGHT HANDLING ORDER FORM

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

Information

- Freight will be accepted: **11/1/2022; 8:00AM - 5:00PM**
- Weight not to exceed 5,000 pounds per piece.
- Do not ship to the facility prior to **11/1/2022**. Early shipments to the show site may be refused.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Ship pre-paid. Collect shipments will be refused.
- Freight Questionnaire must be submitted with this form.

Estimating Material Handling Charges

- Charges will be based on time to unload/load your shipment. Each shipment received is considered separately.
- Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates listed above.

Straight Time : 8:00 AM to 4:30 PM Monday through Friday
Overtime: 4:30 PM to 8:00 AM Monday through Friday; All day Saturday
Double Time: All day Sunday and Holidays
(Overtime/Double Time will be applied to all freight received at the show site that must be moved into or out of booth during above listed times)

Rates	Rate Classifications	Price Per Hour	1 Hour Minimum
	Crated or Skidded	\$ 170.90	\$ 170.90

Small Package

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

First Carton	\$ 124.00
Each Additional Carton	\$ 30.75

Additional Surcharges

Early/Late Delivery Show Site/Advance Warehouse Surcharge	20% Surcharge per CWT
No Weight ticket - Reweigh Surcharge	25% Surcharge per CWT

Estimate of Charges

Total Weight of Shipment	Total Time Needed to Unload/Load	Price per Hour	Estimated
		\$ 170.90	\$
Small Package			
First Carton			\$
Additional Carton	_____# of additional carton x \$30.75.		\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.		Total Estimated	\$



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FREIGHT SERVICE QUESTIONNAIRE

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

ALL EXHIBITORS SHIPPING FREIGHT MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each category that you will use:

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Company Truck
_____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Phone _____

5. Print the name of person in charge of your move-in:

Phone _____

6. What is the minimum number of days required to set your displays?

7. What is the weight of the single heaviest piece that must be lifted?

_____ Lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

Exhibiting Company Name: _____

Booth Number(s) _____





Place Orders At
Valley Online Ordering Website - Click [HERE](#)
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OUTBOUND SHIPPING INFORMATION

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

Outbound shipping is not an automatic process. Each shipment must have freight handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. **Do not leave this in your booth with your shipment.** Call your designated carrier with pick-up information. In the event your carrier fails to show by carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley Expo & Displays' official show carrier at exhibitor's expense.

Tear Down

The show closes at **3:00PM** on **11/3/2022**. Please do not tear down prior to the close of the show. Empty crates will be brought to your booth after aisle carpet is removed.

Outbound Pick-Up Address & Carrier Check In

- All outbound shipments must be picked up at the show site location.
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibility to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first-come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Valley Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

Carrier check in Date and Time: 11/3/2022; 6:00PM

Outbound Bill of Lading

- All outbound shipments require a Valley Bill of Lading. Bills of Lading will be distributed to your booth before move out. If you do not receive a bill of lading please see the Valley Service Desk.
- A Bill of Lading must be completed for each truckload and destination. If you have multiple shipping destinations or multiple truckloads to one destination, additional Bill of Ladings are available at the Valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Return the completed Bill of Lading to the Valley Service Desk when your materials are packaged and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- The name of the carrier listed on your completed Bill of Lading must match the name of the carrier checking in or your freight will not be released.

Outbound Miscellaneous Services

Shrink Wrap	\$ 102.15 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	\$ 1.80 per foot + dismantle labor (please see labor order form for dismantle labor rates)

Labels

Each individual item in your shipment must be clearly labeled. Blank labels are available at the Valley Service Desk.

Excessive Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift Labor and/or Dumpster Fee.



Place Orders At
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FAX: 815.873.1544

OUTBOUND BILL OF LADING INSTRUCTION

BILL OF LADING INSTRUCTIONS

These instructions are designed to clarify information required on a Bill of Lading.
COMPLETE ALL THE BLUE SHADED AREAS - PRESS HARD

The company name you are exhibiting under. The name of this convention center or exhibit hall, including city and state.

List the name of the carrier you have chosen to ship your freight.

If you have selected a carrier other than our house carrier, you must initial here. This informs Valley what to do with your freight in the event your carrier does not check in by the designated time.

What does your shipment consist of? Fill in the exact quantities of each "kind of package" be very specific include weights.

Name and address of the party responsible for the freight charges.

The Show Name

Today's Date

The booth number you are exhibiting under. This is where Valley physically looks for your shipment, therefore, the correct booth number is critical.

Circle the total number of bills of lading that will be completed for your booth space. Separate bills must be completed for different destinations and for different methods of shipping. (ie YRC, FedEx, van line, etc.)

The actual address where the shipment should be delivered (destination). This address should match your shipping labels.

Check "Collect" if the "Ship To" address and the "Freight charges guaranteed by" addresses are the same. If the addresses are different, then you have involved a third party and the "Prepaid/3rd Party" option should be selected.

Please read the Liability on the reverse side of the bill of lading prior to signing. Once you understand and agree to these conditions, please sign and print your name.

RETURN TO THE VALLEY SERVICE DESK AFTER YOUR MATERIALS ARE PACKED AND READY TO BE SHIPPED. DO NOT TURN THE BILL OF LADING IN EARLY.

A SHIPPING LABEL MUST BE PLACED ON EACH PIECE.

LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.



Place Orders At
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FAX: 815.873.1544

AUDIO VISUAL ORDER FORM

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

All Audio Visual rental includes; deliver and setup of rental equipment, HDMI cord, TV remote, power strip and pickup of equipment at close of show.

Item Description

Event Rental

LED Displays

75" LED Monitor	2,141.40
65" LED Monitor	1,606.05
55" LED Monitor	1,189.65
49" LED Monitor	922.05
40" LED Monitor	713.80
32" LED Monitor	505.65
24" LED Monitor	327.20

Display Accessories

Dual Pole Floor Stand with Shelf	208.25
----------------------------------	--------

Multi Media Solutions

Blu Ray Player	148.75
Media Player	148.75

Please indicate: _____ Table Top Stand _____ Wall Mount _____ Floor Stand

Please call for quote if you are looking for other AV offerings.

Delivery: An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Delivery fee may apply.

Labor, Installation & Dismantle (I&D): Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge please refer to labor install and dismantle order forms located within this kit for labor rates. Valley Expo & Displays does not supply labor to mount hanging brackets to your booth. This must be done prior to setting up any equipment that is to be mounted on your booth.

Equipment: Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

Guarantee: Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk. Any loss or damage of said equipment will be paid for by the renter. **Cancellation:** Equipment rental cancellation will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.

Payment: All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.

Please write down description below of item ordering below:

Item Description	QTY

Subtotal	\$
5.5% Sales Tax	\$
Total	\$

Must include Recap of Cost and Payment Form along with order form.

4950 AMERICAN ROAD · ROCKFORD, IL 61109 · PHONE: 815.873.1500 · FAX: 815.873.1544

Exhibiting Company Name: _____

Booth Number(s) _____



Place Orders At
Valley Online Ordering Website - Click [HERE](#)
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

EVENT LABOR EXHIBITOR SUPERVISED ORDER FORM

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

DISCOUNT PRICE DEADLINE:

October 11, 2022

Orders with payment in full must be received by Tuesday, October 11, 2022 for discounted prices.

All installation and dismantling work will be performed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to supervise work performed, please complete the Valley Supervised Labor form.

Rate Information

Description	Discount	Standard
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 265.45	\$ 345.10
Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 398.18	\$ 517.65
Double time - All day Sunday and holidays	\$ 530.90	\$ 690.20

A minimum charge of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

Labor check in & Out

Exhibitor must check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed. Failure to pick up labor at the Valley Service Desk will result in a one (1) hour per man no show charge.

Hours of Operation

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth

Move In Dates & Times

11/1/2022; 8:00AM - 5:00PM

Move Out Dates & Times

11/3/2022; 3:00PM - 9:00PM

Requesting Times

Time can only be guaranteed at the start of the working day (8:00AM), or the official beginning of set up, if later in the day. We will make every attempt to provide labor at times subsequent to 8:00 AM (or start of official set up); however, such starting times are approximate as they are dependent up on completion times of prior job assignments.

Requesting Date & Time	Date Labor Requested	Time Labor Requested
Installation		AM or PM
Dismantle		AM or PM
Requested starting times cannot be guaranteed, however, every effort is made to meet all request		

Description of labor requested

MUST provide brief description of labor requested (e.g. lay carpet, install pop-up)

Estimate of Charges

Computation of Labor Charges	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation			\$	\$
Dismantling			\$	\$

Authorization to Provide Labor Services: By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitors exclusive remedy.

Exhibiting Company Name: _____

Booth Number(s) _____



Place Orders At
Valley Online Ordering Website - Click [HERE](#)
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

EVENT LABOR VALLEY SUPERVISED ORDER FORM

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

DISCOUNT PRICE DEADLINE:

October 11, 2022

Orders with payment in full must be received by Tuesday, October 11, 2022 for discounted prices.

Information & Requirements

- All work is preformed under the supervision of Valley personnel.
- Exhibits can be set up prior to your arrival at exhibitor move in.

Exhibitor must forward all necessary instruction, drawing and/or diagrams in advance with this order. Please send layout diagram to the information listed above or attach to your order online. Email events@valleyexpodisplays.com for instructions on how to attach a file on-line. A 25% Surcharge will apply to labor order if necessary documentation is not received as well as any additional labor onsite to correct resulting issues.

Contact Person: _____ Phone: _____

Email: _____

Freight will be shipped to: ☐ Advance Warehouse ☐ Direct to Show Site

Date Shipped: _____ Inbound Carrier: _____

Total # of: Crates _____ Cartons _____ Fiber Cases _____ Other _____

Setup Plans/Photo: ☐ Attached to order ☐ To be sent with Exhibit, in crate # _____ ☐ Sent to events@valleyexpodisplays.com

Flooring/Carpet: ☐ With exhibit ☐ Rented from Valley

Electrical Placement: ☐ Electrical under carpet ☐ Electrical in back of booth ☐ Other, must provide floor plan

Graphic: ☐ With exhibit ☐ Shipped separately

Special Tools/Hardware/Equipment Required: _____

Ship to: _____

Outbound Shipping Information

Method of shipment*: ☐ Common Carrier ☐ UPS ☐ FedEx ☐ Show Carrier

**If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.*

If labels are provided, where will they be? _____

Freight Charges: ☐ Prepaid ☐ Collect

Bill to: _____

Rate Information

A minimum charge of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

Description	Discount	Standard
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 331.75	\$ 431.30
Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 497.63	\$ 646.95
Double time - All day Sunday and holidays	\$ 663.50	\$ 862.60

Description of labor requested

Estimate of Charges

Computation of Labor Charges	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation			\$	\$
Dismantling			\$	\$

Authorization to Provide Labor Services: By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitors exclusive remedy.

Exhibiting Company Name: _____

Booth Number(s) _____



Place Orders At
Valley Online Ordering Website - Click [HERE](#)
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

FORKLIFT SERVICE ORDER FORM

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

DISCOUNT PRICE DEADLINE:

October 11, 2022

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more within your booth.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift up to 5,000lbs with an operator. Please call for quote if forklift over 5,000lbs is required.

Forklift time required to move freight to and from the dock to your booth is included in the freight handling charges, refer to Advance or Direct Shipments order forms for further information.

All exhibitors requesting a forklift must go to the Valley Service Desk to confirm forklift requests. All forklift crew and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. Valley reserves the right to dispatch all forklift calls based upon availability of forklift crews and in the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to the Valley Service Desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the event. Forklift orders cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the forklift is not used at the time confirmed, there will be a one (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for forklift crew is one (1) hour per worker and forklift. Forklift rental thereafter is charged in half (1/2) hour increments. All rates are subject to change if necessitated by increased labor and material costs.

Important Information & Rates

Description	Discount Rate (per hour)	Standard Rate (per hour)
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 667.30	\$ 867.50
Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 1,000.95	\$ 1,301.25
Double time - All day Sunday and holidays	\$ 1,334.60	\$ 1,735.00

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth

Move In Dates & Times

11/1/2022; 8:00AM - 5:00PM

Move Out Dates & Times

11/3/2022; 3:00PM - 9:00PM

Hours of Operation

Required Information

Does the weight exceed 5,000lbs ☐ No ☐ Yes, _____ total weight

Is there any special handling equipment required to lift materials, i.e. extended forklift blades, special slings, etc.? ☐ No ☐ Yes
please describe needs:

INSTALLATION						
Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
Please Indicate Service to be provided:						Total
<input type="checkbox"/> Uncrating <input type="checkbox"/> Leveling <input type="checkbox"/> Unskidding <input type="checkbox"/> Positioning <input type="checkbox"/> Exhibit Construction (describe work below) <input type="checkbox"/> Other						
Other: Please describe work						
DISMANTLE						
Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
Please Indicate Service to be provided:						Total
<input type="checkbox"/> Recrating <input type="checkbox"/> Dismantling <input type="checkbox"/> Recrating <input type="checkbox"/> Other						
Other: Please describe work						



Place Orders At
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EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

BOOTH & EXHIBIT PORTER SERVICE ORDER FORM

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

DISCOUNT PRICE DEADLINE:

October 11, 2022

Orders with payment in full must be received by Tuesday, October 11, 2022 for discounted prices.

Submit this form if you want to order Valley Expo & Displays cleaning service for your booth in order to maintain booth cleanliness post set-up or throughout the entire event. Prices are based on total square footage of booth regardless of area to be cleaned.

Standard Booth Size (10'x10') = Square Footage (100 square feet per booth)

Carpet Vacuuming: Booth carpeting is clean upon installation; however, vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet; therefore, we recommend ordering vacuuming at least once prior to show opening.

Carpet Vacuuming

	Sq. Ft.	X	Discount	Standard	=	Total
Once Prior to Show Opening	_____		\$ 0.95	\$ 1.25		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.85	\$ 2.45		_____

Porter Service: Includes wipedown & dusting of all display surfaces and furnishings, and emptying of wastebaskets nightly.

Porter Service

	Sq. Ft.	X	Discount	Standard	=	Total
Once Prior to Show Opening	_____		\$ 1.00	\$ 1.30		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 2.00	\$ 2.60		_____

Subtotal	\$	_____
5.5% Sales Tax	\$	_____
Total	\$	_____

Register Here for Online Ordering ... www.valleyexpodisplays.com



Must include Recap of Cost and Payment Form along with order form.
4950 AMERICAN ROAD · ROCKFORD, IL 61109 · PHONE: 815.873.1500 · FAX: 815.873.1544

Exhibiting Company Name: _____

Booth Number(s) _____



Place Orders At
Valley Online Ordering Website - Click [HERE](#)
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

SIGN & BANNER ORDER FORM

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

ORDERING DEADLINE:

October 11, 2022

This form can be used to order custom show cards and banners for your exhibit booth. **Custom signs and banners can be ordered in advance only.** We must receive your order with payment by **10/11/2022** to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Event Labor Order Form for assistance in installing your signs if it will be needed. All signs are printed on white background. 10 word limit per sign. Additional words and logos are extra.

Valley has added the Vanguard Digital Printing Systems VR5D flatbed UV printer. It combines revolutionary technology, industry leading quality and outstanding speeds to satisfy the demands of the industry schedule. With the VR5D it gives the ability to print on a variety of substrates including foam, pvc, vinyl, acrylic and more! Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or feature you want is not listed on this form, please call us for a special quote.

Upload your artwork to: events@valleyexpodisplays.com Please see the following page for artwork requirements on "Supplied Digital Arts Standards" form. Contact name, E-mail address and phone number are requested in case we have questions.

Contact for sign questions: _____

Email: _____

Phone: _____

Exhibiting Company Name: _____

Booth Number(s) _____

	Description	Quantity	Discount	Standard	Total
Foamcore Signs White Background	11" x 14"	_____	\$ 110.65	\$ 143.85	_____
	14" x 22"	_____	\$ 155.25	\$ 201.85	_____
	22" x 28"	_____	\$ 392.60	\$ 510.40	_____
	28" x 44"	_____	\$ 535.05	\$ 695.60	_____
Vinyl Banners White Background Only	2' X 4'	_____	\$ 269.95	\$ 350.95	_____
	2' X 6'	_____	\$ 324.15	\$ 421.40	_____
	2' X 8'	_____	\$ 487.20	\$ 633.40	_____
	Grommets for hanging are included				
Miscellaneous	Easel Back	_____	\$ 21.35	\$ 27.80	_____
	Sign Grommets	_____	\$ 7.95	\$ 10.35	_____
	Color Background	_____	\$ Add 25%		_____

Sign copy to be arranged: ☐ Horizontally ☐ Vertically

Subtotal	\$	_____
5.5% Sales Tax	\$	_____
Total	\$	_____

Register Here for Online Ordering... www.valleyexpodisplays.com



Must include Recap of Cost and Payment Form along with order form.
4950 AMERICAN ROAD · ROCKFORD, IL 61109 · PHONE: 815.873.1500 · FAX: 815.873.1544



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FAX: 815.873.1544

**SUPPLIED DIGITAL
ART STANDARDS**

2022 WCMLE

Wisconsin Exposition Center - WI State Fair Park, November 2 - 3, 2022

DISCOUNT PRICE DEADLINE:

October 11, 2022

Supplied Digital Art Standards

In an effort to provide you with the best graphics for your display, Valley requests that you review these file and media requirements when you supply digital art. Supplying the proper files insures that your output will look the way you expect, and keep additional charges to a minimum. If you have questions about file formats, resolution, or other graphics concerns, please call us at **815-873-1500** or e-mail events@valleyexpodisplays.com.

Raster (Pixel-based) Art -

Raster art is the way most continuous tone images are produced. Scanned images, Photoshop files, tif, jpg, & bmp are examples of raster or pixel-based art. Resolution for these files should be at least 300dpi *at output size*. For example, a file for 16 x 20 inch output should be 4800 pixels by 6000 pixels. Both cmyk and rgb are acceptable but **cmyk is preferred**. **Its helpful if all your files are consistently one or the other.**

Use for:

Photographic or continuous tone images.

Vector Art -

Vector art is 'resolution independent', meaning it can be scaled to any size with no loss of quality. Illustrations created in Adobe Illustrator or Freehand are vector art. EPS files are the most common format for vector art.

NOTE: A Raster image imported or placed, and then saved in these programs is not changed into vector art... *it is still a raster image* and may not be suitable for some output options.

Logos & illustrations produced as cut vinyl **MUST** be vector art. If you cannot supply vector art, you may be charged for the time required to convert/recreate your art in the proper format.

Use for:

Cut vinyl, large format text, logos, graphic elements.

Art Size: Art files should be submitted with at least 0.5" bleed. (ex. 22" x 28" sign would be 22.5" x 28.5")

Raster Art can be supplied as Photoshop, jpg, tif, eps, bmp or other standard raster formats.

Vector Art should be **Adobe Illustrator (.ai), InDesign (.indd) or .eps (from Illustrator or InDesign)** files with text converted to paths. Include all linked files. If text is not converted to paths, all fonts must be included. When sending vector art use the package option in Illustrator or InDesign to properly export all necessary files.

QuarkExpress users, supply eps files with fonts embedded. Native Quark files are no longer supported.

Media: Click here to submit files to <https://spaces.hightail.com/uplink/valley>

Please include a color hardcopy or pdf. Critical PMS colors should be indicated on the hardcopy.

Still have questions?

Call 815-873-1500

or

E-mail: events@valleyexpodisplays.com





Valley Expo & Displays Specialty Furnishings



To view complete brochure and order forms please click on the link below:

Click on Link: [Valley Specialty Furnishings Brochure & Order Forms](#)



Wisconsin State Fair Park - Exposition Center
2021 Exhibitor Services Order Form
Event Services Department
640 S 84th St. West Allis, WI 53214
Phone: 414-266-7300

Date _____

Website: www.wistatefair.comEmail: eventservices@wistatefair.com

Name of Event				Date(s) of Event	
Company Name				Booth #	
Contact Person					
Phone #			Fax #		
Email Address					
Billing Address*					
City, State, Zip					

FULL PAYMENT FOR SERVICES ORDERED INCLUDING TAX MUST ACCOMPANY FORM. INCOMPLETE ORDERS WILL NOT BE PROCESSED. Advance Prices apply to orders received 14 days prior to show opening date. Orders submitted without full payment and orders received AFTER the Advance Price deadline are subject to Standard Pricing. Increases will automatically be charged to credit cards. IMPORTANT: All floor orders may be subject to additional labor fees.

Single-use parking passes are available for purchase from the Exhibitor Services Office at the Exposition Center during show move-in only.

A. Telephone					B. Information Technology				
Description	Qty	Advance	Qty	Standard	Description	Qty	Advance	Qty	Standard
Phone Line (Analog)		\$170		\$270	High Speed Internet (Wired Per Device)*		\$250		\$350
Phone Set (Analog)		\$40		\$50	IT or Cable Services Patch Fee		\$100		\$200
SECTION A TOTAL:					Satellite Installation		\$200		\$350
You must dial "9" to make an outside call and when setting up credit card machines.					SECTION B TOTAL:				
					Wi-Fi is available at no charge in the Exposition Center. Renting a hardline Internet connection in situations where access to the Internet is critical is recommended. WSFP staff will not be available to trouble shoot or fix any problem a device has with connecting to Wi-Fi.				
C. Electrical					D. Mechanical				
Service above 120V may require custom installation; additional labor charges required with a minimum of one (1) hour. Call in advance for details.					Exhibit booths requiring air, gas, water, or drain need to be located next to an interior column. Compressed Air Exhibitors must supply own drier or regulator for critical applications (Exposition Center supplies 110psi@90 cfm with 1/4" connection).				
Description	Qty	Advance	Qty	Standard	Description	Qty	Advance	Qty	Standard
20 amp 120V (2000 watt)		\$135		\$170	*1/4" Compressed Air		\$140		\$155
Power Strip (elec not included)		\$40		\$40	Additional Air Line		\$60		\$75
Ext. Cord (elec not included)		\$40		\$40	*Gas Line 3/4" Male Fitting		\$160		\$190
20 amp 208V 1 phase		\$210		\$240	Additional Gas Line		\$100		\$120
30 amp 208V 1 phase		\$250		\$280	Running Water/Drain		\$270		\$310
50 amp 208V 1 phase		\$325		\$355	*Fill/Water/Drain		\$200		\$250
30 amp 208V 3 phase		\$300		\$340	(One time fill/water/drain <u>per unit</u> UP TO 500 gallons)				
60 amp 208V 3 phase		\$400		\$430	Fill/Water/Drain		\$50		\$50
24 Hour Power: Add 50% to service (i.e. refrigerators, freezers, hot tubs, and spas) for items using electric all the time.					(Each Additional 1,000 gallons)				
					Water top-off (per item)		\$50		\$50
To order electrical items not listed above, please call 414-266-7300 for pricing and fill in the information provided to you in the lines below.					*This service must be ordered before ordering additional				
SECTION C TOTAL:					SECTION D TOTAL:				

Payment Information

Mail order form with payment or fax your order with credit card information. Services payable to: Wisconsin State Fair Park. A fee of \$20 will be charged for returned checks.

TOTAL (ALL SECTIONS):		5.5% SALES TAX:		GRAND TOTAL:		2% Fee + Grand Total:	
*CC payments only							
Mail order form with check or email Eventservices@wistatefair.com to pay via credit card. DO NOT WRITE CREDIT CARD INFORMATION ON FORM.							
Checks payable to: Wisconsin State Fair Park. A fee of \$20 will be charged for returned checks.							
WE ACCEPT THE FOLLOWING CREDIT CARDS: VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS.							
A 2% convenience fee will be added to the total for all credit card payments.							

Order online. It's fast, easy, and secure. Visit <http://wistatefair.com/wsfp/exhibitor-order-forms-rates/> for more details.

For Office Use Only

Date Received

Total Received

Form of Payment

Form Exp. Date: 12/31/21

WISCONSIN STATE FAIR PARK

Exhibitor Services Order Form - Rules and Regulations

1. PAYMENT INFORMATION

- a. Wisconsin State Fair Park (WSFP) accepts company checks, money orders, Master Card, Visa, Discover, or AMEX for payment subject to verification.
- b. A 2% convenience fee will be added to the total when paying with a credit card.
- c. Exhibitor service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the show opening date to qualify for ADVANCED PRICING. Orders submitted without full payment and orders received after the 14 day cut-off date are subject to STANDARD PRICING.

2. RATES AND LABOR CHARGES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered before service is installed. Arrangements for payment of Labor & Services must be made before service is installed.
- c. Services ordered during exhibitor move-in may not be installed before the event opens.
- d. Overtime rates apply after 5:00 p.m. Mon-Fri and weekends, Saturday/Sunday.

3. INSTALLATION OF SERVICES

- a. Order forms must be completed in full to avoid processing and installation delays.
- b. Orders will be processed and installations completed on first-come, first-serve basis, or as WSFP determines most convenient.
- c. **All materials and equipment furnished by the WSFP for services ordered shall remain the WSFP's property and shall be disconnected and removed ONLY by WSFP personnel.**
- d. Service will begin on the start date and end after the close of the event unless special arrangements for early connect and/or late disconnect are made.

4. CANCELLATION POLICY

- a. If cancellation occurs before installation, 100% REFUND.
- b. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES

SECTION A. TELEPHONE

- **Telephone Service:** All telephone lines ordered will provide long distance dialing capabilities only if checked on the order form and will be charged to the credit card.
- **Equipment:** ONLY WSFP's digital phone sets can be used with digital telephone lines due to signal, device, and system compatibility. Equipment ordered is for RENTAL ONLY. Exhibitor is responsible for full retail value for any equipment that is stolen or not returned.

SECTION B. INFORMATION TECHNOLOGY

- **The purchase of an IP address is for ONE DEVICE ONLY.** The use of routers, switches/hubs, DHCP, wireless LANS or other applications that allow the sharing of an IP address between multiple devices is PROHIBITED unless approved in writing by the WSFP. Individuals in violation of this policy will be subject to the DISCONNECTION of their service.
- **The WSFP is not responsible for damaged personal equipment and/or personal injury caused by the misuse of provided telecommunication and/or data service(s).** Any tampering with IT equipment (including but not limited to exhibit floor utility boxes, cabling, or rented equipment) at any time may result in the disconnection of ordered service(s).

SECTION C. ELECTRICAL

- **Special Voltage and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in.** Electrical Services Available: 120 volt, A.C., 1 Phase 60 cycle and 208 volt, A.C., 1 phase & 3 Phase 60 cycle, and 480 volt, A.C., 3 Phase 60 cycle.
- **24-hour power** will only be provided to those locations that have ordered and paid for 24-hour service. Exhibitors are responsible for turning off all powered equipment at the close of each day. Failure to do so will result in additional costs.
- **Electrical Connections:** Exhibitors or exhibitors' agents may plug into purchased outlets and connect signal wiring (i.e. antennae, audio, video, and speakers) within a booth or between the exhibitor's equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services Department.
- **Obstructions blocking utility floor boxes are subject to relocation as necessary.** House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- **Prohibited usage:** Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs and batteries in exhibits are prohibited.
- **Equipment:** All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120 volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians. However, all equipment regardless of the source of power, must comply with all Federal, State and Local Safety Codes.
- **WSFP is not responsible for voltage fluctuation or power failure due to temporary conditions beyond our control.** For your protection, please install a surge protector on computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician unless prior approval has been granted by the WSFP. WSFP will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than house electricians
- **Sharing of services is prohibited.**

SECTION D. MECHANICAL

- **Service Connections:** Under NO circumstances shall anyone other than house engineers make service connections unless prior approval has been granted by the WSFP. Service requirements crossing aisles will not be installed unless approved by show management AND our Event Services Department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House staff is authorized to cut floor coverings to permit installation of service unless otherwise directed.
- **Equipment:** All equipment must comply with all Federal, State and Local safety Codes. Where applications require critical regulation of pressure, flow, or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate-of-fill, and/or other factors pertinent to safety. WSFP reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by WSFP remains WSFP property and shall be disconnected and removed only by WSFP house engineers at the close of the show. Tanks, drums, barrels, and other containers requiring water fill and drain exceeding 30 gallon capacity must be filled and drained by house engineers and are subject to a service charge. WSFP reserves the right not to fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
- **NOTICE:** Exhibitor assumes full responsibility for any damage to WSFP equipment and facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. WSFP cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or interconnection of any equipment by persons other than house engineers.

Prices subject to change without notice.

WISCONSIN STATE FAIR PARK

Temporary Event Electrical Guidelines

The cord placed in your booth by the facility has three (3) plug-ins, which are considered the outlets for your booth.



- ✓ An extension cord and/or plug strip may be plugged into each outlet. (**Extension cords MUST be grounded**)
- ✓ A plug strip may be plugged into the end of an extension cord. (**Plug Strips MUST be grounded**)
- ✓ If a plug strip is in use, devices must be plugged directly into it.
- ✗ Multi taps are not permitted in any capacity. (Note: Plug strips without an ON/OFF switch are considered multi taps and are not allowed.)



- ✗ Extension cords, multi taps and/or additional plug strips may not be plugged into a plug strip.



- ✗ Extension cords are not permitted to be plugged into another extension cord.
- ✗ Major appliances may not be plugged into a plug strip and/or extension cord. They must be powered directly from the outlet.



The sources for these guidelines are the National Fire Protection Association's National Electrical Codes and the State of Wisconsin's 316. This information is not intended to be your only electrical information resource. Additional information and knowledge is necessary for an electrical installation that complies with the National Electrical Code and is safe and free from electrical hazards.



Exposition Center at Wisconsin State Fair Park

Sign/Banner Hanging Order Form

Exposition Center at Wisconsin State Fair Park

640 S 84th Street, West Allis, WI 53214

414-266-7300 Phone

414-266-7119 Fax

www.wistatefair.com

e-mail: eventservices@wistatefair.com

Name of Event:			Dates of Event:		
Company Name:				Booth Number:	
Street Address:					
City, State, Zip:					
Phone #:		Fax #:		Contact Person:	
e-mail Address:					

At least twenty-one (21) days prior to the event return this completed form to our Exhibitor Services Department.

Upon receipt of this form a cost estimate will be faxed to you. Full payment is due or credit card information must be on file before any sign installation.

A 15% surcharge is due on all sign hanging orders received less than fourteen (14) days prior to the sign hanging date. **INCOMPLETE ORDERS WILL NOT BE PROCESSED**

Signage Regulations

1. All signs must be approved by show management and Wisconsin State Fair Park Exposition Center (WSFPEC). The WSPFEC reserves the right to refuse to hang any sign for any reason.
2. WSPFPEC reserves the right to determine the exact location of signage based on structural limitations.
3. All signs must be properly constructed with applicable frames, grommets, top/bottom pipe pockets, sign hanging hardware and conform to state and local building codes. Sign must arrive and be ready for hanging by scheduled date/time on cost estimate.
4. Signs will be hung a uniform distance from floor to bottom of sign (approx. 14 feet).
5. All signs must be installed and removed by approved personnel.
6. WSPFPEC is not liable for any accidents or damage caused by defective signage.

Signage Specifications

Rear of Booth

Height: Width: Depth:

Material: Weight: Shape:

Does your sign require power? YES ☐ NO ☐
If yes, complete the Exhibitor Services Order Form

Special Requests:

Supervision of Installation

Will you be on site to supervise your banner/sign hanging? YES ☐ NO ☐

If yes: Contact Name: Cell Phone Number:

Installation and removal of signs will be determined by the show schedule. WSPFPEC labor does not assemble or disassemble signage. Please consult with your show decorator for sign assembly. Signage will be positioned only once. **All re-positioning of signage will result in additional fees.**

Freight/Delivery Information

You may ship your package directly to the address listed above. Package must contain the following information on the shipping label: SHOW NAME AND DATE, COMPANY NAME AND BOOTH NUMBER, INDICATE THAT THE PACKAGE CONTAINS SIGNS. We will not accept any other type of exhibitor material in advance of the event. Sending package via the decorator does not guarantee signage will be available for the scheduled install date.

Signage is scheduled to arrive:

Date and Time: Delivery Company:

Sign Removal

At the close of the event signs will be removed and placed in their respective booth. Sign removal schedule is determined by show schedule. WSPFPEC does not offer outbound shipping of signage. Exhibitor materials must be removed from the show floor by close of show or will be subject to additional storage and handling fees.