



Dear **Marketplace 2015 - Governor's Conference on Minority Business Development** Exhibitor:

This Exhibitor Service Kit details important information to allow Valley Expo & Displays, Show Decorator, to help ensure your success at the **Marketplace 2015 - Governor's Conference on Minority Business Development**, at the **Potawatomi Hotel & Casino, October 30, 2015**.

VALLEY ONLINE ORDERING

For your convenience Valley Expo & Displays offers online ordering.

You can order your Valley services, view show schedule, and review your account information.

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

If you received this Exhibitor Service Kit in an email, a direct link and your temporary password to online ordering were also included. Click on the link to be directed to our website and begin ordering. (<https://valleyexpodisplays.boomerecommerce.com>)

If you did not receive an email, visit, www.valleyexpodisplays.com. Click on "Register and get your Password Here" to request your online credentials. Fill out the required information and submit.

Once your request is processed you will receive an email with your login information. It may take up to two hours to generate your credentials. We appreciate your patience in advance.

HELPFUL HINTS

Order early and take advantage of the advance pricing to receive discounted rates.

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business.

Please read each form carefully, and return them to the address shown on each form. Other suppliers may be used for some services (i.e. electrical) and orders with payment should be sent separately to them for those services.

Valley Expo & Displays does not take orders over the phone. All orders must be entered online (<https://valleyexpodisplays.boomerecommerce.com>) faxed (815-873-1544) or, emailed (events@valleyexpodisplays.com) by **October 28, 2015**.

Valley Expo & Displays will accept no orders without payment in full.

Please contact our *Exhibitor Services Department* at 877.332.4292, with any questions you may have.

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





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

GENERAL SHOW INFORMATION

Marketplace 2015 - Governor's Conference on Minority Business Development
Potawatomi Hotel & Casino, October 30, 2015

ADVANCED PRICE DEADLINE:
 October 7, 2015

Valley Expo & Displays is the official general service contractor for this event. We will have clearly identifiable representatives on the show floor during set up to answer your questions. Prior to set up, please direct your questions to our exhibitor services department in our main office listed below. Our goal is to help you make your participation in this event a success!

This **Exhibitor Information Packet** contains shipping instructions for this event. **You can guarantee a smooth installation by completing these forms and sending them with payment to Valley Expo & Displays as soon as possible.**

Please read each form carefully, and return them to the address shown on **each** form. Sometimes other suppliers are used for some services (i.e.: electrical), and orders with payment should be sent separately to them for those services.

Please note: We strongly recommend that you pay for your services in advance using a credit card. This allows your representative at the show site to order additional needed furniture and equipment without having to arrange for payment on the show floor. Valley Expo & Displays will accept no orders without payment in full.

Official	Valley Expo & Displays	phone: (877) 332-4292
Contractor:	4950 American Road	fax: (815) 873-1544
	Rockford, IL 61109	e-mail: events@valleyexpodisplays.com

Booth Package: A standard 10' x 10' booth will include:

Silver and Red 8' Back Drape and 3' Side Drape
 (1) 8' Skirted Table
 (2) Folding Chairs
 (1) 7" x 44" Identification Sign

Your exhibit area is carpeted with facility carpet.
 Additional equipment and services may be ordered using the attached forms.

Important Schedule Information:

Advance Price Deadline:	Wednesday	October 7, 2015	
Exhibitor Move In:	Thursday	October 29, 2015	8:00AM - 4:30PM
Show Hours:	Friday	October 30, 2015	10:30AM - 4:00PM
Exhibitor Move Out:	Friday	October 30, 2015	4:30PM - *6:30PM

*Carriers must check in by 5:00PM

All the information you need is contained on the attached forms. If at any time you have questions, please call our Exhibitor Services Department at (877) 332-4292.





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RECAP OF COST & PAYMENT

Marketplace 2015 - Governor's Conference on Minority Business Development
Potawatomi Hotel & Casino, October 30, 2015

ADVANCED PRICE DEADLINE:
 October 7, 2015

One copy of this form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays at the address below. Advance prices apply only to orders received with payment in full by the advance price deadline date listed on the General Show Information sheet. All orders received afterward, or at the show site will be subject to floor rates. **We cannot accept phone orders**, however, you may fax your order to us, provided we have your complete, valid credit card information. No invoice or statement will be issued.

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.

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. **50% Surcharge on all refunds. No refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS!**

Please complete all the blanks below:

SERVICES AND EQUIPMENT ORDERED

\$ _____	Booth Furniture Order Form
\$ _____	Grid Wall Order Form
\$ _____	Booth Carpet Order Form
\$ _____	Freight Handling Order Form
\$ _____	Portable/Modular Display Rental Order Form
\$ _____	Event Labor Order Form
\$ _____	Booth & Exhibit Porter Service Order Form
\$ _____	Sign & Banner Order Form

\$ _____ Total Now Due

Please provide the following information so we may credit your account properly.

Company Name _____ Booth # _____ Date _____

Billing Address _____ City & State _____ Zip _____

E-Mail Address _____ Name (please print) _____

Phone _____ Fax _____ Check No. (if paying by check) _____

___ Visa ___ MC ___ Amex Card Number _____ Exp. Date ___/___ CVC2 _____
3 digit or 4 digit code

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)

X _____
 Cardholder Signature _____ Cardholder's Name (please print) _____

Please retain copies of all paperwork...Final invoices will be emailed after the show.

BOOTH NUMBER:

COMPANY NAME:





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 FAX: 815.873.1544

**THIRD
PARTY
BILLING**

**Marketplace 2015 - Governor's Conference on Minority Business Development
 Potawatomi Hotel & Casino, October 30, 2015**

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 Costs Payment Form should be completed by the Third Party to be billed for services, **however, we must also 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.**

All information below must be completed by the respective parties:

Third Party Information

Third Party

Billing Address

City State Zip

Phone Fax

X _____
Authorized Signature

Print Authorized Name

EMAIL ADDRESS

Exhibiting Company Information

Exhibiting Company

Billing Address

City State Zip

Phone Fax

X _____
Authorized Signature

Print Authorized Signature

EMAIL ADDRESS

Please indicate any services that should **not** be billed to the Third Party:

Exhibiting Company's credit card information:

___ Visa ___ MC ___ Amex ___ / ___ 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**

AUTHORIZATION FORM

**Marketplace 2015 - Governor's Conference on Minority Business Development
 Potawatomi Hotel & Casino, October 30, 2015**

NAME OF SHOW _____

COMPANY NAME _____

ADDRESS _____
(STREET) (CITY) (STATE) (ZIP)

PHONE # _____ FAX # _____

ORDERED BY _____ TITLE _____

SIGNATURE _____ DATE _____

E-MAIL ADDRESS _____

If your company plans to use a contractor, which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No: _____

Contact At Show: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Phone Number of Contractor: _____

Email Address of Contractor: _____

Type of Service to be performed: _____

Inform your **Exhibitor Appointed Contractor** 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.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulation of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

BOOTH NUMBER: _____

COMPANY NAME: _____



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EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

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. **Valley Expo & Displays and Show Management must be named as additional insureds.**
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.


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Potawatomi Hotel & Casino, October 30, 2015

 ADVANCED PRICE DEADLINE:
 October 7, 2015

Orders with payment in full must be received by October 7, 2015, for Advance Prices.

 All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**
Be sure to indicate skirting color . Orders received without color indicated will receive Foreman's choice.
Skirting Color Selection: ☐Blue ☐White ☐Gold ☐Green ☐Black ☐Burgundy ☐Red ☐Teal ☐Silver
☐Purple

Skirted Tables	Quantity	Advance	Floor	Total
4' L x 30" H		\$ 107.35	\$ 139.55	
6' L x 30" H		\$ 127.40	\$ 165.60	
8' L x 30" H		\$ 143.15	\$ 186.05	
4' L x 42" H		\$ 112.65	\$ 146.45	
6' L x 42" H		\$ 139.60	\$ 181.45	
8' L x 42" H		\$ 163.30	\$ 212.25	

Plain Tables	Quantity	Advance	Floor	Total
4' L x 30" H		\$ 48.15	\$ 62.60	
6' L x 30" H		\$ 70.90	\$ 92.15	
8' L x 30" H		\$ 84.70	\$ 110.10	
4' L x 42" H		\$ 65.15	\$ 84.70	
6' L x 42" H		\$ 87.25	\$ 113.45	
8' L x 42" H		\$ 100.80	\$ 131.05	
30" x 13' Skirting Only (4th Side)		\$ 52.10	\$ 67.70	
42" x 13' Skirting Only (4th Side)		\$ 60.20	\$ 78.30	
White Vinyl, 8' Long (tabletop covering)		\$ 9.70	\$ 12.60	

Cocktail Tables	Quantity	Advance	Floor	Total
30" Round, 30" High		\$ 81.35	\$ 105.75	
30" Round, 42" High		\$ 90.95	\$ 118.25	

Chairs	Quantity	Advance	Floor	Total
Folding Chair		\$ 21.20	\$ 27.55	
Black Contour Chair		\$ 43.70	\$ 56.80	
Padded Chair		\$ 54.35	\$ 70.65	
Bar Stool with Back		\$ 67.75	\$ 88.05	

Miscellaneous	Quantity	Advance	Floor	Total
Tripod Adjustable Easel		\$ 27.80	\$ 36.10	
Wastebasket		\$ 13.95	\$ 18.70	
Garment Rack		\$ 31.45	\$ 40.85	
Bag Stand		\$ 76.85	\$ 99.90	
3' Drape (Side) per LnFt		\$ 7.75	\$ 10.05	
8' Drape (Back) per LnFt		\$ 10.95	\$ 14.20	
Literature Stand		\$ 140.00	\$ 149.00	
Table Riser 1' x 1' x 4 White Skirted		\$ 59.65	\$ 77.55	
Posterboard 4' x 8' Horizontal/Vertical (circle one)		\$ 140.70	\$ 182.95	

Subtotal
5.6% Sales Tax
Total \$

BOOTH NUMBER:

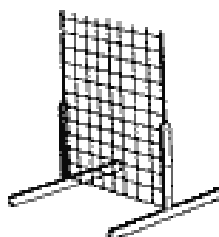
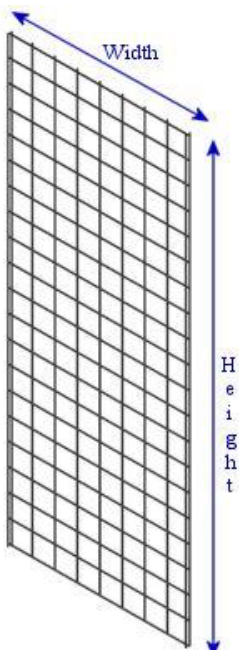
COMPANY NAME:




Marketplace 2015 - Governor's Conference on Minority Business Development
Potawatomi Hotel & Casino, October 30, 2015
ADVANCED PRICE DEADLINE:
 October 7, 2015

Orders with payment in full must be received by *October 7, 2015*, for Advance Prices. All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge.** *Thank you for your order!*

Item Description	Quantity	Advanced Pricing	Floor Pricing	Total
PANELS				
2' w x 4' h Panel		\$ 33.00	\$ 42.85	
2' w x 6" h Panel		\$ 38.15	\$ 49.55	
2' w x 8' h Panel		\$ 48.45	\$ 62.95	
BASES				
"T" Base, per set		\$ 22.70	\$ 29.50	
SHELVES				
24" w/shelf brackets		\$ 12.40	\$ 16.10	
48" w/shelf brackets		\$ 17.55	\$ 22.80	
MOUNTING				
6 Ball Waterfall		\$ 8.25	\$ 10.75	
Hang Rail		\$ 9.30	\$ 12.05	
Picture Hanger		\$ 2.10	\$ 2.70	
Hat Display		\$ 5.15	\$ 6.70	
Peg Hook (4", 6", 12")		\$ 2.10	\$ 2.70	
Subtotal				
5.6% Sales Tax				
Order Total				\$



"T" Base



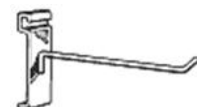
Picture Hanger



Hat Display



Hang Rail



Peg Hook



6 Ball Waterfall



Shelf




Marketplace 2015 - Governor's Conference on Minority Business Development
Potawatomi Hotel & Casino, October 30, 2015

 ADVANCED PRICE DEADLINE:
 October 7, 2015

Orders with payment in full must be received by **October 7, 2015**, for Advance Prices. **Your area is carpeted with facility carpet, any carpet ordered will go on top of existing carpet.** All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

Standard carpet rental includes installation, front edge taping and pickup at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match. **Carpet orders received without color indicated will receive Foreman's choice.**

 Carpet Color Selection: ☐Blue ☐Green ☐Black ☐Burgundy ☐Red ☐Gray

Standard Carpet	Quantity	Advance	Floor	Total
9' x 10'		\$ 155.05	\$ 201.55	
9' x 20'		\$ 302.95	\$ 393.80	
9' x 30'		\$ 465.60	\$ 605.25	
Additional taping per foot	LnFt	\$ 1.45	\$ 1.90	

Carpet price includes taping front aisle edge only

 Carpet Color Selection: ☐Blue ☐Green ☐Black ☐Burgundy ☐Red ☐Gray

Custom Carpet - Booths Larger than 30'	Quantity	Advance	Floor	Total
Carpet Size _____ x _____ =	SqFt	\$ 3.65	\$ 4.75	

Custom size booth carpet is available in 10' widths only. This carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, and pick up at the close of the show. Include a layout for carpet installation if your carpet is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quotation will be forwarded to your before we proceed.

 Carpet Color Selection: ☐Blue ☐Green ☐Black ☐Burgundy ☐Red ☐Gray

Luxury Booth Carpet	Quantity	Advance	Floor	Total
Carpet Size _____ x _____ =	SqFt	\$ 3.95	\$ 5.10	

This luxurious carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, plastic covering for your protection and pickup at the close of the show. Include a layout for carpet installation if your carpet is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quotation will be forwarded to your before we proceed. Purchase options are available. Samples are available upon request.

Foam Padding and Visqueen	Quantity	Advance	Floor	Total
Padding	SqFt	\$ 1.45	\$ 1.90	
Visqueen	SqFt	\$ 0.70	\$ 0.90	

Subtotal
5.6% Sales Tax
Total \$

BOOTH NUMBER:

COMPANY NAME:





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 FAX: 815.873.1544

SHIPPING INFORMATION

Marketplace 2015 - Governor's Conference on Minority Business Development

Potawatomi Hotel & Casino, October 30, 2015

Please read this information carefully, and call us if you have questions.

Freight Handling Charges: Valley Expo & Displays is prepared to receive your freight in advance at one of our warehouse locations, or directly at the show site. **All shipments must be sent prepaid; collect freight shipments will be refused.** Valley Expo freight handling charges are based on incoming weight, rounded up to the nearest 100 lbs. For rates and schedule information that apply to this convention, please refer to the **Freight Handling Order Form**.

Exhibitors are responsible for crating and uncrating of their own product.

Advance Shipments:

- A. Receiving at our warehouse up to 30 days prior to the first day of move in
- B. Delivery to your exhibit booth
- C. Storage of empty containers, and return of empty containers to your booth
- D. Reloading freight for outbound shipping

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME
 BOOTH NUMBER
**Marketplace 2015 - Governor's Conference
 on Minority Business Development**
 YRC FREIGHT
 C/O VALLEY EXPO & DISPLAYS
 6880 SOUTH HOWELL AVE
 OAK CREEK, WI 53154

First day freight will be accepted at advance location: **10/6/15**

Last day freight will be accepted: **10/27/15**

Do not send shipments to the show site.

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

Authorization To Provide Freight 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.

Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.

**The Freight Handling Order Form must be completed and returned with payment to
 Valley Expo & Displays before exhibit freight will be handled!**



RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Marketplace 2015 – Governor’s Conference on Minority Business Development

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC TRANSPORTATION
6880 SOUTH HOWELL AVENUE
OAK CREEK, WI 53154

Shipment Should Arrive Between:
October 6, 2015 thru October 27, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 9:00am - 3:00pm.

Carrier _____
Number _____ of _____ pieces

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Marketplace 2015 – Governor’s Conference on Minority Business Development

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC TRANSPORTATION
6880 SOUTH HOWELL AVENUE
OAK CREEK, WI 53154

Shipment Should Arrive Between:
October 6, 2015 thru October 27, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 9:00am - 3:00pm.

Carrier _____
Number _____ of _____ pieces



Exhibit Services

Simply reliable success





YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.*** Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.531.EXPO (3976)
exhibit.services@yrcw.com





Register Here for Online Ordering...
www.valleyexpodisplays.com
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 FAX: 815.873.1544

**FREIGHT
SERVICES**

Marketplace 2015 - Governor's Conference on Minority Business Development Potawatomi Hotel & Casino, October 30, 2015

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 to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carrier. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable).

Shipping to the Advanced Warehouse

- We may accept freight up to 30 days prior to show move-in. Please check the Freight Handling page for specific dates.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Shipping Information page. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- 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.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 877.332.4292 if you want to ship oversized material that requires special equipment to the warehouse.

Shipping to Show Site

- Please refer to the Shipping Information page for the specific dates and times direct freight will be accepted.
- 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.

Prepaid or Collect Shipping Charges

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

Labeling Your Freight

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the advance warehouse or show site is located on the Shipping Information page.

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.
- On the Freight Handling order form, select whether the freight will arrive at the warehouse or be sent directly to show site (if applicable).
- Next, select the category that best describes your shipment. There are three 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 the carrier in such a manner that it requires additional handling, such as ground loading, stacked or constricted space, unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet or labor to unload. **Federal Express, UPS Ground, and DHL** are included in this category due to their delivery procedures.
 - Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime charges for inbound if material is delivered to the booth during the overtime period. This includes both warehouse and show-site shipment.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if the shipment is accepted at the warehouse or at show site after the deadline date.
- Shipments received without receipts or freight bills, such as UPS and Federal express, will be delivered to the booth without guarantee of piece count or condition.

Empty Containers

- Pick up "Empty Labels" at the Valley Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in a non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

Protecting Materials

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show-time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

Shipping Materials After the Close of Show

- Each shipment must have a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. Bill of Ladings are available at the Valley Service Desk at show site.
- After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at Exhibitor Services. Do not leave this in your booth with your shipment.
- Call your designated carrier with pick-up information. Please refer to the General Information page for specific dates and times. In the event your carrier fails to show on final move-out day, your shipment will be rerouted to Valley Expo & Displays' carrier of choice at exhibitor's expense.
- For your convenience, the show-recommended carrier may be on site to handle outbound transportation.



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Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground loading, constricted space loaded, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver.

Ground Loading/Unloading

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

Constricted Space Loading/Unloading

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer—top to bottom, side to side. One example of this is freight loaded down one side of a trailer that must be by-passed to reach target freight.

Designated Piece Loading/Unloading

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit the trailer that must be loaded in a sequence to ensure all items fit.

Stacked Shipments

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Shipment Integrity

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Alternate Delivery Location

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

Mixed Shipments

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Valley defines special handling for mixed loads as having less than 50% of the volume as uncrated.

No Documentation

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS Ground, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

Carpet Only Shipments

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

Crated vs. Uncrated Shipments

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly stacked skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.


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This Freight Handling Form must be completed and returned with payment to Valley Expo & Displays before your freight will be handled. Immediately upon shipping, please forward a copy of your freight bill of lading to us. Exhibitor shipments by carriers not giving delivery receipts or bill of lading, such as UPS, FedEx or US Postal Service, 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.

FREIGHT HANDLING SERVICES

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.
Uncrated: Material that is shipped loose or pad-wrapped, and/or skidded machinery without proper lifting bars or hooks.
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 and/or show site that must be moved into or out of booth during above listed times)

WAREHOUSE SHIPMENT (200lbs. Minimum Per Shipment)

Valley is unable to receive flatbed shipments or any single piece weighting over 5,000 pounds at the Advance Warehouse.

Crated or Skidded Shipment			Special Handling Shipment		
Rate Classification	Per CWT	200lbs Min.	Rate Classification	Per CWT	200lbs Min.
Standard Rate	\$76.45	\$152.90	Standard Rate	\$99.30	\$198.60

Shipments delivered to the Warehouse after deadline date of 10/27/15 will incur a \$19.90 surcharge per CWT

ADDITIONAL SURCHARGES (In addition to the above rates)

Crated or Skidded Shipment			Special Handling Shipment			Uncrated or Pad Wrapped Shipment		
Surcharge Classification	Per CWT	200Lbs Min	Surcharge Classification	Per CWT	200Lbs Min	Surcharge Classification	Per CWT	200Lbs Min
Overtime Inbound and/or Outbound	\$19.15	\$38.30	Overtime Inbound and/or Outbound	\$24.85	\$49.70	Overtime Inbound and/or Outbound	\$28.20	\$56.40
Double Time Inbound and/or Outbound	\$38.25	\$76.50	Double Time Inbound and/or Outbound	\$49.65	\$99.30	Double Time Inbound and/or Outbound	\$56.35	\$112.70

SMALL PACKAGE (Maximum weight is 50lbs. Per Shipment)

First Carton	Each Additional Carton
\$52.00	\$12.55

Shipments delivered after deadline date listed above, will incur a \$12.40 surcharge for the first carton and \$2.55 for each additional carton

Please understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

SMALL PACKAGE - ESTIMATE OF FREIGHT HANDLING CHARGES

Total # of Carton in Shipment				TOTAL ESTIMATE
_____ First Carton	+	_____ # of Additional Cartons	=	\$ _____

ESTIMATE OF FREIGHT HANDLING CHARGES (200LBS MINIMUM PER SHIPMENT)				
Shipment Will Be Sent To	Approximate Weight of Shipment (rounded to the nearest 100)	X CWT (Weight of Shipment ÷ 100 = CWT)	+ Additional Surcharges	TOTAL ESTIMATE
<input type="checkbox"/> Warehouse	LBS.			
<input type="checkbox"/> Show site				\$ _____

Consolidate shipments when total weight is less than 200 lbs. It can save you money! For example:

3 Separate Shipments
 60 lbs. charged @ 200 lbs. \$ 152.90
 52 lbs. charged @ 200 lbs. \$ 152.90
 65 lbs. charged @ 200 lbs. \$ 152.90 = \$485.70

1 Consolidated Shipment
 3 pieces (1 shipment)
 177 lbs. charged @ 200 lbs. = \$152.90
Added benefit - your shipments are less likely to get misplaced if they are packaged together w/larger items

Outbound shipments from your booth: Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. If you prefer to assign your own carrier to handle outbound shipping, you must have your carrier check-in by the designated time. Copies of any outbound shipping forms should be left at our service desk. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Valley Expo & Displays. Specified (freight force) time can be obtained at the Valley Service Desk or by calling customer service.

**** In any event, do not simply abandon your freight! Our representative on site must be given the appropriate paperwork and outbound shipping instructions****





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**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.

BOOTH NUMBER: _____

COMPANY NAME: _____


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 ADVANCED PRICE DEADLINE:
 October 7, 2015

Orders with payment in full must be received by October 7, 2015, for Advance Prices. All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

Graphics: Headers do not include graphics. Headers can be one color or full four color digital process. There are several graphic options. Headers, Small panels, Backlit panels, Full length panels. Design is available and all proofing can be done via Email. Call (877) 332-4292 for all services available.

Item #	Description	Hardware Advanced Rental Price*	Hardware Regular Rental Price*	Hardware Sale Price*	Qty	Total
115	Capsule Counter	\$398.00	\$517.00	\$1592.00		
129	Fan Counter	\$701.00	\$911.00	\$2804.00		
135	Rectangle Counter	\$462.00	\$600.00	\$1848.00		
137	Rectangle Counter w/Display	\$550.00	\$715.00	\$2200.00		
138	Full View Display Counter	\$650.00	\$845.00	\$2600.00		
139	Pedestal	\$360.00	\$468.00	\$1440.00		
LIT	Literature Rack	\$140.00	\$182.00	\$460.00		
IPAD	iPad Stand	\$175.00	\$228.00	\$700.00		
1160	Inline Table Top Pop-Up	\$525.00	\$683.00	\$2100.00		
1000	Inline Floor Standing Pop-Up	\$973.00	\$1265.00	\$3892.00		
1001	Inline Floor Standing Pop-Up w/Counter	\$1259.00	\$1637.00	\$5036.00		
2184	Inline 20 Ft Fabric Display	\$4632.00	\$6022.00	\$18,528.00		
2192	Inline 20 Ft Serpentine Pop-Up Display	\$1607.00	\$2089.00	\$6428.00		
2193	Inline 20 Ft Hybrid Display	\$3683.00	\$4788.00	\$14,732.00		
4087	Island 20 Ft x 20 Ft Display	\$6617.00	\$8602.00	\$26,468.00		
4541	Island 20 Ft x 20 Ft Display	\$7366.00	\$9576.00	\$29,464.00		
4744	Island 20 Ft x 20 Ft Display	\$6209.00	\$8072.00	\$24,836.00		

*Graphics, taxes and shipping are not included.

Rental Units Include:

Material handling, installation & dismantle of exhibit.

1-150 watt Arm Light/Table Top Unit

2-150 watt Arm Light/Floor Unit

(Electrical Service and Labor to Install Lights is Not Included)

Total Items Ordered: _____
 Add 5.6% Sales Tax: _____
 Total Due This Page: \$ _____

Item # 1160, 1000, 1001, 2184, 2192, 2193, 4087, 4541, and 4744 includes a Standard Carpet (circle color)

Blue Red Grey Green Burgundy Black

Item # 1160 includes draped table (circle color) Blue White Gold Green Black Burgundy Red Teal Silver Purple

BOOTH NUMBER: _____

COMPANY NAME: _____

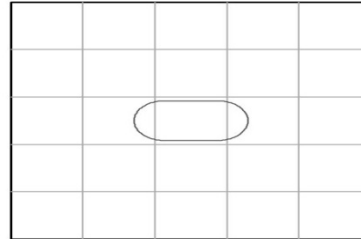




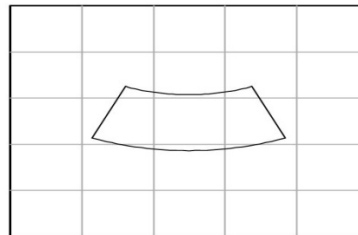
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Counter Kit 115 Capsule counter \$398.00

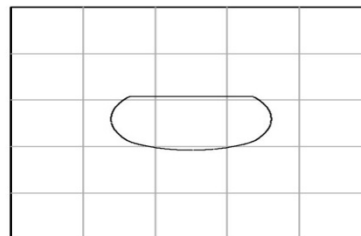
- Freestanding counter constructed of lower Velcro compatible black fabric panels, black laminate top and locking storage.
- Dimensions approximately: 38.11"wide x 20"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 20"wide x 30"high. Additional cost \$90.00


Counter Kit 129 Fan counter \$701.00

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Overall dimensions approximately: 64.75"wide x 33.407"deep x 40" high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 60.75"wide x 36.25"high. Additional cost \$379.00

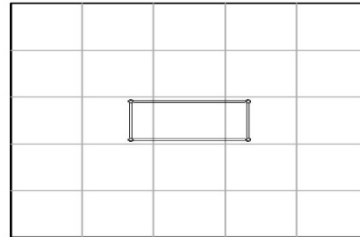

Counter Kit 135 Rectangle counter \$462.00

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 48"wide x 24" deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25"wide x 32.25"high. Additional cost \$212.00

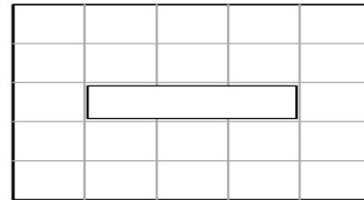



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Counter Kit 137 Rectangle counter with display case top \$550.00

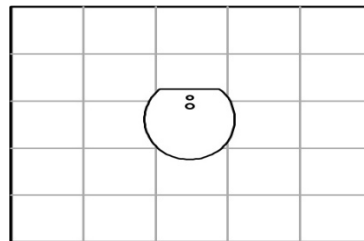
- Freestanding counter constructed of aluminum extrusion gray base panels and a clear plex top section and locking storage.
- Dimensions: 38.25"wide x 18.875"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25"wide x 25.75"high. Additional cost \$169.00


Counter Kit 138 Full View display case \$650.00

- Freestanding case has plex top, front, sides with two interior plexi shelves, lights and locks.
- Dimensions approximately: 72"wide x 24"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.


Pedestal Kit 139 \$360.00

- Freestanding counter constructed of white laminate base, black laminate top and locking storage.
- Dimensions approximately: 30"wide x 36"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.

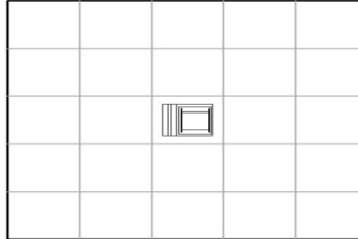




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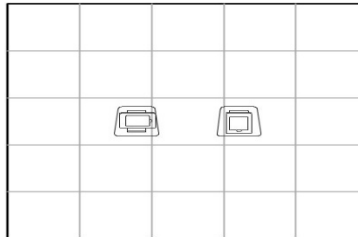
Literature Rack \$140.00

- Freestanding silver finish accordion style literature rack with 6 pockets 12 1/8" x 9" x 1" each.
- Dimensions approximately: 11"wide x 15"deep x 60"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



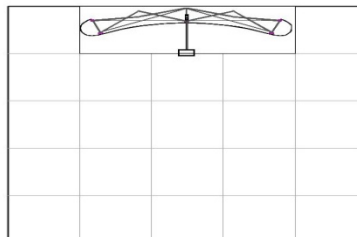
iPad Stand \$175.00

- Freestanding silver finish iPad stand with lock and power cord access. iPad NOT included.
- Dimensions approximately: 15.3"wide x 15.5"deep x 54.3"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



Inline Kit 1160 Table Top Pop-up Display \$525.00

- Classic expandable frame covered with black (Velcro compatible) fabric panels, one halogen stem light and one 6ft skirted table included.
- Dimensions approximately: 60" x 60"
- Standard table skirt color selection
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.

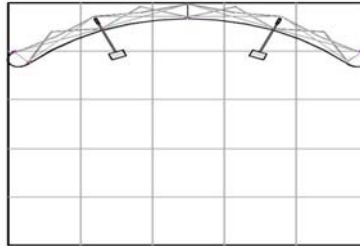
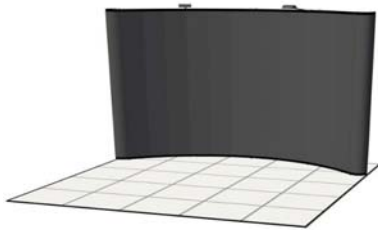




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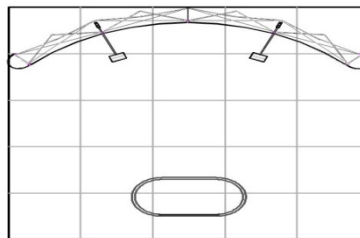
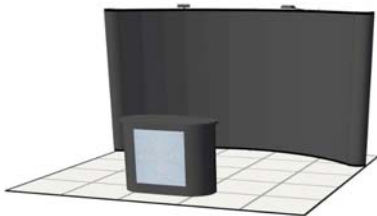
Inline Kit 1000 Floor Standing Pop-up Display \$973.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



Inline Kit 1001 Floor Standing Pop-up Display \$1,259.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights. Includes counter.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.

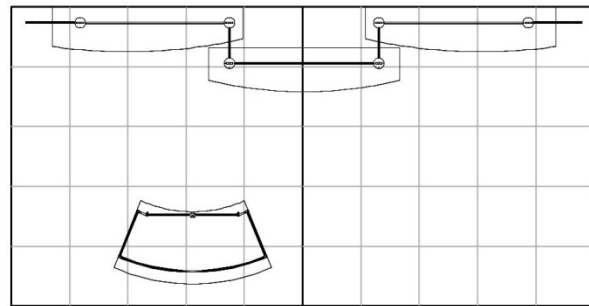




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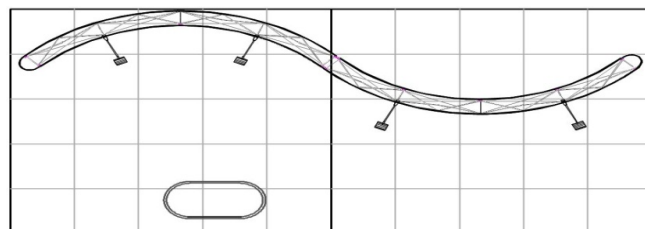
Inline Kit 2184 20ft Valley Fabric Display \$4,632.00

- Brushed aluminum extrusion with a rigid two piece center graphic, two side fabric graphics, three black canopies with lighting and black side wings. Includes counter kit 129.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$2,689.00



Inline Kit 2192 20ft Serpentine Pop-up Display \$1,607.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, set in a serpentine configuration with four halogen stem lights. Includes counter kit 115.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Call for quote.

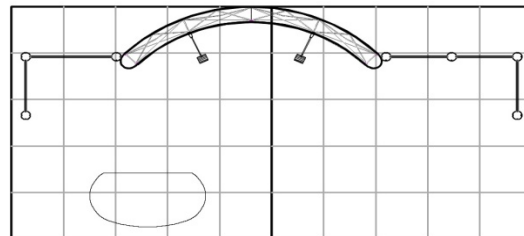




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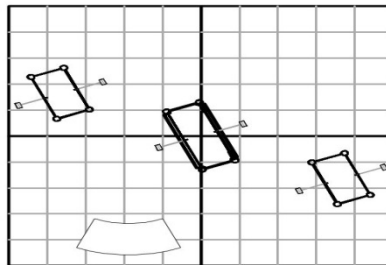
Inline Kit 2193 20ft Hybrid Display \$3,683.00

- Expandable frame covered with black (Velcro compatible) fabric panels, two halogen stem lights in the center flanked by aluminum structure and rigid infill panels. Includes counter kit 135.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$5,641.00



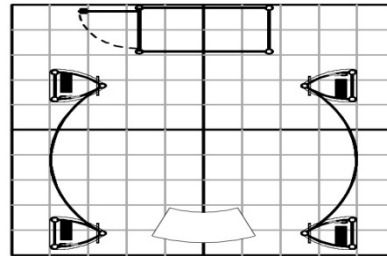
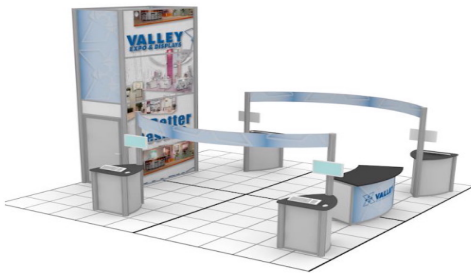
Island Kit 4087 20ft x 20ft Island Display \$6,617.00 (Innovative Control Solutions)

- Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels. Includes six stem lights, one counter kit 129, one standard 36" x 30" café table and four standard side chairs.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Graphic package as shows \$4,627.

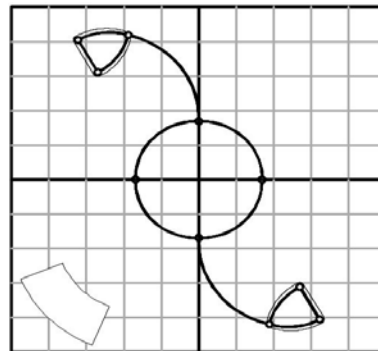



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Island Kit 4541 20ft x 20ft Island Display \$7,366.00

- Brushed aluminum extrusion creating a corner storage closet, with four stem lights. A aluminum curved header, four workstations gray base panels, black laminate top with monitor mounting brackets and storage. One counter kit 129.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$5,958.00


Island Kit 4744 20ft x 20ft Island Display \$6,209.00

- Brushed aluminum extrusion creating a round center tower. Two curved side wings with one workstation, gray base panels, black laminated top, on each end with storage. Includes four stem lights and one counter kit 129,
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$7,279.00



**Marketplace 2015 - Governor's Conference on Minority Business Development****Potawatomi Hotel & Casino, October 30, 2015****ADVANCED PRICE DEADLINE:**
October 7, 2015

Display Installation: To ensure prompt and efficient processing of your labor request for installation and dismantling of displays, please review the information on this page carefully, and contact us if you have any questions.

All installation and dismantling will be performed by qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to perform this work, please complete this form, and return it with payment to Valley Expo.

Orders with payment in full must be received by October 7, 2015, for Advance Prices. All floor orders subject to availability of labor at the show site.

A minimum charge of one hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. **IT IS IMPORTANT, THEREFORE, THAT YOU CHECK IN AT THE VALLEY EXPO & DISPLAYS SERVICE DESK TO PICK UP THE LABOR YOU HAVE ORDERED, AND TO RETURN THOSE PEOPLE TO THE SERVICE DESK UPON COMPLETION. IF YOU FAIL TO PICK UP LABOR YOU HAVE ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL APPLY.**

Straight Time, Overtime, Double Time: Straight Time rates apply between 8:00 AM and 4:30 PM on weekdays. Overtime rates apply before 8:00 am and after 4:30 pm on weekdays and all day Saturday. Double time is all day Sunday and holidays. We will attempt whenever possible to perform the work on straight time, however, the schedules of the show producer or convention facility may make this impossible.

Supervision: If Valley Expo personnel are to perform work without your supervision, please forward all necessary instructions, drawings or diagrams in advance with this order. We add a 25% supervision fee. Supervised Labor Form must be completed.

Requested Starting 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 time must be approximate since labor is assigned to jobs at the start of the day, and it is impossible to gauge completion times of the first job assignments.

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 bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy.

Installation & Dismantling	Straight Time Rate	Overtime Rate	Double Time Rate
Advance	\$ 88.00	\$ 132.00	\$ 176.00
Floor	\$ 114.40	\$ 171.60	\$ 228.80
Supervision Installation & Dismantling			
Advance	\$ 110.00	\$ 165.00	\$ 220.00
Floor	\$ 143.00	\$ 214.50	\$ 286.00

Computation of Labor Charges	# of Workers x	# Hours x	Labor Rate	Total
Installation				
Dismantling				
Total Due				\$

Requesting Date & Time	Date Labor Requested	Time Labor Requested
Installation		AM or PM
Dismantling		AM or PM

Requested starting times cannot be guaranteed, however, every effort is made to meet all requests.

Please provide brief description of labor requested:

BOOTH NUMBER:

COMPANY NAME:



VALLEY
EXPO & DISPLAYS
 BETTER IDEAS. BETTER RESULTS.
 valleyexpodisplays.com



Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM
 FAX: 815.873.1544

**SUPERVISED LABOR
 INSTALLATION &
 DISMANTLE**

Marketplace 2015 - Governor's Conference on Minority Business Development
Potawatomi Hotel & Casino, October 30, 2015

**PLEASE COMPLETE THE FOLLOWING INFORMATION ONLY IF VALLEY IS SETTING UP
 AND/OR DISMANTLING YOUR DISPLAY . THIS INFORMATION WILL HELP US BETTER SERVE YOU.**

Company _____ Booth No _____
 Contact Person _____ Phone _____
 Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____
 Total # of Crates _____ Cartons _____ Fiber Cases _____ Special Handling _____
 Setup Plans/Photo: Attached _____ To be sent with Exhibit _____ In Crate No. _____
 Carpet: With Exhibit _____ Rented From Valley _____ Color _____ Size _____
 Electrical Placement: _____ Please attach diagram with placement
 Graphic: With Exhibit _____ Shipped Separately _____
 Comments _____

 Special Tools/Hardware Required _____

OUTBOUND SHIPPING INFORMATION

SHIP TO _____

METHOD OF SHIPMENT

COMMON CARRIER(NAME) _____ UPS _____ FED EX _____

SHOW CARRIER _____

IF LABELS ARE PROVIDED WHERE WILL THEY BE _____

FREIGHT CHARGES: Prepaid _____ Collect _____

Bill to _____

**In the event a selected carrier fails to show on the final move out time and day, Valley
 will force shipment accordingly via show carrier**

BOOTH NUMBER: _____

COMPANY NAME: _____




Marketplace 2015 - Governor's Conference on Minority Business Development
Potawatomi Hotel & Casino, October 30, 2015

 ADVANCED PRICE DEADLINE:
 October 7, 2015

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, so we recommend at least ordering vacuuming once prior to show opening.

Orders received with payment in full must be received by *October 7, 2015*, to qualify for Advance prices.

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

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

BOOTH NUMBER: _____

COMPANY NAME: _____

Vacuuming Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.39	\$ 0.51	N/A	

Carpet Shampooing Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.60	\$ 0.78	N/A	

Porter Service Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.39	\$ 0.51	N/A	
Total Due					\$



Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**SIGN &
BANNER**

ADVANCED PRICE DEADLINE:
October 7, 2015

Marketplace 2015 - Governor's Conference on Minority Business Development
Potawatomi Hotel & Casino, October 30, 2015

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 **October 7, 2015**, to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Display Installation 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. **Attach your sign copy to a separate page.** Please provide us with a contact name, E-mail address and phone number in case we have questions.

Contact for sign questions: _____

Email: _____ **Phone:** _____

Foamcore Signs - White Background/One Color	Quantity	Price	Total
11" x 14"		\$ 57.30	
14" x 22"		\$ 83.30	
22" x 28"		\$ 101.85	
28" x 44"		\$ 138.60	

Foamcore Signs - White Background/Two Color	Quantity	Price	Total
22" x 28"		\$ 130.40	
28" x 44"		\$ 168.60	

Vinyl Banners - White Background Only	Quantity	Price	Total
2' x 4'		\$ 139.95	
2' x 6'		\$ 168.80	
2' x 8'		\$ 246.65	

Grommets for hanging are included

Miscellaneous	Quantity	Price	Total
Easel Back		\$ 10.95	
Logos		Call for Price	
Sign Grommets		\$ 4.15	
Color Background		Add 25%	
Subtotal			\$
5.6% Sales Tax			\$
Total			\$

Sign copy to be arranged: ☐ Horizontally ☐ Vertically

Color of Printing (one color only): _____

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.

BOOTH NUMBER: _____

COMPANY NAME: _____





Exhibitor Services Order Form

Potawatomi Casino Hotel - Sales & Catering

1721 W. Canal Street, Milwaukee, WI 53233 | Phone: 414-847-7891 | Fax: 414-847-8433

Name of Event _____	Date(s) of Event _____
Venue Requested _____	Booth Number _____
Company Name _____	Address _____
City, State, Zip _____	Phone No. _____ Fax No. _____
Contact Person _____	Email _____

Full payment for services ordered MUST accompany form. Incomplete orders will NOT be processed.

Any disputes on faxed orders will require proof of successful transmission from sender via a transaction report, indicating date received and number faxed, otherwise date-of-event prices will be charged. Advance prices apply to orders received 7 days prior to event opening date.

IMPORTANT: All floor orders may be subject to additional labor fees.

A. ELECTRICAL

* Service above 120V will require custom installation, additional labor charges required with a minimum of one (1) hour. Connections and wiring routes for this service must be approved by Potawatomi Facilities Department in advance.

Description	Advance	Date of Event	Qty	Total	Description
120V 20A (1800W)	\$150	\$190	_____	_____	_____
120/208V 20A - single phase (3600W)	\$210	\$250	_____	_____	_____
120/208V 20A - three phase (5500W)	\$270	\$310	_____	_____	_____
208V 20A - single phase (3600W)	\$210	\$250	_____	_____	_____
208V 20A - three phase (5500W)	\$270	\$310	_____	_____	_____
120V 30A - single phase (2800W)*	\$210	\$250	_____	_____	_____
208V 30A - single phase (4800W)*	\$270	\$310	_____	_____	_____
120/208V 50A - single phase (8000W) range receptacle*	\$330	\$370	_____	_____	_____
Section A. Total			\$	_____	

* Equipment should be located in the Expo Center kitchen.

B. INFORMATION TECHNOLOGY

Description	Advance	Date of Event	Qty	Total	Description
Wired High-Speed Internet	\$200	\$300	_____	_____	_____
IT Tech Labor / HR	\$75	\$100	_____	_____	_____
IT Patch Fee	\$100	\$150	_____	_____	_____
Section B. Total			\$	_____	

Please see page 2 to indicate outlet(s) needed.

Orders submitted without full payment and orders received after the advance price deadline are subject to standard pricing. Increases will automatically be charged to the credit card.

Payment Information: ☐ Check ☐ Credit Card

Please send payment and order form to address or fax number above. Please make checks out to Potawatomi Bingo Casino

Card Number _____ Credit Card Expiration Date _____

Name on Credit Card _____ Authorized Signature _____

Total Amount of Services Ordered \$ _____

Circle the outlet(s) that will be used, along with description of usage.

CURRENT RATING	TYPE	2 POLE - 2 WIRE NO GROUND		2 POLE - 3 WIRE GROUNDING		3 POLE 4 WIRE GROUNDING	How will you use this outlet?
		125V	250V	125V	250V	125V/250V	
15 A	STRAIGHT BLADE						
	TWIST-LOCK						
20A	STRAIGHT BLADE						
	TWIST-LOCK						
30A	STRAIGHT BLADE						
	TWIST-LOCK						
50A	STRAIGHT BLADE						
	TWIST-LOCK						

NOTES: 1). Female receptacles shown. For male plug, change suffix from "R" to "P" and mirror images.

2). For female connections, change suffix from "R" to "C".

3). Twist-lock 50A CS6364 connector and CS6365 plug are not NEMA.

4). Normally G = ground (green), W = neutral (white), X & Y = hot (red and black).