

BRIDAL & WEDDING EXPO



EXHIBITOR KIT

SEPTEMBER 18, 2022



WISCONSIN CENTER

Venue Location:

Wisconsin Center - Hall A: 400 West Wisconsin Ave, Milwaukee, WI 53203

General:

Our top priority is to produce a quality event and to create an atmosphere where all exhibitors can do business. The following rules allow every exhibitor to work in the best possible environment for conducting business.

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- As per venue directive, exhibitors are not permitted to hand carry merchandise through the front doors during move-in or move-out. Exhibitor move-in and out access is permitted via the rear loading area only.
- Please ensure that your display is completely set up one hour prior to the show opening for inspection.
- Exhibitors will be allowed in the exhibition hall one hour prior to the show opening each morning for preparation.
- For security purposes, at least one member of your company should be present at these times. American Consumer Shows personnel will be available during all set-up and show hours at the Information Booth.
- Performers will be contacted individually regarding access for set-up and/or breakdown.
- Each standard booth comes with a white 8’ high back curtain and two 3’ high side curtains (curtains will be omitted from open corners). Placement of curtains will vary for larger booths.
- Should you need carpeting and/or electric, please complete the respective order form and return it to the service provider. **Note: tables, chairs and electric are not included in your exhibitor space.** The decorator has discounted booth packages available (*Deadlines apply*).
- Exhibitors may ship their contents to the decorator’s warehouse prior to the show. Please contact the decorator directly for instructions and costs associated with this service.

Event Time Table:

Move-In

Sunday, September 18, 2022 8:00 AM - 12:00 PM

Show Hours

Sunday, September 18, 2022 1:00 PM – 5:00 PM

Move-Out

Sunday, September 18, 2022 5:00 PM – 8:00 PM

Move-out will not begin until the official show closing time. Dismantling or removal of exhibits before the show has closed creates a safety hazard, is unfair to the brides who attend the show later in the day, is disrespectful to neighboring exhibitors and makes for a show environment which is not conducive to selling. Loading doors will remain closed until 5 PM. All exhibitor material must be claimed by 6 PM and completely removed by 8 PM on Sunday night, NO EXCEPTIONS.

Facility Details: (Continued on next page)

- Load-in door dimensions are 20’ W x 16’ H.
- This ceiling height is 30’.
- The facility is equipped with a loading dock.
- The facility flooring is concrete.
- Exhibitors that carpeting their own booth or covering the floor must use tape provided by Show Management (visit the information booth during set-up to borrow tape) - DO NOT USE DUCT TAPE ON THE FLOOR.
- Trash removal of large items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster.
- All covered booths/tents/canopies must be flame proof and have a certificate of fire retardancy.

Vehicle/Limousine Display Requirements:

Exhibitors who have arranged for a vehicle display space must adhere to the following safety rules:

- The battery must be disconnected.
- The fuel in the fuel tanks may not exceed one-eighth of a tank.
- Fuel tanks and fill openings must be closed and sealed to prevent tampering.
- Vehicles may not be started up or moved during show hours.
- Keys must remain with Show management for the duration of the show.
- **Tire cleaning/polishing products are not permitted inside the venue. Please clean/polish all tires prior to entering the exhibit hall.**
- A drip pan and tarp must be placed under the vehicle(s) in order to protect the floor in the event of a fluid leak.
- All vehicles must be cleaned of excessive dirt, snow, or water prior to being placed on the show floor.

Oversized Displays:

If your exhibit is an oversized display, you are required to contact American Consumer Shows Operations Department. Please call 516.422.8100 or email ops@acsshows.com to make move-in arrangements. Please double check measurements to ensure that your display will fit through the door and within your booth space. Based on booth location, oversized exhibits are often the first ones inside the venue. Please consult the move-out coordinator on-site regarding move-out procedures.

Edible Sampling Requirements:

Exhibitors who have arranged to sample cake, food or beverages at the show must adhere to the following rules:

- Venue approval is required for all samples with a \$200 fee. Please email ops@acsshows.com for approval.
- Sampling is only permitted for companies that produce food as part of their goods/services.
- Beverage sampling sizes are limited to a maximum of 4 oz.
- Food sampling sizes are limited to "bite size" with a maximum of 2 oz.
- Samples must be provided at no charge.
- Alcohol is not permitted to be brought in or sampled.
- Exhibitor must provide proof of liability insurance.
- Items dispensed are limited to products manufactured, processed or distributed by exhibiting companies and are related to the purpose of the show.

Show Management reserves the right to remove any items which do not meet these requirements.
Please note that this does not apply to pre-packed candies or mints.

Service Providers:

- Decorator Form(s)
Valley Expo Displays: 4950 American Road, Rockford, IL 61109
P: 815.873.1500 F: 815.873.1544 Email: events@valleyexpodisplays.com

Note: Tables, chairs and carpeting are not included in your booth.

- Electric/Internet Form(s)
Wisconsin Center District: 400 West Wisconsin Avenue, Milwaukee, WI 53203
P: 414.908.6053 Email: ExhibitorSvc@wcd.org

All services should be ordered prior to the deadline dates listed to avoid a surcharge by the service contractors. Show Management suggests that you photocopy all order forms prior to mailing and retain copies of each for your records.

[Click Here](#) to view and print additional copies of this Exhibitor Kit and Service Provider Forms.

Utilities:

Electrical Services

Wisconsin Center is the exclusive provider for all electrical services. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to the Wisconsin Center. Payment must accompany your order.

Telephone and Internet Services

Telephone and Internet service is available within the facility. Please complete the individual order forms (located in the Service Provider Forms) and return them directly to the Wisconsin Center. Payment must accompany your order.

Tax Information:

Exhibitors and dealers who make taxable sales during a trade show or convention must collect sales tax, as well as any applicable discretionary sales surtax, from the purchaser at the time of sale. Sales tax must be separately stated on the sales slip or other evidence of sale. You can register to collect and remit sales and use tax by visiting the Department's website, <https://www.revenue.wi.gov/Pages/SalesAndUse/Home.aspx>

Local Agencies and/or Departments:

Exhibitors are required to conform to all local, state and federal laws concerning the legality of exhibiting their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Exhibitor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Hotels:

Hyatt Regency Milwaukee: 333 W Kilbourn Ave, Milwaukee, WI 53203
P: 414.276.1234

Exhibitor Badges:

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit www.acsshow.com > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site. ACS will have badge holders available at the info booth.

Pay Your Bill:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit www.acsshow.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Bridal Registration List:

Exhibitors will receive an email outlining instructions on how to obtain the Bridal Registration List no later than the Friday following the show. Bridal registration lists are individually seeded to monitor use. Exhibitors who provide their list to a non-exhibitor will be subject to substantial penalties.

Music:

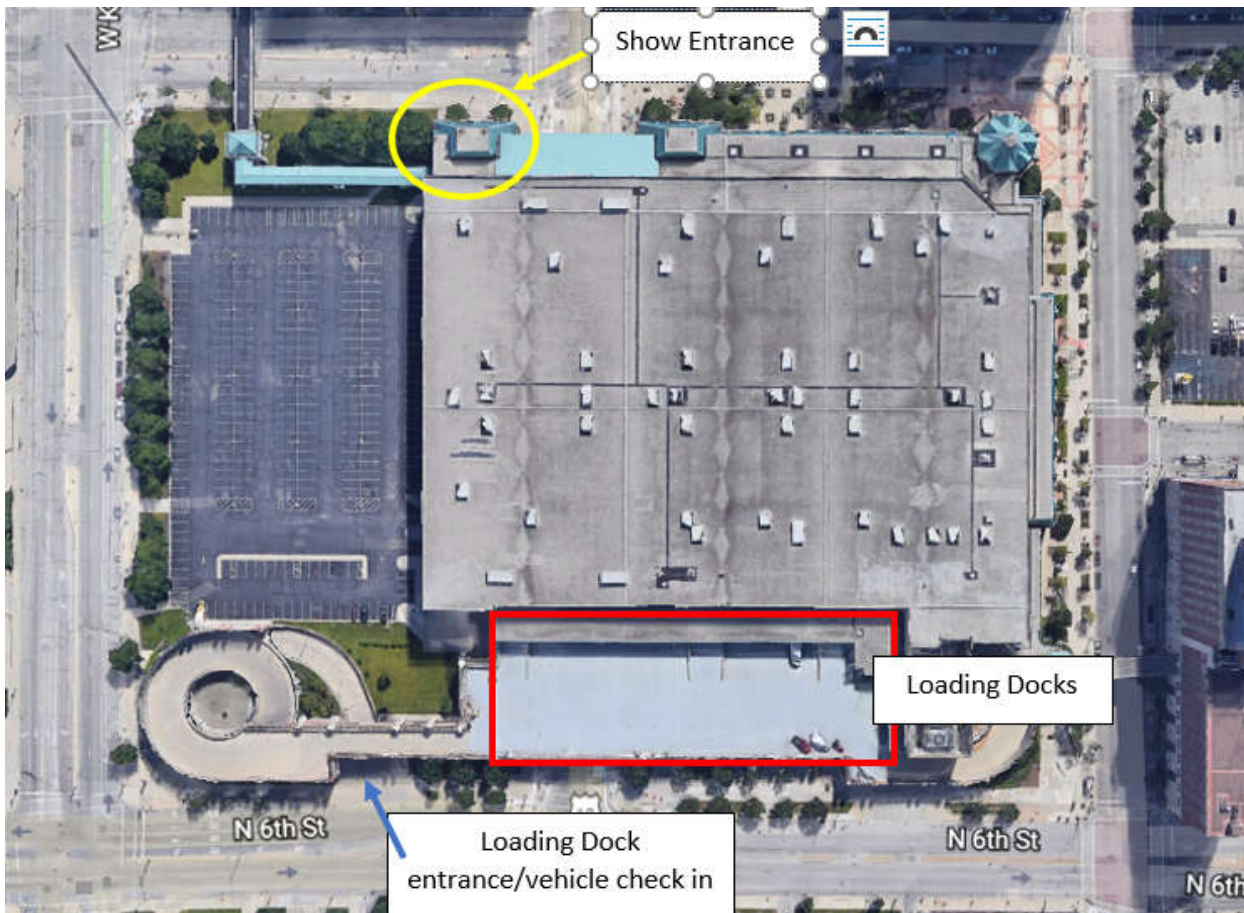
Due to the increased problems on site, all music is banned in exhibit booth spaces. No music may be played at any time on the show floor. Stage and lobby performers may play music during their scheduled time slot only. If you have any additional questions regarding this new policy please email ops@acsshow.com.

- **Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your booth.** Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at **appropriate noise levels** so as to not infringe on your neighbors ability to conduct business. ACS Show Management reserves the right to determine and set the acceptable sound level in all such instances.

**WISCONSIN CENTER - HALL D
400 WEST WISCONSIN AVE
MILWAUKEE, WI 53203**

Move-In Instructions

- Proceed to Vehicle Check-In. You will be issued a move-in pass and a staff member will direct you where to go to unload.
- Note: Passes issued at move-in must be displayed in your vehicle's front window.
- Parking in the loading area is PROHIBITED. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- Once your vehicle is fully unloaded, please remove it from the loading area and park it in the designated exhibitor parking lot before setting up your booth.
- If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- Once inside the venue, the main entrance/exit will be used during the hours of the show. Emergency exits will not be accessible. Alarms will sound if the emergency exit doors are opened.
- It is strongly suggested that you bring your own hand truck, push cart or dolly to facilitate move-in/out. This will speed up the process.



BRIDAL & WEDDING EXPO

Move-Out and Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

- Move-out starts at 5:00 PM.
- If you need assistance in dismantling, packing, or loading your exhibit, please notify the Move-Out Coordinator at the loading area beginning promptly at 5:00 PM.
- It is strongly suggested that you bring your own hand truck, push cart, or dolly to facilitate move-out. This will speed up the process.
- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the show floor; you must take them with you.
- Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please note: first in and LAST OUT. It is imperative that you make arrangements to have your dismantle team arrive at approximately 5:00 PM on Sunday of breakdown to pick up your display, unless your display directly impacts the load out of an event; in which case you will be asked to remove it promptly at the start of breakdown. It is not possible to move-out oversized displays until smaller exhibits, displays and pipe/drape have been dismantled
- You may ship your exhibit contents to the warehouse, where they can be shipped by a carrier of your choice. Please stop by the decorator's desk after 3:00 PM on Sunday to discuss the details with the service representative. Remember to label all outgoing shipments.
- Never leave your exhibit contents unattended during move-out. This is a difficult time to provide security.
- All exhibitor material must be claimed by 5:00 PM and completely removed by 7:00 PM. Exhibit contents that have not been removed by 8:00 PM will be subject to shipping and storage charges.

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.

BRIDAL & WEDDING EXPO

Wisconsin Center
400 West Wisconsin Ave
Milwaukee, WI 53203

IMPORTANT ELECTRIC INFORMATION

Electric Orders are now made online at the Wisconsin Center.

Please visit [Exhibitor Store \(venueops.com\)](http://venueops.com) to place your order for the show. If you have any questions about ordering online, please feel free to call the Wisconsin Center.

1 (414) 908-6000.

Have a great show!
ACS Show Management



Exhibitor Services Kit

Dear **2022 Wisconsin Bridal & Wedding Expo** Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **2022 Wisconsin Bridal & Wedding Expo**, being held at **Wisconsin Center**, on September 18, 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:

Valley
Online
Ordering

- 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.

Helpful
Hints

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

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 **Wednesday, September 14, 2022**. After this date orders must be placed at the service desk at the show site during exhibitor move-in. Items ordered at show site are subject to availability.

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

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





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

GENERAL SHOW INFORMATION

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

DISCOUNT PRICE DEADLINE:
 SEPTEMBER 14, 2022

Valley Customer Service

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

Show Management

- Timothy Howell
- Timothy.Howell@acsshows.com
- 516.422.8192

Booth Package

A standard 10'x10' booth will include:

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

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

Exhibitor Schedule

Exhibitor Move-In:	Sunday	9/18/2022	10:00AM - 12:00PM
Show Hours:	Sunday	9/18/2022	1:00PM - 5:00PM
Exhibitor Move Out:	Sunday	9/18/2022	5:00PM - 7:00PM

- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by: **6:00PM on 9/18/2022.**

Shipping Addresses

Advance to Warehouse

Receiving Dates:

9/2/2022 thru 9/16/2022

Receiving Hours:

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

TO: Exhibiting Company Name and Booth #

FOR: 2022 Wisconsin Bridal & Wedding Expo

C/O Valley Expo & Displays

Valley

4950 American Rd

Rockford, IL 61109

Direct to Show Site

Receiving Dates and Times:

9/18/2022; 10:00AM - 12:00PM

TO: Exhibiting Company Name and Booth #

FOR: 2022 Wisconsin Bridal & Wedding Expo

C/O Valley Expo & Displays

Wisconsin Center

400 W. Wisconsin Ave.

Milwaukee, IL 53203





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

GENERAL SHOW INFORMATION

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

DISCOUNT PRICE DEADLINE:
SEPTEMBER 14, 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:

Wednesday, September 14, 2022

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

Advance Shipments receiving dates :

9/2/2022 thru 9/16/2022

Advance Shipments receiving times :

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

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

9/18/2022; 10:00AM - 12:00PM

Payment Policies

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

Cancellations & Adjustments

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

Tax Exemption

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

Third Party Payment Billing Exhibitor Appointed Contractor

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

Miscellaneous

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





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

**RECAP OF
COST &
PAYMENT**

2022 Wisconsin Bridal & Wedding Expo

DISCOUNT PRICE DEADLINE:
SEPTEMBER 14, 2022

Wisconsin Center, September 18, 2022

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

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

Terms

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

SERVICES AND EQUIPMENT ORDERED

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

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

Total Now Due

\$ _____

Order Summary

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

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



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

**THIRD
PARTY
BILLING**

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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





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

**EXHIBITOR
APPOINTED
CONTRACTOR**

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

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

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

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

Contractor Requirements

Exhibiting Company Name: _____

Booth Number: _____

Exhibitor Appointed Contractor: _____

Address: _____

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

Phone Number: _____

Email Address: _____

Contact at Show: _____

Type of Service to be performed: _____

Contractor Information





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

TABLES & CHAIRS ORDER FORM

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

DISCOUNT PRICE DEADLINE:
SEPTEMBER 14, 2022

Orders with payment in full must be received by Wednesday, September 14, 2022 for discounted prices.

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. **Be sure to indicate skirting color. Orders received without color indicated will receive foreman's choice.**

Skirting Color Selection:



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

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

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





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

ACCESSORIES ORDER FORM

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

DISCOUNT PRICE DEADLINE:
SEPTEMBER 14, 2022

Orders with payment in full must be received by **Wednesday, September 14, 2022** for discounted prices.

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.

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

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

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

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

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





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 FAX: 815.873.1544

**BOOTH CARPET
 ORDER FORM**

2022 Wisconsin Bridal & Wedding Expo

DISCOUNT PRICE DEADLINE:
 SEPTEMBER 14, 2022

Wisconsin Center, September 18, 2022

Orders with payment in full must be received by Wednesday, September 14, 2022 for discounted prices.

Your area is carpeted with facility carpet, any carpet ordered will go on top of existing carpet. 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.

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

Color Selection for Custom Carpeting

- Blue
 Green
 Black
 Burgundy
 Red
 Gray
 Green Jay
 Pepper

Custom 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.

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

Color Selection for Luxury Carpeting

- Blue
 Green
 Black
 Burgundy
 Red
 Gray

Luxury 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.

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

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

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

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



Exhibiting Company Name: _____

Booth Number(s) _____



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

**SHIPPING
ADDRESSES &
RECEIVING DATES**

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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 Expo & Displays. This weight will prevail.

SHIPPING ADDRESS AND RECEIVING DATES

Advanced Warehouse Shipping Address

2022 WISCONSIN BRIDAL & WEDDING EXPO

EXHIBITING COMPANY NAME
BOOTH NUMBER

VALLEY
C/O VALLEY EXPO & DISPLAYS
4950 AMERICAN RD
ROCKFORD, IL 61109

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

Advanced Warehouse Receiving Dates

First day freight will be accepted at advanced location: Friday, September 2, 2022

Last day freight will be accepted: Friday, September 16, 2022

Direct to Show Site Shipping Address

2022 WISCONSIN BRIDAL & WEDDING EXPO

EXHIBITING COMPANY NAME
BOOTH NUMBER

WISCONSIN CENTER
C/O VALLEY EXPO & DISPLAYS
400 W WISCONSIN AVE
MILWAUKEE, IL 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 9/18/2022 to the show site.

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

Days freight will be accepted at show site: **9/18/2022; *10:00AM - 12:00PM**

***Drivers must check in by 10:00AM**

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.



RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

2022 WISCONSIN BRIDAL & WEDDING EXPO

SHOW NAME

BOOTH NUMBER

VALLEY

VALLEY EXPO & DISPLAYS
4950 AMERICAN RD
ROCKFORD, IL 61109

C/O

*Shipment Should Arrive Between:
9/2/2022 thru 9/16/2022*

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

Carrier _____

Number of pieces _____

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

2022 WISCONSIN BRIDAL & WEDDING EXPO

SHOW NAME

BOOTH NUMBER

VALLEY

VALLEY EXPO & DISPLAYS
4950 AMERICAN RD
ROCKFORD, IL 61109

C/O

*Shipment Should Arrive Between:
9/2/2022 thru 9/16/2022*

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

Carrier _____

Number of pieces _____

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2022 WISCONSIN BRIDAL & WEDDING EXPO

SHOW NAME

BOOTH NUMBER

WISCONSIN CENTER
VALLEY EXPO & DISPLAYS
400 W WISCONSIN AVE
MILWAUKEE, IL 53203

C/O

Shipment Should Arrive:
9/18/2022; 10:00AM - 12:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. .

Carrier _____

Number of pieces _____

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2022 WISCONSIN BRIDAL & WEDDING EXPO

SHOW NAME

BOOTH NUMBER

WISCONSIN CENTER
VALLEY EXPO & DISPLAYS
400 W WISCONSIN AVE
MILWAUKEE, IL 53203

C/O

Shipment Should Arrive:
9/18/2022; 10:00AM - 12:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

Carrier _____

Number of pieces _____



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

ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

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

Information

- Freight is accepted **9/2/2022** thru **9/16/2022**.
- To ensure timely arrival of your materials at show site, freight should arrive by **9/16/2022**. 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)

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

Small Package

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

First Carton	\$ 124.00
Each Additional Carton	\$ 30.75

Additional Surcharges

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

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

Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
		÷ 100 =	\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$30.75			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Total Estimated \$



Place Orders At
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FAX: 815.873.1544

**DIRECT SHIPMENT
FREIGHT HANDLING
ORDER FORM**

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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: **9/18/2022; 10:00AM - 12:00PM**
- Do not ship to the facility prior to **9/18/2022**. 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	\$ 222.35	\$ 444.70
	Special Handling	\$ 288.65	\$ 577.30
	Uncrated	\$ 321.20	\$ 642.40

Small Package

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

First Carton	\$ 124.00
Each Additional Carton	\$ 30.75

Additional Surcharges

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

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

Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
	÷ 100 =		\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$30.75.			\$
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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FAX: 815.873.1544

FREIGHT SERVICE QUESTIONNAIRE

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

ALL EXHIBITORS SHIPPING FREIGHT MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

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

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

3. List carrier name(s):

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

Phone _____

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

Phone _____

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

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

_____ Lbs.

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

_____ Lbs.

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

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

DIRECT SHIPMENTS ONLY:

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

Exhibiting Company Name: _____

Booth Number(s) _____





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

OUTBOUND SHIPPING INFORMATION

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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 **5:00PM** on **9/18/2022**. 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 responsibly to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first-come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Valley Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

Carrier check in Date and Time: 9/18/2022; 6:00PM

Outbound Bill of Lading

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

Outbound Miscellaneous Services

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

Labels

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

Excessive Trash & Booth Abandonment

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





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

OUTBOUND BILL OF LADING INSTRUCTION

BILL OF LADING INSTRUCTIONS

These instructions are designed to clarify information required on a Bill of Lading.

The Show Name Today's Date

Your current booth number. 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.)

Your company name, 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", being very specific and include weights.

Name and address of party responsible for the freight charges.

Received in apparent good condition, except as noted

Date _____ Time _____

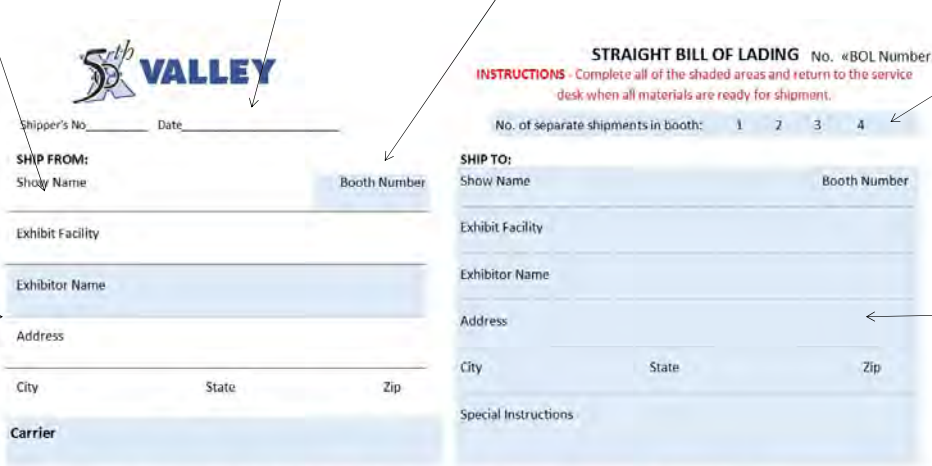
Checkers Signature _____

Driver Signature _____

Driver Print _____

Shipper (Signature) _____ Shipper (Print) _____

VALLEY COPY



In the event a selected carrier fails to show on the final move out day, Valley will force shipment accordingly via house carrier _____ int.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of the Bill of Lading, the property described below, in apparent good order, except as noted (contents and condition of contents of package unknown), marked consigned, and destined as indicated above, which said carrier (the word carrier being understood throughout this contact as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery as said destination, if on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all of any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Freight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or rail-water shipment, or (2) in the motor carrier classification or tariff if this is a motor carrier shipment.

Pieces	Description of Articles	Weight	Class
	Crates (Wooden) Exhibit Materials		
	Cartons (Cardboard)		
	Fiber Cases/trunks		
	Skids/Pallets		
	Carpet (Color _____)		
	Machines		
Total			

Subject to section 7 of Limits of Liability, if the shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:
The carrier shall make delivery of this shipment without payment of freight and all other lawful charges.
Signature of Consignor _____

FREIGHT CHARGES	
Prepaid/3rd Party	Collect
<input type="checkbox"/>	<input checked="" type="checkbox"/>

By receiving this bill of lading from the shipper, the carrier assumes no liability for any loss or damage to or any claims for loss of or damage to the property or for any delay in the delivery of the property, unless the property is lost, damaged, or delayed in the delivery of the property, and the carrier shall be liable only for such loss, damage, or delay as is proved by the shipper to be the result of negligent handling, packing, marking, or labeling, and only in proper condition for transportation according to the applicable regulations of the Department of Transportation.

BILL FREIGHT CHARGES TO:

Company Name _____

Attn _____

Address _____

City _____ State _____ Zip _____

Shipper (Signature) _____ Shipper (Print) _____

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

RETURN TO THE VALLEY SERVICE DESK AFTER YOUR MATERIALS ARE PACKED AND READY TO BE SHIPPED. DO NOT RETURN 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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MISCELLANEOUS

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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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MISCELLANEOUS

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Wisconsin Center, September 18, 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

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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.





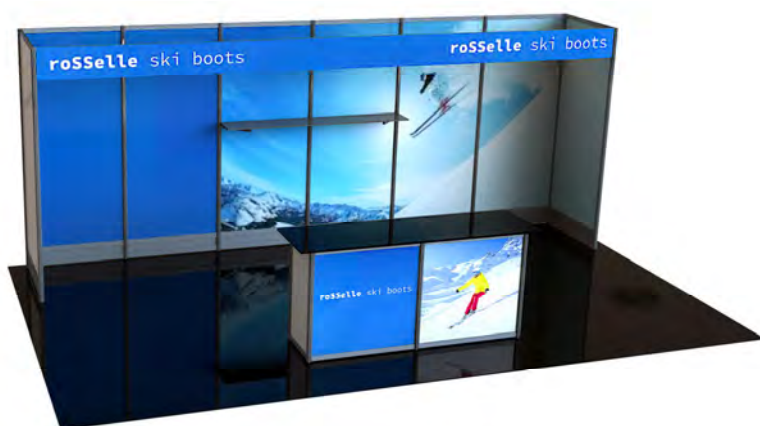
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20FT DISPLAYS

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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





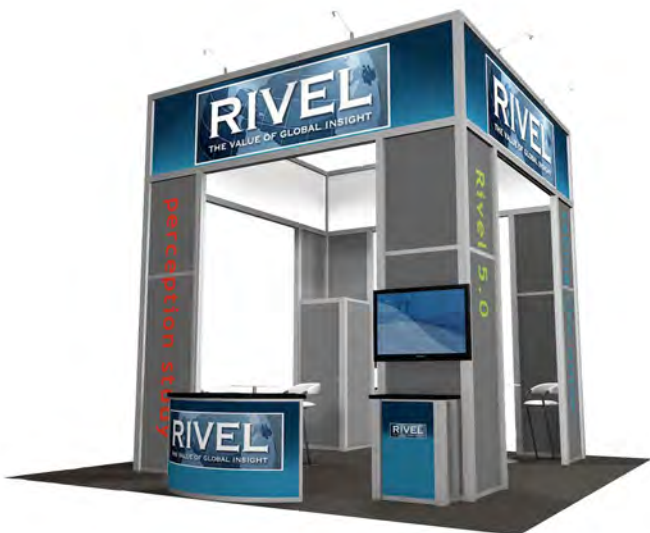
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20 x 20 ISLAND
DISPLAYS

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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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**RENTAL DISPLAYS
 ORDER FORM**

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

Orders with payment must be received by August 28, 2022. Additional fees for orders placed after deadline.

All orders subject to availability of equipment. All display rentals include graphics. All 10Ft, 20Ft and 20 x 20Ft 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 20Ft displays do not included 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	\$ 1,907.05
	135	Rectangle Counter	\$ 1,205.80
	137	Rectangle Counter with Display	\$ 1,327.20
	040	Square Counter	\$ 1,576.50
	1573	Backlit Counter	\$ 1,967.80
	1540	Backlit Counter with Accent	\$ 1,879.15
	138	Full View Display Counter	\$ 1,308.95
	095	Long Rectangle Counter	\$ 2,450.90
Miscellaneous	CT01	Charging Table	\$ 1,389.15
	0303	3' BeMatrix Lightbox	\$ 2,263.50
10FT Displays	1102	Inline Floor Standing Hardwall	\$ 3,013.65
	1024*	10' Fabric Graphic Backwall	\$ 5,009.85
	1055*	10' Fabric Graphic Backwall with Accent Wings	\$ 3,340.00
	1018*	Fabric Graphc Backwall with CO-Glass Stand Off Accents	\$ 3,418.75
	1058	BeMatrix Backwall	\$ 4,611.90
	1023	BeMatrix LightBox wall	\$ 6,549.30
20FT Displays	2367	Inline 20 Ft Hardwall with Counter	\$ 7,326.40
	2056*	20' Fabric Graphic Backwall	\$ 5,236.45
	2395	Formuate Master 20 FT WV1 Vertical Straight Fabric Backwall	\$ 3,329.60
	2389	20' Fabric Backwall with Counter	\$ 8,774.00
	2053	Inline Lightbox Graphic Backwall w/Counters	\$ 9,220.05
	2028*	20' Fabric Backwall with Canopies	\$ 8,799.25
20' x 20' Displays	4087*	Island 20 x 20 Ft Display	\$ 18,414.30
	9049*	Island 20 x 20 Ft Display with Connecting Accents	\$ 15,163.95
	9024*	Island 20 x 20 Ft Display with Header Graphics	\$ 27,243.00
	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
		\$

*Kits that include lighting, do not include electrical service and labor to install lights.

Subtotal	\$
5.5% 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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**AUDIO VISUAL
 ORDER FORM**

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

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

Item Description	Event Rental
<u>LED Displays</u>	
75" LED Monitor	2,141.40
65" LED Monitor	1,606.05
55" LED Monitor	1,189.65
49" LED Monitor	922.05
40" LED Monitor	713.80
32" LED Monitor	505.65
24" LED Monitor	327.20
<u>Display Accessories</u>	
Dual Pole Floor Stand with Shelf	208.25
<u>Multi Media Solutions</u>	
Blu Ray Player	148.75
Media Player	148.75

Please indicate: Table Top Stand Wall Mount Floor Stand

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

Delivery: An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Delivery fee may apply.
Labor, Installation & Dismantle (I&D): Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge please refer to labor install and dismantle order forms located within this kit for labor rates. Valley Expo & Displays does not supply labor to mount hanging brackets to your booth. This must be done prior to setting up any equipment that is to be mounted on your booth.
Equipment: Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).
Guarantee: Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk. Any loss or damage of said equipment will be paid for by the renter. **Cancellation:** Equipment rental cancellation will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.
Payment: All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.

Please write down description below of item ordering below:

Item Description	QTY

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

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

Exhibiting Company Name: _____

Booth Number(s) _____



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EVENT LABOR EXHIBITOR SUPERVISED ORDER FORM

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

DISCOUNT PRICE DEADLINE:
SEPTEMBER 14, 2022

Orders with payment in full must be received by *Wednesday, September 14, 2022* for discounted prices.

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

Rate Information

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

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

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

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

Labor check in & Out

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

Hours of Operation

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

Move In Dates & Times

9/18/2022; 10:00AM - 12:00PM

Move Out Dates & Times

9/18/2022; 5:00PM - 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) _____



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

**EVENT LABOR
 VALLEY SUPERVISED
 ORDER FORM**

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

DISCOUNT PRICE DEADLINE:
 SEPTEMBER 14, 2022

Orders with payment in full must be received by *Wednesday, September 14, 2022* for discounted prices.

Information & Requirements

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

Exhibitor must forward all necessary instruction, drawing and/or diagrams in advance with this order. Please send layout diagram to the information listed above or attach to your order online. Email events@valleyexopdisplays.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@valleyexopdisplays.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: _____

Inbound Shipping & Set Up Information

Outbound Shipping Information

Method of shipment*: Common Carrier UPS FedEx Show Carrier

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

If labels are provided, where will they be? _____

Freight Charges: Prepaid Collect

Bill to: _____

Rate Information

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

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

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

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

Description of labor requested

Exhibiting Company Name: _____

Booth Number(s) _____

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.



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 FAX: 815.873.1544

FORKLIFT SERVICE ORDER FORM

2022 Wisconsin Bridal & Wedding Expo

DISCOUNT PRICE DEADLINE:
 SEPTEMBER 14, 2022

Wisconsin Center, September 18, 2022

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

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

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

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

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

Important Information & Rates

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

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

Hours of Operation

Move In Dates & Times

9/18/2022; 10:00AM - 12:00PM

Move Out Dates & Times

9/18/2022; 5:00PM - 7:00PM

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:
 Uncrating Leveling Unskidding Positioning Exhibit Construction (describe work below) Other

Other: Please describe work

Total

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:
 Recrating Dismantling Recrating Other

Other: Please describe work

Total



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

**BOOTH & EXHIBIT
 PORTER SERVICE
 ORDER FORM**

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

DISCOUNT PRICE DEADLINE:
 SEPTEMBER 14, 2022

Orders with payment in full must be received by *Wednesday, September 14, 2022* for discounted prices.

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

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

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

**Carpet
 Vacuuming**

	Sq. Ft.	X	Discount	Standard =	Total
Once Prior to Show Opening	_____		\$ 0.95	\$ 1.25	_____

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

**Porter
 Service**

	Sq. Ft.	X	Discount	Standard =	Total
Once Prior to Show Opening	_____		\$ 1.00	\$ 1.30	_____

Exhibiting Company Name: _____

Booth Number(s) _____

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

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





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

**SIGN &
 BANNER
 ORDER FORM**

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 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 **8/28/2022** to guarantee delivery.

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

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

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

Contact for sign questions: _____

Email: _____

Phone: _____

Exhibiting Company Name: _____

Booth Number(s) _____

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

Sign copy to be arranged: Horizontally Vertically

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

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





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

**SUPPLIED DIGITAL
ART STANDARDS**

2022 Wisconsin Bridal & Wedding Expo

Wisconsin Center, September 18, 2022

DISCOUNT PRICE DEADLINE:
SEPTEMBER 14, 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@valleyexpdisplays.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@valleyexpdisplays.com





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.

- o 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

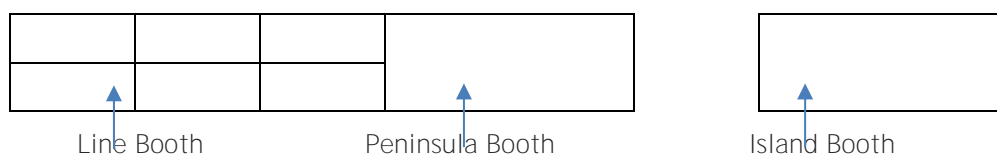
Booth numbers and booth layouts must be provided at the time an order is placed. Please complete this document and submit it as an attachment with your order.

Types of Exhibitor Booths

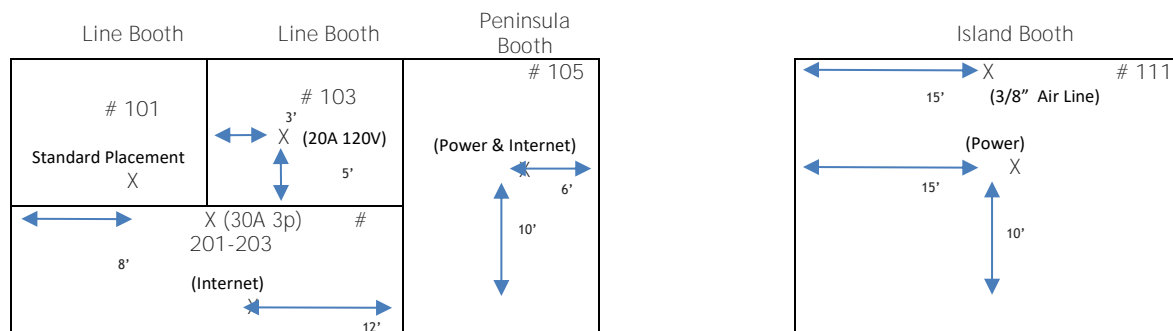
Line Booth - Booth adjacent to other booths, facing the aisle

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 #

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!

BRIDAL & WEDDING EXPO



EXHIBITOR MANUAL



A member of the American Consumer Shows group of companies
6901 Jericho Turnpike, Suite 250, Syosset, NY 11791-4626
Telephone: (888) 433-EXPO (3976) | (516) 422-8100 | Fax: (888) 850-3977



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Adhesive Stickers & Bumper Stickers:

No stickers of any kind are to be given out at any time, at any location, by exhibitors. Exhibitors distributing stickers of any kind will receive a bill from the facility for custodial personnel.

Balloons & Helium Tanks:

The facility does not allow helium balloons in the building for any purpose. For decorating purposes, you may have balloons without helium.

Booth Information:

- A. **Booths:** Maximum booth height is 8' all around, full cubic content. Island booths have no height restriction. Be sure to check the Exhibitor Kit under "*Facility Details*" for the ceiling height.
- B. **Pipe & Drape:** An 8' back curtain and two 3' side curtains are provided with each booth. Placement of curtains will vary for larger booths. Display material may go up to 8' high on either side of the inline booths.

Decorator Services:

Draped tables, chairs, carpeting, wastepaper baskets, and other items can be rented for the duration of the show. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Directions and Parking:

Directions and parking are venue specific. For information on directions and parking, refer to the "*Directions*" page in the Exhibitor Kit.

Distribution of Literature:

Exhibitors are permitted to hand out flyers, catalogs, circulars, and folders within their booth only. Distribution of such material from booth to booth, in the aisles, or in the lobby is strictly prohibited. Canvassing of any kind or distributing literature in the exhibit facility or parking lot by or for non-exhibitors is forbidden. Exhibitors may display, demonstrate, give away samples, and sell within their booth only. Exhibitors should refrain from confronting those that are not complying with the above. Bring your concerns to show management at the Information Booth.

Electrical Services:

Electrical service is available in most venues. Return order form(s) and payment to the service provider. Please note the advance order discount deadline is listed on the service provider forms.

Exhibitor Badges:

Exhibitor badges are optional. If you would like to print badges, please [click here](#) or visit acsshows.com > I Am An Exhibitor > Exhibitor Badges to download the badge template. Please fill out the form, print, and bring it with you to show site.

Food & Beverage:

Exhibitors are not permitted to sell food or drinks for consumption at the show without the prior written consent of American Consumer Shows. Sampling is permitted in most venues; please contact our customer service department at customerservice@acsshows.com for maximum sample size and additional details. It is the vendor's responsibility to obtain any and all permits, including permits required from local Health Departments or agencies. Any exhibitor providing food or drinks must protect the venue floor, no exceptions.

Fire Marshal Rules & Regulations:

- A. Flammable liquids are not permitted.
- B. Liquefied petroleum gases (Butane, Propane, etc.) are not permitted on or in any type of vehicle, boat, trailer, or in any exhibit.
 - 1. Vehicles that have removable propane tanks are not permitted to enter the building unless the propane tank(s) have been removed.
 - 2. Vehicles with built-in propane tanks that cannot be removed are not permitted to enter the building unless a notarized affidavit accompanying the vehicle indicates:
 - a. Propane tanks are new and have never contained propane or,
 - b. Propane tanks have been emptied and purged.
- C. If a vehicle is part of a display, where permitted, the exhibitor must ensure that there is ¼ tank of gas or less, the gas cap has been locked, and the battery has been disconnected.
- D. All drapes, curtains, tenting, decorations, tablecloths, etc., must be inherently fire resistant or flame proofed, unless made of non-combustible material. An original notarized certificate attesting to a material's fire resistance or flame proofing must be provided at the exhibit and available for inspection by the Fire Marshal.
- E. All exits, passageways, vestibules, lobbies, and fire passageways must be clear for their full width. They shall not be used for exhibits, tables, or storage.
- F. Open flame devices are not permitted.
- G. Cooking for demonstration purposes, where permitted, shall be by electrical appliances only and in locations approved by the Fire Marshal. If cooking is permitted, it must be kept clear of combustible materials. Deep fat frying is not permitted. Exhibitors are required to keep a working fire extinguisher within their booth. Please note, most Fire Marshals will request to see the extinguisher.
- H. The use of noxious, toxic, flammable substances, such as paint, stain, polyurethane or anything of the like, is not permitted during the show set-up.

Flyers:

Placement of flyers on cars in the parking lot is strictly prohibited. Exhibitors found placing flyers on cars in the parking lot will receive a bill from the facility for clean up and custodial personnel.

Information and Service Desk:

For any questions regarding the show onsite, please visit the American Consumer Shows' Information Booth, located in the lobby or on the show floor. The electrician will be on-site to help with your electrical requirements. For inquiries related to advance shipping, carpeting, and furnishing, please see the decorator representatives at their service desk, located in the lobby or on the show floor. All representatives will be available on-site during set-up and breakdown to facilitate exhibitor needs.

Janitorial Services:

The general public areas will be cleaned frequently during and after the show each day. Please place all garbage (boxes, papers, etc.) in the facility receptacles. Please note, it is the responsibility of the exhibitor to remove all trash. This includes but is not limited to construction and landscaping materials such as paving stones, dirt, etc. Do not leave large trash items on the show floor; you must take them with you.

Labor:

American Consumer Shows will have personnel available to assist exhibitors for the move-in day. There is no charge for this service.

Move-In and Set-Up Instructions:

- A. If your exhibit contents were shipped in advance to the warehouse, they will be delivered directly to your booth.
- B. If you are bringing your own exhibit contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.
- C. As soon as your vehicle arrives at the facility, check in at the VEHICLE CHECK-IN (please follow the signs). Once checked in and on line, ACS or security personnel will instruct you further. Labor will be available to assist exhibitors with unloading, if necessary.

- D. Move-in can be very long and tedious; please be patient. We will move the line as quickly as possible. Some vehicles may be taken out of line based upon clear access to a particular booth.
- E. In many venues, vehicles are not permitted to drive into the exhibition hall to unload.
- F. Once your vehicle has been unloaded, immediately park it in the designated exhibitor parking area. Never leave your vehicle locked or unattended in the loading area. Vehicles parked in the loading area will be ticketed and towed at the owner's expense.
- G. If your exhibit is arriving by an outside carrier (i.e. UPS, Fed-Ex, or non company/private owned vehicle), a representative from your company must be available to sign for your exhibit contents. Show Management strongly discourages exhibitors from sending packages via UPS/Fed-Ex (or the like) to the facility. Small items tend to get "misplaced." Instead, we suggest sending smaller items to your hotel. Be sure to bring your tracking number.
- H. Please bring your own wagon, cart or dolly for both move-in and move-out.
- I. Independent companies hired to work for an exhibitor must provide a Certificate of Insurance to American Consumer Shows thirty (30) days prior to the show.
- J. All exhibits must be completely assembled one hour prior to the show opening.
- K. Any exhibits extending to the front of the exhibit space above the 3' side curtain must be finished or draped, at the exhibitor's expense. Signage may not intrude upon neighboring exhibits.
- L. Move-in is the most difficult time to provide security because there are so many vehicles and boxes coming in and out. If you have small or valuable items in your exhibit, be certain to have one person remain with your exhibit at all times.
- M. You may store your empties in your own vehicle; ensure that they are available for move-out.
- N. Trash removal of large construction items is your responsibility. Do not leave large items on the show floor, and do not put them in the dumpster

Move-Out and Breakdown Instructions:

- A. Detailed move-out instructions will be distributed on show-site.
- B. Please ensure that your entire exhibit is dismantled and packed prior to requesting a move-out pass or bringing your vehicle to the loading area. **DO NOT GET YOUR VEHICLE UNTIL YOU HAVE BEEN INSTRUCTED TO DO SO.** Do not lock your vehicle or leave it unattended in the loading area at any time.
- C. Never leave your exhibit contents unattended during move-out. This is a very difficult time to provide security.
- D. At some venues you have the option to ship your exhibit contents back to the decorator's warehouse for later pick-up via common carrier. Make sure you provide the contractor with the proper paperwork. There is a charge for this service. Please speak with the decorator representative to make arrangements.
- E. All exhibits must be removed by 8:00 PM on the last day of the show. Any exhibit contents that have not been removed by 8:00 PM will be subject to packing, shipping and storage charges.

Noisemaking Equipment:

Devices that produce sound must be operated at levels that will not disturb other exhibitors. The facility and American Consumer Shows reserve the right to determine the acceptable sound level in such instances. Failure to comply may result in ejection from the venue.

Outstanding Balances:

Exhibitors with a past due balance will not be allowed to exhibit until all such balances are paid in full, no exceptions. If you have an outstanding balance, please mail your payment or [click here](#) or visit acsshows.com > I Am An Exhibitor > Pay For Your Booth Online to make a payment online.

Oversized Display:

If your exhibit is an actual trailer, vehicle, sunroom, shed, or oversized display, you are required to contact the American Consumer Shows Operations Department. Please call 516.422.8100 or e-mail ops@acsshow.com to make move-in arrangements at venues that can accommodate oversized displays. Please double check measurements to ensure that your display will fit through the door of the facility and within your booth space. Based on booth location, oversized exhibits are oftentimes the first ones inside the venue. Please consult with the move-out coordinator on-site regarding move-out procedures. Note: this section applies only to venues where oversized displays are permitted. Please contact the Operations Department if you are unsure.

Products & Services to be Exhibited:

Only those products and services listed on the exhibitor contract may be exhibited at the show. Should different and/or additional items be displayed, Show Management has the right to ask that they be removed. Failure to comply may result in ejection from the show and forfeiture of booth cost.

Refunds for Exhibit Space:

Refunds will not be made, in whole or in part, for unused exhibit space. Should the contracted exhibit space remain unoccupied within two hours of the show start on the opening day, American Consumer Shows may assign it to another exhibitor or use it without obligation. All outstanding balances will remain due irrespective of American Consumer Shows reassigning such space.

Sales Tax & Permits:

All exhibitors are required to collect sales tax where applicable. The State Department of Taxation prohibits the selling of taxable merchandise or services at a show or event by all persons that have not registered for a valid Sales and Use Tax License. For your convenience, applications can be completed online; refer to the Exhibitor Kit under "*Tax Information*" for additional information. Please remember to print a copy of each page during the online registration process to keep for your records. It is the obligation of the exhibitor to obtain and clearly display a copy of the Certificate or License within their booth.

It is the responsibility of any exhibitor playing music at the show to obtain any necessary permits from ASCAP. Failure to obtain the required permits will be considered a breach of contract by the exhibitor, and the exhibitor shall be liable for any damages incurred by American Consumer Shows.

Security:

At the close of each show day, American Consumer Shows management will walk the show floor to ensure that everyone is out of the exhibition hall, at which time the facility is deemed secure and will be locked down.

Doors will open to exhibitors each morning one hour before the show opens to the public. For preparation and security purposes, at least one member of your company must be present at these times. American Consumer Shows does not guarantee exhibitors against loss, nor does it imply any assumption of liability for exhibitor's property.

Shipping Information:

- A. **Advance Shipping to Warehouse:** Exhibitors may ship their exhibit contents to the decorator's warehouse prior to the show for a fee. Such contents will be stored and delivered directly to your booth before the show. Please contact the service provider directly for detailed instructions and costs associated with this service.
- B. **Direct Shipments to the Facility:** Exhibitors may ship by common carrier of their choice directly to the facility, only on the move-in day, during the move-in hours. Freight will not be accepted prior to this date. Under this shipping method, there are no additional warehouse charges. All exhibit materials that are shipped directly to the facility must be delivered to the loading area of the exhibition hall. Employees of American Consumer Shows and the facility are not authorized to sign and accept any shipments whatsoever. If personnel from your company are not available to sign and accept your exhibit contents, your carrier will not be permitted to leave your exhibit contents at the facility.

C. **POV:** Personal Occupancy Vehicles are the most common form of to-show shipping. If you are bringing your own exhibitor contents or a carrier is delivering them to the facility, please try to fit all of the contents into one vehicle.

** Important: Do not ship your exhibit contents directly to the facility prior to the move-in day. The facility will not receive any advance shipments (unless otherwise specified).*

Signs & Banners:

Signs and banners may be suspended from the back wall curtain of your booth. The decorator will have sign hooks available that fit around the 10' pipe holding up the back curtain. Please ensure that your banner or sign has grommets along the top. Written approval from Show Management is required for any signage extending above 8' high. Please note, sign copy is limited to one side only and should be displayed above your booth. Signage must not encroach on neighboring displays, no exceptions.



Exhibitor Ordering Kit

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

Revised: 4/26/2022

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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 to exhibitorsvc@wcd.org 60 days prior to load in.

Parking: Paid parking is available in nearby parking lots, please visit www.spothero.com to see pricing and 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>
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Basic Rigging Package	\$567.00	\$736.00	Email for Availability
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- 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
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- 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
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- 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
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- 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 Pricing Guide



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

Please note, this is a price guide only. All orders should be placed online at the [Exhibitor Store](#). For custom rigging and overhead lighting options, or questions, please contact us at productions@cti.com

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

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 – SAMSUNG	\$585.00	\$650.00	\$780.00	
	70" LED Monitor – SAMSUNG	\$540.00	\$600.00	\$720.00	
	50" LED Monitor – SAMSUNG / LG	\$225.00	\$250.00	\$275.00	
	32" LCD Monitor – SAMSUNG	\$125.00	\$150.00	\$175.00	
	22" LCD Monitor – LG	\$67.00	\$75.00	\$90.00	
	Raspberry PI Video Loop Device - USB/HDMI	\$55.00	\$60.00	\$72.00	
	CHIEF PRSU Monitor Stand	\$110.00	\$125.00	\$150.00	
	Safe Lock Projector Stands	\$8.00	\$10.00	\$12.00	
	34", 42", or 54" AV carts	\$20.00	\$25.00	\$30.00	
Please note, CTI does not provide Wall Mounting. Exhibitors will need to supply their own Wall Mounts and Wall Mount installation.					
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 Lectern (MOHOGANY)	\$60.00	\$65.00	\$78.00	
	Amplivox Wood Finish Lectern	\$45.00	\$50.00	\$60.00	
	Black Carpeted Lectern	\$36.00	\$40.00	\$50.00	
	Gray Carpeted Lectern	\$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	
	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	
Large Profile Digital Audio Consoles available upon request, please contact a CTI representative for pricing.					

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400 W Wisconsin Ave. Milwaukee, WI 53203

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Wisconsin Center District

Exhibitor AV Pricing Guide



Qty.	Description	Advanced Day Rate	Standard Day Rate	Floor Day Rate	Amount (Qty x Day Rate)
LIGHTING					
	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	
<p>For special lighting over a booth, please contact Exhibitor Services and CTI for pricing. Please note, this is a custom rigging option and will require a detailed CAD / Diagram of your booth as well as Local IATSE 18 Labor.</p> <p>Specialty LED Production Lighting and Consoles available upon request, please contact a CTI representative for pricing.</p>					
RIGGING					
<p>All Rigging Plots must be confirmed with CTI and Local IATSE 18 two weeks prior to load in. 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.</p>					
*Please include any Adapters in your Notes or Email us.					
CTI also offers additional AV Gear to meet your Audio, Video, Lighting and Rigging needs.					

Please visit the exhibitor store wisconsincenter.com/order-exhibitor-services/ to place your orders.

All Audio Visual related questions can be directed to CTI at productions@cti.com or call us at 414-908-6190.



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

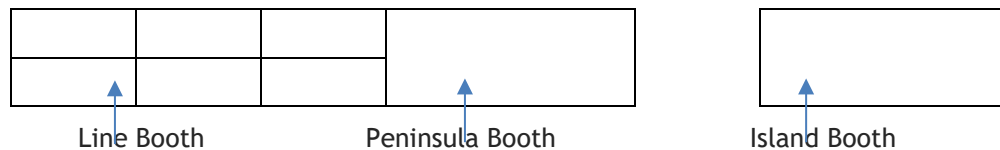
Booth numbers and booth layouts must be provided at the time an order is placed. Please complete this document and submit it as an attachment with your order.

Types of Exhibitor Booths

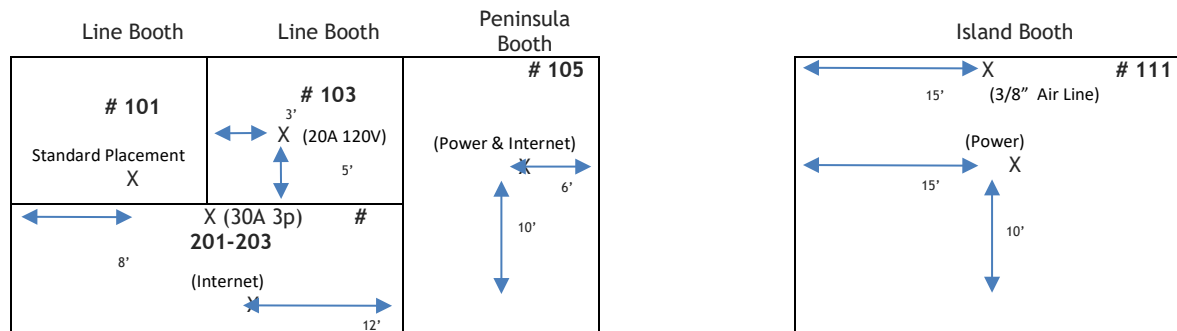
Line Booth - Booth adjacent to other booths, facing the aisle

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 #

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!