

Dear **Wisconsin State Education Convention 2022** Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **Wisconsin State Education Convention 2022**, being held at **Wisconsin Center, January 19 - 20, 2022**. Included in this service kit are forms for ordering various services and equipment for your event. Please read each form carefully and return to the address provided on the order form. Refer to the enclosed General Show Information pages for vital facts and information about this event. If you have any additional questions about Valley Expo & Displays services, please do not hesitate to call or email Valley at the information provided below.

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

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

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

**Valley
Online
Ordering**

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

**Helpful
Hints**

**Ordering
Information
&
Ordering
Deadline
Date**

Valley Expo & Displays does not take orders over the phone. All preshow orders must be entered online at (<https://valleyexpodisplays.boomerecommerce.com>), faxed to (815-873-1544), or emailed to (events@valleyexpodisplays.com) by **January 10, 2022**. After this date orders must be placed at the service desk at the show site during exhibitor move-in. Items ordered at show site are subject to availability.

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

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





Register Here for Online Ordering...
<http://valleyexpodisplays.com/page/register>
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

GENERAL SHOW INFORMATION

DISCOUNT PRICE DEADLINE:
January 4, 2022

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Valley Customer Service

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

Show Management

- Amy Qualmann
- 608.512.1713
- aqualmann@wasb.org

Booth Package

- A standard 10' x 10' booth will include:
- Blue/Silver 8' Back Drape and Blue/Silver 3' Side Drape
 - (2) Chairs
 - (1) Wastebasket
 - (1) 7" x 44" Identification Sign

Your exhibit area is **NOT** carpeted with facility carpeting. Aisle are carpeted in pepper color carpet.

Exhibitor Schedule

Exhibitor Move-In:	Tuesday	January 18, 2022	8:00am-6:00pm
Show Hours:	Wednesday	January 19, 2022	9:00am-4:30pm
	Thursday	January 20, 2022	9:00am-2:00pm
Exhibitor Move Out:	Thursday	January 20, 2022	2:00pm-7:00pm

- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by: **4:30pm on 1/20/2022.**

Shipping Addresses

Advance to Warehouse

Receiving Dates:
12/16/2021 thru 1/13/2022
 Receiving Hours:
 Mon-Fri 7:30AM-2:30PM

TO: Exhibiting Company Name and Booth #
FOR: Wisconsin State Education Convention 2022
 C/O Valley Expo & Displays
ABF Freight
 11307 W. Rogers
 West Allis, WI 53227

Direct to Show Site

Receiving Dates and Times:
1/18/2022; 8:00am-6:00pm

TO: Exhibiting Company Name and Booth #
FOR: Wisconsin State Education Convention 2022
 C/O Valley Expo & Displays
Wisconsin Center
 400 W Wisconsin Ave
 Milwaukee, WI 53203





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<http://valleyexpodisplays.com/page/register>
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 FAX: 815.873.1544

GENERAL SHOW INFORMATION

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

DISCOUNT PRICE DEADLINE:
January 4, 2022

Important Deadlines

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

Discount Price Deadline

Tuesday, January 4, 2022

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

Advance Shipments receiving dates : 12/16/2021 thru 1/13/2022

Advance Shipments receiving times : Mon - Fri 7:30AM-2:30PM

Show Site Shipments receiving dates & times: 1/18/2022; 8:00am-6:00pm

Payment Policies

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

Cancellations & Adjustments

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

Tax Exemption

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

Third Party Payment Billing Exhibitor Appointed Contractor

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

Miscellaneous

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





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**SHOW
SPECIALS**

DISCOUNT PRICE DEADLINE:
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SPECIAL BOOTH PACKAGES

Valley Expo and Displays is offering special discounts to each Exhibitor on the following items, only if ordered by **December 21, 2022** (Please note this date differs from the Advanced Price Deadline date for the rest of the Exhibitor Kit. Payment must be made separately).

6' x 30" Skirted Table Package	Quantity	Show Special	Total
(1) 6' x 30" Skirted Table			
(1) 10' X 10' Booth Carpet			
In Show Colors Only		\$164.30	\$
8' x 30" Skirted Table Package	Quantity	Show Special	Total
(1) 8' x 30" Skirted Table			
(1) 10' x 10' Booth Carpet			
In Show Colors Only		\$174.90	\$
8' x 42" Skirted Counter Package	Quantity	Show Special	Total
(1) 8' x 42" Skirted Table			
(2) Padded Stools with Back			
(1) 10' x 10' Booth Carpet			
In Show Colors Only		\$270.30	\$
8' x 42" Cocktail Table Package	Quantity	Show Special	Total
(1) 30" x 42" Cocktail Table			
(2) Padded Stools with Back			
(1) 10' x 10' Booth Carpet			
In Show Colors Only		\$206.70	\$
Subtotal			\$ _____
5.6% WI Sales Tax			\$ _____
Total			\$ _____

ORDER WITH PAYMENT MUST BE RECEIVED BY DECEMBER 21, 2022

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 Number (if paying by check) _____	
<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Amex <input type="checkbox"/> Discover			
Card Number _____		Exp. Date ____/____	CVC2 _____ <small>Last 3 or 4 digits on back of card</small>
(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)			
X Cardholder Signature _____		Cardholder's Name (please print) _____	

BOOTH NUMBER: _____

COMPANY NAME: _____





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**RECAP OF
COST &
PAYMENT**

DISCOUNT PRICE DEADLINE:
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Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

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

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

Terms

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

SERVICES AND EQUIPMENT ORDERED

Order Summary

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

Booth Package Order Form
 Booth Furniture Order Form
 Accessories Order Form
 Booth Carpet Order Form
 Advance Freight Handling Order Form
 Direct Freight Handling Order Form
 Portable/Modular Display Rental Order Form
 Exhibitor Supervised Event Labor Order Form
 Valley Supervised Event Labor Order Form
 Forklift Service Order Form
 Vehicle Placement Order Form
 Booth & Exhibit Porter Service Order Form
 Sign & Banner Order Form
 Audio Visual Order Form
 Specialty Furniture Order Form

\$ _____

Total Now Due

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

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

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

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



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



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**THIRD
PARTY
BILLING**

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

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

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

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

Exhibitor Name: _____

Exhibitor Signature: _____

Exhibiting Company's credit card information:

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

Account #: _____

X

Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address

City

State

Zip

Exhibiting
Company
Information

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

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

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

Services
to be
billed to
third party

Third Party Company Name: _____

Contact Name: _____

E-Mail for Invoice: _____

Address: _____

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

Third Party Company's credit card information:

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

Account #: _____

X

Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address

City

State

Zip

Third Party
Company
Information





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**EXHIBITOR
APPOINTED
CONTRACTOR**

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

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

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

Contractor Requirements

Exhibiting Company Name: _____

Booth Number: _____

Exhibitor Appointed Contractor: _____

Address: _____

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

Phone Number: _____

Email Address: _____

Contact at Show: _____

Type of Service to be preformed: _____

Contractor Information





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<http://valleyexpodisplays.com/page/register>
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 FAX: 815.873.1544

TABLES & CHAIRS ORDER FORM

DISCOUNT PRICE DEADLINE:
January 4, 2022

Wisconsin State Education Convention 2022

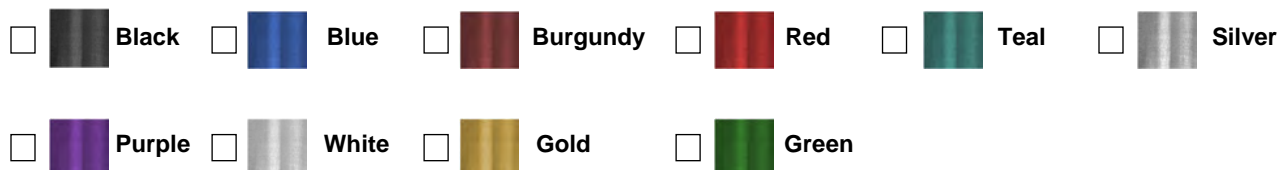
Wisconsin Center, January 19 - 20, 2022

Orders with payment in full must be received by January 4, 2022 for discounted prices.

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

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

Skirting Color Selection:



	Description	Quantity	Discount	Standard	Total
Skirted Tables	4' L x 30" H	_____	\$ 181.80	\$ 236.40	_____
	6' L x 30" H	_____	\$ 215.80	\$ 280.55	_____
	8' L x 30" H	_____	\$ 242.45	\$ 315.20	_____
	4' L x 42" H	_____	\$ 190.75	\$ 247.95	_____
	6' L x 42" H	_____	\$ 231.90	\$ 301.45	_____
	8' L x 42" H	_____	\$ 276.55	\$ 359.50	_____
4th Side Skirting & Drape	30" x 13' Skirting Only (4th Side)	_____	\$ 88.35	\$ 114.85	_____
	42" x 13' Skirting Only (4th Side)	_____	\$ 102.20	\$ 132.85	_____
	3' Drape (Side) per LnFt	_____	\$ 9.90	\$ 12.90	_____
	8' Drape (Back) per LnFt	_____	\$ 13.90	\$ 18.10	_____
Plain Tables	4' L x 30" H	_____	\$ 81.60	\$ 114.85	_____
	6' L x 30" H	_____	\$ 120.00	\$ 156.00	_____
	8' L x 30" H	_____	\$ 143.80	\$ 186.95	_____
	4' L x 42" H	_____	\$ 110.35	\$ 143.45	_____
	6' L x 42" H	_____	\$ 147.85	\$ 192.20	_____
	8' L x 42" H	_____	\$ 170.80	\$ 222.05	_____
	White Vinyl, 8' Long (tabletop covering)	_____	\$ 17.05	\$ 22.15	_____
Cocktail Tables	30" Round, 30" High	_____	\$ 137.75	\$ 179.10	_____
	30" Round, 42" High	_____	\$ 149.40	\$ 194.20	_____
Chairs	Folding Chair	_____	\$ 28.14	\$ 36.59	_____
	Side Chair	_____	\$ 71.70	\$ 93.20	_____
	Padded Chair	_____	\$ 92.20	\$ 119.85	_____
	Bar Stool with Back	_____	\$ 116.00	\$ 150.80	_____

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

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

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



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Exhibiting Company Name: _____

Booth Number(s) _____



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ACCESSORIES ORDER FORM

Wisconsin State Education Convention 2022

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Wisconsin Center, January 19 - 20, 2022

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

Accessories

Description	Quantity	Discount	Standard	Total
Tripod Adjustable Easel	_____	\$ 47.10	\$ 61.25	_____
Garment Rack	_____	\$ 53.15	\$ 69.10	_____
Bag Stand	_____	\$ 114.75	\$ 149.20	_____
Literature Stand	_____	\$ 248.05	\$ 322.45	_____
Wastebasket	_____	\$ 21.40	\$ 27.80	_____
8' Upright with Base	_____	\$ 20.75	\$ 26.95	_____
Crossbar	_____	\$ 13.85	\$ 18.00	_____
Table Riser 1'x1'x4" White Skirted	_____	\$ 101.05	\$ 131.35	_____
Posterboard 4' x 8'	_____	\$ 313.30	\$ 407.30	_____
Horizontal / Vertical (Circle one)				

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

Grid Wall

2' W x 8' H Panel	_____	\$ 76.15	\$ 99.00	_____
"T" Base, per set	_____	\$ 35.70	\$ 46.40	_____
24" Shelf Bracket	_____	\$ 19.65	\$ 25.55	_____
48" Shelf Bracket	_____	\$ 27.65	\$ 35.95	_____
6 Ball Waterfall	_____	\$ 13.10	\$ 17.00	_____
Hang Rail	_____	\$ 14.80	\$ 19.25	_____
Picture Hanger	_____	\$ 3.55	\$ 4.60	_____
Hat Display	_____	\$ 8.30	\$ 10.80	_____
Peg Hook	_____	\$ 3.55	\$ 4.60	_____
4", 6", 12" (circle one)				

Exhibiting Company Name: _____

Booth Number(s) _____

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

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

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BOOTH CARPET ORDER FORM

DISCOUNT PRICE DEADLINE:
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Orders with payment in full must be received by January 4, 2022 for discounted prices.

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

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

Color Selection for Standard Carpeting

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

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

Standard Booth Carpet	Description	Quantity	Advance	Floor	Total
	10' x 10'	_____	\$ 291.50	\$ 378.95	_____
	10' x 20'	_____	\$ 584.00	\$ 759.20	_____
	10' x 30'	_____	\$ 875.20	\$1,137.75	_____

Color Selection for Custom Carpeting

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

Custom Booth Carpet

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

Carpet Dimension	Square Foot	Advance	Floor	Total
_____ x _____	_____	\$ 6.40 sq ft	\$ 8.30 sq ft	_____

Color Selection for Luxury Carpeting

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

Luxury Booth Carpet

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

Carpet Dimension	Square Foot	Advance	Floor	Total
_____ x _____	_____	\$ 6.85 sq ft	\$ 8.90 sq ft	_____

Padding Visqueen Taping

Description	Square Foot	Advance	Floor	Total
Padding	_____	\$ 2.60	\$ 3.40	_____
Visqueen (plastic covering)	_____	\$ 1.45	\$ 1.90	_____
Additional taping	_____	\$ 1.20	\$ 1.55	_____

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

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

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



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

Exhibiting Company Name: _____

Booth Number(s) _____



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**SHIPPING
ADDRESSES &
RECEIVING DATES**

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

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

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

SHIPPING ADDRESS AND RECEIVING DATES

Advanced Warehouse Shipping Address

EXHIBITING COMPANY NAME
 BOOTH NUMBER
**WISCONSIN STATE EDUCATION CON-
 VENTION 2022**
 ABF FREIGHT
 C/O VALLEY EXPO & DISPLAYS
 11307 W. ROGERS
 WEST ALLIS, WI 53227

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

Advanced Warehouse Receiving Dates

First day freight will be accepted at advanced location: **12/16/2021**

Last day freight will be accepted: **1/13/2022**

Direct to Show Site Shipping Address

EXHIBITING COMPANY NAME
 BOOTH NUMBER
**WISCONSIN STATE EDUCATION CON-
 VENTION 2022**
 WISCONSIN CENTER
 C/O VALLEY EXPO & DISPLAYS
 400 W WISCONSIN AVE
 MILWAUKEE, WI 53203

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

Direct to Show Site Receiving Dates and Times

Do not send shipments to arrive in advance of 1/18/2022 to the show site.

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

Days freight will be accepted at show site: **1/18/2022; *8:00am-6:00pm**

****Drivers must check in by 5:00pm***

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

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via the ABF Freight® Network

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

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

For personalized quotes, please call

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Our Services Include:

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handling of
your inbound
and outbound
shipments***

***Guaranteed
expedited air
and ground
services***

***LTL Ground
Transportation***

***International
Transportation***

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

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

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

SHIP TO: Warehouse ☐ Show Site ☐

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup ☐ Inside Pickup ☐

Liftgate ☐ Dock ☐

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

YES ☐ NO ☐

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

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

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

WISCONSIN STATE EDUCATION CONVENTION 2022

SHOW NAME

BOOTH NUMBER

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

Shipment Should Arrive Between:
12/16/2021 thru 1/13/2022

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

Carrier
Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

WISCONSIN STATE EDUCATION CONVENTION 2022

SHOW NAME

BOOTH NUMBER

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

Shipment Should Arrive Between:
12/16/2021 thru 1/13/2022

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

Carrier
Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

WISCONSIN STATE EDUCATION CONVENTION 2022

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
WISCONSIN CENTER
400 W WISCONSIN AVE
MILWAUKEE, WI 53203

Shipment Should Arrive:
1/18/2022; 8:00am-6:00pm

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. .

Carrier _____

Number of pieces _____

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

WISCONSIN STATE EDUCATION CONVENTION 2022

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
WISCONSIN CENTER
400 W WISCONSIN AVE
MILWAUKEE, WI 53203

Shipment Should Arrive:
1/18/2022; 8:00am-6:00pm

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

Carrier _____

Number of pieces _____



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ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

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

Information

- Freight is accepted **12/16/2021** thru **1/13/2022**.
- To ensure timely arrival of your materials at show site, freight should arrive by **1/13/2022**. Freight will still be received after the deadline date; however, delays may occur and additional charges will apply.
- The warehouse receives shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

Advantages

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

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

Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are two categories of freight:
 - Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
 - Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
- Add Overtime and/or Double Time surcharges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add Overtime and/or Double Time surcharges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the advance warehouse before or after the deadline dates listed above.

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

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

	Rate Classifications	Price Per CWT	200lb Minimum
Rates	Crated or Skidded	160.00	320.00
	Special Handling	207.80	415.60

Small Package

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

First Carton	\$ 94.65
Each Additional Carton	\$ 23.45

Additional Surcharges

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

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

Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
	$\div 100 =$		\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$23.45			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Total Estimated \$



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DIRECT SHIPMENT FREIGHT HANDLING ORDER FORM

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

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

Information

- Freight will be accepted: **1/18/2022; 8:00am-6:00pm.**
- Do not ship to the facility prior to **1/18/2022**. Early shipments to the show site may be refused.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Ship pre-paid; collect shipments will be refused.
- Freight Questionnaire must be submitted with this form.

Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are 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 a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
 - Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates listed above.

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

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

	Rate Classifications	Price Per CWT	200lb Minimum
Rates	Crated or Skidded	169.85	339.70
	Special Handling	220.50	441.00
	Uncrated	245.40	490.80

Small Package

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

First Carton	\$ 94.65
Each Additional Carton	\$ 23.45

Additional Surcharges

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

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

Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
	$\div 100 =$		\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$23.45			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Total Estimated \$



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FREIGHT SERVICE QUESTIONNAIRE

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

ALL EXHIBITORS SHIPPING FREIGHT MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

_____ Crated
 _____ Uncrated
 _____ Machinery
 _____ Total

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

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

3. List carrier name(s):

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

Phone _____

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

Phone _____

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

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

_____ Lbs.

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

_____ Lbs.

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

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

DIRECT SHIPMENTS ONLY:

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

Exhibiting Company Name: _____

Booth Number(s) _____





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OUTBOUND SHIPPING INFORMATION

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Outbound shipping is not an automatic process. Each shipment must have freight handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. **Do not leave this in your booth with your shipment.**

Call your designated carrier with pick-up information. In the event your carrier fails to show by carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley Expo & Displays' official show carrier at exhibitor's expense.

Tear Down

The show closes at **2:00pm** on **1/20/2022**. Please do not tear down prior to the close of the show. Empty crates will be brought to your booth after Aisle carpet is removed.

Outbound Pick-Up Address & Carrier Check In

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

Carrier check in Date and Time: 1/20/2022; 4:30pm

Outbound Bill of Lading

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

Outbound Miscellaneous Services

Shrink Wrap \$ 75.00 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
 Banding \$ 1.25 per foot + dismantle labor (please see labor order form for dismantle labor rates)

Labels

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

Excessive Trash & Booth Abandonment

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





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OUTBOUND BILL OF LADING INSTRUCTION

BILL OF LADING INSTRUCTIONS

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

The Show Name Today's Date

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

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

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

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

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

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

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

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

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

STRAIGHT BILL OF LADING No. 112141

INSTRUCTIONS: Complete all of the shaded areas and return to the service desk where all materials are used for shipment. For further instructions on various use of this form, see back side.

Shipper's No. Date

SHIP FROM: Ship Name, Ship Address, Ship City, Ship State, Ship Zip

SHIP TO: Ship Name, Ship Address, Ship City, Ship State, Ship Zip

Carrier Name, Carrier Address, Carrier City, Carrier State, Carrier Zip

Special Instructions

In the event a selected carrier fails to arrive on the first route out day, I agree with their shipment assembly via house carrier.

Shipper hereby certifies that he is familiar with the terms and conditions on this bill of lading, including those on the back thereof, and that in the transportation of goods without the transportation of the shipment, and the carrier and consignor are hereby agreed to by the shipper and consignor.

Pieces	Description of Articles	Weight	Class
	Crates (Wooden) Exhibit Materials		
	Cases (Cardboard)		
	Fiber cases/Trunks		
	Ships/Pallets		
	Carpet (Color)		
	Machines		
	Total		

Signature of Consignor

Signature of Carrier

Freight Charges: Prepaid/Consignor, Prepaid/Carrier, Collect

SHIP FREIGHT CHARGES TO: Consignor, Carrier

SHIPPER'S SIGNATURE: _____ DATE: _____

CARRIER'S SIGNATURE: _____ DATE: _____

SHIPPER'S NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CARRIER'S NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

SHIPPER'S PHONE: _____ CARRIER'S PHONE: _____

SHIPPER'S FAX: _____ CARRIER'S FAX: _____

SHIPPER'S E-MAIL: _____ CARRIER'S E-MAIL: _____

SHIPPER'S WEBSITE: _____ CARRIER'S WEBSITE: _____

SHIPPER'S CONTACT: _____ CARRIER'S CONTACT: _____

SHIPPER'S TITLE: _____ CARRIER'S TITLE: _____

SHIPPER'S SIGNATURE: _____ DATE: _____

CARRIER'S SIGNATURE: _____ DATE: _____

SHIPPER'S NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

CARRIER'S NAME: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

SHIPPER'S PHONE: _____ CARRIER'S PHONE: _____

SHIPPER'S FAX: _____ CARRIER'S FAX: _____

SHIPPER'S E-MAIL: _____ CARRIER'S E-MAIL: _____

SHIPPER'S WEBSITE: _____ CARRIER'S WEBSITE: _____

SHIPPER'S CONTACT: _____ CARRIER'S CONTACT: _____

SHIPPER'S TITLE: _____ CARRIER'S TITLE: _____

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

A SHIPPING LABEL MUST BE PLACED ON EACH PIECE.

LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.

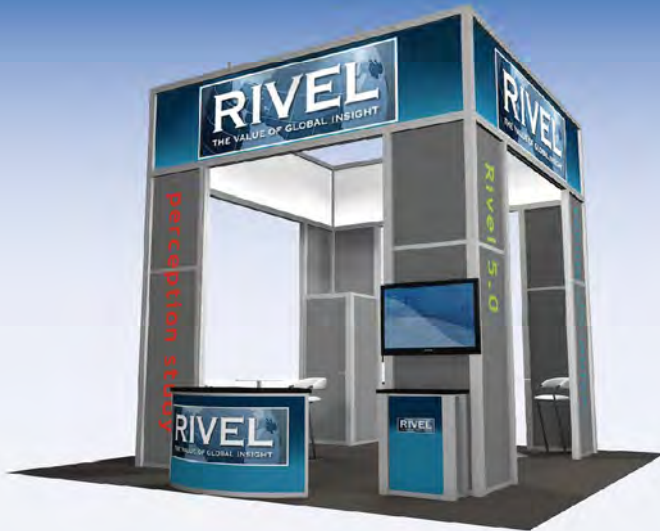




RENTAL EXHIBITS

RENTAL EXHIBITS THAT INSPIRE

Time, cost savings and flexibility are key benefits to renting a tradeshow exhibit. Renting an exhibit is a cost-effective alternative and provides the opportunity to “try before you buy” so you can evaluate what works best for your event and exhibiting needs. Renting saves precious marketing dollars and allows you the flexibility to change your display for each audience and for each show. One of the greatest benefits of renting a tradeshow booth is the time you will save!





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 FAX: 815.873.1544

MISCELLANEOUS

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Counter Kit 129 Fan Counter



- 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.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

Counter Kit 135 Rectangle Counter



- 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.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

Counter Kit 137 Rectangle Counter with Display Case Top



- 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.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.





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Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

DISCOUNT PRICE DEADLINE:
January 4, 2022

Counter Kit 40 Square



- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 40"high x 39.75"wide x 30"deep.

Rentals include: front graphic panel, material handling, installation and dismantle of exhibit only.

Not included: Graphic taxes and outbound shipping of your purchased graphic from the event.

Counter Kit MOD-1573



- Backlit Direct Print Graphic with Standoffs.
- Locking Door.
- White Laminate Finish.
- Dimensions: 40" wide x 40" high x 20" deep.

Rentals include: graphic, material handling, installation and dismantle of exhibit only.

NOT included: electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Counter Kit MOD-1540 Backlit



- Custom Counter with Backlighting. (Plex Graphic)
- Locking Door and Shelf.
- Dimensions: 60" wide x 24" deep x 44" high.

Rentals include: graphic, material handling, installation and dismantle of exhibit only.

NOT included: electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.





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MISCELLANEOUS

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Counter Kit 138 Full View Display Case



- Freestanding case has plex top, front, sides with two interior plexi shelves, lights and locks.
- Dimensions: 72"wide x 24"deep x 40"high.

Rentals include: material handling, installation and dismantle of exhibit only.

Counter Kit 95 Long Rectangle



- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Dimensions are 40" high x 96" wide x 30" deep.

Rentals include: front graphic panel, material handling, installation and dismantle of exhibit only.

Not included: Graphic taxes and outbound shipping of your purchased graphic from the event.





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MISCELLANEOUS

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Charging Table



- White laminated table with 3 USB hubs.
- Dimensions: 72" long by 36" wide and 42" high.

Rentals include: material handling, installation and dismantle of exhibit only.

NOT included: electrical service and electrical labor to install lights.

Kit 0303 3' BeMatrix Lightbox



- Freestanding lightbox constructed of aluminum extrusion with a gray base and side panels. The lightbox can be used as both single sided and double sided.
- Graphics are produced on a backlit fabric and sewn with SEG to insert into the frame of the box.
- Dimensions are 39" wide x 96" high x 8" deep (20" with base at the bottom).

Rentals include: graphic, material handling, installation and dismantle of exhibit only.

NOT included: electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.





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10FT DISPLAYS

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Inline Kit 1102



- Aluminum extrusion frame with cool gray sintra infill panels.
- Dimensions: 10ft wide x 8ft high.

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Graphic taxes and outbound shipping of your purchased graphic from the event.

Kit SYK-1024



- Lightweight Engineered Aluminum SEG Frames.
- Press-Fit SEG Fabric Graphic.
- (1) Backwall Workstation Counter with (2) Wireless/Wired Charging Ports.
- (1) Large Monitor Mount Monitor Size Guidelines: Up to 43" Monitor.
- (1) Locking Reception Counter with Vinyl Graphic.
- (1) Detachable Floating Graphic with Graphic Brackets.
- (1) iPad Swivel Mount.
- (2) Locking Aluminum Base Plates.

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Please call Valley for available audio visual equipment





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10FT DISPLAYS

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Kit RE-1055



- Engineered Aluminum Structure.
- Large Format Silicone Edge Fabric Graphic.
- 7.5 ft. x 7.5 ft Aluminum Extrusion Frame.
- (2) Convex Two-Piece Wings. — Sintra
- (2) 5 Watt LED Light.
- (1) Monitor Support and Monitor Mount.
- Dimensions 116" wide x 18" deep x 90" high

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Please call Valley for available audio visual equipment

Kit RE-1018



- Lightweight Recycled Aluminum Extrusion Frame.
- (6) ECO-Glass Stand Off Accents.
- (1) Tension Fabric Graphic-Velcro Attachment. (66" W x 86" H)
- (1) ECO-Board Direct Print Stand Off Graphic Header.
- (2) LED Energy Efficient Lights.
- (1) Small Monitor Mount. (10" to 36")
- Dimensions (1) 54" long x 28" wide x 11" high.

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Please call Valley for available audio visual equipment





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10FT DISPLAYS

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Kit 1058



- Freestanding hardwall constructed of aluminum extrusion with a gray base and side panels.
- Graphics are produced on Sintra and applied to frame with velcro.
- Dimensions: 117"wide x 96"high x 4"deep (20" with base at the bottom).
- (1) Counter Kit 135.

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.
 NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Please call Valley for available audio visual equipment

Kit 1023



- Freestanding lightbox backwall constructed of aluminum extrusion with a gray base and side panels. The lightbox is used as a single sided backwall unit.
- Graphics are produced on a backlit fabric and sewn with SEG to insert into the frame of the box.
- Dimensions: 117"wide x 96"high x 8"deep (20" with base at the bottom).
- (1) Counter Kit 135.

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.
 NOT included: electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.





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20FT DISPLAYS

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Kit 2367



- Aluminum extrusion frame with cool gray sintra infill panels.
- 2 meter back wall counter with sliding doors.
- (2) 2 meter shelves.
- Dimensions: 20' wide x 8' high.

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT included: electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Kit RE-2056



- Engineered Aluminum Structure
- (2) Large Format Silicone Edge Fabric Graphics. (SEG)
- (2) 7.5 ft. x 7.5 ft Aluminum Extrusion Frames.
- (4) 5 Watt LED Lights.
- Dimensions 180" wide x 18" deep x 90" high.

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT included: electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.





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20FT DISPLAYS

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Kit 2395



- Straight aluminum frame.
- Zipper pillowcase fabric graphic.
- Dimensions: 235" wide x 92.49" high x 17.72" deep.

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only. Graphic taxes and outbound shipping of your purchased graphic from the event.

Kit 2389



- Freestanding hardwall constructed of aluminum extrusion with a gray base and side panels.
- Graphics are produced on Sintra and applied to frame with velcro.
- Dimensions: 234" wide x 96" high x 4" deep (20" with base at the bottom).
- (1) Counter Kit 135

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Please call Valley for available audio visual equipment





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20FT DISPLAYS

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Kit RE-2053



- Engineered Aluminum Extrusion.
- SuperNova™ LED Technology.
- Silver Anodized Finish.
- Dimensions 233" wide x 95" high x 28" deep.
- (1) Front Silicone Edge Fabric Graphic. (approx. 95" H x 42" W)
- (1) Front Silicone Edge Fabric Graphic. (approx. 95" H x 68" W)
- (1) Front Silicone Edge Fabric Graphic. (approx. 95" H x 110" W)
- (3) Rear Reflective Fabrics.
- (2) Backlit Counters with Locking Storage.

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.
 NOT included: electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Kit RE-2028



- Engineered Aluminum Extrusion with Silicone Edge Graphics.
- (2) Flat Canopies with Black Fabric Covers.
- (6) 50 Watt Halogen Arm Lights.
- (2) Small Curved Counters with open storage.
- Front Counter Infill Graphic Dimensions: 31-15/16" wide x 34-7/8" high.
- SEG Fabric Graphic Dimensions: 239.341" wide x 84" high.

Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.
 NOT included: electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.





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**20 x 20 ISLAND
DISPLAYS**

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Kit 4087



Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels.

- (6) Stem Lights
- (1) Counter Kit 129
- Dimensions 20ft x 20ft x 12ft x or 16ft High

Rentals include: standard carpeting, visqueen, padding, graphic and material handling.

NOT included: Labor to install or dismantle exhibit. electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Kit RE-9049



- Lightweight Recycled Aluminum Extrusion Frame
- (6) LED Energy Efficient Lights
- (4) Literature Shelves
- (1) Large Monitor Mount
- (1) Built-in Tower Counter w/ Black Laminated Top
- (2) Frosted Acrylic Divider Panels
- (1) Large Curved Counter with Locking Door for Storage (White Sintra Infill Panels)
- Dimensions (1) 103" x 55" x 37" @ 900 lbs.

Rentals include: standard carpeting, visqueen, padding, graphic and material handling,.

NOT Included: Labor to install or dismantle exhibit. Electronic/audio visual equipment, electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Please call Valley for available audio visual equipment





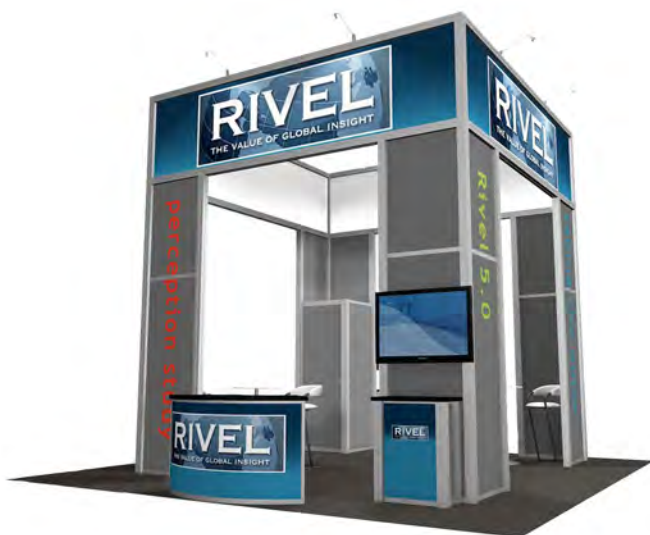
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**20 x 20 ISLAND
DISPLAYS**

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Kit RE-9024



- 16' High Extrusion Structure.
- (1) Large Curved Counter with Locking Door & Interior Shelf.
- (2) Small Rectangular Counters with Interior Shelves.
- (1) Storage Closet with Locking Door.
- (2) Large Monitor Mounts. (up to 46")
- (8) Halogen Arm Lights.
- (3) Bar Stools with backs.

Rentals include: standard carpeting, visqueen, padding, graphic and material handling.

NOT Included: Labor to install or dismantle exhibit. Electronic/ audio visual equipment, electrical service and electrical labor to install lights. Graphic taxes and outbound shipping of your purchased graphic from the event.

Please call Valley for available audio visual equipment

Kit RE-9020



- Double Deck with Stairs and Railings.
- 16 ft. x 18 ft. Overall Footprint.
- Perfect for 20 X 20 and Larger Spaces.
- 10 ft. x 16 ft Upper Deck Floor Space.
- Bolted Connections for Structural Beams. (greater stability)
- Up to 500 kg/M2 Upper Deck Load.
- Wood Deck Flooring.

Rentals include: material handling

Not included: installation and dismantle of exhibit





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**20 x 20 ISLAND
DISPLAYS**

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Orders with payment must be received by January 4, 2022

All orders subject to availability of equipment. All display rentals include graphic. All 10Ft, 20Ft and 20 x 20 Displays include standard carpeting, visqueen, padding, and material handling. Electrical service and labor to install lights are not included. Outbound shipping of your purchased graphic from the event are not included. 20' x 20 Displays do not include labor to install or dismantle, please refer to the labor order form in this kit for cost and to order.

	Kit#	Description	Rental Price
Counters	129	Fan Counter	\$ 1600.41
	135	Rectangle Counter	\$ 1013.51
	137	Rectangle Counter w/Display	\$ 1115.52
	040	Square Counter	\$ 1325.10
	1573	Backlit Counter	\$ 1654.01
	1540	Backlit Counter w/Accent	\$ 1579.52
	138	Full View Display Counter	\$ 1100.19
	095	Long Rectangle Counter	\$ 2060.10
Miscellaneous	CT01	Charging Table	\$ 1167.60
	0303	3' BeMatrix Lightbox	\$ 1902.60
10FT Displays	1102	Inline Floor Standing Hardwall	\$ 2533.15
	1024*	10' Fabric Graphic Backwall	\$ 4211.13
	1055*	10" Fabric Graphic Backwall w/Accents Wings	\$ 2807.49
	1018*	Fabric Graphic Backwall w/ECO-Glass Stand Off Accents	\$ 2873.64
	1058	BeMatrix Backwall	\$ 3876.60
	1023	BeMatrix LightBox wall	\$ 5505.15
20FT Displays	2367	Inline 20 Ft Hardwall w/Counter	\$ 6158.40
	2056*	20' Fabric Graphic Backwall	\$ 4401.60
	2395	Formuate Master 20ft WV1 Vertical Straight Fabric Backwall	\$ 2798.75
	2389	20' Fabric Backwall w/Counter	\$ 7375.20
	2053	Inline Lightbox Graphic Backwall w/Counters	\$ 7750.16
	2028*	20' Fabric Backwall w/Canopies	\$ 7396.41
20' x 20' Displays	4087*	Island 20 x 20 Ft Display	\$ 15478.70
	9049*	Island 20 x 20 Display w/Connecting Accents	\$ 12746.48
	9024*	Island 20 x 20 Display w/Header Graphics	\$ 22899.98
	9020	Deck Island	Call For Quote

Color Selection for Standard Carpeting (10Ft, 20Ft, and 20' x20' Displays ONLY)

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

Kit #	Qty	Price
		\$

*Kit that include lighting, Electrical service and labor to install lights are not included.

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

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

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Exhibiting Company Name: _____

Booth Number(s) _____



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AUDIO VISUAL ORDER FORM

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

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

Item Description

Event Rental

LED Displays

75" Led Display	1350.00
65" Led Display	1800.00
55" Led Display	1000.00
49" Led Display	775.00
40" Led Display	600.00
32" Led Display	425.00
24" Led Display	275.00

Display Accessories

Dual Pole Floor Stand with Shelf	175.00
----------------------------------	--------

Multi Media Solutions

Blu Ray Player	125.00
Media Player	125.00

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

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

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

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

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

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

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

Please write down description below of item ordering below:

Item Description	QTY

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

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

Exhibiting Company Name: _____

Booth Number(s) _____



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EVENT LABOR EXHIBITOR SUPERVISED ORDER FORM

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

DISCOUNT PRICE DEADLINE:
January 4, 2022

Orders with payment in full must be received by January 4, 2022 for discounted prices.

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

Rate Information

Description	Discount	Standard
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 202.75	\$ 263.80
Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 304.13	\$ 395.70
Double time - All day Sunday and holidays	\$ 405.50	\$ 527.60

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

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

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

Labor check in & Out

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

Hours of Operation

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

Move In Dates & Times

1/18/2022; 8:00am-6:00pm

Move Out Dates & Times

1/20/2022; 2:00pm-7:00pm

Requesting Times

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

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

Description of labor requested

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

Estimate of Charges

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

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

Exhibiting Company Name: _____

Booth Number(s) _____



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EVENT LABOR VALLEY SUPERVISED ORDER FORM

DISCOUNT PRICE DEADLINE:
January 4, 2022

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Orders with payment in full must be received by January 4, 2022 for discounted prices.

Information & Requirements

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

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

Contact Person: _____ Phone: _____

Email: _____

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

Date Shipped: _____ Inbound Carrier: _____

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

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

Flooring/Carpet: ☐ With exhibit ☐ Rented from Valley

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

Graphic: ☐ With exhibit ☐ Shipped separately

Special Tools/Hardware/Equipment Required: _____

Ship to: _____

Outbound Shipping Information

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

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

If labels are provided where will they be: _____

Freight Charges: ☐ Prepaid ☐ Collect

Bill to: _____

Rate Information

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

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

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

Description	Discount	Standard
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 253.43	\$ 329.45
Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 380.15	\$ 494.18
Double time - All day Sunday and holidays	\$ 506.86	\$ 658.90

Description of labor requested

Estimate of Charges

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

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

Exhibiting Company Name: _____

Booth Number(s) _____



Register Here for Online Ordering...
<http://valleyexpodisplays.com/page/register>
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM
 FAX: 815.873.1544

FORKLIFT SERVICE ORDER FORM

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

DISCOUNT PRICE DEADLINE:
January 4, 2022

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

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

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

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

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

Important Information & Rates

Description	Discount Rate (per hour)	Standard Rate (per hour)
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 509.90	\$ 662.90
Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 764.85	\$ 994.35
Double time - All day Sunday and holidays	\$ 1019.80	\$ 1325.80

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

Move In Dates & Times

1/18/2022; 8:00am-6:00pm

Move Out Dates & Times

1/20/2022; 2:00pm-7:00pm

Hours of Operation

Required Information

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

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

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



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 FAX: 815.873.1544

VEHICLE PLACEMENT ORDER FORM

DISCOUNT PRICE DEADLINE:
January 4, 2022

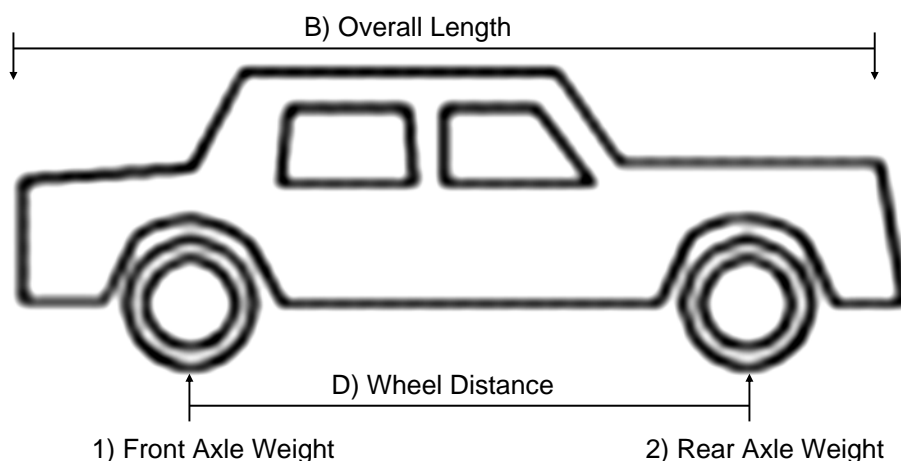
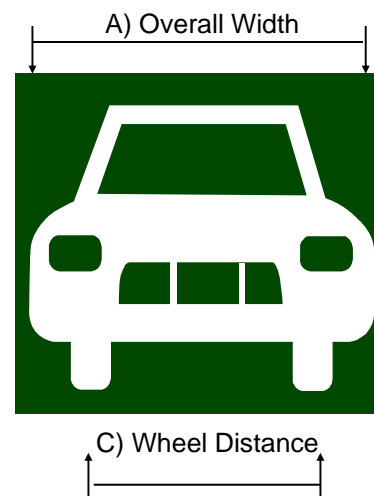
Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Valley Expo & Displays charges a round-trip fee of **\$220.00 per vehicle** to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. Valley personnel will receive equipment at show site and drive to the exhibitor booth. We will also handle the outbound as an inclusive service.

The City Fire Marshall requires disconnecting the battery, sealing the gas tank and placing a protective covering under the vehicle. Check local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.



Exhibiting Company Name: _____

Vehicle Description	A) Overall Width	B) Overall Length	Total Square Feet	C) Wheel Distance	D) Wheel Distance	1) Front Axle Wgt.	2) Rear Axle Wgt.	Total Weight
* For dual axle vehicles measure distance from the front wheel to between the back wheels						Total Due \$		

Booth Number(s) _____

Please indicate expected date and time vehicle will be arriving at the showsite	
Date	Time
	AM or PM
	AM or PM





Register Here for Online Ordering...
<http://valleyexpodisplays.com/page/register>
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM
 FAX: 815.873.1544

BOOTH & EXHIBIT PORTER SERVICE ORDER FORM

DISCOUNT PRICE DEADLINE:
January 4, 2022

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

Orders with payment in full must be received by **January 4, 2022** for discounted prices.

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

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

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

Carpet Vacuuming

	Sq. Ft.	X	Discount	Standard	=	Total
Once Prior to Show Opening	_____		\$ 0.65	\$ 0.85		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.15	\$ 1.50		_____

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

Porter Service

	Sq. Ft.	X	Discount	Standard	=	Total
Once Prior to Show Opening	_____		\$ 0.70	\$ 0.95		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.25	\$ 1.65		_____

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

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

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



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

Exhibiting Company Name: _____

Booth Number(s) _____



Register Here for Online Ordering...
<http://valleyexpodisplays.com/page/register>
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM
 FAX: 815.873.1544

SIGN & BANNER ORDER FORM

ORDERING DEADLINE:
January 4, 2022

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

This form can be used to order custom show cards and banners for your exhibit booth. **Custom signs and banners can be ordered in advance only.** We must receive your order with payment by **1/4/2022** to guarantee delivery.

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

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

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

Contact for sign questions: _____

Email: _____

Phone: _____

Exhibiting Company Name: _____

Booth Number(s) _____

	Description	Quantity	Price	Total
Foamcore Signs White Background	11" x 14"	_____	\$ 84.50	_____
	14" x 22"	_____	\$ 118.55	_____
	22" x 28"	_____	\$ 300.00	_____
	28" x 44"	_____	\$ 408.80	_____
Vinyl Banners White Background Only	2' X 4'	_____	\$ 206.20	_____
	2' X 6'	_____	\$ 247.65	_____
	2' X 8'	_____	\$ 372.25	_____
	Grommets for hanging are included			
Miscellaneous	Easel Back	_____	\$ 16.25	_____
	Sign Grommets	_____	\$ 6.00	_____
	Color Background	_____	\$ Add 25%	_____

Sign copy to be arranged: ☐ Horizontally ☐ Vertically

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

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

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



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**SUPPLIED DIGITAL
ART STANDARDS**

Wisconsin State Education Convention 2022

Wisconsin Center, January 19 - 20, 2022

DISCOUNT PRICE DEADLINE:
January 4, 2022

Supplied Digital Art Standards

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

Raster (Pixel-based) Art -

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

Use for:

Photographic or continuous tone images.

Vector Art -

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

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

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

Use for:

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

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

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

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

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

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

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

Still have questions?

Call 815-873-1500

or

E-mail: events@valleyexpodisplays.com



RUSH

EXHIBITOR MATERIAL

FROM:

HANGING SIGN SHIPMENT

TO:

EXHIBITING COMPANY

WISCONSIN STATE EDUCATION CONVENTION 2022

SHOW NAME

BOOTH NUMBER

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

Shipment **MUST** Arrive By:
1/13/2022

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

Carrier

Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

HANGING SIGN SHIPMENT

TO:

EXHIBITING COMPANY

WISCONSIN STATE EDUCATION CONVENTION 2022

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ABF FREIGHT
11307 W. ROGERS
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1/13/2022

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

Carrier

Number of pieces



FLORAL ORDER FORM

Name of Show:			
Location:		Show Dates:	
Exhibitor:		Booth Number:	
Bill to:		Email:	
Address:		City:	State: Zip:
Phone:	Fax:	Company Representative:	
Purchase Order #:	Job #:	Date Ordered:	
COMPLETE THIS BOX ONLY IF DESIGNER IS NEEDED ON SITE			
Booth Contact: _____		Contact Phone: _____	Available Time/Date: _____

PAYMENT INFORMATION

Circle one VISA MC AMEX DISCOVER

Name: _____

Card #: _____

Exp. Date: _____ CVV code: _____

Signature: _____

- Foliage plants and architectural containers on rental basis.
- Price includes: ***PLANT INSTALLATION, ARCHITECTURAL CONTAINERS, SERVICING THROUGHOUT THE SHOW, & DISMANTLING AT END OF SHOW***
- **NO ADJUSTMENTS NOR REFUNDS CAN BE MADE AFTER THE SHOW OPENING.**

Quantity	Tropical Plants <i>(Please specify quantity, heights, and variety)</i>	Price	Total
	Potted Ferns	\$66.40	
	2' Plants	\$97.50	
	3' Plants	\$101.05	
	4' Plants	\$116.50	
	5' Plants	\$151.55	
	6'-7' Plants	\$170.00	
	Containers for Plants: Black _____ White _____		
	<i>TALLER PLANTS ARE AVAILABLE, PLEASE INQUIRE IN ADVANCE</i>		
	Blooming Plants		
	Potted Mums <i>(Yellow, White, & Lavender)</i>	\$73.05	
	Potted Azaleas <i>(Red, Pink, & White)</i>	\$73.05	
	Bromeliads	\$73.05	
	Floral Arrangements Please Choose Tropical or Seasonal <i>(Please indicate desired colors)</i> <i>Floral Arrangements are only guaranteed for 3 days</i>		
	Small Arrangement <i>(12"x12")</i>	\$86.50	
	Medium Arrangement <i>(18"x14")</i>	\$110.00	
	Large Arrangement <i>(24"x18")</i>	\$132.50	
		Tax (8%)	
		TOTAL	

Floral Exhibits, Ltd.
2555 S Leavitt St.
Chicago, IL 60608

Phone #: 773.277.1888
Fax #: 773.277.1919
www.floralexhibits.com

PLEASE RETAIN A COPY FOR YOUR RECORDS



2022
**TRADE SHOW
FURNISHINGS**
.....
KIT CATALOG







BLANC



Blanc Sofa
Bright White Leather
75"W x 35"D x 35"H



Blanc Loveseat
Bright White Leather
54"W x 35"D x 35"H



Blanc Chair
Bright White Leather
33"W x 35"D x 35"H



Blanc Bench Ottoman
Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman
Bright White Leather
17"Square x 17"H

WHISPER



Whisper Sofa
White Leather
87"W x 37"D x 35"H



Whisper Loveseat
White Leather
61"W x 37"D x 35"H



Whisper Chair
White Leather
35"W x 37"D x 35"H



WHISPER



Whisper Bench Ottoman

White Leather
60"W x 24"D x 17"H



Whisper Square Ottoman

White Leather
40"Square x 17"H



Whisper Round Ottoman

White Leather
46"Round x 17"H

FUNCTION

Modular Seating Collection



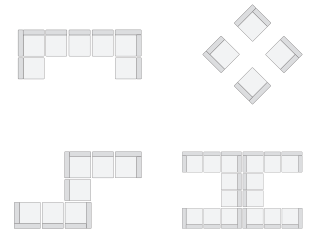
Function Armless Chair

White Leather
28"Square x 29"H



Function Corner

White Leather
28"Square x 29"H



CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

White Leather
82"W x 34"D x 31"H



Continental Reverse Curved Loveseat

White Leather
72"W x 34"D x 31"H



Continental Wedge Ottoman

White Leather
30"W x 34"D x 19"H



CONTINENTAL

Modular Seating Collection



Continental Curved Bench

White Leather
70"W x 26"D x 19"H



Continental Half Moon Ottoman

White Leather
33"W x 19"D x 19"H

SOPHISTICATION

Modular Seating Collection



Sophistication Sofa

White Leather
72"W x 31"D x 48"H



Sophistication Loveseat

White Leather
48"W x 31"D x 48"H



Sophistication Chair

White Leather
24"W x 31"D x 48"H



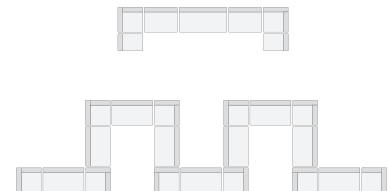
Sophistication Corner

White Leather
31"Square x 48"H



Sophistication Ottoman

White Leather
31"Square x 19"H





BOCA

Modular Seating Collection



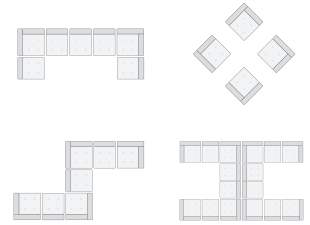
Boca Corner

Black Leather
22"W x 27"D x 30"H



Boca Armless

Black Leather
27"Square x 30"H



METRO



Metro Sofa

Black Leather
85"W x 35"D x 35"H



Metro Loveseat

Black Leather
60"W x 35"D x 35"H



Metro Chair

Black Leather
35"Square x 35"H



Metro Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

Black Leather
60"W x 24"D x 17"H



SUAVE MIDNIGHT



Suave Midnight Sofa

Midnight Suede
77"W x 36"D x 33"H



Suave Midnight Loveseat

Midnight Suede
54"W x 36"D x 33"H



Suave Midnight Chair

Midnight Suede
32"W x 36"D x 33"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

Charcoal Leather
82"W x 36"D x 36"H



Grammercy Loveseat

Charcoal Leather
57"W x 36"D x 36"H



Grammercy Chair

Charcoal Leather
28"W x 36"D x 36"H



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H
Also Available in Bench Ottoman
60"W x 24"D x 17"H



PARMA



Parma Sofa
Brown Leather
79"W x 37"D x 36"H



Parma Loveseat
Brown Leather
56"W x 37"D x 36"H



Parma Chair
Brown Leather
33"W x 37"D x 36"H



Parma Bench Ottoman
Brown Leather
60"W x 24"D x 17"H

MONTANA MOCHA



Montana Mocha Sofa
Mocha Tan Fabric
79"W x 35"D x 34"H



Montana Mocha Loveseat
Mocha Tan Fabric
57"W x 35"D x 34"H



Montana Mocha Chair
Mocha Tan Fabric
35"Square x 34"H



MADISON



Madison Sofa

Tan Fabric
86"W x 34"D x 34"H



Madison Chair

Tan Fabric
33"W x 34"D x 34"H



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottoman - Willow

Green Fabric
24"Square x 17"H



Madison Ottoman - Sand Dollar

Tan Fabric
24"Square x 17"H



Madison Ottoman - Apricot

Orange Fabric
24"Square x 17"H



Madison Ottoman - Sunflower

Yellow Fabric
24"Square x 17"H



CHANDLER



Chandler Sofa

Red Leather
76"W x 37"D x 35"H



Chandler Loveseat

Red Leather
53"W x 37"D x 35"H



Chandler Chair

Red Leather
31"W x 37"D x 35"H



Chandler Bench Ottoman

Red Leather
60"W x 24"D x 17"H

EVOKE



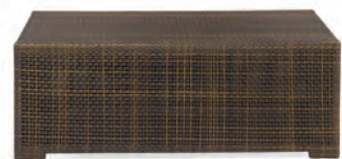
Evoke Sofa

Coffee Resin Frame with Tan Cushions
81"W x 35"D x 27"H



Evoke Chair

Coffee Resin Frame with Tan Cushions
33"W x 35"D x 27"H



Evoke Cocktail Table

Coffee Resin Frame
48"W x 24"D x 18"H

EVOKE



Evoke End Table

Coffee Resin Frame
24"W x 28"D x 25"H



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

STAGE CHAIRS



Midnight Stage Chair

Midnight Microfiber
25"L x 26"D x 37"H



Chamois Stage Chair

Beige Microfiber
25"L x 26"D x 37"H



Buckskin Stage Chair

Tan Microfiber
25"L x 26"D x 37"H



Empire Chair

■ Black Leather
□ White Leather
28"L x 32"D x 32"H



Ibiza Chair

■ Black Leather
□ White Leather
31"L x 35"D x 32"H



Tulip Chair

Black Fabric/Tilt Back/Caster Feet
27"L x 26"D x 35"H



STAGE CHAIRS



Monarch Chair

Bright White Leather
28" Square x 30"H

OTTOMANS & BENCHES



Curved Bench

Continental White Leather
70"W x 26"D x 19"H



Square Ottoman

■ Metro Black Leather
□ Whisper White Leather
■ Grammercy Charcoal Leather
40" Square x 17"H



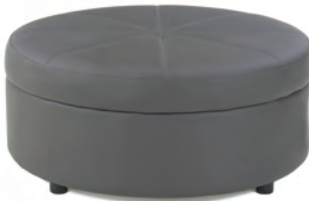
Bench Ottoman

■ Metro Black Leather
□ Whisper White Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
■ Parma Brown Leather
60"W x 24"D x 17"H



Essentials Storage Ottoman

White Leather with Locking Mechanism
48"W x 24"D x 20"H
Lock Not Included



Round Ottoman

■ Grammercy Charcoal Leather
□ Whisper White Leather
46" Round x 17"H



1/4 Round Ottoman

■ Grammercy Charcoal Leather
□ Whisper White Leather
34"W x 19"D x 17"H



OTTOMANS & BENCHES



Madison Sky Bench

Teal Fabric
48"W x 24"D x 17"H



Madison Ottomans

Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24"Square x 17"H

BANQUETTES



Essentials Banquette

White Leather
60"Round x 48"H (2 Pieces)



Whisper Banquette

White Leather
59"Round x 38"H (2 Pieces)



Grammercy Banquette

Charcoal Leather
59"Round x 38"H (2 Pieces)

TURNING BEDS



Essentials Turning Bed

White Leather
96"W x 48"D x 36"H



CUBE OTTOMANS



Regency Cube Ottomans

From left to right: Orange Fabric, Teal Fabric, Ruby Fabric, Camel Fabric, Apple Fabric, Fuchsia Fabric
18"Square x 18"H



Cube Ottomans

From left to right: Blanc Bright White Leather (17"Square x 17"H), Whisper White Leather, Metro Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl
18"Square x 18"H



Essentials Turning Bed - Charged

White Leather
96"W x 48"D x 25"H

**White slip cover available for black charging unit.
Maximum of 1 bed per power source.



Boca Corner - Charged

Bright White Leather
27"Square x 30"H

**Maximum of 4 daisy linked together per power source.*



Boca Chair - Charged

Bright White Leather
22"W x 27"D x 30"H

**Maximum of 4 daisy linked together per power source.*



CHARGED



Aspen Bar Table - Charged

White / Brushed Steel
72"W x 26"D x 42"H

**Maximum of 1 table per power source.*



Aspen Cocktail Table - Charged

White / Brushed Steel
48"W x 24"D x 18"H

**Maximum of 1 table per power source.*



White Conference Table - Charged

White
96"W x 43"D x 30"H

**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

Bright White Leather
28"W x 31"D x 31"H

**Maximum of 6 daisy linked together per power source.*



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H

**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES



Tribeca Tables

End Table Wood/Black
24"W x 28"D x 22"H

Console Table Wood/Black
48"W x 18"D x 30"H

Cocktail Table Wood/Black
48"W x 28"D x 19"H



Harmony Tables

End Table Wood/Esspresso
24"Round x 22"H

Console Table Wood/Esspresso
52"W x 18"D x 30"H

Cocktail Table Wood/Esspresso
51"W x 28"D x 18"H



Novel Tables

End Table Satin Steel
15"Square x 16"H

Cocktail Table Satin Steel
46"W x 15"D x 16"H



OCCASIONAL TABLES



Aria Tables Red

End Table Red/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Red/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Green

End Table Green/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Green/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Blue

End Table Blue/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Blue/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Purple

End Table Purple/Brushed Steel
24"W x 20"D x 22"H
Cocktail Table Purple/Brushed Steel
44"W x 20"D x 18"H



Aria Tables White

End Table White/Brushed Steel
24"W x 20"D x 22"H
Console Table White/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table White/Brushed Steel
44"W x 20"D x 18"H



Aria Tables Charcoal

End Table Storm Grey/Brushed Steel
24"W x 20"H x 22"H
Console Table Storm Grey/Brushed Steel
44"W x 20"D x 30"H
Cocktail Table Storm Grey/Brushed Steel
44"W x 20"D x 18"H



Fuze Tables

End Table Chrome/Zebra wood Laminate
24"Square x 23"H
Console Table Chrome/Zebra wood Laminate
60"W x 16"D x 34"H
Cocktail Table Chrome/Zebra wood Laminate
40"Square x 16"H



London Tables

End Table Chrome/Marble
24"Square x 23"H
Console Table Chrome/Marble
60"W x 16"D x 34"H
Cocktail Table Chrome/Marble
40"Square x 16"H



Brooklyn Tables

End Table Square - Chrome
22"Square x 20"H
End Table Round - Chrome
20"Round x 20"H
Cocktail Table Rectangle - Chrome
42"W x 24"D x 16"H
Cocktail Table Round - Chrome
30"Round x 16"H



OCCASIONAL TABLES



Vivid Tables

End Table - Smoked Powder Coat Finish
26" Square x 21"H
Console Table - Smoked Powder Coat Finish
50"W x 24"D x 30"H
Cocktail Table - Smoked Powder Coat Finish
50"W x 24"D x 16"H



Club Tables

End Table
44"W x 22"D x 18"H
Cocktail Table
22" Square x 18"H
(Includes built in Wireless LED Lighting)



Rose Table

17" Round x 17"H



Zanzibar Table

17" Square



Cube End Tables

■ Black 24"
□ White 24"
24" Square x 21"H



Cube Cocktail Tables

■ Black 24"
□ White 24"
24" Square x 16"H



Phoebe Tables

From left to right: Yellow, Lime Green, Rose, Gold, Teal
17" Round x 22"H



Hylton Tablet Table

White/Brushed Steel
18"W x 12"D x 28"H



BARS & BAR BACKS



VIP Glow Bar 6'

Frosted Plexi with Built-in Wireless LED Kit
 72"W x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control



VIP Glow Bar 4'

Frosted Plexi with Built-in Wireless LED Kit
 48"W x 24"D x 42"H(Bar)
 13"D x 18"H (Shelf)
 *Includes remote control



Agile Bar

■ Black with 2 shelves in back
 □ White with 2 shelves in back
 48"W x 16"D x 42"H



Blox Bar Back

Walnut/Brushed Metal
 30"W x 16"D x 86"H
 Please Inquire About Shelf Dimensions



Piazza Bar Back

■ Black
 □ White
 44"W x 12"D x 79"H
 13"W x 14"H (Inside Shelf)

BAR STOOLS



Vienna Stool

■ Gray Acrylic
 ■ Orange Acrylic
 ■ Teal Acrylic
 17"Square x 39"H



Criss Cross Bar Stool

■ Espresso Leather
 □ White Leather
 15"W x 19"D x 41"H



Escape Stool

Natural Maple
 16"Square x 41"H



Silk Back Bar Stool

■ Black ■ Green
 □ White ■ Purple
 ■ Blue ■ Red
 17"W x 18"D x 42"H



Euro Bar Stool

Black
 22"W x 24"D x 42"H



Hourglass Bar Stool

■ Black
 □ White
 18"W x 20"D x 43"H



Equino Stool

■ Black
 □ White
 15"W x 13"D x 35"H



BAR STOOLS



Nexus Stool
White
19"W x 20"D x 44"H



Clara Stool
White
17"W x 21"D x 41"H



Marcus Bar Stool
Steel
17"Square (at footbase) x 29"H



Regal Stool
Brown Leather
19"W x 24"D x 45"H



Caprice Stool
Black Fabric
25"W x 26"D x 44"H



Sonic Stool
Black
22"W x 23"D x 42"H

CAFE CHAIRS



Vienna Chair
Gray Acrylic
Orange Acrylic
Teal Acrylic
21"Square x 32"H



Silk Back Chair
Black
White
Blue
Green
Purple
Red
17"W x 18"D x 34"H

CAFE CHAIRS



Nexus Chair

White
19"W x 22"D x 32"H



Clara Chair

White
18"W x 21"D x 34"H



Leslie Chair

White
17"W x 21"D x 31"H



Criss Cross Chair

■ Espresso Leather
□ White Leather
17"W x 21"D x 35"H



Elio Chair

Steel
17" Square x 33"H



Caprice Chair

Black
25"W x 24"D x 32"H



Comet Chair

Black
23"W x 22"D x 32"H (With Arms)
19"W x 22"D x 32"H (Without Arms)



Regal Dining Chair

Brown Leather
19"W x 23"D x 38"H



Sonic Chair

Black
20"W x 21"D x 32"H



CAFE CHAIRS



Escape Chair

Natural Maple
17"W x 16"D x 32"H

BAR TABLES



Euro Bar Table

Black/Black 30"
30"Round x 42"H
Black/Black 36"
36"Round x 42"H



Silk Bar Table

Black/Chrome 30"
30"Round x 42"H
Black/Chrome 36"
36"Round x 42"H



City Bar Table

Maple/Black 30"
30"Round x 42"H
Maple/Black 36"
36"Round x 42"H



Park Ave Bar Table

Maple/Chrome 30"
30"Round x 42"H
Maple/Chrome 36"
36"Round x 42"H



Summit Bar Table

White/Black 30"
30"Round x 42"H
White/Black 36"
36"Round x 42"H



Blanco Round Bar Table

White/Chrome 30"
30"Round x 42"H
White/Chrome 36"
36"Round x 42"H

A red rectangular table with a chrome-plated metal base. The base consists of a central vertical pole and four legs that cross at the bottom, forming an X-shape. The table is shown against a white background.

A blue rectangular table with a chrome-plated metal base. The base consists of a central vertical pole and four legs that cross at the bottom, forming an X-shape. The table is shown against a white background.

A purple rectangular table with a chrome-plated metal base. The base consists of a central vertical pole and four legs that cross at the bottom, forming an X-shape. The table is shown against a white background.

A green rectangular table with a chrome-plated metal base. The base consists of a central vertical pole and four legs that splay outwards in an X-shape. The table top is a solid green rectangle.

Zinc Bar Table
Chrome
24"Round x 42"H

BAR TABLES



Aspen Bar Table

White/Brushed Steel
72"W x 26"D x 42"H

CAFÉ TABLES



Euro Café Table

Black/Black 30"
30"Round x 30"H
Black/Black 36"
36"Round x 30"H



Silk Café Table

Black/Chrome 30"
30"Round x 30"H
Black/Chrome 36"
36"Round x 30"H



Park Ave Café Table

Maple/Chrome 30"
30"Round x 30"H
Maple/Chrome 36"
36"Round x 30"H



City Café Table

Maple/Black 30"
30"Round x 30"H
Maple/Black 36"
36"Round x 30"H



Summit Café Table

White/Black 30"
30"Round x 30"H
White/Black 36"
36"Round x 30"H



Blanco Café Table

White/Chrome 30"
30"Round x 30"H
White/Chrome 36"
36"Round x 30"H



CAFÉ TABLES



Fuze Café Table
Zebrawood Laminate/Chrome
36"Square x 30"H



Blanco Square Café Table
White/Chrome Rectangle
24"Square x 30"H



Blanco Rectangle Café Table
White/Chrome Rectangle
72"W x 24"D x 30"H



Spectrum Café Table Red
Red/Chrome
24"Square x 30"H



Spectrum Café Table Blue
Blue/Chrome
24"Square x 30"H



Spectrum Café Table Purple
Purple/Chrome
24"Square x 30"H



Spectrum Café Table Green
Green/Chrome
24"Square x 30"H



Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

☒ Black
☐ White
 25"Square x 44"H



Goal Task Chair

Black
25"W x 24"D x 39"H



Goal Task Chair Armless

Black
21"W x 24"D x 39"H

OFFICE SEATING



**Enterprise High Back
Conference Chair**

Black Fabric
25"W x 27"D x 45"H



**Enterprise Mid Back
Conference Chair**

Black Fabric
24"W x 26"D x 39"H



Enterprise Guest Chair

Black Fabric
25"W x 27"D x 37"H



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool Armless

Black
21"W x 24"D x 48"H

CONFERENCE TABLES



Conference Table Round

■ Black
■ Mahogany
42"Round x 29"H



Conference Table Rectangle

■ Black 6'	■ Black 8'
■ Mahogany 6'	■ Mahogany 8'
■ Maple 6'	■ Maple 8'
■ White 6'	■ White 8'

72"W x 36"D x 30"H 96"W x 48"D x 30"H



OFFICE FURNITURE



Computer Kiosk

☒ Black
☐ White
 24" Square x 42"H



Computer Counter

Graphite
 48"W x 24"D x 42"H



Computer Desk

Graphite
 48"W x 24"D x 29"H



5 Shelf Bookcase

☒ Black
☒ Mahogany
 36"W x 12"D x 72"H



Black Credenza

Black
 60"W x 20"D x 29"H



Black Double Pedestal Desk

Black
 60"W x 30"D x 29"H



Genoa Storage Credenza

Mahogany 2 Filing Cabinets
 2-Drawers-Inside Shelves
 66"W x 20"D x 29"H



Genoa Kneespace Credenza

Mahogany 2 Filing Cabinets/2-Drawers
 66"W x 20"D x 29"H



Genoa Executive Desk

Mahogany Double Pedestal-Locking Drawers
 72"W x 36"D x 29"H



OFFICE FURNITURE



Vivid Café Table Square

Clear Glass/Smoked Powder Coat Finish
42"Square x 30"H



Vivid Café Table Rectangle

Clear Glass/Smoked Powder Coat Finish
60"W x 36"D x 30"H



Brooklyn Rectangle Dining Table

Clear Glass/Chrome
60"W x 36"D x 30"H



Brooklyn Round Dining Table

Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H



Brio Dining Table

Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H



METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"W x 25"D x 29"H
Black Legal
18"W x 25"D x 29"H



4-Drawer File

Black Letter
15"W x 25"D x 52"H
Black Legal
18"W x 25"D x 52"H



2-Drawer Lateral File

Black (Pictured)
36"W x 18"D x 27"H
Black (Not Pictured)
36"W x 20"D x 29"H



4-Drawer Lateral File

Black
36"W x 18"D x 54"H



Storage Cabinet

Black
36"W x 18"D x 72"H



PEDESTALS



Display Pedestals 42"

- Black
14" Square x 42"H
- Black
24" Square x 42"H
- Black
18" Square x 42"H
- White
14" Square x 42"H



Display Pedestals 36"

- Black
14" Square x 36"H
- Black
24" Square x 36"H
- White
14" Square x 36"H
- White
24" Square x 36"H



Display Pedestals 30"

- Black
14" Square x 30"H
- Black
24" Square x 30"H
- Black
18" Square x 30"H
- White
14" Square x 30"H



Locking Pedestal

- Black
 - White
- 24" Square x 42"H



Fuze Pedestal

- Zebra wood Laminate/Chrome
- 16" Square x 44"H



London Pedestal

- Marble/Chrome
- 16" Square x 44"H



MISCELLANEOUS ITEMS



Stanchion

Chrome
41"H

Stanchion Rope

Red Velour
6'L



Nero Literature Rack

Black
15"W x 12"D x 54"H



Argento Literature Rack

Aluminum
15"W x 12"D x 54"H



Alto Literature Rack

Black/Metal
11"W x 10"D x 57"H



Compact Refrigerator

White 4 Cu Ft
21"W x 22"D x 32"H



iPad® Stand

■ Black
□ Silver

14"W x 42"H

(Fits 2nd, 3rd, or 4th iPad® generations. Can be positioned in portrait or landscape views.)

*Apple® and iPad® are registered trademarks of Apple Inc.

LIGHTING



Brushed Steel Lamps

Table Lamp White/Steel
26"H

Floor Lamp White/Steel
66"H



Brushed Nickel Lamps

Table Lamp White/Nickel
29"H

Floor Lamp White/Nickel
60"H



Rubbed Bronze Lamps

Table Lamp White/Bronze
28"H

Floor Lamp White/Bronze
60"H



Brushed Steel Lamps

Table Lamp Red/Steel
26"H

Floor Lamp Red/Steel
66"H

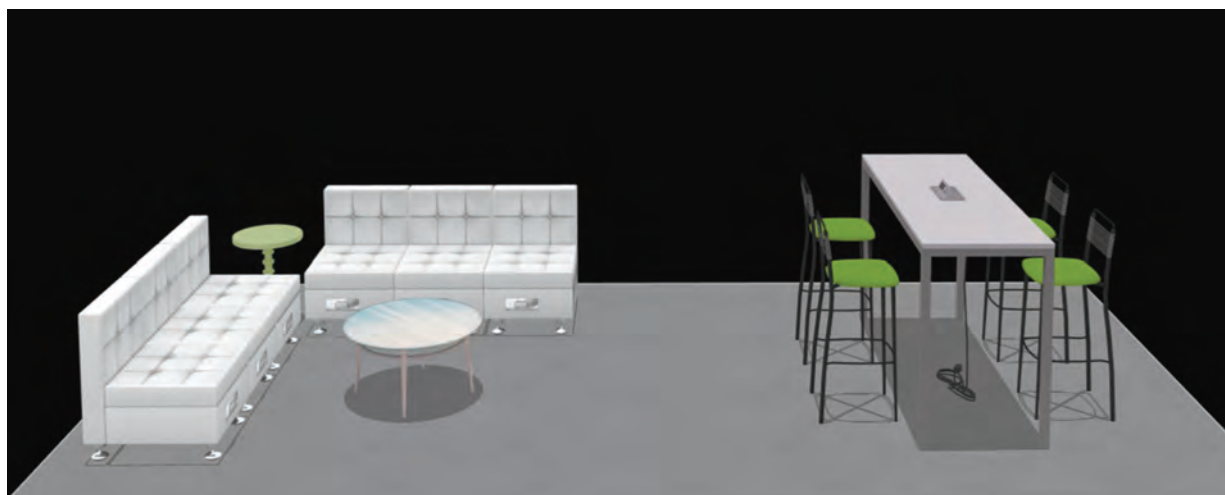


Neutrino Floor Lamp

Steel
67"H



DESIGN YOUR BOOTH SPACE **YOUR WAY**



10x20 Booth Footprint

Boca Chair - Charged • Brooklyn Round Cocktail Table • Phoebe Table - Lime Green
Aspen Bar Table - Charged • Silk Back Stool - Green



10x10 Booth Footprint

Madison Chair • Madison Bench - Apricot
Phoebe Table - Hazelnut • Blox Bar Back



10x10 Booth Footprint

Patrice Tablet Chair - Charged • Brooklyn Round End Table
Equino Stool - Black • Chardonnay Bar Table



20x20 Booth Footprint

Grammercy Loveseats • Grammercy Corner • Brooklyn Round Cocktail Table • Monarch Chairs • Brooklyn Round End Table
Piazza Bar Back - Espresso • Silk Back Stools - Black • Aspen Bar Tables - Charged • 6' VIP Bar





Speciality Furnishings Order Form

Email: events@valleyexpodisplays.com

Fax: 815-873-1544

TRADE SHOW INFORMATION

Show Name		Exhibiting Company Name	
Show Dates		Booth #	
Venue Name		Onsite Contact Name	
Venue Address		Onsite Contact Email	
		Onsite Contact Cell #	

All Furniture Subject to Availability

Terms & Conditions: **Payments:** Payment terms - 100% Payment due prior to delivery to secure the order.
Cancellation Fee: 50% cancellation fee on orders cancelled prior to Move In, a 100% charge will be applied for orders cancelled after move-in begins.
Show Site Orders: Show Site orders will be based on availability and charged a Late Fee. Please contact Valley Expo & Displays for late fee cost.
Advance Pricing: Payment and order form must be received by advanced date published on the General Show Information pages to receive advance pricing.

Item Number	Weight		Dimensions	Advance	Floor	Qty.	Total
Blanc							
18228-0847	100 lbs.	Blanc Sofa	75"W x 35"D x 35"H	\$992.00	\$1,289.60		
18167-0614	90 lbs.	Blanc Loveseat	54"W x 35"D x 35"H	\$945.50	\$1,229.15		
18284-0834	75 lbs.	Blanc Chair	33"W x 35"D x 35"H	\$790.50	\$1,027.65		
18024-0072	40 lbs.	Blanc Bench Ottoman	48"W x 24"D x 18"H	\$472.75	\$614.58		
18184-0274	15 lbs.	Blanc Cube	17"Square	\$162.75	\$211.58		
Whisper							
18228-0607	115 lbs.	Whisper White Leather Sofa	87"W x 37"D x 35"H	\$945.50	\$1,229.15		
18167-0471	90 lbs.	Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$906.75	\$1,178.78		
18284-0487	60 lbs.	Whisper White Leather Chair	35"W x 37"D x 35"H	\$751.75	\$977.28		
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$418.50	\$544.05		
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$418.50	\$544.05		
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$418.50	\$544.05		
Function							
18284-0554	38 lbs.	Function White Leather Armless Chair	28"Square x 29"H	\$503.75	\$654.88		
18066-0016	27 lbs.	Function White Leather Corner	28"Square x 29"H	\$542.50	\$705.25		
Continental							
18303-0001	105 lbs.	Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	\$976.50	\$1,269.45		
18304-0001	105 lbs.	Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	\$945.50	\$1,229.15		
18296-0005	35 lbs.	Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$418.50	\$544.05		
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$496.00	\$644.80		
18184-0132	30 lbs.	Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$418.50	\$544.05		
Sophistication							
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$976.50	\$1,269.45		
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$658.75	\$856.38		
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$496.00	\$644.80		
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$496.00	\$644.80		
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$372.00	\$483.60		
Boca							
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$542.50	\$705.25		
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$503.75	\$654.88		
Metro							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$813.75	\$1,057.88		
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$782.75	\$1,017.58		
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$612.25	\$795.93		
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$418.50	\$544.05		
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$418.50	\$544.05		
Suave Midnight							
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$713.00	\$926.90		
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$620.00	\$806.00		
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$465.00	\$604.50		
Grammercy							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$906.75	\$1,178.78		
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$790.50	\$1,027.65		
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$503.75	\$654.88		
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$581.25	\$755.63		
Parma							
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"W x 37"D x 36"H	\$813.75	\$1,057.88		
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"W x 37"D x 36"H	\$782.75	\$1,017.58		
18284-0710	75 lbs.	Parma Brown Leather Chair	33"W x 37"D x 36"H	\$612.25	\$795.93		
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$418.50	\$544.05		
Montana Mocha							
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$767.25	\$997.43		
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$674.25	\$876.53		
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$519.25	\$675.03		
Madison							
18228-0823	100 lbs.	Madison Sofa	86"W x 34"D x 34"H	\$945.50	\$1,229.15		
18284-0794	75 lbs.	Madison Chair	33"W x 34"D x 34"H	\$550.25	\$715.33		
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$387.50	\$503.75		
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$248.00	\$322.40		
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$248.00	\$322.40		
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$248.00	\$322.40		
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$248.00	\$322.40		
Chandler							
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$813.75	\$1,057.88		

18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$782.75	\$1,017.58		
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$612.25	\$795.93		
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$418.50	\$544.05		
Evoke							
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,232.25	\$1,601.93		
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$658.75	\$856.38		
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$418.50	\$544.05		
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$372.00	\$483.60		
13110-0008	10 lbs.	Evoke Cube	18"Square	\$263.50	\$342.55		
Stage Chairs							
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$302.25	\$392.93		
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$302.25	\$392.93		
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$302.25	\$392.93		
18284-0621	80 lbs.	Empire Chair Black Leather	28"W x 32"D x 32"H	\$542.50	\$705.25		
18284-0564	80 lbs.	Empire Chair White Leather	28"W x 32"D x 32"H	\$542.50	\$705.25		
18284-0590	50 lbs.	Ibiza Black Leather Chair	31"W x 35"D x 32"H	\$751.75	\$977.28		
18284-0449	50 lbs.	Ibiza White Leather Chair	31"W x 35"D x 32"H	\$751.75	\$977.28		
05035-0028	65 lbs.	Tulip Black Fabric Chair	26"W x 27"D x 35"H	\$325.50	\$423.15		
18284-0785	24 lbs.	Monarch Chair - Bright White	28"Square x 30"H	\$620.00	\$806.00		
Ottomans & Benches							
18184-0131	75 lbs.	Continental White Leather Curved Bench	70"W x 26"D x 19"H	\$496.00	\$644.80		
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$418.50	\$544.05		
18184-0034	65 lbs.	Whisper White Leather Square Ottoman	40"Square x 17"H	\$418.50	\$544.05		
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$418.50	\$544.05		
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$418.50	\$544.05		
18024-0003	43 lbs.	Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$418.50	\$544.05		
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$418.50	\$544.05		
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$418.50	\$544.05		
18024-0061	43 lbs.	Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	\$418.50	\$544.05		
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$581.25	\$755.63		
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$418.50	\$544.05		
18184-0038	64 lbs.	Whisper White Leather Round Ottoman	46"Round x 17"H	\$418.50	\$544.05		
18184-0028	15 lbs.	Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	\$255.75	\$332.48		
18184-0030	15 lbs.	Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$255.75	\$332.48		
18184-0256	35 lbs.	Madison Sky Bench	4"W x 24"D x 17"H	\$387.50	\$503.75		
18184-0252	20 lbs.	Madison Ottoman - Willow	24"Square x 17"H	\$248.00	\$322.40		
18184-0253	20 lbs.	Madison Ottoman - Sand Dollar	24"Square x 17"H	\$248.00	\$322.40		
18184-0254	20 lbs.	Madison Ottoman - Apricot	24"Square x 17"H	\$248.00	\$322.40		
18184-0255	20 lbs.	Madison Ottoman - Sunflower	24"Square x 17"H	\$248.00	\$322.40		
Banquettes & Turning Beds							
18011-0011	185 lbs.	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$1,232.25	\$1,601.93		
18011-0001	130 lbs.	Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	\$1,232.25	\$1,601.93		
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,232.25	\$1,601.93		
02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,480.25	\$1,924.33		
Cube Ottomans							
18184-0198	15 lbs.	Regency Orange Cube	18"Square	\$162.75	\$211.58		
18184-0196	15 lbs.	Regency Teal Cube	18"Square	\$162.75	\$211.58		
18184-0197	15 lbs.	Regency Ruby Cube	18"Square	\$162.75	\$211.58		
18184-0200	15 lbs.	Regency Camel Cube	18"Square	\$162.75	\$211.58		
18184-0193	15 lbs.	Regency Apple Cube	18"Square	\$162.75	\$211.58		
18184-0199	15 lbs.	Regency Fuchsia Cube	18"Square	\$162.75	\$211.58		
18184-0274	15 lbs.	Blanc Cube	17"Square	\$162.75	\$211.58		
18184-0129	15 lbs.	Cube Ottoman - White	18"Square	\$162.75	\$211.58		
18184-0128	15 lbs.	Cube Ottoman - Black	18"Square	\$162.75	\$211.58		
18200-0001	15 lbs.	Cube Ottoman - Red	18"Square	\$162.75	\$211.58		
18200-0002	15 lbs.	Cube Ottoman - Green	18"Square	\$162.75	\$211.58		
18200-0003	15 lbs.	Cube Ottoman - Blue	18"Square	\$162.75	\$211.58		
18200-0004	15 lbs.	Cube Ottoman - Purple	18"Square	\$162.75	\$211.58		
Charged							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,643.00	\$2,135.90		
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$620.00	\$806.00		
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$573.50	\$745.55		
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$961.00	\$1,249.30		
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$542.50	\$705.25		
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,294.25	\$1,682.53		
18284-0812	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$596.75	\$775.78		
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$906.75	\$1,178.78		
Occasional Tables							
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$294.50	\$382.85		
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$325.50	\$423.15		
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$310.00	\$403.00		
12107-0281	30 lbs.	Harmony End Table	24"Round x 22"H	\$294.50	\$382.85		
12230-0080	55 lbs.	Harmony Console Table	52"W x 18"D x 30"H	\$325.50	\$423.15		
12055-0272	60 lbs.	Harmony Cocktail Table	51"W x 28"D x 18"H	\$310.00	\$403.00		
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$372.00	\$483.60		
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$418.50	\$544.05		
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$294.50	\$382.85		
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$310.00	\$403.00		
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$294.50	\$382.85		
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$310.00	\$403.00		
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$294.50	\$382.85		
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$310.00	\$403.00		

99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$294.50	\$382.85		
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$310.00	\$403.00		
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$294.50	\$382.85		
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$325.50	\$423.15		
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$310.00	\$403.00		
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$294.50	\$382.85		
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$325.50	\$423.15		
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$310.00	\$403.00		
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$317.75	\$413.08		
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$356.50	\$463.45		
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$387.50	\$503.75		
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$317.75	\$413.08		
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$387.50	\$503.75		
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$356.50	\$463.45		
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$271.25	\$352.63		
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round x 20"H	\$271.25	\$352.63		
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$302.25	\$392.93		
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round x 16"H	\$302.25	\$392.93		
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$294.50	\$382.85		
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$325.50	\$423.15		
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$310.00	\$403.00		
12107-0331	35 lbs.	Club End Table w/ Built-in LED Lighting	22"Square x 18"H	\$372.00	\$483.60		
12055-0318	55 lbs.	Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	\$418.50	\$544.05		
12003-0038	15 lbs.	Rose Table	17"Round x 17"H	\$325.50	\$423.15		
12003-0039	20 lbs.	Zanzibar Table	17"Square	\$325.50	\$423.15		
12107-0296	50 lbs.	Cube, Black 24" End Table	24"Square x 21"H	\$302.25	\$392.93		
12107-0297	55 lbs.	Cube, White 24" End Table	24"Square x 21"H	\$302.25	\$392.93		
12055-0285	40 lbs.	Cube, Black 24" Cocktail Table	24"Square x 16"H	\$294.50	\$382.85		
12055-0286	40 lbs.	Cube, White 24" Cocktail Table	24"Square x 16"H	\$294.50	\$382.85		
12003-0056	11 lbs.	Phoebe Table - Yellow	17"Round x 22"H	\$193.75	\$251.88		
12003-0052	11 lbs.	Phoebe Table - Lime Green	17"Round x 22"H	\$193.75	\$251.88		
12003-0053	11 lbs.	Phoebe Table - Rose	17"Round x 22"H	\$193.75	\$251.88		
12003-0051	11 lbs.	Phoebe Table - Gold	17"Round x 22"H	\$193.75	\$251.88		
12003-0074	11 lbs.	Phoebe Table - Teal	17"Round x 22"H	\$193.75	\$251.88		
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$263.50	\$342.55		
Bars & Bar Backs							
05012-0026	185 lbs.	VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	\$1,077.25	\$1,400.43		
05012-0024	130 lbs.	VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	\$906.75	\$1,178.78		
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$496.00	\$644.80		
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$496.00	\$644.80		
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$620.00	\$806.00		
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$581.25	\$755.63		
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$581.25	\$755.63		
Bar Stools							
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$310.00	\$403.00		
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$310.00	\$403.00		
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$310.00	\$403.00		
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$279.00	\$362.70		
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$279.00	\$362.70		
05237-0036	15 lbs.	Escape Bar Stool - Natural Maple	16"Square x 41"H	\$232.50	\$302.25		
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$263.50	\$342.55		
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$263.50	\$342.55		
99-05237-06	20 lbs.	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$263.50	\$342.55		
99-05237-03	20 lbs.	Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$263.50	\$342.55		
99-05237-04	20 lbs.	Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	\$263.50	\$342.55		
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$263.50	\$342.55		
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$263.50	\$342.55		
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$286.75	\$372.78		
05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$286.75	\$372.78		
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$286.75	\$372.78		
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$286.75	\$372.78		
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$240.25	\$312.33		
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$279.00	\$362.70		
05237-0215	15 lbs.	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$209.25	\$272.03		
05237-0156	20 lbs.	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$286.75	\$372.78		
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$286.75	\$372.78		
05237-0042	15 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$232.50	\$302.25		
Café Chairs							
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$193.75	\$251.88		
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$193.75	\$251.88		
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$193.75	\$251.88		
99-05035-10	20 lbs.	Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$162.75	\$211.58		
99-05035-11	20 lbs.	Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$162.75	\$211.58		
99-05035-15	20 lbs.	Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$162.75	\$211.58		
99-05035-12	20 lbs.	Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$162.75	\$211.58		
99-05035-13	20 lbs.	Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$162.75	\$211.58		
99-05035-14	20 lbs.	Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$162.75	\$211.58		
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$193.75	\$251.88		
05035-0048	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$186.00	\$241.80		
05035-0008	10 lbs.	Leslie Chair - White	17"W x 21"D x 31"H	\$147.25	\$191.43		
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$186.00	\$241.80		
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$186.00	\$241.80		

05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$162.75	\$211.58		
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$162.75	\$211.58		
14233-0005	20 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$224.75	\$292.18		
14233-0006	15 lbs.	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$209.25	\$272.03		
05221-0039	20 lbs.	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$232.50	\$302.25		
14233-0016	10 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H	\$162.75	\$211.58		
05035-0009	10 lbs.	Escape Chair - Natural Maple	17"W x 16"D x 32"H	\$162.75	\$211.58		
Bar Tables							
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$294.50	\$382.85		
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$302.25	\$392.93		
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$294.50	\$382.85		
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$302.25	\$392.93		
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$294.50	\$382.85		
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$302.25	\$392.93		
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$294.50	\$382.85		
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$302.25	\$392.93		
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$294.50	\$382.85		
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$302.25	\$392.93		
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$294.50	\$382.85		
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$302.25	\$392.93		
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$325.50	\$423.15		
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$294.50	\$382.85		
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$457.25	\$594.43		
99-05245-20	28 lbs.	Spectrum Bar Table Red	24"Square x 42"H	\$317.75	\$413.08		
99-05245-21	28 lbs.	Spectrum Bar Table Blue	24"Square x 42"H	\$317.75	\$413.08		
99-05245-18	28 lbs.	Spectrum Bar Table Purple	24"Square x 42"H	\$317.75	\$413.08		
99-05245-19	28 lbs.	Spectrum Bar Table Green	24"Square x 42"H	\$317.75	\$413.08		
05012-0002	35 lbs.	Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	\$418.50	\$544.05		
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$441.75	\$574.28		
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$821.50	\$1,067.95		
Café Tables							
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$294.50	\$382.85		
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$302.25	\$392.93		
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$294.50	\$382.85		
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$302.25	\$392.93		
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$294.50	\$382.85		
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$302.25	\$392.93		
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$294.50	\$382.85		
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$302.25	\$392.93		
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$294.50	\$382.85		
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$302.25	\$392.93		
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$294.50	\$382.85		
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$302.25	\$392.93		
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30	\$325.50	\$423.15		
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$294.50	\$382.85		
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$457.25	\$594.43		
99-05036-20	25 lbs.	Spectrum Café Table Red	24"Square x 29"H	\$317.75	\$413.08		
99-05036-21	25 lbs.	Spectrum Café Table Blue	24"Square x 29"H	\$317.75	\$413.08		
99-05036-18	25 lbs.	Spectrum Café Table Purple	24"Square x 29"H	\$317.75	\$413.08		
99-05036-19	25 lbs.	Spectrum Café Table Green	24"Square x 29"H	\$317.75	\$413.08		
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$705.25	\$916.83		
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$945.50	\$1,229.15		
Office Seating							
14136-0002	38 lbs.	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$372.00	\$483.60		
14176-0007	37 lbs.	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$325.50	\$423.15		
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$302.25	\$392.93		
14136-0081	40 lbs.	Accord Black Leather High Back	25"Square x 44"H	\$465.00	\$604.50		
14136-0010	40 lbs.	Accord White Leather High Back	25"Square x 44"H	\$465.00	\$604.50		
14250-0013	36 lbs.	Goal Black Task Chair With Arms	25"Square x 39"H	\$248.00	\$322.40		
14250-0014	38 lbs.	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$224.75	\$292.18		
14136-0080	40 lbs.	Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	\$325.50	\$423.15		
14176-0046	35 lbs.	Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	\$302.25	\$392.93		
14128-0096	30 lbs.	Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	\$279.00	\$362.70		
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$263.50	\$342.55		
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$248.00	\$322.40		
Conference Tables							
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$410.75	\$533.98		
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$410.75	\$533.98		
14062-0224	175 lbs.	Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	\$697.50	\$906.75		
14062-0220	175 lbs.	Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	\$697.50	\$906.75		
14062-0281	175 lbs.	Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	\$736.25	\$957.13		
14062-0225	220 lbs.	Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	\$751.75	\$977.28		
14062-0226	220 lbs.	Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	\$751.75	\$977.28		
14062-0282	220 lbs.	Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	\$790.50	\$1,027.65		
Office Furniture							
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$604.50	\$785.85		
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$604.50	\$785.85		
14061-0002	20 lbs.	Computer Counter	48"W x 24"D x 42"H	\$302.25	\$392.93		
14076-0014	20 lbs.	Computer Desk	48"W x 24"D x 29"H	\$286.75	\$372.78		
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$581.25	\$755.63		
14029-0091	55 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$581.25	\$755.63		
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$542.50	\$705.25		
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$620.00	\$806.00		

14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$542.50	\$705.25		
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$503.75	\$654.88		
14083-0117	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$643.25	\$836.23		
14083-0106	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	60"W x 30"D x 29"H	\$620.00	\$806.00		
05088-0365	70 lbs.	Vivid Café - Square Table Glass	42"Square x 30"H	\$503.75	\$654.88		
05088-0364	90 lbs.	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$581.25	\$755.63		
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$604.50	\$785.85		
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$472.75	\$614.58		
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$705.25	\$916.83		
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$945.50	\$1,229.15		
Metal File & Storage Cabinets							
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$201.50	\$261.95		
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$263.50	\$342.55		
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$271.25	\$352.63		
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$302.25	\$392.93		
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$271.25	\$352.63		
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$317.75	\$413.08		
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$333.25	\$433.23		
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$333.25	\$433.23		
Pedestals							
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$403.00	\$523.90		
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$488.25	\$634.73		
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$449.50	\$584.35		
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$403.00	\$523.90		
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$341.00	\$443.30		
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$488.25	\$634.73		
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$341.00	\$443.30		
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$488.25	\$634.73		
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$317.75	\$413.08		
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$465.00	\$604.50		
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$325.50	\$423.15		
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$317.75	\$413.08		
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$604.50	\$785.85		
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$604.50	\$785.85		
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$333.25	\$433.23		
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$333.25	\$433.23		
Miscellaneous Items							
14189-0066	50 lbs.	Stanchion Chrome	41"H	\$93.00	\$120.90		
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$46.50	\$60.45		
14308-0009	8 lbs.	Literature Stand - Black	14.75"W x 12"D x 53.5"H	\$224.75	\$292.18		
14308-0010	8 lbs.	Literature Stand - Aluminum	14.75"W x 12"D x 53.5"H	\$224.75	\$292.18		
14308-0005	7 lbs.	Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	\$232.50	\$302.25		
01209-0003	50 lbs.	Compact Refrigerator White - 4.0 Cu Ft	19"W x 21"D x 33.5"H	\$418.50	\$544.05		
14523-0001	9.25 lbs.	iPad® Stand Black	14.25"W x 41.75"H	\$263.50	\$342.55		
14523-0002	9.25 lbs.	iPad® Stand Silver	14.25"W x 41.75"H	\$263.50	\$342.55		
Lighting							
09417-0001	4 lbs.	Brushed Steel Table Lamp - White	26"H	\$147.25	\$191.43		
09392-0001	8 lbs.	Brushed Steel Floor Lamp - White	66"H	\$209.25	\$272.03		
09417-0001	7 lbs.	Brushed Nickel Table Lamp - White	29"H	\$147.25	\$191.43		
09392-0001	12 lbs.	Brushed Nickel Floor Lamp - White	60"H	\$209.25	\$272.03		
09417-0001	7 lbs.	Rubbed Bronze Table Lamp - White	28"H	\$147.25	\$191.43		
09392-0001	11 lbs.	Rubbed Bronze Floor Lamp - White	60"H	\$209.25	\$272.03		
09417-0001	4 lbs.	Brushed Steel Table Lamp - Red	26"H	\$147.25	\$191.43		
09392-0001	8 lbs.	Brushed Steel Floor Lamp - Red	66"H	\$209.25	\$272.03		
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$209.25	\$272.03		



DO NOT MAIL ORDER FORM
Email, Fax, or Online ONLY

Email events@valleyexpodisplays.com

Fax 815-873-1544

Online <https://valleyexpodisplays.boomerecommerce.com/>

Total Product
Late Fee %
Sub Total
Sales Tax
Total Amount Due

Company Name		Credit Card Type				
Street Address		Credit Card #				
City		Card Holder				
State		Expiration Date				
Zip Code		Signature				
Name / Date of Show						
Booth Number		Date				
Contact Name		Email Address				
Contact Cell		Fax #				
Special Instructions:						

**ADDRESS**

555 W. Wells Street, Milwaukee, WI 53203

PHONE NUMBER

414.908.6000

WEBSITEWCD.org

Dear Exhibitor,

Welcome to the 2022 State Education Convention. As owners and operators of three of downtown Milwaukee's largest venues, the Wisconsin Center District (WCD) is proud to welcome you to the city we love for a terrific event.

As you prepare to exhibit in the Wisconsin Center please reference the Exhibitor Ordering Kit for all services, pricing and information you may need before you arrive.

We are pleased to feature an updated, easy-to-use, online ordering process. The new tiered pricing structure offers incentives for early orders and worry-free installation. The online store can be found at [2022 State Education Convention](#).

The online store will be available on the below dates:

Advanced Pricing: [October 19, 2021](#)

Standard Pricing: [December 18, 2021](#)

Floor Rates: [January 4, 2022](#)

WCD venues are recognized for providing superb, captivating, and buzzworthy experiences, which starts with providing best in class service and support. If you have any additional questions do not hesitate to reach out to our team at ExhibitorSvc@wcd.org.

All the best,

Marty Brooks
President and CEO
Wisconsin Center District
mbrooks@wcd.org



Exhibitor Ordering Kit

<https://wisconsincenter.com/exhibitor-information/>

Revised: 9/15/2021

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Welcome

As owners and operators of three of downtown Milwaukee's largest venues, the Wisconsin Center District (WCD) is proud to welcome you to the city we love for a terrific event in the Wisconsin Center, Miller High Life Theatre, or UW-Milwaukee Panther Arena.

The WCD staff works within the framework of three driving pillars: Be Bold. Be Proud. Be Experience Obsessed. These phrases guide everyday actions and decision making, empowering our staff to make the best decisions possible for all clients, guests, attendees, customers, vendors, and exhibitors. That means that from ordering to execution, any WCD staff member is available to answer questions and provide the best possible exhibitor experience.

We are pleased to feature an easy-to-use online ordering process. This Exhibitor Kit is designed to provide information about all of the services available, making planning and ordering easy.

Each service selection contains the following:

- Description of services, equipment and pricing
- Installation and connection information
- Terms and conditions
- Frequently asked questions

My expectation is that WCD venues are recognized for providing superb, captivating, and buzzworthy experiences, which starts with providing best in class service and support. If you have any additional questions do not hesitate to reach out to our team at ExhibitorSvc@wcd.org. I promise, you'll be connected to a real human immediately. And since I grew up in the events industry and love an opportunity to step away from my desk, please reach out to me anytime you have a question, concern, or feedback that you want to share.

The WCD is dedicated to making Milwaukee a not-to-be-missed destination. While you're here, I hope we prove that to you time and time again.

All the best

Marty Brooks
President and CEO
Wisconsin Center District
mbrooks@wcd.org

Ordering Policies & Procedures

Ordering: All orders must be placed online; no phone, email or faxed orders will be accepted. To place an order visit <https://wisconsincenter.com/exhibitor-information/>, select the event that is being attended, and order your items. Visit our Exhibitor How-To sheet for a step-by-step walkthrough of this process.

Online Store and Pricing Structure: The exhibitor store will open 90 days prior to the first contracted move in date of the show. Our tiered pricing is as follows:

- Advanced pricing - 31-90 days prior
- Standard pricing - 14-30 days prior
- Floor rate - 0-13 days prior

Onsite Ordering: A Service Desk will be available during move in, located next to the decorator. A WCD representative will be able to assist you with needs regarding services ordered and onsite ordering via the exhibitor kiosk.

Payments: All payments must be made at the time of your order via credit card, no checks will be accepted. The date which orders are received determines the applicable rate as stated above.

Refunds: Cancellations must be received prior to the installation of the event in order to qualify for a refund. Refund amount is based on the dates the cancellation notice is received. No refunds will be issued after installation of service.

- 100% Refund - 61-90 days prior
- 50% Refund - 31-60 days prior
- No Refund - 0-30 days prior

General Terms and Conditions

- Booth numbers and booth layouts must be provided at the time an order is placed. Any changes must be communicated prior to move in. Changes to booth layouts after services are installed may be subject to labor charges.
 - Please complete the Booth Map Template and attach the document with your order.
- If an order requires additional labor charges, this will be billed post-event via an invoice.
- WCD electricians, IT technicians, and engineers are the only authorized personnel with access to utility floor pockets. Utility requirements crossing aisles will not be installed unless pre-approved by show management.
- Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibitor purposes. The exhibitor clean-up room, located near the dock office, can be opened for use if requested.
- All equipment must conform to all federal, state and local fire and safety codes. WCD reserves the right to inspect and reject any and all connections and equipment that any customer uses while in the WCD.

Building Policies

Anchoring: Any anchoring or drilling into the exhibit floor or any other surface within the WCD facilities is strictly prohibited.

Animals: Service animals are permitted within the WCD facilities. However, non-service animals/pets are not permitted within the WCD facilities without proper approval by WCD management.

Audio Visual: Conference Technologies Inc. (CTI) is the WCD's in-house audio-visual provider for all WCD facilities. Exhibitors may order and arrange services via the online ordering system. For additional information please contact the CTI sales team at 414-908-6188.

Composting: Can be made available upon request, please contact Levy Restaurants at 414-908-6154.

Compressed Gas: The use of compressed gas is permitted within the WCD with prior approval under the below circumstances.

- Cylinders are limited to one-pound capacity and a booth may only contain one cylinder at any one time. Reserve cylinders shall be limited to 20 and must be secured in a safe, non-public, area as designated by the WCD.
- Propane tanks larger than one pound must be stored outside of the facility on the loading dock.
- Forklifts are permitted to use propane tanks (limit of 30 pounds) within the WCD during load in and out days as long as they are properly secured and have been properly inspected prior to and after each use.
- Propane tanks on forklifts must be removed from the WCD and stored outside in the propane storage locations. A maximum of one propane tank may be left on or near one forklift for use during the event hours if needed for any reason.

Confetti: The use of glitter, confetti, sand, or simulated snow types of material is not permitted in WCD facilities without approval by WCD management. Any approved use will be subject to a cleaning fee.

Decals: Adhesive-backed decals are not permitted to be distributed or used inside the facilities.

Display Vehicles: When exhibiting motor vehicles inside WCD facilities the following requirements must be abided by:

- Display permit must be obtained - see your WCD Event Services (EVS) Manager to submit with the City of Milwaukee
- Disconnect the battery
- Reduce the amount of gas to ¼ tank or less
- Lock or tape shut the gas cap
- Place a drip pan under vehicle's engine
- Avoid all carpeted areas of the building unless approved by WCD management

Building Policies

Donations: The WCD works closely with local charities to facilitate donations. Please contact your WCD EVS Manager to coordinate or arrange for donations.

Drone Policy: The operation (flight) of any drone/aerial vehicles on WCD property is prohibited.

Fire Extinguishers: Exhibit booths with walls or enclosed ceilings larger than 10x10 (100 sq/ft) are required to have a portable fire extinguisher inside the structure.

Food and Beverage: Levy Restaurants is the exclusive provider for all food and beverage within WCD facilities. Exhibitors may order and arrange catering services via our online ordering system. For additional information please contact the Levy sales team at 414-908-6154.

Fog/Hazers: Only water-based machines are permitted within WCD facilities. The use of oil-based smoke, hazers or fog is strictly prohibited.

Gratuities: WCD policy prohibits the solicitation or acceptance of gratuities, regardless of the value. This includes offering leftover items that show management or exhibitors have given away or sold while participating in events within WCD facilities.

Helium: Helium balloons are not permitted in WCD facilities without approval by WCD management. Any approved use will be subject to a removal fee should balloons rise to the ceiling.

Loading Dock: The Wisconsin Center loading dock entrance is located at 850 N. 6th Street. The dock can only be entered from the North helix, and must always be exited via the South helix. There are sixteen (16) outdoor loading docks, and three (3) drive-in ramps. If show permits POV dock load in/load out - fifteen (15) minutes will be allowed for exhibitor vehicles to unload/load per vehicle.

Medical Shows/Waste: Any hazardous waste disposal and clean up must be approved prior to move in. The WCD will not handle any disposal of medical waste, this will be the responsibility of Show Management. Sharps must be in red containers, clearly labelled as such, and must not be disposed of in regular trash containers. Please do not leave needles and sharps boxes unattended.

Pyrotechnics: The use of pyrotechnics is prohibited in the Wisconsin Center.

Public Safety Department (PSD) 414-908-6165: In case of an emergency in and around our facilities, contact PSD at 6165 on any house phone. PSD will be able to route any necessary medical staff to the proper entry location, as well as assist where needed.

Rigging: IATSE Local 18 stagehand union must perform all rigging services. If any rigging is required for booth construction, sign hanging, or lighting purposes, please contact your WCD EVS Manager to schedule riggers. The contracted decorator is not permitted to hang items in any of the WCD facilities.

Building Policies

Shipping: The WCD will not accept advance materials or freight due to storage limitations and liability concerns. All freight and packages must be shipped to the contracted decorator and will then be delivered to the WCD only during designated move in times. Early deliveries may be turned away or returned to sender. Exhibit materials must be removed from premise by the end of the designated move out period. WCD is not responsible for materials left behind. Onsite shipping options are not available unless arranged through show management.

Smoking: The WCD is a smoke and tobacco-free campus. All forms of smoking and the use of tobacco products, including vaping, chewing tobacco and e-cigarettes, are prohibited inside the facilities and anywhere on property, including the surrounding sidewalks and parking lot.

Tape: The contracted decorator is responsible for the removal of all tape and tape residue from all surfaces in the exhibition halls, pre-function, ballroom and meeting room floors. Any damages caused to a surface by the use of such tape or any tools for removal will be subject to a fee. Below are the approved materials for WCD facilities:

- Exhibit hall floor - Polyken double sided carpet tape
- Carpeted surfaces - Gaffers tape
- Walls and doors - Painter's tape or Remo Two mounting tape

Tax Exempt: Please reach out to exhibitorsvc@wcd.org prior to placing an order if tax exempt status is needed.

Green Initiatives

The Wisconsin Center District has a Silver certification under Waste Management's Green Leader™ program. Please use the following tips to assist us with our green initiatives.

- Place cardboard and plastic in aisle ways or by pillars for WCD staff to collect and dispose of properly during move in/move out.
- Please dispose of any recyclable materials in the proper containers on the show floor.
- Consider using virtual presentation materials vs. printed materials.
- Use cloth table covers instead of disposable plastic or visqueen.
- Walk from your hotel to the WCD facilities via the city-wide skywalks.

Food Show Guidelines

All food and beverages within WCD facilities are operated and controlled by Levy Restaurants, our exclusive food and beverage provider. Special contracts are required for food shows when food will be prepared or distributed on WCD property.

Fire Extinguishers are required and must be readily available within any booth in which cooking will be taking place. Exhibitors using heated oil or grease for cooking (or for any other purpose), must have a type “K” fire extinguisher present. Fire code prohibits the use of any type “B” extinguisher for the purpose of extinguishing a cooking oil or grease fire.

If approval has been provided by the WCD, the following cooking regulations apply:

- Electrical appliances, sternos and hot plates are the preferred method for cooking.
- Gas Stoves are permitted but may only be used in the exhibit halls near the columns. Please refer to building services pricing for the cost of a gas hook up.
- Fryers are permitted only if they have an airtight cover and with permission of WCD management. Open fryers are strictly prohibited as grease and oil vapors will damage the HVAC equipment.
- Propane cooking is permitted but only with tanks of five pounds or less. Tank must be secured in an upright position to avoid tipping over. Any reserve tanks must be secured and stored outside the facilities.
- Flame grills are permitted based on space availability outside of the exhibit hall on the loading dock. Dock space must be arranged in advance with permission of WCD management.
- Charcoal or wood use for cooking is strictly prohibited.
- Sinks for handwashing and/or cleaning must be provided with an adequate supply of hot and cold water, along with a drain. WCD will not provide any hot water heaters.
- Cooking is prohibited under any canopy or structure within the buildings.
- All cooking equipment must be used only on non-combustible surfaces.
- Grease and waste should only be disposed of in the designated grease barrel locations. Please do not use restrooms or exhibitor clean up room for disposal. Failure to comply could lead to a building clean up fee.
- Food trucks may be displayed as long as a vehicle display permit is obtained (see EVS Manager for information), and all regulations listed on page 5 are met. Food trucks are not permitted to cook/serve food while inside any WCD facilities and should serve only as display vehicles.



Decorator Information

Check in / Check out: All contractors working in the WCD are required to sign in and out of the building in the PSD office and comply with any standing procedures for entering the building including but not limited to a brief health screen. The entrance to PSD is located at 750 N. 6th Street.

Dock: Loading dock ramps are to be used for vehicle traffic only. Pedestrian traffic on the ramps is strictly prohibited. When parking on the dock you must display your WCD-issued hangtag. Motorcycles are not permitted to park on the dock.

Emergency/Medical - Public Safety Department (PSD) 414-908-6165: In case of an emergency in and around our facilities, contact PSD at **6165** on any house phone. PSD will be able to route any necessary medical staff to the proper entry location, as well as assist where needed.

Fire Towers / Restricted Areas: PSD must be notified whenever access is required to fire towers, mechanic halls or other secure areas. These areas should be opened and then locked back up. Please contact PSD on the radio each time you enter or exit these doors as they will signal an alarm.

Incident, Injury & Damage Reports: Incident, injury and damage reports must to be documented with PSD as soon as they happen. Call PSD at **6156** for assistance in capturing statements and photos of any incident, injury or damage.

Insurance Certificate - COI: A copy of the decorator's certificate of insurance (COI) listing the WCD as additional insured must be provided. For COI requirements, contact our Purchasing/Special Projects Manager, Karen Hopp, at 414-908-6073 or khopp@wcd.org.

Parking: Paid parking is available in the WCD surface lot (500 W. Wells St) based upon availability.

Production Schedule: A production schedule is required to be submitted to your Event Manager 30 days prior to load in. Please use the production schedule template found on the WCD website.

Scissors lift/Boom lift/Forklift: Be aware of your surroundings, patrons, building limits, load weights, traffic, etc. The decorator is are required to provide fall protection when working in lifts. Only certified trained operators are permitted on lift equipment.

Smoking: The WCD is a smoke and tobacco-free campus. All forms of smoking and the use of tobacco products, including vaping, chewing tobacco, and e-cigarettes, are prohibited inside the facilities and anywhere on property, including the surrounding sidewalks and parking lot.

Uniform: Please wear a company logo top (shirt) and appropriate pants/shoes. The WCD is a high-profile enterprise and often have multiple companies attending events in our buildings simultaneously. Cut-off shorts, ripped jeans, or flip flops are prohibited and wearers will be turned away.

Electrical Services

The WCD offers a variety of electrical services through our experienced in-house building electricians.

<u>Standard 120V Services</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Standard 20-amp 120V	\$176.00	\$229.00	\$297.00
Standard 20-amp 120V + Power Strip	\$211.00	\$274.00	\$357.00
Standard 20-amp 120V + Extension Cord	\$211.00	\$274.00	\$357.00
Standard 20-amp 120V + Power Strip + Extension Cord	\$246.00	\$320.00	\$416.00

<u>208V Services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
10-30-amp 208V 1 phase	\$298.00	\$387.00	\$504.00
10-30-amp 208V 3 phase	\$397.00	\$516.00	\$671.00
40-60-amp 208V 1 phase	\$370.00	\$481.00	\$625.00
40-60-amp 208V 3 phase	\$503.00	\$654.00	\$850.00
70-100-amp 208V 1 phase	\$576.00	\$749.00	\$973.00
70-100-amp 208V 3 phase	\$860.00	\$1,118.00	\$1,453.00
200-amp 208V 1 phase	\$1,285.00	\$1,671.00	\$2,172.00
200-amp 208V 3 phase	\$1,367.00	\$1,777.00	\$2,310.00
400-amp 208V 3 phase	\$2,426.00	\$3,154.00	\$4,100.00

<u>480V Services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
10-30-amp 480V 1 phase	\$397.00	\$516.00	Not Available
10-30-amp 480V 3 phase	\$496.00	\$645.00	Not Available
40-60-amp 480V 1 phase	\$441.00	\$573.00	Not Available
40-60-amp 480V 3 phase	\$507.00	\$659.00	Not Available
70-100-amp 480V 1 phase	\$496.00	\$645.00	Not Available
70-100-amp 480V 3 phase	\$728.00	\$946.00	Not Available
200-amp 480V 3 phase	\$1,433.00	\$1,863.00	Not Available
400-amp 480V 3 phase	\$2,536.00	\$3,297.00	Not Available

Electrical Labor \$107.00/hr

Any order with 4 or more power connections will be subject to post event labor charges - this will be determined based on the location needed and time necessary for installation.

All 480V services will require hardwire installation by WCD electrical department from the ceiling bus-duct in the Exhibit Hall. Thus, all orders will be billed four (4) hours of electrical labor for install/removal.

Electrical Services

Installation and Distribution

- WCD electricians will provide the initial electrical power source, exhibitors may then plug in their own equipment to that power source.
- Electrical service is run from the nearest floor pocket into the booth.
- Electrical outlets will be left at the back center of the booth unless a booth layout is provided with your online order. For orders with four (4) or more 120V power drops, any 208V services, or any 480V services a booth layout will be required.
 - Please complete the Booth Map Template and attach the document with your order.
- WCD will supply a NEMA L21-30 for 10-30Amp 208V hookups. If a different NEMA number plug is needed please enter that information in the description field when placing your order.

Overhead Power

- If an overhead sign, truss, banner or other rigged item requires overhead 120V/208V/480V power, the WCD can provide this service throughout the Wisconsin Center exhibit hall. When ordering rigging packages, select one of the electrical rigging options.
- All 480V services will require hardwire installation by WCD electrical department from the ceiling bus-duct in the Exhibit Hall. Thus, all orders will be billed four (4) hours of electrical labor for install/removal.

Terms and Conditions

- The WCD is the exclusive provider for all electrical services. All electrical equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- All services listed include labor to install and remove said service. Additional fees may apply if there are open end machines, if hardwire installation is needed, or if cord caps or pigtails need to be provided. If an exhibitor requires additional electrical labor, outside the standard services, services will be billed at an hourly rate. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - Electrical labor will be billed starting at \$107.00/hour.
- All cords must be of the 3-wire grounded type and UL approved. Cords can be no smaller than 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The WCD will not provide step up or step-down transformers, our building power is 120V/208V and 277V/480V.
- The WCD is not responsible for voltage variations of the power company.

Electrical Services

Frequently Asked Questions

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop 250-550 watts
- Standard TV 300-400 watts
- Standard Printer 300-500 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator should not use the same power source.

Is electrical a daily charge?

The electrical charge is for the duration of the event.

How many outlets can I plug into?

There is one connection point per outlet or service ordered. Power strips can be ordered for an additional fee, but do not provide additional power. The WCD has 6-plug power strips available for rent. Exhibitors may bring their own, but must have circuit protection. All services exceeding 120V cannot accommodate power strips.

When will my services be installed?

All pre-orders will be installed prior to exhibitor move in. Orders placed at the service desk are guaranteed to be installed before the show opens. Any special requests such as temporary chain motor power, programming machinery or testing equipment must be noted in your order.

Do I need to submit a booth layout?

For orders with four (4) or more 120V power drops, any 208V services, or any 480V services, a booth layout will be required. Standard 10x10 booths without a layout will have power installed at the back center of the booth. If no layout is provided and services need to be moved after they have been installed, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.

Information Technology Services

The WCD offers a variety of Information Technology (IT) services through an experienced team of in-house technicians.

All IT services are subject to a Wisconsin Sales tax at 5.5%.

<u>Wired Internet Service</u> (Single device, routers prohibited)	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Basic	\$276.00	\$359.00	\$466.00
Premium	\$882.00	\$1,147.00	\$1,491.00
Additional Services	\$110.00	\$143.00	\$186.00

<u>Dedicated Wired Internet Service</u> (Multiple devices, routers permitted)	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
5 Mbps	\$2,756.00	\$3,583.00	\$4,658.00
Speeds up to 1 Gbps available - contact exhibitorsvc@wcd.org for additional pricing			

<u>Wireless Internet Service</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Premium	\$165.00	\$215.00	\$279.00

<u>Voice Services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Credit Card/Fax Line	\$166.00	\$216.00	\$281.00
Single Phone Line	\$221.00	\$287.00	\$373.00
Speaker Phone	\$331.00	\$430.00	\$559.00

<u>Additional Services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Cellular Device Chargers	\$110.00	\$143.00	\$186.00
Internal Networking (per device)	\$166.00	\$216.00	\$281.00
Patch Cable (Up to 100')	\$55.00	\$72.00	\$93.00
Switch Rental (up to 24 ports)	\$195.00	\$254.00	\$330.00
USB-to-Ethernet Adapter Rental	\$55.00	\$72.00	\$93.00

IT Labor \$135.00/hr

Information Technology Services

Installation and Distribution

- Internet service is delivered to a single location within your room or booth. If you require access for more than one computer or device, make sure you order service for all additional devices.
- All services will be installed during designated move-in times. Installation will be finalized once the event space is clear of freight and other obstacles. Services will be disconnected on the last day of the event, after the official closing time.
- Wired Internet service can extend up to 30' from the original drop location as long as cabling is sufficiently secured and stays within your contracted space; otherwise, additional wired Internet service(s) will be required.
- All services are tested once installation is completed. Performance reports and other statistics for Internet services are kept on file for up to one month and can be issued upon request.
- The WCD is not responsible for the installation, programming, or performance of customer (non-WCD) equipment. Additional labor costs may be applied if assistance is required for installing or troubleshooting of customer equipment if the problem is found not to be the fault of the WCD.
- Only WCD personnel can complete special wiring in WCD's facilities, unless arranged prior with written approval. Supplemental services ordered from outside providers will be placed in a WCD-controlled IT telecommunications room. These services will be extended to desired locations by WCD personnel and will be assessed co-location fees for services, plus wiring and labor.
- A drawing indicating service placement(s) is required to be submitted with all wired telephone and Internet orders. If a drawing is not received, WCD personnel will drop service in an area of the booth or room that they deem to be most convenient. Additional labor charges may be assessed to relocate lines once they have been placed.
 - Please complete the Booth Map Template and attach the document with your order.
- Rates quoted for all services include bringing the requested communication services to the booth or room in the most convenient manner and do not include special wiring, overhead drops, and/or special setup or installation of client equipment. Additional labor charges may be assessed when special services are required.
 - IT labor will be billed starting at \$135.00/hour.

Terms and Conditions

- The WCD is the exclusive provider for all telephone and internet services. All materials and equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- Any resale or unauthorized distribution of these services is strictly prohibited.
- A replacement fee will be assessed on any materials and equipment that are damaged and/or not returned at the close of the event.
- Disputes concerning service must be filed in writing with the WCD IT Department prior to the close of the show. Disputes will be resolved by the WCD in a timely manner.

Information Technology Services

- The WCD cannot guarantee the performance or accessibility of services beyond WCD's Internet gateway.
- Wireless connection speeds will vary. The actual speed depends on a variety of factors, such as the number of users on the network, personal device capabilities, and the size and location of the upload or download.
- Wireless service is inherently vulnerable to interference from equipment and devices that transmit on the same radio channels, operate within the same frequency spectrum, or have the ability to corrupt or block wireless frequencies. The WCD cannot guarantee that interference will not occur.
- Credit will not be given for decreased wireless performance due to interference generated by the event and its exhibitors, contractors, or attendees.
- Using 5 GHz capable devices (802.11a/n/ac) is strongly encouraged as wireless speeds and connectivity will not be guaranteed in the 2.4 GHz band.
- The WCD is not responsible for wireless networks that it does not own or manage.
- The WCD does NOT recommend wireless service for critical event activities such as web presentations, online sales, registration, or video streaming. For these and other critical activities, the WCD recommends purchasing wired service.
- Customer provided access points are authorized for use within WCD facilities only with WCD's prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customers who attempt to set up their own wireless system can interfere with other events' services and/or WCD's wireless network. WCD requires all customers showcasing their wireless products to contact WCD no less than 30 days prior to the event move-in so that we may engineer a cohesive wireless network without interference. Approvals may incur an additional labor charge.
- The WCD does not provide security, such as firewalls or anti-virus features on its Internet services. It is the sole responsibility of the customer to provide their own necessary security precautions. The WCD is not responsible for any damages arising from the use of non-secured devices on the network.
- The WCD recommends that all devices directly or indirectly accessing the network have the latest anti-virus software, security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs, and other disruptive applications. Any device which adversely effects the WCD network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice, at the WCD's discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and/or problem resolution.

Information Technology Services

Frequently Asked Questions

I ordered a service that requires IP address information, how do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Service desk to retrieve your IP information.

Do you offer Wireless Internet?

The WCD offers free wireless internet service throughout our facilities. This service is designed for casual users and not guaranteed with fast browsing speeds. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed connections.

Do I need to submit a booth layout?

A booth layout is required for all wired telephone and internet orders. For standard 10x10 booths without a layout, services will be installed at the back center of the booth. If no layout is provided, and services need to be moved after they have been installed, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.



Mechanical Services

The WCD offers a variety of mechanical services through our experienced in-house building engineers.

<u>Air/Gas Services</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Compressed Air 1/4"	\$193.00	\$251.00	\$326.00
Compressed Air 3/8"	\$193.00	\$251.00	\$326.00
Compressed Air 1/2"	\$265.00	\$345.00	\$448.00
Gas Line	\$248.00	\$322.00	\$419.00

<u>Water Services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Water/Drain (Running Water)	\$331.00	\$430.00	\$559.00
Water (Additional Running)	\$99.00	\$129.00	\$167.00
Water/Drain (1 Fill-500 Gallons)	\$336.00	\$437.00	\$568.00
Additional Fill (50 Gallons each)	\$61.00	\$79.00	\$103.00
Water Only (No Drain)	\$215.00	\$280.00	\$363.00
Drain Only (1 1/4")	\$177.00	\$230.00	\$299.00
Drain (Additional)	\$94.00	\$122.00	\$159.00

Engineer Labor \$107.00/hr

Installation and Distribution

- WCD Engineers will provide the service from the nearest floor pocket into the booth. Exhibitors must furnish the necessary fittings to connect to 1/4", 3/8", or 1/2" female (NPT) thread for air and water connections. Exhibitors must also provide your own regulator for air pressures as the pressure may vary.
- WCD Engineers are unable to provide metric fittings, adaptors, or airlines.
- Air and water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitor booths.
- Air and water services are prohibited from crossing aisleways. WCD will work with show management to relocate a booth if a service order cannot be fulfilled in its current location.

Terms and Conditions

- The WCD is the exclusive provider for all air and water services. All equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gasses from an outside vendor.
- All services listed include labor to install and remove said service. If an exhibitor requires additional engineering labor, outside the standard services, services will be billed at an hourly rate. Additional labor would be billed post event pending the amount time required for installation. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - Engineer labor will be billed starting at \$107.00/hour.

Mechanical Services

Frequently Asked Questions

Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, fittings, filters, and hoses.

Can I fill my equipment via a sink?

Exhibitors are not permitted to bring in their own water or use WCD sinks to fill their own equipment.

Do you allow exhibitors to bring in Helium balloons into the facilities?

No, unfortunately we do not permit Helium balloons in any WCD facility.

Do I need to submit a booth layout?

WCD requires a booth layout for all booths requesting air or water services. These services can only be provided from floor pockets located every 60' throughout the exhibit hall. If no layout is provided and services need to be moved after they have been installed, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.



Rigging Services

The WCD provides rigging through IATSE Local 18.

<u>Sign Hanging Packages</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Basic Rigging Package	\$567.00	\$736.00	Email for Availability
<ul style="list-style-type: none"> This package includes rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. All signs must be pre-assembled prior to scheduled sign hanging time. 			
Electrical Rigging Package	\$731.00	\$951.00	Email for Availability
<ul style="list-style-type: none"> This package includes rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. All signs must be pre-assembled prior to scheduled sign hanging time. One (1) 20-amp 120V power connection will be provided to power the sign from the ceiling. 			
Basic Rigging with Assembly Labor	\$855.00	\$1,111.00	Email for Availability
<ul style="list-style-type: none"> This package includes 2 stagehands for 1 hour for sign assembly, rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. Labor will arrive to your booth 1 hour prior to scheduled sign hanging time. 			
Electrical Rigging with Assembly Labor	\$1,020.00	\$1,326.00	Email for Availability
<ul style="list-style-type: none"> This package includes 2 stagehands for 1 hour for sign assembly, rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. Labor will arrive to your booth 1 hour prior to scheduled sign hanging time. One (1) 20-amp 120V power connection will be provided to power the sign from the ceiling. 			

Custom Rigging Packages

- Additional rigging options are available through Conference Technologies (CTI), WCD's in-house AV company. CTI will work closely with you to make sure all safety requirements are met for IATSE Local 18 rigging protocols and guidelines. All custom orders will need to be confirmed and paid for in full 31 days prior to the show move in. Additional fees may apply for rush orders within 30 days of the show and are not guaranteed. Please see the Conference Technologies page for contact information.

Rigging Services

Terms and Conditions

- All rigging prices are based on signs with 1 or 2 hanging points. The sign/banner must weigh less than 150lbs, measure less than 20' in length, and less than 175 square feet. For signs with additional hanging points, additional fees may apply, contact your EVS Manger to discuss your options.
- Exhibitors must be flexible with regards to days and times of load-in and take-down. When placing an order, please provide a preferred date and 2-hour time window for install. Requests are not guaranteed but will be taken into consideration. WCD personnel will work with show management to determine the dates that work best for sign hanging in accordance to the show schedule.
 - Please complete the Sign and Banner Specifications form and submit it as an attachment with your order.
- Diagrams and booth layouts are essential for planning rigging services. In order to ensure efficient delivery of required services, exhibitors must submit rigging plot, drawing, blueprint, or engineers' certification with their order. Diagrams must include location, dimensions, weight, and height from floor to bottom of suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.
 - Please submit all diagrams listed above as an attachment with your order.
- Exhibitor must supply all frames, grommets, and hardware for hanging.
- Signage will be positioned only once, exhibitor must be onsite for the install and must sign off on final placement before riggers leave their booth. Any changes or re-positioning of signage is not guaranteed, and will result in additional fees.
- Signs will be removed as move out conditions on the show floor allow. Exhibitors must be onsite for removal and are responsible for disassembling their sign.
- All rigging prices are based on signs with 1 or 2 hanging points. For signs with additional hanging points, additional fees may apply.
- WCD reserves the right to refuse hanging signs if deemed unsafe by IATSE Local 18 riggers.
- WCD reserves the right to determine exact location based on structural limits of the building.
- Orders placed within 2 weeks (floor rate) are based on availability and are not guaranteed. Please email exhibitorsvc@wcd.org to determine availability.

Rigging Services

Frequently Asked Questions

How do I know if I qualify for the Basic Rigging Package?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds, is less than 20' in length, is less than 175 square feet, and does not require electrical rigging, truss, or motors, you qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or an illuminated sign), you qualify for the Electrical Rigging Package.

Can I order overhead lighting for my booth?

If you would like to order overhead lights to brighten up your booth or illuminate specific objects, you will need to get a quote from Conference Technologies (CTI), WCD's in-house AV company. In most cases, lights cannot be attached to our ceilings. Instead, CTI can provide you with a truss, using motors, to hang lights and focus them over your booth. Please see the Conference Technologies page for contact information.

Do I ship my sign to you to put it together?

No. You must ship your sign through the show's contracted decorator. If you select a rigging package with assembly, you will receive two stagehands for 1 hour of assembly prior to your scheduled hanging time. The sign must be clearly labeled in the booth, all assembly instructions and hardware must be included with the shipment. All exhibitors are required to disassemble their own signs and remove from the facility or ship with the contracted decorator.

Can I request load-in and load-out times?

Yes, when submitting your rigging order, please complete and attach the Sign and Banner Specifications form with your order. Please note that your preferred timing is not guaranteed; however, we will try to do our best to accommodate your requests. If you do not provide a diagram or layout prior to load-in, then you may experience setup delays and may be subject to additional costs. Load-out will be scheduled based on conditions of the show floor and ability to maneuver the lifts through the space.

What type of diagram should I send?

The most useful diagrams are on a proportioned grid to show dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures of the sign are helpful, but not as important as an accurate diagram with placement, height, and weight of sign or hanging item(s).

Security Services

The WCD has an exclusive security contract with PerMar Security Services.

<u>Security Guard (Booth)</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Per Hour Per Officer	\$24.00	\$24.00	\$28.00

Terms & Conditions

- Officers will be uniformed public safety officers who can cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders placed within 2 weeks (floor rate) will be billed at a higher rate based on availability and may not be guaranteed.

Frequently Asked Questions

When do you recommend ordering security for an exhibitor booth?

Our public safety department suggests ordering security for booths planning to have VIP appearances, book signings, etc. to monitor crowd control and escort as needed. Exhibitors with expensive equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

How do I specify what hours I need coverage?

When placing your order please note the dates and times you would like coverage in the instruction field and calculate the total number of hours for quantity. See example below on how to calculate hours needed:

Day 1: 1 Guard - VIP Booth Event 2pm-6pm (4 hours)

Day 2: 1 Guard - VIP Booth Event 2pm-6pm (4 hours)

Day 3: 2 Guards - VIP Booth Event 1pm-5pm (2 x 4 hours)

Total Hours: 16 hours

Is there general overnight security in the exhibit hall?

WCD provides 24-hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

Wisconsin Center District

Exhibitor AV Request Form



Office Hours: Monday – Friday 9am-5pm **Office Phone:** 414-908-6190

Please Email all Forms to: productions@conferencetech.com

Rates: 31+ Days = Advanced Day Rate / 30-14 Days = Standard Day Rate / 13-0 Days = Floor Day Rate

Company Information:		Event Information:			
Company _____		Event Name _____			
Qty.	Description	Advanced Day Rate	Standard Day Rate	Floor Day Rate	Amount (Qty x Day Rate)
SCREENS & MONITORS					
	8' Tripod Screen & Skirt	\$63.00	\$70.00	\$84.00	
	3k-4k Lumen LCD Projector	\$315.00	\$350.00	\$420.00	
	82" LED Monitor	\$585.00	\$650.00	\$780.00	
	50" LED Monitor	\$450.00	\$500.00	\$600.00	
	32" LCD Monitor	\$225.00	\$250.00	\$300.00	
	22" LCD Monitor	\$110.00	\$125.00	\$150.00	
	Raspberry PI Video Loop Device - USB/HDMI	\$55.00	\$60.00	\$72.00	
	6' Black Steel Versa Mount TV Floor Stand	\$65.00	\$75.00	\$90.00	
	Safe Lock Projector Stands	\$8.00	\$10.00	\$12.00	
	34", 42", or 54" AV carts	\$20.00	\$25.00	\$30.00	
*Fast Fold Screens, 8k - 30k Lumen Projectors and Video Wall Options available upon request, please contact a CTI representative for pricing.					
PRESENTATION					
	PC Laptop	\$180.00	\$200.00	\$240.00	
	DI Box - Laptop Audio	\$27.00	\$30.00	\$36.00	
	Wireless Advancer/Mouse	\$13.00	\$15.00	\$18.00	
	Flipchart w/Pad and Markers	\$30.00	\$35.00	\$42.00	
	Gold DaLite Easels	\$13.00	\$15.00	\$18.00	
	Silver DaLite Easels	\$13.00	\$15.00	\$18.00	
	30" Wood Podium (MOHOGANY)	\$60.00	\$65.00	\$78.00	
	Amplivox Wood Finish Podium	\$45.00	\$50.00	\$60.00	
	Black Carpeted Podium	\$36.00	\$40.00	\$50.00	
	Gray Carpeted Podium	\$36.00	\$40.00	\$50.00	
AUDIO					
	8 Channel Analog Audio Mixer Console	\$90.00	\$100.00	\$120.00	
	4 Channel Analog Audio Mixer (No EQ)	\$30.00	\$35.00	\$42.00	
	JBL PRX-615 Powered Speaker	\$72.00	\$80.00	\$96.00	
	Mackie SRM 450 Powered Speaker	\$72.00	\$80.00	\$96.00	
	QSC K10 Powered Speaker	\$65.00	\$75.00	\$90.00	
	Ultimate Speaker Stand	\$8.00	\$10.00	\$12.00	
	SHURE Wireless Single Unit	\$112.00	\$125.00	\$150.00	
	SHURE sm48s Wired Microphone	\$22.00	\$25.00	\$30.00	

Wisconsin Center District



Exhibitor AV Request Form

Qty.	Description	Advanced Day Rate	Standard Day Rate	Floor Day Rate	Amount (Qty x Day Rate)
AUDIO Continued					
*Large Profile Digital Audio Consoles available upon request, please contact a CTI representative for pricing.					
LIGHTING					
	Source Four PAR - Narrow, Medium & Wide	\$27.00	\$30.00	\$36.00	
	19 - 50 Degree Conventional LEKO	\$27.00	\$30.00	\$36.00	
	19 - 50 Degree LED LEKO	\$55.00	\$60.00	\$72.00	
	LED Batten Fixture (Chauvet Batten 144 Tour)	\$112.00	\$125.00	\$150.00	
	LED Slim PAR Fixture	\$34.00	\$40.00	\$48.00	
	LED Battery/Wireless Fixture (Blizzard SkyBox)	\$55.00	\$60.00	\$72.00	
*Specialty LED Production Lighting and Consoles available upon request, please contact a CTI representative for pricing.					
RIGGING					
*All Rigging Plots must be confirmed with CTI and Local IATSE 18. Local IATSE 18 must install all Rigging. CTI can install Ground Supported Structures. Please contact a CTI Representative for Pricing and Details on your Custom Rigging.					
*Please Call or Email for any Special Adapter Requests		[Special Notes]			
CTI also offers additional AV Gear to meet your Audio, Video, Lighting and Rigging needs.					



Levy is proud to be the exclusive provider of all the food and beverage for the Wisconsin Center District. We are excited to provide you with a seamless online ordering experience. We look forward to partnering with you on any booth needs during the show! You can find all our offerings within our menu link below:

[Exhibitor Menu – Wisconsin Center District](#)

To ensure the best service, please submit your order via our online portal at least 14 business days prior to your event. Your order will be confirmed by email after payment.

If you have any questions, please contact us at levycatering@wcd.org

Exhibitor Booth Map Template

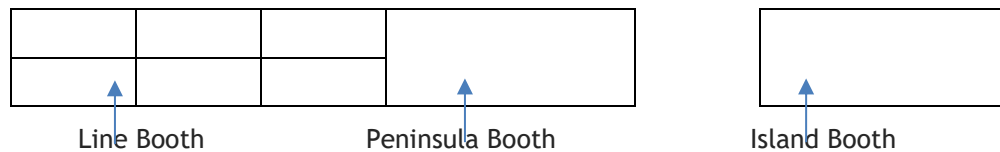
Booth numbers and booth layouts must be provided at the time an order is placed. Please complete this document and submit it as an attachment with your order.

Types of Exhibitor Booths

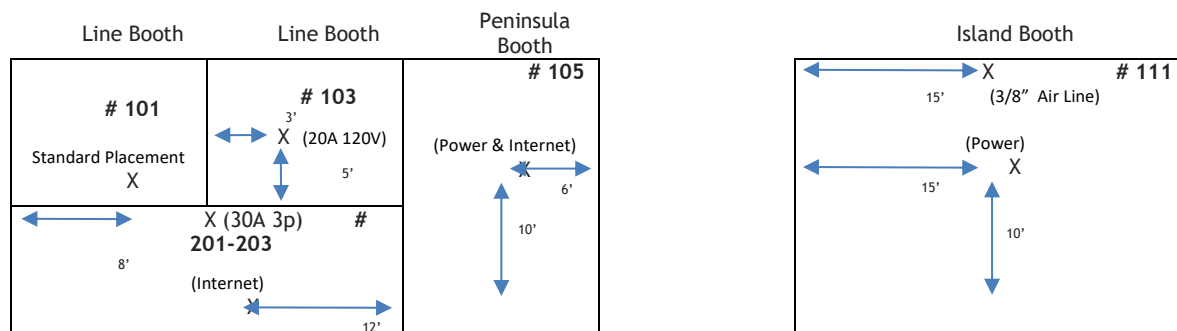
Line Booth - Booth adjacent to other booths, facing the aisle

Peninsula Booth - Booth at the end of a row of booths, an “endcap,” adjacent to booths behind it

Island Booth - A stand-alone booth, not directly adjacent to other booths



Floor Plan Examples



Exhibitor Floor Plan

Important items to include:

Mark service locations with measurements (i.e. electrical, mechanical, IT services)

Indicate adjacent booth numbers and/or aisles

Indicate your booth dimensions

Please note: If floorplan is not provided, services will be placed in the center-rear of your booth.

Exhibitor Booth Map Template

Event:			
Booth #:			
Booth Dimensions:	(feet)	X	(feet)

Adjacent Booth # _____

Adjacent
Booth #

[illegible]

Adjacent
Booth #

Adjacent Booth # _____

Exhibitor Sign and Banner Specifications

Email completed form to: exhibitorsvc@wcd.org

Sign Regulations

- Exhibitor must supply all frames, grommets, and hardware for hanging.
- Sign must be onsite, and built prior to the hang time.
 - o If union labor was pre-ordered, stagehands will arrive to your booth 30 minutes prior to scheduled hang time.
- Signage will be positioned only once, exhibitor must be onsite for the install and must sign off on final placement before riggers leave their booth. Any changes or re-positioning of signage is not guaranteed, and will result in additional fees.
- Exhibitors must be onsite for removal and are responsible for disassembling their sign.
- WCD reserves the right to refuse hanging signs if deemed unsafe by IATSE Local 18 riggers.
- WCD reserves the right to determine exact location based on structural limits of the building.

Exhibitor Information

Event:	
Booth #:	
On Site Contact:	
Phone #:	

Sign Information

Height:		Width:		Depth:	
Material:		Weight:		Shape:	

Sign Install - Pre-Determined by Show Management

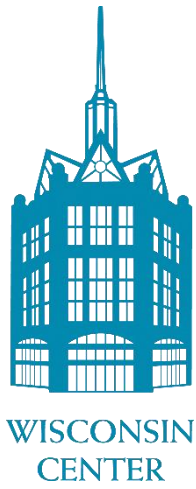
Date	Start	End

Sign Removal - Pre-Determined by Show Management

Date	Start	End



If you have any additional questions, please contact the Exhibitor Services Department at exhibitorsvc@wcd.org and we will be happy to assist you!



Exhibitor

MENU



CHRIS PULLING

Executive Chef



Chris began his career with Levy Restaurants in 1999 at the Gaylord Entertainment Center in Nashville. In 2004, he joined Qwest Center Omaha as Executive Chef. Chris was selected as part of the opening team of the Molson Center in Montreal and Bank One Ballpark in Phoenix, participated in the 2008 Olympic Swim Trial, 2006 NBA All-Star Game and NFL Super Bowl, 2005 Breeders' Cup, 2004 NFL Playoffs and multiple Kentucky Derbies, and has acted as a consultant for Manchester United and JFK Airport.

Chris relocated from Boston where he delighted New England crowds with creativity and passion at the Boston Convention and Exhibition Center. He finished the tour of the East Coast at the Hynes Convention Center in the heart of historical Boston.

Chris now brings the taste of the Midwest alive at the Wisconsin Center District. Modern preparations update traditional recipes passed down from the region's earliest settlers. Local selections direct from lakes and farms are complemented by hearty dairyland favorites, serving up a melting pot of Milwaukee flavors on every plate.

SIGNATURE “MILWAUKEE” BREAKFAST EXPERIENCE

Breakfast is the most important meal of the day, and we take that very seriously. From our signature freshly baked cinnamon bun cloaked in subtly sweet cream cheese and a bounty of ripe, refreshing fruit, to wholesome and hearty hot morning favorites - we will make sure you start your day off right.



FROM OUR BAKERY SHOP

Our signature spread of freshly baked breakfast breads and pastries that we're proud to share with our guests

Enhance your booth experience by adding an array of freshly brewed coffees and juices that complement the start of the day

"TOPS ONLY" MUFFINS

Whole grain, old fashioned blueberry, lemon poppy seed, cranberry orange
39 per dozen

WISCONSIN KRINGLES

Original almond and seasonal flavors
40 per dozen

APPLE CIDER DONUTS

Powdered caramel
42 per dozen

DANISH PASTRIES

Cheese and fruit filled
40 per dozen

SIGNATURE CINNAMON ROLLS

Warm vanilla glazed
40 per dozen

MORNING SCONES

Savory and sweet
42 per dozen

BREAKFAST BREADS

Cinnamon streusel, lemon, marble chocolate, orange poppy
42 per dozen

Add a warm breakfast option

BACON, EGG AND CHEESE BISCUIT *6 Each*

TURKEY SAUSAGE AND CHEDDAR HAND PIE *6 Each*

EGG WHITE, SPINACH AND MUSHROOM HAND PIE *6 Each*

Half dozen of each minimum required per order.

LUNCH AND SNACKS



CHEF CHRIS' SELECTION

GRAB AND GO

Bagged Snacks

Kettle Chips, Pretzel Sticks, Popcorn,
Sun Chips, Pop Chips

38 per dozen

Energy Bars

39 per dozen

Granola Bars

39 per dozen

Breakfast Bars

38 per dozen

Full Sized Candy Bars

48 per dozen

Pita Chips

36 per dozen

ANYTIME SNACKS

Greek Yogurt Parfaits

Mixed berry, cranberry-lime or cinnamon apple

64 per dozen

Market Fresh Fruit Cups

Ginger simple syrup

54 per dozen

Brownies and Blondies

54 per dozen

Rice Krispy Trio

classic, chocolate and butterscotch

42 per dozen

Gourmet Dessert Bar Sampler

45 per dozen

Market Fresh Whole Fruit

36 per dozen

BULK SNACK

Bavarian "Pie Nuts"

Apple pie, banana cream pie or pecan pie

20 per pound

Gourmet Mixed Nuts

20 per pound

Trail Mix

18 per pound

M&M's

24 per pound

Hershey Kisses

24 per pound

Dried Fruit Medley

24 per pound

Chia Stix "Re-Charge" Snack Mix

24 per pound

LUNCH PACKS

All of our lunch packs are served with
kettle chips, whole fruit and brownie

Smokin Gobbler

Smoked turkey, Wisconsin cheddar,
cranberry chutney, sage aioli

25 each

Shaved Tuscan Beef

Roasted pepper, balsamic onions,
Boursin cheese, arugula, ciabatta

25 each

Cured Ham and Wisconsin Swiss

Honey-mustard, pretzel roll

25 each

ZLT Flatbread

Grilled squash, romaine hearts,
oven-dried tomato spread, smoked chili aioli

25 each

Caprese Salad

Grape tomatoes, cucumber, basil,
fresh mozzarella, artisan greens,
lemon-basil vinaigrette

25 each

Southwestern Salad

Hearty greens, black beans, roasted corn,
tomato, tortilla croutons, green chili ranch

25 each

Classic Caesar Salad

Classic dressing, garlic croutons,
Shaved parmesan (grilled chicken,
peppered salmon, or grilled vegetable)

25 each

*Customized box lunches available
upon request. Half dozen of each
minimum required per order.*

RECEPTION TABLES

Fresh, house-made, and packed with the best local flavors, our premiere array of innovative food sure to impress your guests. Let our chef make your meal memorable with a menu showcasing the finest ingredients in delectable dishes.



SMALL BITES



RECEPTION

Our chef-driven fare brings the heart of the kitchen into your reception in inviting snackable portions. Guests can mingle over miniature restaurant plates packed with an array of savory charcuteries, rich cheeses, and bite-sized appetizers packed with big flavor.

All our selections serve up to 50 guests

WISCONSIN CHEESE AND SAUSAGES

300 each

RHINELANDER MARKET FRESH VEGETABLES

225 each

BRADY STREET ANTIPASTI

300 each

3RD WARD MINI BRATS

320 each

MILWAUKEE "HAND PIE" PRETZEL TABLE

250 each

BREWERS SLIDER TABLE

375 each

"OLD WORLD" PRETZELS AND CHEESE TABLE

275 each

TRAFFIC BUILDERS



A selection of the best attendant served interactive food and beverage experiences showcasing the flavors of Wisconsin

All our selections serve up to 150 guests

BAVARIAN NUT ROASTER
750 each

HANGING PRETZEL BUILDER
550 each

"FROZEN TUNDRA" HANDMADE ICE CREAM
750 each

WISCONSIN STATE "CRACKLIN" CREAM PUFF
650 each

"REVIVE" BOBA CRAFT FRUIT TEA
550 each

WARM COOKIE STOP
500 each

CRAFT POPCORN
450 each

BLUE MOON ICE CREAM NOVELTY
450 each

WAFFLE BITE TRIO
500 each

MKE FROZEN CUSTARD
550 each

All these offerings are a three hour experience with our attendant

REFRESHMENTS

We offer a bevy of non-alcoholic beverages to quench thirsts with a culinary twist. Bright, refreshing fruit waters showcase unexpectedly delicious flavor combinations like pineapple-ginger and cucumber-mint.



NON-ALCOHOLIC REFRESHMENTS

WCD SIGNATURE ROAST COFFEE

Regular and Decaffeinated *59 per gallon**

HOT TEA *59 per gallon**

CHAI INFUSED ICED COFFEE

Our Signature Craft Coffee *69 per gallon**

KEURIG COFFEE *450 each*

Serves 100 people

NITRO COFFEE *595 each**

Serves 80 people

INSPIRED FLAVORED ICED TEA *62 per gallon**

FRUIT SPA WATER BAR

Fresh fruit infused waters: pineapple-ginger punch,
cucumber-mint and peppered melon-lime
*49 per gallon**

CRAFT LEMONADE

A hint of honey *49 per gallon**

WATER COOLER *60 each*

Five gallon

12 PACK CANNED SODA *48 each*

12 PACK BOTTLED WATER *48 each*

12 PACK SPARKLING SPRING WATER *60 each*

12 PACK BOTTLED ORANGE JUICE *60 each*

**All prices for the these offerings are based on a two hour experience
Additional 90 attendant fee is required. Coffee and tea service includes cream,
milk, sugar, sweeteners, lemon and honey.*



WISCONSIN CENTER

Please note that all food, beverage, and related items are subject to a 22% service charge plus 6% sales tax. This service charge is not a tip or gratuity and is not distributed to service employees. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.

Contact Information

Connie Bolle/ cbolle@wcd.org
Megan Frasca/ mfrasca@wcd.org

Exhibitor Booth Map Template

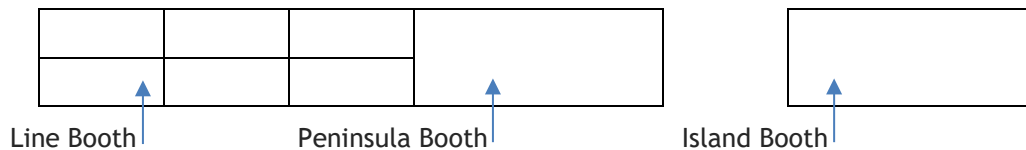
Booth numbers and booth layouts must be provided at the time an order is placed. Please complete this document and submit it as an attachment with your order.

Types of Exhibitor Booths

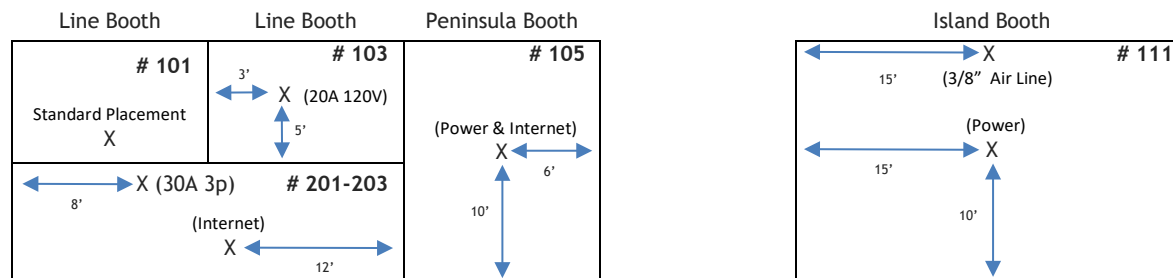
Line Booth - Booth adjacent to other booths, facing the aisle

Peninsula Booth - Booth at the end of a row of booths, an “endcap,” adjacent to booths behind it

Island Booth - A stand-alone booth, not directly adjacent to other booths



Floor Plan Examples



Exhibitor Floor Plan

Important items to include:

- Mark service locations with measurements (i.e. electrical, mechanical, IT services)
- Indicate adjacent booth numbers and/or aisles
- Indicate your booth dimensions

Please note: If floorplan is not provided, services will be placed in the center-rear of your booth.

Event:			
Booth #:			
Booth Dimensions:	(feet)	X	(feet)

Adjacent Booth # _____

Adjacent
Booth #

Adjacent
Booth #

Adjacent Booth # _____

Exhibitor Sign and Banner Specifications

Email completed form to: exhibitorsvc@wcd.org

Sign Regulations

- Exhibitor must supply all frames, grommets, and hardware for hanging.
- Sign must be onsite, and built prior to the hang time.
 - o If union labor was pre-ordered, stagehands will arrive to your booth 30 minutes prior to scheduled hang time.
- Signage will be positioned only once, exhibitor must be onsite for the install and must sign off on final placement before riggers leave their booth. Any changes or re-positioning of signage is not guaranteed, and will result in additional fees.
- Exhibitors must be onsite for removal and are responsible for disassembling their sign.
- WCD reserves the right to refuse hanging signs if deemed unsafe by IATSE Local 18 riggers.
- WCD reserves the right to determine exact location based on structural limits of the building.

Exhibitor Information

Event:	
Booth #:	
On Site Contact:	
Phone #:	

Sign Information

Height:		Width:		Depth:	
Material:		Weight:		Shape:	

Sign Install - Pre-Determined by Show Management

Date	Start	End

Sign Removal - Pre-Determined by Show Management

Date	Start	End

MAXIMIZE YOUR EVENT PARTICIPATION!

Return This Completed Form



WASB 2022
January 19-21

Scanner Rental Form


jeffrey@orionexpo.com

Questions? Or to order by phone: (503) 750-8205




Company _____
Address _____
City _____ State _____ Zip _____
Phone (____) _____ Ordered by _____

E-mail Address _____

Your leads will be e-mailed to this address after return of scanner.

Qty	Item Description		Pre-Show Price each	On-Site Price each	Total
	Lead Retrieval Scanner Rental – quickly scan attendees' badges and collect their contact information with this tiny, keychain-sized scanner. Rental cost is for entire event.		\$229.00	\$259.00	
	Customized Scan Sheet – This is an addition to the scanner rental above. Allows specific sales action to follow lead on list of attendees scanned, such as "Hot Lead". Price per sheet of up to 20 user-defined codes.		\$59.00	\$89.00	
Total Due:					\$

Credit Card Information

<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		Event Code 1290
Card Number	<input type="text"/>				Expiration	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Card Holder Name	<input type="text"/>				Month	Year
Address	<input type="text"/>				CCV	<input type="text"/>
Authorized Signature	<input type="text"/>				Office Use Only	
Signer agrees to the terms and conditions below						

Order by **E-mail**
jeffrey@orionexpo.com

Order by **Mail**
OrionExpo, Inc
P.O. Box 651
Pleasant Hill, OR 97455

Order by **Phone**
(503) 750-8205

Payment Policy: Full payment required one week prior to show opening to obtain services, or the "On-Site" price will be charged.

Liability Limit: OrionExpo's maximum liability in any circumstances related to this transaction is limited to a refund of scanner rental fee.

Cancellation Policy: Items canceled after commencement of exhibitor move-in will be charged at 100% of full rental price.

Lead Retrieval Provided By





Super Small Lead Retrieval Scanner For the WASB Joint State Education Convention 2022

Here's how it works...

Scanner

This scanner is a small battery powered barcode reader, about the size of a keychain. Every person attending the conference completes a registration form. Then, our registration team enters the information from these forms, and provides a badge for the attendee. This badge also has a barcode, which uniquely identifies that attendee. During the show, your staff simply scans the badge of each person who visits your booth.

Customized Demographics

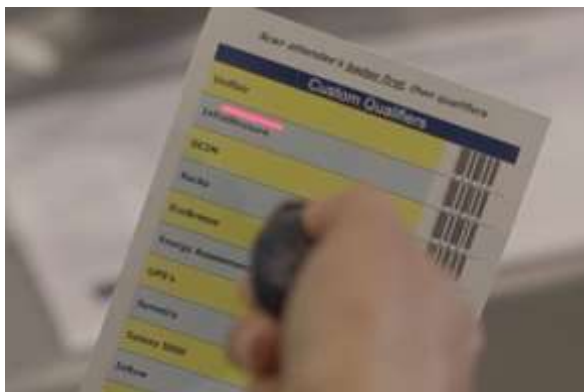
Optionally, we provide you with a scan sheet, containing fourteen barcodes you can assign any of your products or services attendees can express interest in. You will scan each attendee's badge barcode first, then the barcodes from as many items on the scan sheet as you would like. These "action codes" are listed beneath each attendee on your list. Match your scanned product with a code assigned to a specific product, service, sales territory, follow-up timeline, etc.

MS Excel Formatted File

After the show, we will send you a file containing the full contact data from each scanned attendee's registration form, including Name, Title, Company, Address, Phone, Fax Number and E-mail address, in MS Excel format. The MS Excel Formatted File allows you to instantly import your scanned contacts into virtually any application for further analysis and/or processing, such as your contact management system or any word processor.

***In order for you to quickly begin following up on the contacts you met at the show,
your scanned data file will be e-mailed to you following the conference.***

If you have any questions about the use of the scanner, or would like to discuss ideas for customizing your data collection at the show, please call us at **(503) 750-8205**.



For more information, contact

OrionExpo, Inc.

Phone **(503) 750-8205**

jeffrey@orionexpo.com