



Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

Phone: 262-670-1300 | Fax: 262-670-1360 | Email: orders@wi-expo.com

Dear Exhibitor:

Welcome to the 2017 Marketplace Conference located in Milwaukee, Wisconsin. Your show will be held at the Potawatomi Conference Center December 13-14, 2017. As your official service contractor our goal is to provide support as well as booth necessities!

The following service packet includes forms describing the variety of services we can provide. Please be sure to completely fill out forms that are applicable to your needs and send them to Wisconsin Expo, Inc. as soon as possible. If you have any questions or concerns, please contact us at 262-670-1300.

Booth Information

Below is a list of the equipment that comes in the 10' deep x 10' wide booth:

- 8' high background drape SILVER
- 3' high side rail drape SILVER
- 2' x 8' x 30" skirted table SILVER
- 2 folding chairs
- 1 - 7"x 44" booth identification sign

*No substitutions will be accepted for the provided list above.

Wisconsin Expo additional equipment and services to order:

- Advanced Freight Shipping to Warehouse Facility Form
- Advanced Warehouse Shipping Labels
- Booth Furnishings Order Form
- Chairs, Accessories & Carpet Order Form
- Modular Displays Order Forms
- Labor for Installation and/or Dismantle of Booth
- Cleaning Service Order Form
- Custom Graphics Order Form

The exhibit floor and booth areas are carpeted. It is recommended, for your added comfort and professional appearance, to order booth carpet and padding from the "Chairs, Accessories & Carpet Order Form" included in this packet.

Please take advantage of our substantial Advanced Order Price Discounts!

Please submit your order with payment and payment authorization form by December 4, 2017.

Sincerely,

Wisconsin Expo, Inc

**Wisconsin Expo, Inc.**

N113 W18750 Carnegie Drive
 Germantown, WI 53022
 262.670.1300 | orders@wi-expo.com

ADVANCED FREIGHT SHIPPING TO WAREHOUSE FACILITY

INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE: DECEMBER 4, 2017

This option allows you the flexibility to ship your materials, i.e. crates, cases, cartons, or
skids well in advance of the show move-in dates. Your freight will be in your booth
prior to general exhibitor move-in.

SHIPPING INFORMATION	ADVANCED WAREHOUSE ADDRESS
<ol style="list-style-type: none"> All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading. Shipments must arrive, at the warehouse, November 20 thru December 6, 2017 between 8:00 AM and 3:30 PM, Monday thru Friday ONLY. <u>No</u> shipments will be received on weekends or holidays. Please be advised that any shipments sent to the advanced warehouse after the deadline may be refused and redirected to the direct shipping address (carriers such as UPS/Fed-Ex and van lines may not redirect shipments). An additional \$150 fee will be assessed to shipments received after the published dates and times listed. Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. WI Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to WI Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed. 	<p>*Label each piece of your shipment(s) as follows:</p> <p style="text-align: center;">TO: (EXHIBITING COMPANY NAME & BOOTH #) c/o Wisconsin Expo, Inc. N113 W18750 Carnegie Dr. Germantown, WI 53022</p> <p>Receiving Dates: November 20 – December 6, 2017 MONDAY – FRIDAY ONLY 8:00 AM - 3:30 PM</p>

INSURANCE

Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverages "riders" through your existing policies. WI Expo, Inc. is not responsible for the security of items after they are delivered to each booth or until items are picked up at the booth for reloading at the close of the show. Please take all necessary precautions.

DRAYAGE RATE SCHEDULE

Rates below include receipt of your freight on straight time, storage at warehouse for up to 10 working days, delivery to booth at the convention site, storage and return of empty containers, reloading of materials on outbound carrier at the close of show. 200 lb minimum per Category A & B shipment applies.

CATEGORY	DESCRIPTION	RATE / 100 LBS	200 LB MIN Cat A/B
A	Crated or skidded shipments via common carrier: YRC, ABF, UPS, Van Lines etc.	\$ 64.00/cwt	\$ 128.00
B	Special handling shipments that requires additional handling: stacked/constricted space unloading, pad wrapped, unskidded, etc	\$ 58.00/cwt	\$ 116.00
C	Small Package Shipments NOT EXCEEDING 30 LBS PER SHIPMENT: (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	\$45.00 first carton	Each additional carton = \$12.00

DRAYAGE PAYMENT CALCULATION

Category	Qty Pieces	Weight 200 lb Min Cat A/B	Rate / 100 lbs	Total Cost
Shipment 1	<input type="text"/>	<input type="text"/> lbs	x <input type="text"/>	= \$ <input type="text"/>
Shipment 2	<input type="text"/>	<input type="text"/> lbs	x <input type="text"/>	= \$ <input type="text"/>
Total Due				= \$ <input type="text"/>

NAME OF SHOW:

COMPANY NAME: BOOTH #:

ADDRESS: CITY: STATE: ZIP:

PHONE: FAX: EMAIL:

ORDERED BY: SIGNATURE: DATE:

Send form & payment to: Wisconsin Expo, Inc.
 N113 W18750 Carnegie Drive x Germantown, WI 53022
 Phone: 262.670.1300 x Fax: 262.670.1360 x Email: orders@wi-expo.com

WAREHOUSE

DEADLINE DATE: DECEMBER 6, 2017

TO: _____
EXHIBITOR NAME

c/o WISCONSIN EXPO INC.
N113 W18750 CARNEGIE DR.
GERMANTOWN, WI 53022

2017 MARKETPLACE CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: DECEMBER 6, 2017

TO: _____
EXHIBITOR NAME

c/o WISCONSIN EXPO INC.
N113 W18750 CARNEGIE DR.
GERMANTOWN, WI 53022

2017 MARKETPLACE CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: DECEMBER 6, 2017

TO: _____
EXHIBITOR NAME

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N113 W18750 CARNEGIE DR.
GERMANTOWN, WI 53022

2017 MARKETPLACE CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: DECEMBER 6, 2017

TO: _____
EXHIBITOR NAME

c/o WISCONSIN EXPO INC.
N113 W18750 CARNEGIE DR.
GERMANTOWN, WI 53022

2017 MARKETPLACE CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

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BOOTH FURNISHINGS ORDER FORM

INCLUDE THE WI EXPO PAYMENT
 AUTHORIZATION FORM WITH YOUR
 ORDER DUE: DECEMBER 4, 2017

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
Unskirted Tables (all tables are 24" wide)				
_____	Unskirted Table 4'L x 30"H	\$ 46.00	\$ 60.00	_____
_____	Unskirted Table 6'L x 30"H	\$ 58.00	\$ 75.00	_____
_____	Unskirted Table 8'L x 30"H	\$ 63.00	\$ 81.00	_____
_____	Unskirted Counter 4'L x 42"H	\$ 59.00	\$ 77.00	_____
_____	Unskirted Counter 6'L x 42"H	\$ 69.00	\$ 91.00	_____
_____	Unskirted Counter 8'L x 42"H	\$ 80.00	\$ 104.00	_____
Skirted Tables (all tables are 24" wide)				
_____	Skirted Table 4'L x 30"H	\$ 91.00	\$ 118.00	_____
_____	Skirted Table 6'L x 30"H	\$ 103.00	\$ 133.00	_____
_____	Skirted Table 8'L x 30"H	\$ 114.00	\$ 145.00	_____
_____	4 th Side Skirted Table 6'L or 8'L x 30"H	\$ 41.00	\$ 52.00	_____
_____	Skirted Counter 4'L x 42"H	\$ 104.00	\$ 133.00	_____
_____	Skirted Counter 6'L x 42"H	\$ 122.00	\$ 156.00	_____
_____	Skirted Counter 8'L x 42"H	\$ 133.00	\$ 173.00	_____
_____	4 th Side Skirted Counter 6'L or 8'L x 42" H	\$ 41.00	\$ 52.00	_____
TABLE TOP RISERS (all risers are 9" wide)				
_____	Uncovered Single Step Riser 4'L x 9"H	\$ 35.00	\$ 53.00	_____
_____	Uncovered Single Step Riser 6'L x 9"H	\$ 35.00	\$ 53.00	_____
_____	Uncovered Single Step Riser 8'L x 9"H	\$ 35.00	\$ 53.00	_____
_____	Covered Single Step Riser 4'L x 9"H	\$ 53.00	\$ 68.00	_____
_____	Covered Single Step Riser 6'L x 9"H	\$ 53.00	\$ 68.00	_____
_____	Covered Single Step Riser 8'L x 9"H	\$ 53.00	\$ 68.00	_____
PEDESTAL TABLES				
_____	Square Short Table 24"W x 18"H	\$ 58.00	\$ 76.00	_____
_____	Square Café Table 24"W x 30"H	\$ 58.00	\$ 76.00	_____
_____	Square Cocktail Table 24"W x 40"H	\$ 58.00	\$ 76.00	_____
_____	Round Short Table 24"W x 18"H	\$ 58.00	\$ 76.00	_____
_____	Round Café Table 24"W x 30"H	\$ 58.00	\$ 76.00	_____
_____	Round Cocktail Table 24"W x 40"H	\$ 58.00	\$ 76.00	_____
_____	Round Short Table 30"W x 18"H	\$ 64.00	\$ 83.00	_____
_____	Round Café Table 30"W x 30"H	\$ 64.00	\$ 83.00	_____
_____	Round Cocktail Table 30"W x 40"H	\$ 64.00	\$ 83.00	_____
_____	Round Short Table 36"W x 18"H	\$ 64.00	\$ 83.00	_____
_____	Round Café Table 36"W x 30"H	\$ 64.00	\$ 83.00	_____
_____	Round Cocktail Table 36"W x 40"H	\$ 64.00	\$ 83.00	_____
LINENS				
_____	90" Round Linen (select color)	\$ 29.00	\$ 37.00	_____
_____	108" Round Linen (select color)	\$ 33.00	\$ 42.00	_____



Select skirt color: ☐BLACK ☐BLUE
☐BURGUNDY ☐GOLD ☐GREEN ☐RED
☐SILVER ☐TEAL ☐WHITE



All pedestal tables are designed to be covered with a linen or other table covering.

Subtotal	= \$	Sales Tax 5.6%	= \$	Total	= \$
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NAME OF SHOW: MARKETPLACE CONFERENCE / DECEMBER 13 - 14, 2017

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

ORDERED BY: _____ SIGNATURE: _____ DATE: _____





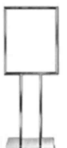






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CHAIRS, ACCESSORIES & CARPET ORDER FORM

INCLUDE THE WI EXPO PAYMENT
 AUTHORIZATION FORM WITH YOUR
 ORDER DUE: DECEMBER 4, 2017

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
CHAIRS & SEATING					
	Padded Stool with back	\$ 53.00	\$ 67.00		   
	Padded Side Chair	\$ 39.00	\$ 50.00		
	Grey Padded Arm Chair	\$ 44.00	\$ 57.00		
	Executive Chair	\$ 69.00	\$ 87.00		
ACCESSORIES					
	Chrome Sign Holder (22"x28")	\$ 53.00	\$ 65.00		    
	Chrome Floor Standing Easel	\$ 23.00	\$ 35.00		
	Floor Standing Literature Rack	\$ 87.00	\$ 99.00		
	Bag Stand	\$ 64.00	\$ 89.00		
	Chrome Stanchions w/ rope	\$ 53.00	\$ 69.00		
	Black Retractable Belt Stanchions	\$ 53.00	\$ 69.00		
	Wastebasket	\$ 11.00	\$ 19.00		
TELEVISIONS					
	24" TV DVD Combo	\$ 116.00	\$ 150.00		 
	32" TV DVD Combo	\$ 145.00	\$ 173.00		
	40" - 42" TV Flat Panel Monitor	\$ 203.00	\$ 266.00		
	50" TV Flat Panel Monitor	\$ 289.00	\$ 347.00		
DRAPE-Select Drape Color					
	Ft. of 3' high drape, includes hardware	\$ 9.50/ft	\$ 12.50/ft		Select drape color: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED <input type="checkbox"/> TEAL
	Ft. of 8' high drape, includes hardware	\$ 13.65/ft	\$ 19.00/ft		
STANDARD CARPETING-Select Carpet Color					
	10' X 10' Standard Carpet	\$ 122.00	\$ 156.00		Booths 400 sq. ft. or over must order Custom Cut Carpet.
	10' X 20' Standard Carpet	\$ 243.00	\$ 312.00		
	10' X 30' Standard Carpet	\$ 364.00	\$ 468.00		
	10' X 40' Standard Carpet	\$ 485.00	\$ 624.00		
	Custom Cut Carpet (per square foot)	\$ 1.40	\$ 1.85		
	Booth size _____ x _____ = _____ sq. ft.				Select Carpet Color: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED <input type="checkbox"/> TEAL
CARPET PADDING					
	10' X 10' Carpet Padding	\$ 120.00	\$ 166.00		Custom Plush carpet is available at \$3.15 per sq. ft. Please contact us for color options. Custom Plush carpet must be ordered by November 22, 2017.
	10' X 20' Carpet Padding	\$ 240.00	\$ 338.00		
	10' X 30' Carpet Padding	\$ 360.00	\$ 499.00		
	10' X 40' Carpet Padding	\$ 539.00	\$ 665.00		
	Custom Cut Carpet Padding (per square foot)	\$ 1.30	\$ 1.80		
	Booth size _____ x _____ = _____ sq. ft.				
	Plastic Covering / Visqueen (per square foot)	\$ 0.80	\$ 1.00		
	Booth size _____ x _____ = _____ sq. ft.				
Subtotal		= \$	Sales Tax 5.6%	= \$	Total = \$

NAME OF SHOW _____ MARKETPLACE CONFERENCE / DECEMBER 13 - 14, 2017

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

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MODULAR DISPLAYS ORDER FORM

INCLUDE THE WI EXPO PAYMENT
 AUTHORIZATION FORM WITH YOUR
 ORDER DUE: DECEMBER 4, 2017

**Table Top Display**

* Enhanced Package Depicted.
 (1) 6' Table Included

Select your Table Skirt color:

- ☐ Black ☐ Blue ☐ Burgundy ☐ Gold
☐ Silver ☐ Green ☐ Red ☐ Teal
☐ White

	Advanced Rate	Standard Rate
--	------------------	------------------

**10' Curved Display**

* Enhanced Package Depicted
 Carpet included – select color
 below.

	Advanced Rate	Standard Rate
--	------------------	------------------

ð	Description	
---	-------------	--

- | | | |
|--------------------------|------------------------------------|-------------------------|
| <input type="checkbox"/> | Table Top Display Enhanced Package | \$1,380.00 \$1,862.50 |
| <input type="checkbox"/> | Table Top Display Standard Package | \$1,000.00 \$1,350.00 |

ð	Description	
---	-------------	--

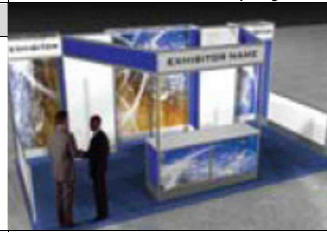
- | | | |
|--------------------------|-------------------------------------|-------------------------|
| <input type="checkbox"/> | 10' Curved Display Enhanced Package | \$3,525.00 \$4,760.00 |
| <input type="checkbox"/> | 10' Curved Display Standard Package | \$2,120.00 \$2,862.50 |

**10' Display**

* Enhanced Package Depicted
 Carpet included – select color
 below.

	Advanced Rate	Standard Rate
--	------------------	------------------

- | | | |
|--------------------------|------------------------------|-------------------------|
| <input type="checkbox"/> | 10' Display Enhanced Package | \$2,295.00 \$3,982.50 |
| <input type="checkbox"/> | 10' Display Standard Package | \$1,755.00 \$2,370.00 |

**20' Display**

* Enhanced Package Depicted
 Carpet included – select color
 below.

	Advanced Rate	Standard Rate
--	------------------	------------------

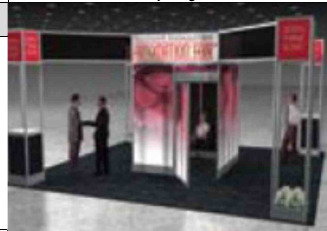
- | | | |
|--------------------------|------------------------------|-------------------------|
| <input type="checkbox"/> | 20' Display Enhanced Package | \$6,767.50 \$9,135.00 |
| <input type="checkbox"/> | 20' Display Standard Package | \$4,720.00 \$6,372.50 |

**10' Center Display**

* Enhanced Package Depicted
 Carpet included – select color
 below.

	Advanced Rate	Standard Rate
--	------------------	------------------

- | | | |
|--------------------------|-------------------------------------|-------------------------|
| <input type="checkbox"/> | 10' Center Display Enhanced Package | \$2,987.50 \$4,032.50 |
| <input type="checkbox"/> | 10' Center Display Standard Package | \$2,180.00 \$2,942.50 |

**20' x 20' Display**

* Enhanced Package Depicted
 Carpet included – select color
 below.

	Advanced Rate	Standard Rate
--	------------------	------------------

- | | | |
|--------------------------|------------------------------------|---------------------------|
| <input type="checkbox"/> | 20' x 20' Display Enhanced Package | \$13,227.50 \$17,857.50 |
| <input type="checkbox"/> | 20' x 20' Display Standard Package | \$ 9,680.00 \$13,067.50 |

Select Standard Booth Panels Color

- ☐ Black ☐ White

Select Carpet Colors

- ☐ Blue ☐ Gray ☐ Red
☐ Green ☐ Black ☐ Burgundy ☐ Teal

Standard Booth Graphics

Your company name will be printed in block lettering on the white header sign. Please indicate your header sign copy here:

Enhanced Booth Graphics

Please provide your booth graphics in one of the following formats:
Vector Graphics
 Provide in EPS or AI, (Illustrator)
Raster Graphics
 Provide at a minimum of 300 dpi at the specified dimensions.

Subtotal \$ _____
 Sales Tax 5.6% \$ _____
 Total \$ _____

NAME OF SHOW: MARKETPLACE CONFERENCE / DECEMBER 13 – 14, 2017

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

ORDERED BY: _____ SIGNATURE: _____ DATE: _____

Send form & payment to:

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MODULAR DISPLAYS ORDER FORM

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 ORDER DUE: DECEMBER 4, 2017

Counters				Accessories			
	Qty. Description	Advanced Rate	Standard Rate		Qty. Description	Advanced Rate	Standard Rate
	__ 1M x ½ M x 30" hgt	\$140.00	\$182.00		__ 1M Straight Shelf	\$70.00	\$98.00
	__ 1M x ½ M x 42" hgt	\$195.00	\$252.00		__ 1M Angled Shelf	\$70.00	\$98.00
	__ 2M x ½ M x 30" hgt	\$250.00	\$350.00		__ Pamphlet pocket (5"x9")	\$60.00	\$84.00
	__ 2M x ½ M x 42" hgt	\$300.00	\$420.00		__ Letter pocket (9"x9")	\$60.00	\$84.00
	__ Add lock to doors	\$ 50.00	\$ 75.00		__ Brochure pocket (9"x11")	\$60.00	\$84.00
	__ Full View Showcase	\$375.00	\$475.00				
Free Standing Units				Offices/Storage Closets			
	Qty. Description	Advanced Rate	Standard Rate		<p>Room dimensions are limited to 1M and 2M increments. All rooms come standard in your choice of white or black hard wall or black or grey Velcro. If you desire additional colors, or Plexiglass, you may upgrade as indicated below. All door units are 1M wide. All rooms are rented on a per meter basis.</p> <p>Please contact us for additional customization and pricing.</p>		
	__ 8' x 1M Freestanding panel	\$280.00	\$392.00				
	__ 8' x 1M Freestanding panel w/ flower box	\$300.00	\$420.00				
	Graphics Included						
	__ One sided Gondolas	\$480.00	\$672.00				
__ Two sided Gondolas	\$560.00	\$784.00					
Kiosk & Towers							
	Qty. Description	Advanced Rate	Standard Rate	Indicate Size and Color of Room <input type="checkbox"/> Room #1 (specify size) __M x __M = __Total M <input type="checkbox"/> Room #2 (specify size) __M x __M = __Total M <input type="checkbox"/> Locking Door Unit as Panel (White Only) <input type="checkbox"/> White Hard wall <input type="checkbox"/> Black/Grey Velcro – Check : <input type="checkbox"/> Black or <input type="checkbox"/> Grey <input type="checkbox"/> Opt Color Velcro (per Meter) <input type="checkbox"/> Optional Plexiglass (per Meter)			Please contact us for pricing.
	__ 8' Triangular Kiosk	\$420.00	\$588.00				
	__ 8' Square Kiosks	\$540.00	\$756.00				
	__ Wire-wall Kiosks	\$620.00	\$868.00				
	__ TV/DVD/VCR Cabinet	\$500.00	\$700.00				
	__ 12' Triangular Towers	\$840.00	\$1,762.00				
__ 12' Square Towers	\$960.00	\$1,344.00					
Shelving Units & Pedestals				Custom Exhibit Services			
	Qty. Description	Advanced Rate	Standard Rate	*Camera ready artwork is required by advanced deadline date* *Design work is available through Wisconsin Expo, Inc at \$95/hour* The design staff is standing by to take your exhibit to the next level. We provide one of the highest levels of client interaction and creative problem solving. We can create a design for you based upon your ideas, whether those ideas are from a photograph or drawn on CAD.			
	__ Shelf Cabinet Unit w/30" cabinet	\$1,100.00	\$1,540.00				
	__ Shelf Cabinet Unit w/43" cabinet	\$1,200.00	\$1,736.00				
	__ 2 Mx1M Planter Box	\$90.00	\$126.00				
	__ 2 Mx30"ht Pedestals	\$175.00	\$227.00				
	__ 2 Mx42"ht Pedestals	\$275.00	\$357.00				

Logos and other graphics can be applied to the walls of Rooms, Meter Panels, or other Accessory items, at competitive prices. We offer full color digital printing and laminating of your artwork, or if you prefer, we can create custom graphics specifically designed to suit your needs.

CANCELLATION: No refunds on orders cancelled after the deadline.

LATE REQUEST: Request after deadline will be filled as available at the standard rate.

Subtotal \$ _____

Sales Tax 5.6% \$ _____

Total \$ _____

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LABOR FOR INSTALLATION AND/OR DISMANTLE OF BOOTH

INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE: DECEMBER 4, 2017.

- Ⓐ Start time only guaranteed at the start of the working day.
- Ⓐ Rates are per person per hour with a one hour minimum per person – thereafter charged in ½ hour increments.
- Ⓐ Representative must check in at the service desk to pick up labor and must return to the service desk upon completion of work.
- Ⓐ Labor must be cancelled 24 hours in advance of start date/time to avoid a cancellation fee of one hour per worker scheduled.

Straight Time: 8:00 AM to 4:30 PM Monday thru Friday

Overtime: 6:00 AM to 8:00 AM & 4:00 PM to 12:00 midnight Monday thru Friday, ALL DAY SATURDAY, SUNDAY & HOLIDAYS

Exhibitor Supervised Labor: Requires an on-site representative to supervise the installation and/or dismantle of your booth.

Wisconsin Expo Supervised Labor: Install/dismantle of your booth will be completed at our discretion prior to show opening/closing. Please include setup plans, photos, special instructions, and inbound shipping information.

Labor	Advanced Rate	Standard Rate
Exhibitor Supervised Labor ST (per person per hour)	\$ 68.00	\$ 84.00
Wisconsin Expo Supervised Labor ST (per person per hour)	\$ 89.00	\$ 105.00
Exhibitor Supervised Labor OT (per person per hour)	\$ 116.00	\$ 135.00
Wisconsin Expo Supervised Labor OT (per person per hour)	\$ 147.00	\$ 163.00

LABOR CALCULATION FOR INSTALLATION AND/OR DISMANTLE OF YOUR BOOTH

Date	Start Time	Qty People	Approx. Hrs. Per Person	Total Hours	Hourly Rate	Estimated Total Cost
					x	=\$
					x	=\$
						=\$
						=\$

- When scheduling Dismantle labor be sure to allow adequate time for empty containers to be returned to your booth prior to scheduling your labor start time.

Date	Start Time	Qty People	Approx. Hrs. Per Person	Total Hours	Hourly Rate	Estimated Total Cost
					x	=\$
					x	=\$
						=\$
						=\$

NAME OF SHOW: MARKETPLACE CONFERENCE / DECEMBER 13 - 14 , 2017

COMPANY NAME: BOOTH #:

ADDRESS: CITY: STATE: ZIP:

PHONE: FAX: EMAIL:

ORDERED BY: SIGNATURE: DATE:

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N113 W18750 Carnegie Drive x Germantown, WI 53022
Phone: 262.670.1300 x Fax: 262.670.1360 x Email: orders@wi-expo.com

**Wisconsin Expo, Inc.**

N113 W18750 Carnegie Drive
Germantown, WI 53022
262.670.1300 | orders@wi-expo.com

**CLEANING SERVICE
ORDER FORM**

INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE: DECEMBER 4, 2017

Carpet is clean upon installation, but to ensure your booth is show ready we recommend ordering vacuuming once prior to your show opening.

- Á Carpet Vacuuming and shampooing charges are based on the total square footage of your booth
(see sq. ft. calculator below for assistance)
- Á 100 sq. ft. minimum for vacuuming and shampooing
- Á Exhibit Cleaning rates are hourly

EXHIBIT SPACE SQUARE FOOTAGE = (L) _____ x (W) _____ = _____ square ft.
Standard Booth Size: 8'x 10' = 80 square ft.

VACUUMING

Selection	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
_____	Booth Vacuuming – Once prior to show opening	\$ 0.36	\$ 0.43	_____

SHAMPOOING

Selection	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
_____	Shampoo Carpet – Once prior to show opening	\$ 1.46	\$ 1.75	_____

EXHIBIT CLEANING

Selection	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
_____	Exhibit Cleaning – Hourly Rate – Straight Time	\$ 60.00	\$ 70.00	_____
_____	Exhibit Cleaning – Hourly Rate – Over Time	\$ 99.00	\$ 119.00	_____
Subtotal				_____
Sales Tax 5.6%				_____
Total				_____

NAME OF SHOW: _____ MARKETPLACE CONFERENCE / DECEMBER 13 - 14 , 2017

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

ORDERED BY: _____ SIGNATURE: _____ DATE: _____

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CUSTOM GRAPHICS ORDER FORM

INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE: DECEMBER 4, 2017

GRAPHICS ORDER MUST BE EMAILED BY NOVEMBER 28TH TO ENSURE COMPLETION
graphics@wi-expo.com

Qty	Size	Advanced Rate	Standard Rate	Total
	7" x 11"	\$ 30.00	\$ 45.00	
	7" x 44"	\$ 48.50	\$ 72.75	
	11" x 14"	\$ 39.00	\$ 58.00	
	14" x 22"	\$ 48.50	\$ 72.75	
	22" x 28"	\$ 72.75	\$ 109.50	
	28" x 44"	\$ 92.00	\$ 138.00	
	40" x 60"	\$ 232.80	\$ 349.00	
	Colored Backgrounds	Add 20%	Add 20%	

Select your Background color: ☐ Black ☐ Blue ☐ Green ☐ Red ☐ Yellow ☐ White

Select your Vinyl color: ☐ Black ☐ Blue ☐ Green ☐ Red ☐ Yellow ☐ White

ACCESSORIES				
Qty	Description	Advanced Rate	Standard Rate	Total
	Grommets	\$ 2.50	\$ 3.25	
	Logos	Quote upon request	Quote upon request	
	Easel Backs	\$ 10.18	\$ 10.70	

BANNERS				
Qty	Description	Advance Rate	Standard Rate	Total
	2' x 4' Banner	\$ 90.00	\$ 107.00	
	2' x 6' Banner	\$ 110.00	\$ 143.00	
	2' x 8' Banner	\$ 165.00	\$ 215.00	

Please select your sign layout: ☐ Vertical or ☐ Horizontal

Subtotal \$ _____

Please print or type your sign copy on a separate sheet of paper.

Sales Tax 5.6% \$ _____

Total \$ _____

NAME OF SHOW: _____ MARKETPLACE CONFERENCE / DECEMBER 13 - 14, 2017

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

ORDERED BY: _____ SIGNATURE: _____ DATE: _____

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WISCONSIN EXPO, INC.
PAYMENT AUTHORIZATION FORM

Please fill out all required forms, submitting them to the appropriate service provider.

For payment of Wisconsin Expo services provided, send a check made out to Wisconsin Expo, Inc. or fill out the Credit Card information below.

Thank you for your business!

Send Wisconsin Expo, Inc. completed order forms to:

Email: orders@wi-expo.com

Fax: 262-670-1360

SHOW NAME: Marketplace Conference 2017

SHOW DATE(S): December 13-14, 2017

Company Name: _____ Booth #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

☐ American Express

☐ MasterCard

☐ Visa

Card Number: _____ Expiration Date: _____ / _____

3 Digit Card Security Code: _____ (MasterCard and Visa) back of card

4 Digit Card Security Code: _____ (American Express) front of card

Cardholder's Address (if different than above): _____

City: _____ State: _____ Zip: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____