



## 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 **2018 Marketplace Conference!**

Your show will be held at the Potawatomi Conference Center in Milwaukee, WI on December 12-13, 2018.  
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 space:

- 8' high background drape SILVER
- 3' high side rail drape SILVER
- 1 - 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 7, 2018.**

Sincerely,

Wisconsin Expo, Inc



**Wisconsin Expo, Inc.**  
 N113 W18750 Carnegie Drive  
 Germantown, WI 53022  
 262.670.1300 | orders@wi-expo.c

**ADVANCED FREIGHT SHIPPING  
 TO WAREHOUSE FACILITY**

**INCLUDE THE WI EXPO PAYMENT  
 AUTHORIZATION FORM WITH YOUR  
 ORDER DUE: DECEMBER 7, 2018**

This option allows you the flexibility to ship your materials, 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.

ADVANCED WAREHOUSE FREIGHT ADDRESS	ADVANCED WAREHOUSE FREIGHT DEADLINES	
*Label each piece of your shipment(s) as follows: <b>TO: EXHIBITING COMPANY NAME &amp; BOOTH #</b> c/o Wisconsin Expo, Inc. N113 W18750 Carnegie Dr. Germantown, WI 53022 NAME OF SHOW	FIRST ADVANCED FREIGHT DATE	November 5, 2018
	LAST ADVANCED FREIGHT DATE	December 7, 2018
	RECEIVING DOCK HOURS	MONDAY – FRIDAY 8:00 AM - 3:30 PM

- SHIPPING INFORMATION**
- All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
  - No shipments will be received on weekends or holidays. Freight will be stored at the warehouse until December 11, 2018.
  - 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.

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	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 add't carton = \$ 12.00

Calculation:	Category	Qty of Pieces	Weight 200 lb Min Cat A	Rate / 100 lbs	Total Cost
Shipment 1	_____	_____	lbs	x	=\$
Shipment 2	_____	_____	lbs	x	=\$
				<b>Total Due</b>	<b>=\$</b>

**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.

**NAME OF SHOW:** MARKETPLACE / DECEMBER 12-13, 2018

**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 | Germantown, WI 53022  
 Phone: 262.670.1300 | Fax: 262.670.1360 | Email: orders@wi-expo.com

Advanced Warehouse Shipping Labels

# WAREHOUSE

DEADLINE DATE: DECEMBER 7, 2018

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

2018 MARKETPLACE CONFERENCE

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

# WAREHOUSE

DEADLINE DATE: DECEMBER 7, 2018

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

2018 MARKETPLACE CONFERENCE

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

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BOOTH #: \_\_\_\_\_

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NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

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DEADLINE DATE: DECEMBER 7, 2018

TO: \_\_\_\_\_  
EXHIBITOR NAME

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N113 W18750 CARNEGIE DR.  
GERMANTOWN, WI 53022

2018 MARKETPLACE CONFERENCE

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES



**Wisconsin Expo, Inc.**  
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**BOOTH FURNISHINGS  
 ORDER FORM**

**INCLUDE THE WI EXPO PAYMENT  
 AUTHORIZATION FORM WITH YOUR  
 ORDER DUE: DECEMBER 7, 2018**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
<b>Unskirted Tables (all tables are 24" wide)</b>				
_____	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	_____
<b>Skirted Tables (all tables are 24" wide)</b>				
_____	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 <sup>th</sup> 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 <sup>th</sup> Side Skirted Counter 6'L or 8'L x 42" H	\$ 41.00	\$ 52.00	_____
<b>TABLE TOP RISERS (all risers are 9" wide)</b>				
_____	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	_____
<b>PEDESTAL TABLES</b>				
_____	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	_____
<b>LINENS</b>				
_____	90" Round Linen (select color)	\$ 29.00	\$ 37.00	_____
_____	108" Round Linen (select color)	\$ 33.00	\$ 42.00	_____
Select linen color: <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE				
<b>Subtotal</b>	= \$ _____	<b>Sales Tax 5.6%</b>	= \$ _____	<b>Total</b> = \$ _____



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.

**NAME OF SHOW:** MARKETPLACE CONFERENCE / DECEMBER 12-13, 2018

**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 | Germantown, WI 53022**  
**Phone: 262.670.1300 | Fax: 262.670.1360 | Email: orders@wi-expo.com**



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## CHAIRS, ACCESSORIES & CARPET ORDER FORM

**INCLUDE THE WI EXPO PAYMENT  
AUTHORIZATION FORM WITH YOUR  
ORDER DUE: DECEMBER 7, 2018**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
<b>CHAIRS &amp; SEATING</b>					
_____	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	_____	
<b>ACCESSORIES</b>					
_____	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	_____	
<b>TELEVISIONS</b>					
_____	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	_____	
<b>DRAPE-Select Drape Color</b>					
_____	Ft. of 3' high drape, includes hardware	\$ 9.50/ft	\$ 12.50/ft	_____	<b>Select drape color:</b> <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	_____	
<b>STANDARD CARPETING-Select Carpet Color</b>					
_____	10' X 10' Standard Carpet	\$ 122.00	\$ 156.00	_____	<b>Booths 400 sq. ft. or over must order Custom Cut Carpet.</b>  <b>Select Carpet Color:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED <input type="checkbox"/> TEAL
_____	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	_____	
_____	<b>Custom Cut Carpet</b> (per square foot)	\$ 1.40	\$ 1.85	_____	
_____	Booth size _____ x _____ = _____ sq. ft.				
<b>CARPET PADDING</b>					
_____	10' X 10' Carpet Padding	\$ 120.00	\$ 166.00	_____	<b>Custom Plush carpet is available at \$3.15 per sq. ft.</b> Please contact us for color options. Custom Plush carpet must be ordered by <b>November 16, 2018.</b>
_____	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	_____	
_____	<b>Custom Cut Carpet Padding</b> (per square foot)	\$ 1.30	\$ 1.80	_____	
_____	Booth size _____ x _____ = _____ sq. ft.				
_____	<b>Plastic Covering / Visqueen</b> (per square foot)	\$ 0.80	\$ 1.00	_____	
_____	Booth size _____ x _____ = _____ sq. ft.				
<b>Subtotal</b>	= \$ _____	<b>Sales Tax 5.6%</b>	= \$ _____	<b>Total</b>	= \$ _____

**NAME OF SHOW** \_\_\_\_\_ **MARKETPLACE CONFERENCE / DECEMBER 12-13, 2018**

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

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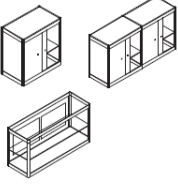
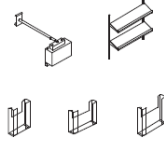
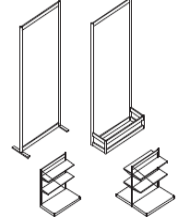
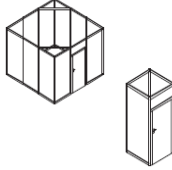
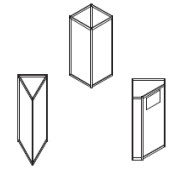
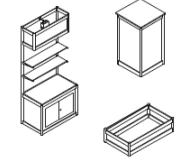




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## MODULAR DISPLAYS ORDER FORM

**INCLUDE THE WI EXPO PAYMENT  
AUTHORIZATION FORM WITH YOUR  
ORDER DUE: DECEMBER 7, 2018**

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	\$60.00	\$84.00
	__ 2M x ½ M x 42" hgt	\$300.00	\$420.00		(5"x9")	\$60.00	\$84.00
	__ Add lock to doors	\$ 50.00	\$ 75.00		__ Letter pocket (9"x9")	\$60.00	\$84.00
	__ Full View Showcase	\$375.00	\$475.00		__ Brochure pocket	\$60.00	\$84.00
					(9"x11")		
Free Standing Units				Offices/Storage Closets			
	Qty. Description	Advanced Rate	Standard Rate		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.  Please contact us for additional customization and pricing.		
	__ 8' x1M 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	<b>*Camera ready artwork is required by advanced deadline date*</b> <b>*Design work is available through Wisconsin Expo, Inc at \$95/hour*</b>  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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**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**LABOR FOR  
 INSTALLATION AND/OR  
 DISMANTLE OF BOOTH**

**INCLUDE THE WI EXPO PAYMENT  
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 ORDER DUE: DECEMBER 7, 2018.**

- 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 12-13, 2018

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**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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





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## CLEANING SERVICE ORDER FORM

**INCLUDE THE WI EXPO PAYMENT  
AUTHORIZATION FORM WITH YOUR  
ORDER DUE: DECEMBER 7, 2018**

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

- Carpet Vacuuming and shampooing charges are based on the total square footage of your booth (see sq. ft. calculator below for assistance)
- 100 sq. ft. minimum for vacuuming and shampooing
- 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	_____
			<b>Subtotal</b>	_____
			<b>Sales Tax 5.6%</b>	_____
			<b>Total</b>	_____

**NAME OF SHOW:** \_\_\_\_\_ **MARKETPLACE CONFERENCE / DECEMBER 12-13, 2018**

**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 7, 2018**

**GRAPHICS ORDER MUST BE EMAILED BY NOVEMBER 23rd 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 12-13, 2018

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**PAYMENT AUTHORIZATION FORM**

**INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE: DECEMBER 7, 2018**

Please fill out all required forms and submit them to Wisconsin Expo, Inc.

Please send a check made out to Wisconsin Expo, Inc. or fill out the Credit Card information below.

Thank you for your business!

**Send completed order forms to:**

**Email:** orders@wi-expo.com

**Fax:** **262-670-1360**

**SHOW NAME:** **Marketplace Conference 2018**

**SHOW DATE(S):** **December 12-13, 2018**

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: \_\_\_\_\_

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