

Dear **Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019**

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019**, being held at **Wisconsin Center, January 17-19, 2019**. 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,

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

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

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

**Valley  
Online  
Ordering**

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

**Helpful  
Hints**

**Ordering  
Information**

Valley Expo & Displays does not take orders over the phone. All pre show orders must be entered online at (<https://valleyexpodisplays.boomerecommerce.com>), faxed to (815-873-1544), or emailed to ([events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)) by **January 8, 2019**. 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](mailto:events@valleyexpodisplays.com) with any  
questions you may have.



**VALLEY**  
BETTER IDEAS. BETTER RESULTS.  
valleyexpodisplays.com



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<http://valleyexpodisplays.com/page/register>  
EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM  
FAX: 815.873.1544

## GENERAL SHOW INFORMATION

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019  
**Wisconsin Center, January 17-19, 2019**

ADVANCE PRICE DEADLINE:  
December 21, 2018

### Valley Customer Service

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

### Show Management

- Alan DeYoung
- 414-431-8193
- Alan@WisconsinEMS.com

### Booth Package

- A standard 10' x 10' booth will include:
- Blue/Silver 8' Back Drape and 3' Side Drape
  - (1) 8' x 30" Skirted Table
  - (2) Folding Chairs
  - (1) 7" x 44" Identification Sign

Your exhibit area is carpeted.

### Exhibitor Schedule

<b>Exhibitor Move-In:</b>	Wednesday	January 16, 2019	8:00am-2:00pm (Helicopters)
	Wednesday	January 16, 2019	2:00pm-7:00pm (vehicles)
	Thursday	January 17, 2019	8:00am-3:00pm
<b>Show Hours:</b>	Thursday	January 17, 2019	5:00pm-7:00pm (Grand Opening)
	Friday	January 18, 2019	11:15am-12:15pm
	Friday	January 18, 2019	1:45pm-3:30pm
	Saturday	January 19, 2019	11:45am-1:45pm
<b>Exhibitor Move Out:</b>	Saturday	January 19, 2018	2:00pm-4:00pm

- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by:  
**3:00pm on 1/19/2019.**

### Shipping Addresses

#### Advance to Warehouse

Receiving Dates:  
**12/14/2018 thru 1/11/2019**  
Receiving Hours:  
Mon-Fri 7:30AM-2:30PM

TO: Exhibiting Company Name and Booth #  
FOR: **Double Header - Wisconsin EMS Association  
Conference and Exposition Hall 2019**  
C/O Valley Expo & Displays  
YRC Freight  
6880 South Howell Ave  
Oak Creek WI 53154

#### Direct to Show Site

Receiving Dates and Times:  
**1/16/2019; 8:00am-2:00pm (helicopters)**  
**1/16/2019; 2:00pm-7:00pm (vehicles)**  
**1/17/2019; 8:00am-3:00pm**

TO: Exhibiting Company Name and Booth #  
FOR: **Double Header - Wisconsin EMS Association  
Conference and Exposition Hall 2019**  
C/O Valley Expo & Displays  
Wisconsin Center  
400 W. Wisconsin Ave  
Milwaukee WI 53203





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 FAX: 815.873.1544

## GENERAL SHOW INFORMATION

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

ADVANCE PRICE DEADLINE:  
December 21, 2018

Wisconsin Center, January 17-19, 2019

### Important Deadlines

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

**Advance Price Deadline**

**Friday, December 21, 2018**

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

**Advance Shipments receiving dates :** 12/14/2018 thru 1/11/2019

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

**Show Site Shipments receiving dates & times:** 1/16/2019; 8:00am-2:00pm (Helicopters)

1/16/2019; 2:00pm-7:00pm (Vehicles )

1/17/2019; 8:00am-3:00pm

### Payment Policies

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

### 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 pre show order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, NO EXCEPTIONS

### Tax Exemption

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

### Third Party Payment Billing Exhibitor Appointed Contractor

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

### Miscellaneous

- Rental items not ordered, yet found in booth space, are invoiced at "Floor" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.





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**RECAP OF COST & PAYMENT**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019  
**Wisconsin Center, January 17-19, 2019**

ADVANCE PRICE DEADLINE:  
 December 21, 2018

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

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

**Terms**

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

**SERVICES AND EQUIPMENT ORDERED**

**Order Summary**

\$ _____	Booth Furniture Order Form
\$ _____	Accessories 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
\$ _____	Vehicle Placement Order Form
<b>\$ _____</b>	<b>Total Now Due</b>

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



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**THIRD  
PARTY  
BILLING**

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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 \_\_\_ RENTAL FURNITURE/CARPET/SIGNS  
\_\_\_ I&D LABOR/SUPERVISION \_\_\_ BOOTH CLEANING  
\_\_\_ MATERIAL HANDLING IN & OUT \_\_\_ OTHER: \_\_\_\_\_

Services  
to be  
billed to  
third party

**Third Party Company Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-Mail for Invoice: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Third Party Company's credit card information:**

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

Account #: \_\_\_\_\_

X \_\_\_\_\_  
Cardholder's Signature Print Cardholder's Name

Cardholder's Billing Address City State Zip

Third Party  
Company  
Information



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**EXHIBITOR  
APPOINTED  
CONTRACTOR**

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

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

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

**Contractor  
Requirements**

**Exhibiting Company Name:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Exhibitor Appointed Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact at Show:** \_\_\_\_\_

**Type of Service to be performed:** \_\_\_\_\_

**Contractor  
Information**





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# TABLES & CHAIRS ORDER FORM

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019  
 Wisconsin Center, January 17-19, 2019

ADVANCE PRICE DEADLINE:  
 December 21, 2018

**Orders with payment in full must be received by December 21, 2018, for Advance 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:**

- Black  
  Blue  
  Burgundy  
  Red  
  Teal  
  Silver  
 Purple  
  White  
  Gold  
  Green

	Description	Quantity	Advance	Floor	Total
<b>Skirted Tables</b>	4' L x 30" H	_____	\$ 126.30	\$ 164.20	_____
	6' L x 30" H	_____	\$ 149.85	\$ 194.85	_____
	8' L x 30" H	_____	\$ 168.35	\$ 218.90	_____
	4' L x 42" H	_____	\$ 132.45	\$ 172.20	_____
	6' L x 42" H	_____	\$ 164.10	\$ 213.35	_____
	8' L x 42" H	_____	\$ 192.00	\$ 249.60	_____
<b>4th Side Skirting &amp; Drape</b>	30" x 13' Skirting Only (4th Side)	_____	\$ 61.35	\$ 79.80	_____
	42" x 13' Skirting Only (4th Side)	_____	\$ 70.85	\$ 92.15	_____
	3' Drape (Side) per LnFt	_____	\$ 9.20	\$ 12.00	_____
	8' Drape (Back) per LnFt	_____	\$ 12.90	\$ 16.80	_____
<b>Plain Tables</b>	4' L x 30" H	_____	\$ 56.75	\$ 73.80	_____
	6' L x 30" H	_____	\$ 83.40	\$ 108.45	_____
	8' L x 30" H	_____	\$ 99.65	\$ 129.55	_____
	4' L x 42" H	_____	\$ 76.70	\$ 99.75	_____
	6' L x 42" H	_____	\$ 102.95	\$ 133.85	_____
	8' L x 42" H	_____	\$ 118.60	\$ 154.20	_____
	White Vinyl, 8' Long (tabletop covering)	_____	\$ 11.50	\$ 14.95	_____
<b>Cocktail Tables</b>	30" Round, 30" High	_____	\$ 95.75	\$ 124.50	_____
	30" Round, 42" High	_____	\$ 107.00	\$ 139.10	_____
<b>Chairs</b>	Folding Chair	_____	\$ 25.00	\$ 32.50	_____
	Side Chair	_____	\$ 51.45	\$ 66.90	_____
	Padded Chair	_____	\$ 64.00	\$ 83.20	_____
	Bar Stool with Back	_____	\$ 79.70	\$ 103.65	_____

<b>Subtotal</b>	\$ _____
<b>5.5% Sales Tax</b>	\$ _____
<b>Total</b>	\$ _____

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



Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_



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 FAX: 815.873.1544

# ACCESSORIES ORDER FORM

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019  
 Wisconsin Center, January 17-19, 2019

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**Accessories**

Description	Quantity	Advance	Floor	Total
Tripod Adjustable Easel	_____	\$ 32.80	\$ 42.65	_____
Garment Rack	_____	\$ 37.10	\$ 48.25	_____
Bag Stand	_____	\$ 90.45	\$ 117.60	_____
Literature Stand	_____	\$ 111.95	\$ 145.55	_____
Wastebasket	_____	\$ 16.50	\$ 21.45	_____
8' Upright with Base	_____	\$ 15.55	\$ 20.25	_____
Crossbar	_____	\$ 10.35	\$ 13.50	_____
Table Riser 1'x1'x4 White Skirted	_____	\$ 70.20	\$ 91.30	_____
Posterboard 4' x 8' Horizontal / Vertical (Circle one)	_____	\$ 165.45	\$ 215.10	_____

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 4' H Panel	_____	\$ 38.85	\$ 50.55	_____
2' W x 6' H Panel	_____	\$ 45.00	\$ 58.50	_____
2' W x 8' H Panel	_____	\$ 57.05	\$ 74.20	_____
"T" Base, per set	_____	\$ 26.80	\$ 34.85	_____
24" Shelf Bracket	_____	\$ 14.65	\$ 19.05	_____
48" Shelf Bracket	_____	\$ 20.80	\$ 27.05	_____
6 Ball Waterfall	_____	\$ 9.80	\$ 12.75	_____
Hang Rail	_____	\$ 11.05	\$ 14.40	_____
Picture Hanger	_____	\$ 2.60	\$ 3.40	_____
Hat Display	_____	\$ 6.20	\$ 8.10	_____
Peg Hook 4", 6", 12" (circle one)	_____	\$ 2.60	\$ 3.40	_____

Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_

<b>Subtotal</b>	\$	_____
<b>5.5% Sales Tax</b>	\$	_____
<b>Total</b>	\$	_____

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







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**SHIPPING  
ADDRESSES &  
RECEIVING DATES**

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**Wisconsin Center, January 17-19, 2019**

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

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

### SHIPPING ADDRESS AND RECEIVING DATES

#### Advanced Warehouse Shipping Address

EXHIBITING COMPANY NAME  
 BOOTH NUMBER  
**DOUBLE HEADER - WISCONSIN  
 EMS ASSOCIATION CONFERENCE  
 AND EXPOSITION HALL 2019**  
 YRC FREIGHT  
 C/O VALLEY EXPO & DISPLAYS  
 6880 SOUTH HOWELL AVE  
 OAK CREEK WI 53154

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

#### Advanced Warehouse Receiving Dates

First day freight will be accepted at advanced location: **12/14/2018**

Last day freight will be accepted: **1/11/2019**

#### Direct to Show Site Shipping Address

EXHIBITING COMPANY NAME  
 BOOTH NUMBER  
**DOUBLE HEADER - WISCONSIN  
 EMS ASSOCIATION CONFERENCE  
 AND EXPOSITION HALL 2019**  
 WISCONSIN CENTER  
 C/O VALLEY EXPO & DISPLAYS  
 400 W. WISCONSIN AVE  
 MILWAUKEE WI 53203

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

#### Direct to Show Site Receiving Dates and Times

**Do not send shipments to arrive in advance of 1/16/2019 to the show site.**

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

Days freight will be accepted at show site: **1/16/2019; \*8:00am-2:00pm (Helicopters)**  
**1/16/2019; \*2:00pm-7:00pm (Vehicles)**  
**1/17/2019; 8:00am-3:00pm**

***\*Drivers must check in by 1 hour before end time***

**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

DOUBLE HEADER - WISCONSIN EMS ASSOCIATION CONFERENCE  
AND EXPOSITION HALL 2019

\_\_\_\_\_  
SHOW NAME

\_\_\_\_\_  
BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
YRC FREIGHT  
6880 SOUTH HOWELL AVE  
OAK CREEK WI 53154

**Shipment Should Arrive Between:**  
*December 14, 2018 thru January 11, 2019*

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

DOUBLE HEADER - WISCONSIN EMS ASSOCIATION CONFERENCE  
AND EXPOSITION HALL 2019

\_\_\_\_\_  
SHOW NAME

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C/O VALLEY EXPO & DISPLAYS  
YRC FREIGHT  
6880 SOUTH HOWELL AVE  
OAK CREEK WI 53154

**Shipment Should Arrive Between:**  
*December 14, 2018 thru January 11, 2019*

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

DOUBLE HEADER - WISCONSIN EMS ASSOCIATION CONFERENCE  
AND EXPOSITION HALL 2019

SHOW NAME

BOOTH NUMBER

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

**Shipment Should Arrive:**

January 16, 2019; 8:00am-2:00pm (helicopters)  
January 16, 2019; 2:00pm-7:00pm (Vehicles)  
January 17, 2019; 8:00am-3:00pm

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. .

Carrier

Number of pieces

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

DOUBLE HEADER - WISCONSIN EMS ASSOCIATION CONFERENCE  
AND EXPOSITION HALL 2019

SHOW NAME

BOOTH NUMBER

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

**Shipment Should Arrive:**

January 16, 2019; 8:00am-2:00pm (helicopters)  
January 16, 2019; 2:00pm-7:00pm (Vehicles)  
January 17, 2019; 8:00am-3:00pm

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

Carrier

Number of pieces



# Exhibit Services

Reliable trade show shipping services





### The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

## Delivering confidence at the show

- 100% inbound service guarantee\* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

## Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

## Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on [my.yrcfreight.com](http://my.yrcfreight.com)

\* Subject to applicable Tariffs and Rules and Conditions publications.

**Confidence Delivered:**

[yrcfreight.com](http://yrcfreight.com) | 800.531.EXPO (3976) |  Live Chat





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## ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

**Wisconsin Center, January 17-19, 2019**

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

### Information

- Freight is accepted **12/14/2018** thru **1/11/2019**.
- To ensure timely arrival of your materials at show site, freight should arrive by **1/11/2019**. Freight will still be received after the deadline date; however, delays may occur and additional charges will apply.
- The warehouse receives shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

### Advantages

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

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

### Estimating Material Handling Charges

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

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

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

	Rate Classifications	Price Per CWT	200lb Minimum
<b>Rates</b>	Crated or Skidded	\$ 89.95	\$ 179.90
	Special Handling	\$ 116.80	\$ 233.60

### Small Package

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

First Carton	\$ 61.40
Each Additional Carton	\$ 14.85

### 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 =		\$	\$
<b>Additional Surcharges (% added to price per CWT)</b>				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
<b>Small Package</b>				
First Carton				\$
Additional Carton	_____ # of additional carton x \$14.85			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				<b>Total Estimated</b> \$



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**DIRECT SHIPMENT  
 FREIGHT HANDLING  
 ORDER FORM**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

**Wisconsin Center, January 17-19, 2019**

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

**Information**

- Freight will be accepted: **1/16/2019; 8:00am-2:00pm (helicopters), 1/16/2019; 2:00pm-7:00pm (vehicles) & 1/17/2019; 8:00am-3:00pm**
- Do not ship to the facility prior to **1/16/2019**. 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)

Rates	Rate Classifications	Price Per CWT	200lb Minimum
	Crated or Skidded	\$ 85.25	\$ 170.50
	Special Handling	\$ 110.75	\$ 221.50
	Uncrated	\$ 132.45	\$ 264.90

**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	\$ 61.40
Each Additional Carton	\$ 14.85

**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 =		\$	\$
<b>Additional Surcharges (% added to price per CWT)</b>				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
<b>Small Package</b>				
First Carton				\$
Additional Carton	_____ # of additional carton x \$14.85			\$
<b>Total Estimated</b>				\$

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.



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### FREIGHT SERVICE QUESTIONNAIRE

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

Wisconsin Center, January 17-19, 2019

### 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) \_\_\_\_\_





Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

**Wisconsin Center, January 17-19, 2019**

Outbound shipping is not an automatic process. Each shipment must have freight handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. **Do not leave this in your booth with your shipment.** Call your designated carrier with pick-up information. In the event your carrier fails to show by carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley Expo & Displays' official show carrier at exhibitor's expense.

**Tear  
Down**

 The show closes at **2:00pm** on **1/19/2019**. Please do not tear down prior to the close of the show.

**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 Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

**Carrier check in Date and Time: 1/19/2019; 3:00pm**
**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	\$ 75.00 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	\$ 1.25 per foot + dismantle labor (please see labor order form for dismantle labor rates)

**Labels**

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



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# OUTBOUND BILL OF LADING INSTRUCTION

## BILL OF LADING INSTRUCTIONS

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

**The Show Name**      **Today's Date**

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

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

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

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

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

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

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

The actual address where the shipment should be delivered (destination). This address should match your shipping labels.

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

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 TURN THE BILL OF LADING IN EARLY.**

**A SHIPPING LABEL MUST BE PLACED ON EACH PIECE.**

**LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.**





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**PORTABLE MODULAR  
 DISPLAY RENTAL**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019  
 Wisconsin Center, January 17-19, 2019

ADVANCE PRICE DEADLINE:  
 December 21, 2018

**Orders with payment in full must be received by December 21, 2018, for Advance Prices.**

All orders subject to availability of equipment. Rental includes delivery to booth, installation and dismantle of exhibit. Electrical service and labor to install lights are not included.

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

	Kit#	Description	Advance	Floor	Sale Price
Miscellaneous	115	Capsule Counter	\$ 398.00	\$ 517.00	\$ 1592.00
	129	Fan Counter	\$ 701.00	\$ 911.00	\$ 2804.00
	130	1 Meter Counter	\$ 550.00	\$ 715.00	\$ 2200.00
	131	2 Meter Counter	\$ 750.00	\$ 975.00	\$ 3000.00
	135	Rectangle Counter	\$ 462.00	\$ 600.00	\$ 1848.00
	137	Rectangle Counter w/Display	\$ 550.00	\$ 715.00	\$ 2200.00
	138	Full View Display Counter	\$ 650.00	\$ 845.00	\$ 2600.00
	139	Pedestal	\$ 360.00	\$ 468.00	\$ 1440.00
	LIT	Literature Rack	\$ 120.00	\$ 156.00	\$ 460.00
	IPAD	iPad Stand	\$ 175.00	\$ 228.00	\$ 700.00
10' x 10' Displays	1160*	Inline Table Top Pop Up	\$ 525.00	\$ 683.00	\$ 2100.00
	1000*	Inline Floor Standing Pop Up	\$ 973.00	\$ 1265.00	\$ 3892.00
	1001*	Inline Floor Standing Pop Up w/Counter	\$ 1259.00	\$ 1637.00	\$ 5036.00
	1102	Inline Floor Standing Hardwall	\$ 1414.00	\$ 1838.00	\$ 5656.00
	1127	Inline Floor Standing Hardwall w/Counter	\$ 2104.00	\$ 2735.00	\$ 8416.00
10' x 20' Displays	2184*	Inline 20 Ft Fabric	\$ 4632.00	\$ 6022.00	\$ 18528.00
	2192*	Inline 20 Ft Serpentine Pop Up	\$ 1607.00	\$ 2089.00	\$ 6428.00
	2193*	Inline 20 Ft Hybrid	\$ 3683.00	\$ 4788.00	\$ 14732.00
	2212	Inline 20 Ft Hardwall	\$ 4255.00	\$ 5531.00	\$ 17020.00
	2367	Inline 20 Ft Hardwall w/Counter	\$ 3530.00	\$ 4589.00	\$ 14120.00
20' x 20' Displays	4087*	Island 20 x 20 Ft Display	\$ 6617.00	\$ 8602.00	\$ 26468.00
	4541*	Island 20 x 20 Ft Display	\$ 7366.00	\$ 9576.00	\$ 29464.00
	4744*	Island 20 x 20 Ft Display	\$ 6209.00	\$ 8072.00	\$ 24836.00

Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_

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

All 10' x 10', 10' x 20' and 20' x 20' Display kits includes a Standard Carpet (circle color)  
Blue Red Grey Green Burgundy Black

\*Kits that include lighting

Kit #	Qty	Price	Optional Graphic	
			Yes	No
		\$		

Subtotal	\$
5.5% Sales Tax	\$
<b>Total</b>	<b>\$</b>

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





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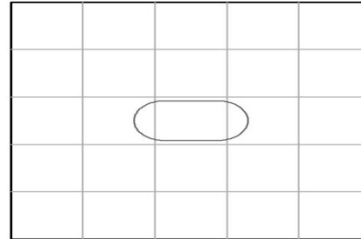
**PORTABLE MODULAR  
 DISPLAY DESCRIPTION  
 KIT 115, 129, & 130**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

**Wisconsin Center, January 17-19, 2019**

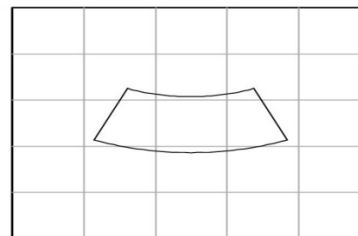
### Counter Kit 115 Capsule counter

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



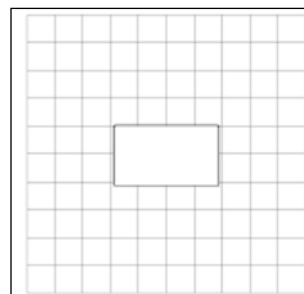
### Counter Kit 129 Fan counter

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



### Counter Kit 130 1 Meter counter

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 38.25"wide x 18.875" deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.125"wide x 36.25"high. Additional cost \$240.00





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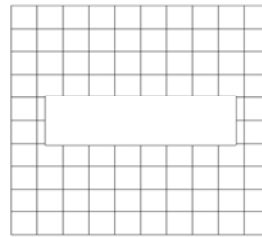
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 131, 135, & 137

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

Wisconsin Center, January 17-19, 2019

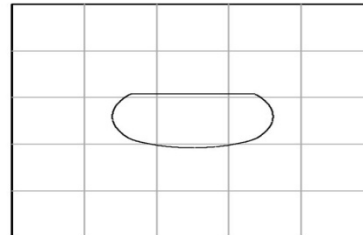
### Counter Kit 131 2 Meter counter

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 76" wide x 18.875" deep x 40" high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional 2 front graphic 38.125" wide x 36.25" high. Additional cost for both \$480.00



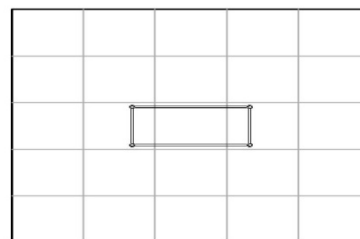
### Counter Kit 135 Rectangle counter

- 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
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25" wide x 32.25" high. Additional cost \$212.00



### 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
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25" wide x 25.75" high. Additional cost \$169.00





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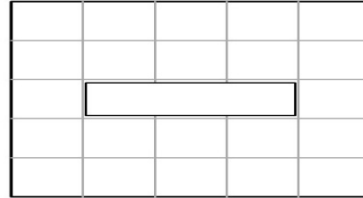
**PORTABLE MODULAR  
 DISPLAY DESCRIPTION  
 KIT 138, 139, & LIT**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

**Wisconsin Center, January 17-19, 2019**

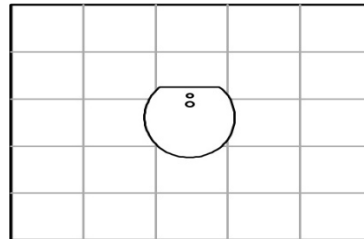
### Counter Kit 138 Full View display case

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



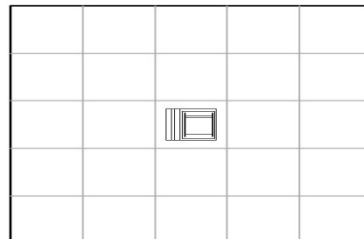
### Pedestal Kit 139

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



### Literature Rack

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





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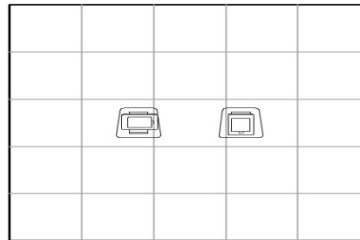
**PORTABLE MODULAR  
 DISPLAY DESCRIPTION**  
 Stand, 1160, & 1000

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

**Wisconsin Center, January 17-19, 2019**

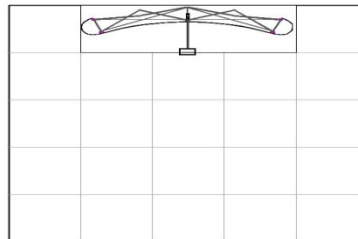
### iPad Stand

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



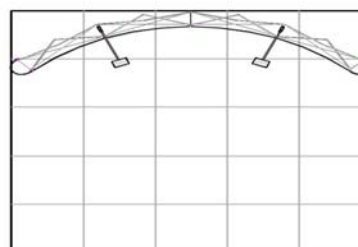
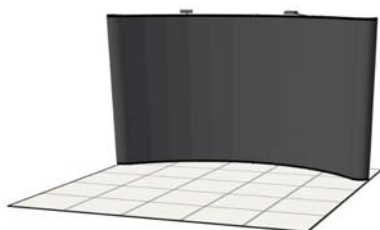
### Inline Kit 1160 Table Top Pop-up Display

- Classic expandable frame covered with black (Velcro compatible) fabric panels, one halogen stem light and one 6ft skirted table included.
- Dimensions approximately: 60" x 60"
- Standard table skirt color selection
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. (2) Front Mural Graphic Panels \$660.00 and (2) Mural Graphic End Caps \$430.00.



### Inline Kit 1000 Floor Standing Pop-up Display

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. (4) Front Mural Graphic Panels \$1776.00 and (2) Mural Graphic End Caps \$510.00.





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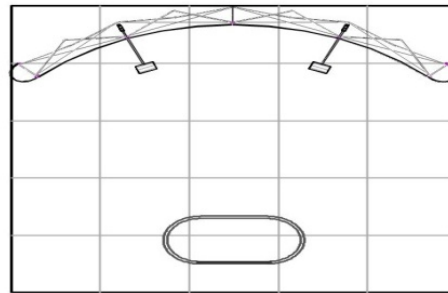
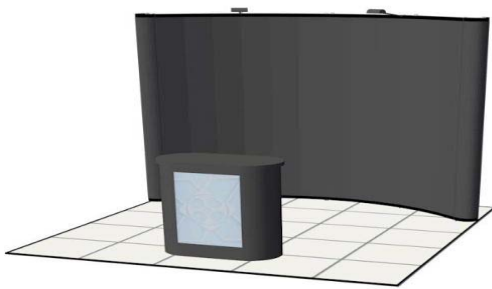
**PORTABLE MODULAR  
 DISPLAY DESCRIPTION  
 KIT 1001 & 1002**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

**Wisconsin Center, January 17-19, 2019**

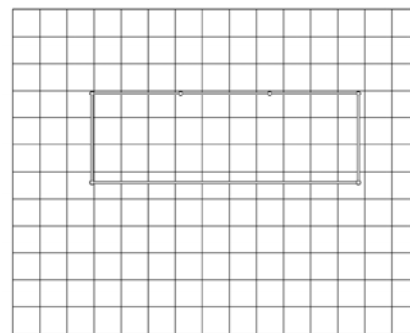
**Inline Kit 1001 Floor Standing Pop-up Display**

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights. Includes counter.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. (4) Front Mural Graphic Panels \$1776.00, (2) Mural Graphic End Caps \$510.00, and Capsule Counter Graphic \$90.00.



**Inline Kit 1102 (DK 102) Floor Standing Hardwall Display**

- Aluminum extrusion frame with cool gray sintra infill panels
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen
- Optional front header graphic 117" wide x 12" high. Additional cost \$244.00







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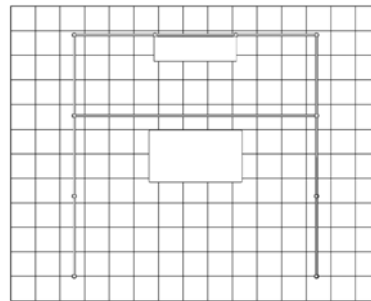
**PORTABLE MODULAR  
 DISPLAY DESCRIPTION  
 KIT 1127, & 2184**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

**Wisconsin Center, January 17-19, 2019**

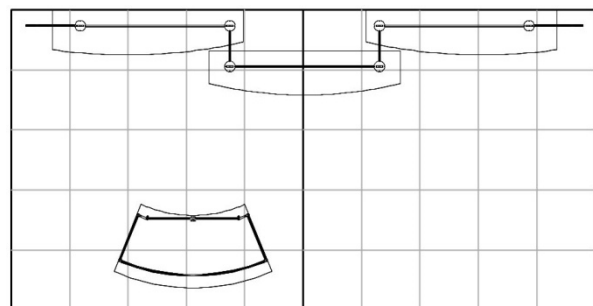
**Inline Kit 1127 (DK 127) Floor Standing Hardwall Display**

- Aluminum extrusion frame with cool gray sintra infill panels
- 1 meter back wall counter with sliding doors
- 1 meter shelf
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen
- Optional front header graphic 117" wide x 12" high. Additional cost \$244.00



**Inline Kit 2184 20ft Valley Fabric Display**

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





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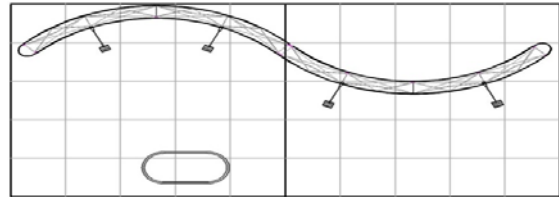
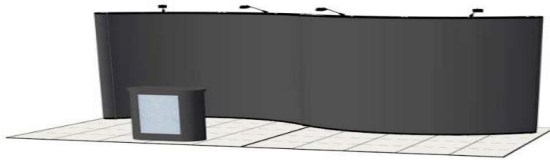
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 2192 & 2193

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

Wisconsin Center, January 17-19, 2019

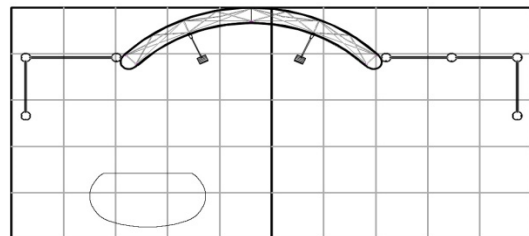
### Inline Kit 2192 20ft Serpentine Pop-up Display

- Classic expandable frame covered with (Velcro compatible) black fabric panels, set in a serpentine configuration with four halogen stem lights. Includes counter kit 115.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. (8) Front Mural Graphic Panels \$3363.00, and (2) Mural Graphic End Caps \$510.00.



### Inline Kit 2193 20ft Hybrid Display

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





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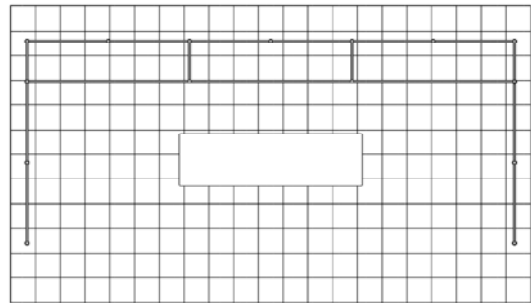
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 2212 & 2367

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

Wisconsin Center, January 17-19, 2019

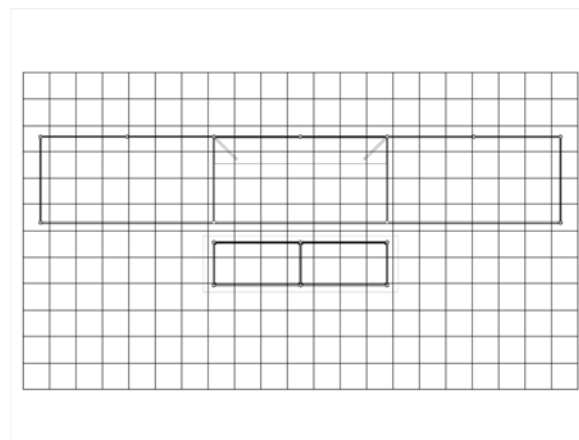
### Inline Kit 2212 (DK212) 20ft Hardwall Display

- Aluminum extrusion frame with cool gray sintra infill panels
- 2 meter back wall counter with sliding doors
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen.
- Optional 3 piece front header graphic. Each piece 72" wide x 12" high. Additional cost for all pieces \$450.00



### Inline Kit 2367 (DK367) 20ft Hardwall Display

- Aluminum extrusion frame with cool gray sintra infill panels
- 2 meter back wall counter with sliding doors
- (2) 2 meter shelves
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen
- Optional 3 piece front header graphic. Each piece 72" wide x 12" high. Additional cost for all pieces \$450.00





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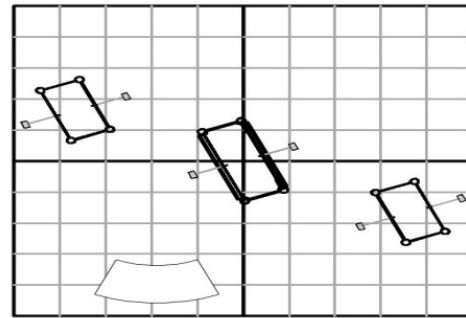
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 4087 & 4541

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

Wisconsin Center, January 17-19, 2019

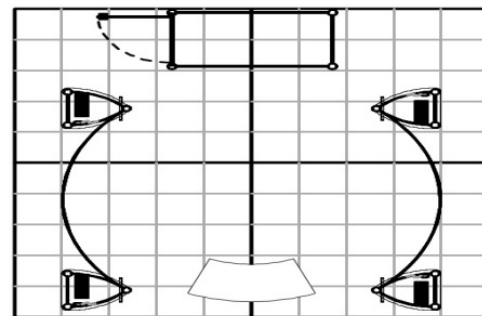
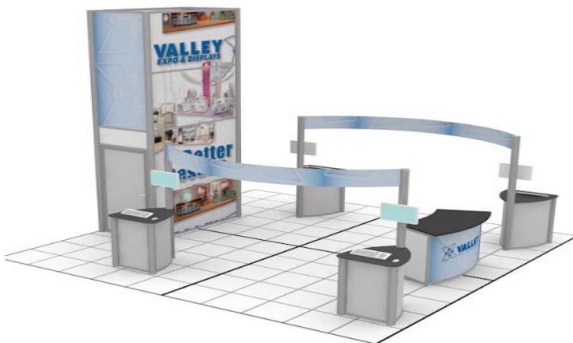
### Island Kit 4087 20ft x 20ft Island Display (Innovative Control Solutions)

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



### Island Kit 4541 20ft x 20ft Island Display

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





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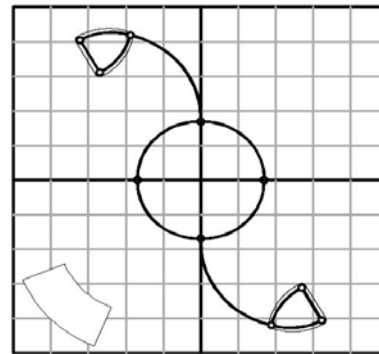
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 4744

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

Wisconsin Center, January 17-19, 2019

### Island Kit 4744 20ft x 20ft Island Display

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





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**EVENT LABOR  
 EXHIBITOR SUPERVISED  
 ORDER FORM**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019  
**Wisconsin Center, January 17-19, 2019**

ADVANCE PRICE DEADLINE:  
 December 21, 2018

**Orders with payment in full must be received by December 21, 2018, for Advance 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 supervised work performed, please complete the Valley Supervised Labor form.

**Rate Information**

Description	Advance	Floor
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 103.50	\$ 134.55
<b>Overtime</b> - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 155.25	\$ 201.82
<b>Double time</b> - All day Sunday and holidays	\$ 207.00	\$ 269.10

**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 Valle Service Desk will result in a one (1) hour per man no show charge.

**Hours of Operation**

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

Move In Dates & Times

1/16/2019; 8:00am-2:00pm (helicopters)  
 1/16/2019; 2:00pm-7:00pm (vehicles)  
 1/17/2019; 8:00am-3:00pm

Move Out Dates & Times

1/19/2019; 2:00pm-4:00pm

**Requesting Times**

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

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

**Description of labor requested**

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

**Estimate of Charges**

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

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

Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_



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**EVENT LABOR  
 VALLEY SUPERVISED  
 ORDER FORM**

**Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019  
 Wisconsin Center, January 17-19, 2019**

**ADVANCE PRICE DEADLINE:  
 December 21, 2018**

**Orders with payment in full must be received by *December 21, 2018*, for Advance Prices.**

**Information & Requirements**

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

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Date Shipped: \_\_\_\_\_ Inbound Carrier: \_\_\_\_\_

Total # of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other \_\_\_\_\_

Setup Plans/Photo:  Attached to order  Sent to events@valleyexpodisplays.com

Flooring/Carpet:  With exhibit  Rented from Valley

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

Graphic:  With exhibit  Shipped separately

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

Ship to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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	Advance	Floor
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 129.40	\$ 168.25
<b>Overtime</b> - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 194.10	\$ 252.37
<b>Double time</b> - All day Sunday and holidays	\$ 258.80	\$ 336.50

**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
<b>Installation</b>					\$	\$
<b>Dismantling</b>					\$	\$

**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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# FORKLIFT SERVICE ORDER FORM

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019  
**Wisconsin Center, January 17-19, 2019**

ADVANCE PRICE DEADLINE:  
 December 21, 2018

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

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

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

**Important Information & Rates**

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.

Description	Advance Rate (per hour)	Floor Rate (per hour)
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 271.00	\$ 352.30
<b>Overtime</b> - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 406.50	\$ 528.45
<b>Double time</b> - All day Sunday and holidays	\$ 542.00	\$ 704.60

**Hours of Operation**

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

**Move In Dates & Times**

1/16/2019; 8:00am-2:00pm (helicopters only)  
 1/16/2019; 2:00pm-7:00pm (Vehicles only)  
 1/17/2019; 8:00am-3:00pm

**Move Out Dates & Times**

1/19/2019; 2:00pm-4:00pm

**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

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





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

**BOOTH & EXHIBIT  
 PORTER SERVICE  
 ORDER FORM**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019  
**Wisconsin Center, January 17-19, 2019**

ADVANCE PRICE DEADLINE:  
 December 21, 2018

**Orders with payment in full must be received by *December 21, 2018*, for Advance Prices.**

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

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

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

**Carpet  
 Vacuuming**

	Sq. Ft.	X	Advance	Floor	=	Total
Once Prior to Show Opening	_____		\$ 0.55	\$ 0.75		_____
3 Days - Prior to Show Opening Each Day	_____		\$ 1.60	\$ 2.10		_____

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

**Porter  
 Service**

	Sq. Ft.	X	Advance	Floor	=	Total
Once Prior to Show Opening	_____		\$ 0.60	\$ 0.80		_____
3 Days - Prior to Show Opening Each Day	_____		\$ 1.75	\$ 2.30		_____

Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_

<b>Subtotal</b>	\$	_____
<b>5.5% Sales Tax</b>	\$	_____
<b>Total</b>	\$	_____

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





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

**SIGN & BANNER ORDER FORM**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019  
**Wisconsin Center, January 17-19, 2019**

ORDERING DEADLINE:  
 December 21, 2018

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 **December 21, 2018**, 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: <http://ftp.hostedftp.com/~valleyexpo> or email [events@valleyexpodisplays.com](mailto: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: \_\_\_\_\_

	Description	Quantity	Price	Total
Foamcore Signs White Background	11' x 14'	_____	\$ 67.50	_____
	14' x 22'	_____	\$ 98.05	_____
	22" x 28"	_____	\$ 119.85	_____
	28" x 44"	_____	\$ 163.00	_____
Vinyl Banners White Background Only	2' X 4'	_____	\$ 164.60	_____
	2' X 6'	_____	\$ 198.50	_____
	2' X 8'	_____	\$ 290.00	_____
	Grommets for hanging are included			
Miscellaneous	Easel Back	_____	\$ 12.90	_____
	Sign Grommets	_____	\$ 5.00	_____
	Color Background	_____	\$ Add 25%	_____

Booth Number(s) \_\_\_\_\_

Sign copy to be arranged:  Horizontally  Vertically

<b>Subtotal</b>	\$	_____
<b>5.5% Sales Tax</b>	\$	_____
<b>Total</b>	\$	_____

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

**Register Here for Online Ordering... [www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)**



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



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

**SUPPLIED DIGITAL  
ART STANDARDS**

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

ADVANCE PRICE DEADLINE:  
December 21, 2018

Wisconsin Center, January 17-19, 2019

## Supplied Digital Art Standards

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

### Raster (Pixel-based) Art -

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

#### Use for:

**Photographic or continuous tone** images.

### Vector Art -

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

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

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

#### Use for:

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

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

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

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

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

**Media:** CD or DVD. For FTP access contact your Valley representative.

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

## Still have questions?

Call 815-873-1500

or

E-mail: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)





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 EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
 FAX: 815.873.1544

## VEHICLE PLACEMENT ORDER FORM

ADVANCE PRICE DEADLINE:  
 December 21, 2018

Double Header - Wisconsin EMS Association Conference and Exposition Hall 2019

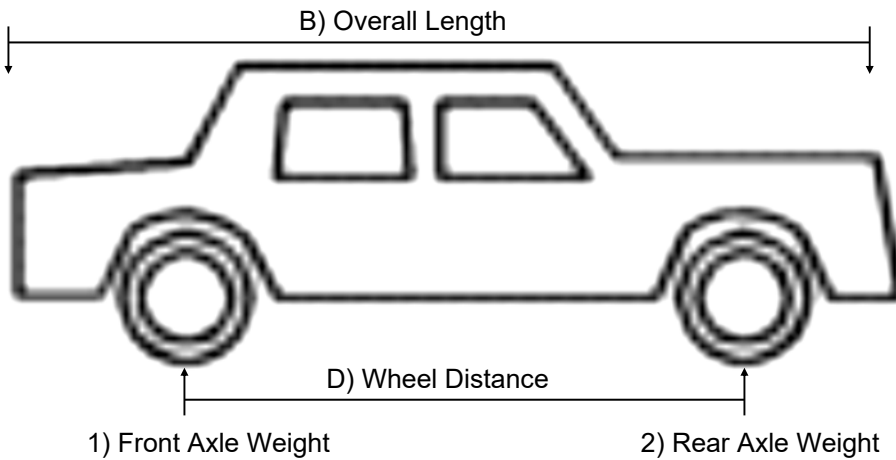
**Wisconsin Center, January 17-19, 2019**

Valley Expo & Displays charges a round-trip fee of **\$150.00 per vehicle** to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. Valley personnel will receive equipment at show site and drive to the exhibitor booth. We will also handle the outbound as an inclusive service.

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

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

A Valley Representative will contact you regarding a specific time



Exhibiting Company Name: \_\_\_\_\_

Vehicle Description	A) Overall Width	B) Overall Length	Total Square Feet	C) Wheel Distance	D) Wheel Distance	1) Front Axle Wgt.	2) Rear Axle Wgt.	Total Weight

\* For dual axle vehicles measure distance from the front wheel to between the back wheels

**Total Due**

\$ \_\_\_\_\_

Booth Number(s) \_\_\_\_\_

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





# WCD Service Order Form

## Available Services: Information Technology, Electrical and Mechanical

*Wisconsin Center District: Owners and Operators of the  
Wisconsin Center · Miller High Life Theatre · UW-Milwaukee Panther Arena*

### **General Information:**

Please familiarize yourself with the enclosed materials to avoid service installation delays. If you have any questions please call our Exhibitor Services Department at (414) 908-6053. No order will be taken over the phone. Orders must be submitted with payment.

### **Online Ordering:**

We now offer online ordering at <https://www.orders.wcd.org/> for our exhibitor services. Fill out the required information and submit.

### **Payment:**

Full payment of service order must accompany order. We should receive your order and payment *at least fourteen (14) days before the first move-in day*. ORDERS RECEIVED LATER OR WITHOUT FULL PAYMENT ARE SUBJECT TO STANDARD PRICES. All labor, changes to your order, as well as long-distance toll call charges will be billed after the end of the show. For your convenience the Wisconsin Center District accepts Visa, MasterCard, American Express, and Discover, check or money order.

### **Internet Access:**

FREE Wi-Fi is available throughout the entire Wisconsin Center. It is meant mainly for checking email. It is NOT recommended for Mission-Critical applications, such as Registration, Exhibitors applications, Video streaming or any other use that would be need faster and/or more bandwidth. For those tasks, the Wisconsin Center District (WCD) offers high-speed wired internet connections throughout our facility. Each wired internet connection ordered is intended for 1 device only, routers and hubs are prohibited and can be ordered through the attached order form or online. Our High Speed Wi-Fi offering is also available on the order form per device.

### **Telecommunications:**

The WCD maintains a digital PBX (Private Branch Exchange) telephone switch manufactured by Avaya Technologies—a world leader in communications technology.

### **I.T. Specialty Services:**

Fiber-Optic Ethernet, computer and equipment rentals, custom video services, videotaping, consulting VLAN's and Firewalls, available upon request.

### **Electrical:**

The WCD Electrical Department offers 120v, 208v and 480v service in the exhibit hall. Standard services are located on the attached worksheet. To reserve 480v power for your booth, contact WCD Exhibitor Services Department 30 days in advance of your event. Specialty services such as 480v and overhead power have limited availability due to location restrictions in the hall.

### **Mechanical:**

The WCD Engineering Department offers gas, water and air services. Standard services are located on the attached worksheet. For water requests in excess of 1000 gallons or gas and water requests which require specific connections not listed on the attached worksheet, contact Wisconsin Center District Exhibitor Services Department 30 days in advance of your event.

**Call Kelly Delo with EXHIBITOR SERVICES at (414) 908-6053**

#### **OTHER SERVICE CONTACTS:**

Food & Beverage Services: Levy Restaurants, Inc. (414) 908-6150  
Conference Technologies, Inc. (414) 908-6180

*WCD Mailing Address:*

*Attn: Exhibitor Services • Wisconsin Center District • 400 West Wisconsin Avenue • Milwaukee, WI 53203*

*WCD Main Tel.: (414) 908-6000*

*Exhibitor Services: (414) 908-6053 Email: [ExhibitorSvc@wcd.org](mailto:ExhibitorSvc@wcd.org)*

**WISCONSIN CENTER DISTRICT 2019 EXHIBITOR SERVICES ORDER FORM**

Advance prices apply only to orders received by the WCD at least 14 days prior to the 1st day of the event scheduled move-in.

**Owners and Operators of the Wisconsin Center - UW-Milwaukee Panther Arena - Miller High Life Theatre**

Mailing Address: Wisconsin Center District - 400 West Wisconsin Avenue - Milwaukee, WI 53203-2104

If you prefer, you can place your order online at <https://www.orders.wcd.org>

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Firm Name: \_\_\_\_\_ Location / Booth #: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**A. Electrical**

**Custom Service Labor/Materials:** male plug conversions, hard wiring connections, Multiple outlets, booth to booth cable runs, 3 phase, overhead power, relocation of installed cables, retapping transformer from foreign to domestic, or lift rental. Material charges or Electrician's discretion may result in higher charges. Limited availability: 480v and other amps/volts; call for pricing.

Prices are per event cost.				
Qty	Description	Advanced	Standard	Amount 24 hr.
_____	Standard 20 amp 120v	\$155.00	\$230.00	_____ □
_____	Power Strip (6 plug-order)	\$32.00	\$42.00	_____
_____	Extension Cord (25 ft.)	\$32.00	\$42.00	_____

If ordering a power strip or extension cord standard 20amp has to be ordered.

A plug conversion by WCD is \$50.00 for 10-30 amps, 208v, 1 or 3 phase, and no additional cost when you bring in a standard male NEMA L21-30P on your equipment pigtail. Hardwired connections using WCD pigtails will cost an additional \$110.00. All 480v connections will be hard wired by the WCD. Items not returned will be billable.

_____	10-30 amp 208v 1 phase	\$260.00	\$310.00	_____ □
_____	40-60 amp 208v 1 phase	\$300.00	\$350.00	_____ □
_____	70-100 amp 208v 1 phase	\$350.00	\$400.00	_____ □
_____	10-30 amp 208v 3 phase	\$340.00	\$390.00	_____ □
_____	40-60 amp 208v 3 phase	\$390.00	\$440.00	_____ □
_____	70-100 amp 208v 3 phase	\$560.00	\$610.00	_____ □

\_\_\_\_\_ Amps \_\_\_\_\_ Volts \_\_\_\_\_ Phase Call for pricing. \_\_\_\_\_  
 \_\_\_\_\_ Electrical Labor Call for hourly rate. \_\_\_\_\_  
 \_\_\_\_\_ 24 Hour Power outlet cost: \_\_\_\_\_ x 0.50 \_\_\_\_\_

For other amps / volts not listed, call (414) 908-6053 for pricing.

Tax not charged on Electrical Services.

Subtotal Electrical: \_\_\_\_\_

**C. Mechanical**

**Compressed Air:** Supply your own drier or regulator. Labor, lift, and/or material charges may apply for some installs (see attached *Service Conditions & Regulations*). Portable Air Compressors are not allowed on site. WCD does not have metric fittings. All lines are a standard female quick disconnect plus a shut off valve.

Prices are per event cost.				
Qty	Description	Advanced	Standard	Amount
_____	Compressed Air (select size)	\$175.00	\$250.00	_____
_____	_____ 1/4" _____ 3/8"	Make sure to check size.		
_____	Compressed Air 1/2"	\$240.00	\$315.00	_____
_____	Gas Line	\$225.00	\$275.00	_____
_____	Water/ Drain (Running Water)	\$300.00	\$345.00	_____
_____	Water (Additional Running)	\$90.00	\$100.00	_____
_____	Water Only (No Drain)	\$195.00	\$220.00	_____

\*Water/ Drain (Fill): Each order includes one time water fill & drain up to 500 gallons.

_____	*Water/ Drain (1 Fill-500 gallons)	\$305.00	\$345.00	_____
_____	Add 1 fill --Each 50 gallons	\$55.00	\$65.00	_____
_____	Engineering Labor	Call for hourly rate.		_____

Tax not charged on Mechanical Services.

Subtotal Mechanical: \_\_\_\_\_

**B. Information Technology (I.T.)**

Please contact the WCD IT Department to discuss any special applications or equipment that will be using internet access to ensure proper programming of internet services: (414) 908-6087.

Prices are per event cost.				
Qty	Description	Advanced	Standard	Amount
_____	Wired Internet (per device)	\$250.00	\$300.00	_____
_____	Wireless Internet (Wi-Fi - per device)	\$150.00	\$200.00	_____
_____	Internet Bandwidth (Ultra-high Speed - WEBCAST, special applications, etc.)	Call for pricing. (414) 908-6087		_____

If ordering a phone line, please check the box to the right if you need long distance.

_____	Phone & Line-Analog (local & 800)	\$150.00	\$200.00	_____ □
_____	Multi-Line Set with 3 lines (Digital)	\$200.00	\$250.00	_____ □
_____	Cellular/Mobile Device Chargers	\$100.00	\$150.00	_____
_____	Polycom Teleconferencing unit w/ line	\$300.00	\$350.00	_____
_____	Internal Networking (per device)	\$150.00	\$200.00	_____
_____	IT Labor	Call for hourly rate		_____

Tax charged on I.T. Services.

Long-distance per minute:

US - \$.35; Mexico - \$1.75; Canada - \$1.75;  
 ISDN (US LD) - \$1.20; Dir. Asst. - \$2.50/call;  
 International - \$3.00

Pretax Subtotal: \_\_\_\_\_

Tax (5.6% or Exempt #): \_\_\_\_\_

Subtotal I.T.: \_\_\_\_\_

**D. Request for Installation**

Install before: \_\_\_\_\_ Date / Time: \_\_\_\_\_ AM / PM

Remove after: \_\_\_\_\_ Date / Time: \_\_\_\_\_ AM / PM

**E. Services Grand Total**

**F. WCD Payment Information**

Wisconsin Center District • Attn: Exhibitor Services  
 • 400 W. Wisconsin Ave. • Milwaukee, WI 53203 •

• Phone: (414) 908-6053 • Email: ExhibitorSvc@wcd.org •

If you prefer, you can place your order online at <https://www.orders.wcd.org/>

Select method of payment:

Check and money order payable to: Wisconsin Center District

- Check
- Money Order
- Credit Card \*

\* Note: For credit cards orders, you must complete the Wisconsin Center District Credit Card Authorization Form

WCD Use Only

Date: \_\_\_\_\_ Total: \_\_\_\_\_

Initial: \_\_\_\_\_ Other: \_\_\_\_\_



# Credit Card Authorization

Booth # \_\_\_\_\_

I, \_\_\_\_\_ authorize Wisconsin Center District to bill my

Authorized By (Print Name)

Credit Card for charges listed on my order form and any additional charges incurred for

\_\_\_\_\_

Event Name

CREDIT CARD (Circle One) AMERICAN EXPRESS, VISA, MASTER CARD, DISCOVER

CARD NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

Company Name: \_\_\_\_\_

Card Holder: \_\_\_\_\_

Please Print

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Call Kelly DeLo with EXHIBITOR SERVICES at (414) 908-6053**

*WCD Mailing Address:*

*Attn: Exhibitor Services • Wisconsin Center District • 400 West Wisconsin Avenue • Milwaukee, WI 53203*

*WCD Main Tel.: (414) 908-6000*

*Exhibitor Services:(414) 908-6053 Email: ExhibitorSvc@wcd.org*

***Thank you for your order and we look forward to seeing you in Milwaukee!***





## SERVICE CONDITIONS AND REGULATIONS

### 1. PAYMENT INFORMATION

- A. Company checks, money orders, Master Card, American Express, Discover and Visa are accepted for payment, and subject to fund
- B. To receive advance price, submit your order with full payment a minimum of fourteen (14) days prior to the first scheduled event move-in date. Orders submitted without full payment or received after the 14-day cut-off date are subject to standard prices.
- C. Arrangements for payment of services must be made before service is installed. Payment IN FULL must be rendered before end-of-show unless prior arrangements have been made with Exhibitor Services. Exception: labor, long distance toll charges, damaged, and/or missing equipment and other services/items may be billed after the event.

### 2. RATES AND LABOR CHARGES

- A. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- B. Special placement or relocation of service will result in a labor charge. Payment in full shall be rendered for such services before the close of the event unless prior arrangements have been made with Exhibitor Services.
- C. If services are ordered late (ie. during the event move-in), WCD does not guarantee services will be working before the event opens; discounts will not be given.
- D. All prices are based on current wage rates and are subject to change without notice.

### 3. INSTALLATION / DISCONNECTION OF SERVICES

- A. All order form information must be completed in full to avoid processing and installation delays.
- B. Orders will be processed and installations completed on a first-come, first-serve basis, or as we determine most convenient. Earliest orders will normally receive higher priority.
- C. All materials and equipment installed and provided by WCD for any of the services ordered shall remain WCD property and shall be disconnected and removed ONLY by WCD authorized personnel.
- D. Generally, service is up and running thirty (30) minutes before show start and turned off each night thirty (30) minutes after show close. Service will be working during show hours, and will not be working during the event move out. Special arrangements can be requested through WCD for early connect and/or late disconnect.
- E. The Exhibitor is responsible for replacement, repair costs, damages, etc. to equipment during rental period. The rental period starts when requested service or equipment is delivered or installed and ends when requested service or equipment is removed or disconnected. Any mishaps to equipment or services taking place during the rental period is your responsibility and will be charged to you appropriately.
- F. Client agrees not to resell, extend, bridge, or otherwise misuse utilities / services. WCD reserves the right to disconnect any client if they are found to have violated this usage agreement, or are deemed unsafe by WCD personnel.

### 4. CANCELLATIONS

- A. If cancellation occurs before installation and more than six (6) days prior to the first scheduled move-in day: 90% REFUND.
- B. If cancellation occurs before installation but six (6) days or less prior to the first scheduled move-in day: 75% REFUND.
- C. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

### 5. SERVICE GUIDELINES

#### A. ELECTRICAL

- 1. Special voltage and/or other specialized power requirements must be received at least thirty (30) days prior to Exhibitor's scheduled arrival and move-in. Electrical Services Available: 120 volt, A.C.; 1 Phase 60 cycle, 208 volt, A.C., 1 Phase & 3 Phase 60 cycle; and 480 volt, A.C., 3 Phase 60 cycle.
- 2. 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on 30 minutes prior to each day's event opening and turned off 30 minutes after closing. Only WCD Electricians are permitted to service connections and overload protection to equipment.
- 3. Electrical Connections: Exhibitors may plug into purchased standard outlets and connect signal wiring (i.e. antennae, audio, video, and speakers) within a booth or between the Exhibitor's equipment with one booth. Only WCD Electricians are authorized to connect and disconnect power for utilities above 120v (ie. 208v and 480v power).
- 4. Location: Under NO circumstances shall anyone other than WCD Electricians make electrical connections to house power sources. Power requirements crossing aisles will not be installed unless approved by Show Management AND our Event Services Department. Obstructions blocking utility floor boxes are subject to relocation as necessary. WCD Electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column, and permanent building electrical outlets are not a part of booth space and are not to be used by Exhibitors unless specified otherwise.
- 5. Prohibited Usage: Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
- 6. Equipment: All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120 volt cords must be of the 3 wire, grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. Exhibitors are responsible for all their displays and equipment conforming and meeting National Electric Code, and must be UL approved. WCD reserves the right to refuse connection to any Exhibitor whose equipment does not meet the National Electric, Federal, State and Local Safety codes. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be operated without WCD Electricians.
- 7. NOTICE: We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For

your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a WCD Electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than by WCD Electricians.

## **B. INFORMATION TECHNOLOGY (I.T.)**

1. Prohibited: The purchase of an IP address is for ONE DEVICE ONLY (1-IP address per device). The use of routers, switches / hubs, DHCP, wireless LANs or other applications that allow the sharing of an IP address between multiple devices is PROHIBITED unless approved by the Wisconsin Center District Information Technology Department. Individuals in violation of this policy will be subject to the DISCONNECTION of their service.
2. Wireless (Wi-Fi) Internet Limitations and Vulnerabilities:
  - a. Wireless service is NOT for Mission-Critical uses and the WCD cannot guarantee it will work for these uses, such as the Registration area, or Presenters and Exhibitors doing demonstrations with internet service. WIRED internet connections should be used in such cases.
  - b. Wireless service is vulnerable to interference from other devices that transmit similar radio signals. WCD cannot guarantee that interference will not occur. (For this reason, if a Client would like to use any of their own Access Points (AP's), router, hubs, etc., they must be pre-approved by the WCD IT Staff at least 21 days in advance of the Event.) Otherwise, they could cause conflicts in the Client's own event, other Client's events, or the Convention Center's own Network. Any damage and expenses caused by this would be billed to the Exhibitor using unauthorized equipment.
  - c. WCD has a large amount of Internet bandwidth for Wi-Fi use, but the actual maximum bandwidth available depends on how many users are using the Internet at the same time, at any given moment.
  - d. Refunds will not be given for service issues found not to be the fault of WCD (such as using Wi-Fi for Mission-Critical uses listed above or misuse of the system).
3. Custom Video Services: If you would like to have your event visually recorded, have some video edited, or have other special video service needs, contact Tom Paul at (414) 908-6090.
4. Telephone Service: All telephone lines ordered will be provided with long distance dialing capabilities unless specifically noted on the order form.
5. NOTICE: The WCD is not responsible for damaged personal equipment and / or personal injury caused by the misuse of provided telecommunication and / or data service(s). Any tampering whatsoever with IT equipment (including, but not limited to, exhibit floor utility boxes, cabling, or rented equipment) at any time may result in the disconnection of ordered service(s) and or additional charges. The WCD is not responsible for personal injuries and/or equipment damage(s) that may occur as a result of this tampering.

## **C. MECHANICAL**

1. WCD Engineer Service Work: Under NO circumstances shall anyone other than WCD Engineers make service connections, alter lines, install fittings, add branch connections, disconnect airlines to the original termination in booth, etc. Exhibitors who do not conform to this request are compromising the safety of others and will be charged labor fees or equipment and material loss fees accordingly.
2. Fittings/regulator: Exhibitors must furnish necessary fittings to connect to 1/4", 1/2" or 3/8" female (NPT) thread for water and air connections. NOTE: Pressure may vary. If pressure is critical, Exhibitors are to supply their own drier, regulator and/or pump and arrange for installation. For your protection we advise that WCD Engineers install the appropriate regulators on any connection requiring critical control of pressure, moisture content, etc.
3. Location: Services requiring crossing aisles will not be installed unless approved by Show Management AND our Event Services Department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. WCD Engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed. Most airlines will be installed from floor ports, minimal airlines will be flown above booth (contact Exhibitor Services for more information).
4. Equipment: All equipment must comply with all Federal, State and Local Safety Codes. Where applications require critical regulation of pressure, flow, or moisture content, the Exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate-of-fill, and/or other factors pertinent to safety. We reserve the right to refuse connection to any Exhibitor whose equipment is deemed unsafe by a WCD Engineering Supervisor. All materials and equipment furnished by WCD for this service order shall remain WCD property and shall be disconnected and removed only by WCD Engineers at the close of the show. Tanks, drums, barrels, and other containers requiring water fill and drain exceeding 30 gallon capacity must be filled and drained by WCD Engineers and are subject to a service charge. We reserve the right not to fill any container that shows signs of leakage or is otherwise deemed inadequate by a WCD Engineering Supervisor. Containers showing signs of leakage will be drained by a WCD Engineer without prior notice.
5. NOTICE: Exhibitor assumes responsibility for any damage to Wisconsin Center District facilities caused by faulty Exhibitor equipment or negligent operation of Exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. All installations and connections to mechanical services must be made by WCD Engineers. We will not be responsible for damage or loss to any equipment or components, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or interconnection of any equipment by persons other than WCD Engineers. Removal of toxic waste or non-biodegradable waste is not permitted in drains. Removal of such waste is at Exhibitor's expense.
6. Portable air compressors and portable air tanks are not permitted.



## 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](mailto:productions@conferencetech.com) / or Fax all Forms to: 414-906-6186

All orders not received 14 days prior to event will be charged **Floor Rate**.

Company Information:		Event Information:		
Company	_____	Recipient	_____	
Contact	_____	Event Name	_____	
Address	_____	Location	_____	
Phone	_____	Install Date	_____	
Email	_____	Strike Date	_____	
Credit Card Number	_____	Credit Card Billing Address	_____	
Name on Card	_____	Signature	_____	
Expiration Date	_____			
Verification Code	_____			
Qty.	Description	Advanced Day Rate	Floor Day Rate	Amount (Qty x Day Rate)
	70" LCD Display (HDMI, VGA, USB)	\$650.00	\$780.00	
	50" LED Display (HDMI, VGA, USB)	\$500.00	\$600.00	
	46" LCD Display (HDMI, VGA, USB)	\$375.00	\$450.00	
	6' Black Steel Vesa Mount TV Floor Stand	\$ 50.00	\$ 60.00	
	32" LCD Display (HDMI, VGA, USB)	\$250.00	\$300.00	
	22" LCD Display (HDMI, VGA, USB)	\$125.00	\$150.00	
	8' Tripod Screen with black skirt	\$ 25.00	\$ 50.00	
	3,000 Lumen LCD Projector (HDMI, VGA, USB)	\$350.00	\$420.00	
	Laptop Computer- Confirm specs with CTI	\$190.00	\$330.00	
	AV Cart with Skirt 34", 42", or 54" (specify)	\$ 20.00	\$ 30.00	
*Please Call or Email for any Special Adapter Requests		[Special Notes]		
<b>CTI also offers additional AV Gear to meet your Audio, Video, Lighting and Rigging needs.</b>				
		Subtotal for Gear		
		22% Service Charge		
		Subtotal		
		5.6% WI Sales Tax		
				<b>Total</b>

Conference Technologies, Inc.®

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[www.conferencetech.com](http://www.conferencetech.com)



## SIGN & BANNER HANGING ORDER FORM

### Wisconsin Center District

The Wisconsin Center • Milwaukee Theatre • UW-Milwaukee Panther Arena  
400 W Wisconsin Ave • Milwaukee, WI 53203

#### ATTN: Exhibitor Services Department

Kelly Delo: (414) 908-6053 • Fax: (414) 877-0995 • ExhibitorSvc@wcd.org

In order to best serve you, we need specific information as to the size, weight, location, timing, and special needs for signage.

One month prior to your event, please call the Exhibitor Services Department to inform them of your sign/banner hanging needs.

At least two weeks prior to installation, **forward your completed form to the address above**. All signage must comply with the regulations below. A 15% surcharge will be placed on orders received less than 14 days before the event move in date.

Date: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**The following are costs associated with sign hanging. Sign hanging is billed after the event based on time and materials. As stagehands are subject to a 4-hour call, WCD will share the costs among exhibitors, when possible.**

- 2 -Up Rigger- Convention Center Exhibit Hall \$54.04 straight /\$81.06 overtime
- 1- Ground Rigger- Convention Center Exhibit Hall \$46.06 straight /69.09 overtime
- 1- Stagehand Labor - Convention Center Exhibit Hall \$35.00 straight /\$52.50 overtime
- Boom Lift - \$95.00 per hour / Hanging Materials - \$35.00

**SIGN DIMENSIONS:**

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Weight \_\_\_\_\_ Material: \_\_\_\_\_

Shape:  Circle  Square  Rectangle  Triangle  Other: \_\_\_\_\_

Sign Location: (In relation to layout of booth)



Does your sign require power? \_\_\_\_\_ How much? \_\_\_\_\_

*(If so, Electrical service order must accompany this order)*

Will you need labor too assemble or disassemble your signage. Yes  No

Stagehand labor dose not have to assemble or disassemble signs.

Installation and removal of signs will be determind by the show schedule.

Requested Rigging Install Date &Time \_\_\_\_\_ Requested Rigging Strike Date & Time \_\_\_\_\_

ON-SITE CONTACT: \_\_\_\_\_ ON-SITE CELL PHONE #: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**SIGNAGE REGULATIONS**

- 1 All signage requests must be approved by the WCD, which reserves the right to refuse hanging if deemed unsafe.
- 2 All signs are to be properly constructed (frames & grommets for hanging, Banners with top & bottom pocket for pipe).
- 3 All materials must comply with state and local building codes.
- 4 All signs will be hung at a uniform distance from floor to bottom of sign, usually 12' - 14'.
- 5 All signs must be hung and removed by approved personnel.
- 6 Signs requiring AC power must meet electrical codes, and have a grounded power supply.
- 7 Delivery of signage is to be coordinated with the Show/Decorator, and will be based on the show move in/out schedule.
- 8 WCD reserves the right to determine exact location of signage based on structural limits of the building.
- 9 WCD is not liable for any accidents or damage caused by the signage.
- 10 Signage will be positioned only once. All re-positioning of signage will result in additional fees.

# Booth Menu

## Wisconsin Center – Levy Restaurants

*Let your Levy sales team help you create a unique booth experience!*

### ***From the Bakery***

Danish-Muffins-Croissants	38.00/dozen
Bagels w/Cream Cheese	41.00/dozen
Cookies and/or Brownies	38.00/dozen
Gourmet Dessert Bars	42.00/dozen
Sheet Cake	3.75/person

### ***Snacks***

Whole Fresh Fruit	36.00/dozen
Tortilla Chips & Salsa	16.00/pound
Potato Chips & Dip	16.00/pound
Pretzels	14.00/pound
Mixed Nuts	28.00/pound
Hard Candy-bulk	18.00/pound
Candy Bars	33.00/dozen

### ***Trays & Hors d'oeuvres***

Cheese Tray	140.00/serves 25
Fresh Fruit Tray	145.00/serves 25
Vegetable Crudite Tray	140.00/serves 25
Antipasto Tray	250.00/serves 25
Layered Guacamole w/Chips	200.00/serves 75
Deli Trays	150.00/serves 10
Cocktail Sandwiches	30.00/dozen
Hot Hors d'oeuvres	200.00/50 pieces
Cold Hors d'oeuvres	175.00/50 pieces
(Call for Hors d'oeuvres Selection)	

### ***Grab & Go Boxed Lunches***

Boxed Lunches: 21.95

(Includes: Sandwich, Chips, Cookie, Fruit)  
 Smoked Turkey on Wheat – bacon, tomato, lettuce & herb aioli  
 Roast Turkey – brie and cranberry chutney  
 Grilled Chicken – honey cilantro slaw and chipotle aioli  
 Smoked Ham and Swiss on Pretzel Bun  
 ZLT Flatbread Sandwich – grilled zucchini, tomatoes, jalapeno Jack  
 cheese & sundried tomato pesto

### ***Hot & Cold Beverages***

Coffee, Decaf, Hot Tea	48.00/gallon
Hot Chocolate	48.00/gallon
Iced Tea, Lemonade, Fruit Punch	39.00/gallon
Assorted Soda	3.00/can
<small>(Diet &amp; Regular 7-up, RC Cola, Diet RC &amp; Dr. Pepper)</small>	
Bottled Water	4.00/bottle
Bottled Juice	4.25/bottle
Half Pints of Milk	2.50/half pint
Water Cooler	20.00/day
5 gallon Water Tanks	30.00/tank
Logo Bottled Water	Call for pricing

### ***Specialty Services***

Specialty Coffee Bar	Call for pricing
Popcorn Machine Rental	125.00/day
Popcorn Packets (apprx. 10 servings)	10.00/packet
Attendant-4 hour minimum	100.00
Bar Service (permission of Show Mgr required)	Call for pricing

### ***General Information***

Additional menus are available upon request. Please call to arrange for catering services at least 30 days prior to event date. Payment may be made by check or credit card. Full payment and signed contract is due 14 business days prior to service. All Pricing is subject to 22% Service Charge & 6.1% Sales Tax.

Each delivery valued at less than \$100.00 will be subject to a \$25.00 delivery fee. Decreases/Cancellations must be received & confirmed at least 72 hours in advance of service.

Levy Restaurants is the exclusive caterer for the Wisconsin Center.

**No food and/or beverages may be brought into the Wisconsin Center, UW-Milwaukee Panther Arena or the Milwaukee Theatre.**

***Please contact our sales team regarding additional menu options.***

For electric needs please contact: Kelly Delo at 414/908-6053 or [kdelo@wcd.org](mailto:kdelo@wcd.org)

### ***To place an order please contact:***

Levy Restaurants  
Sales Department

Phone 414/908-6150  
Fax 414/908-6151