



Wisconsin Expo, Inc.

1076 Western Drive | Hartford, WI 53027

Phone: 262.670.1300 | Fax: 262.670.1360 | Email: orders@wi-expo.com

Dear Exhibitor:

Welcome to the Wisconsin Dells and the **2012 Mega Conference**. The show will be held at the Kalahari Resort **January 19, 2012**. Wisconsin Expo is excited to be selected as your official service contractor. The following pages of this kit include information on the services we provide as well as order forms to fill out. Please read through and let us know if you have any questions. Our goal is to make your participation in this show absolute perfection!

Exhibitor Move-In:	Wednesday, January 18, 2012	3:00PM – 8:00PM
	Thursday, January 19, 2012	6:00AM – 7:00AM
Event Hours:	Thursday, January 19, 2012	7:30AM – 10:30AM
		12:45PM – 1:30PM
		5:30PM – 9:00PM
Exhibitor Move-Out:	Thursday, January 19, 2012	9:00PM – 10:00PM

Booth Information

Each booth size is 8 ft deep x 10 ft wide and will include the following:

- 8' high background drapes & 3' high side drapes in black
- 1 – 7" x 44" booth identification sign
- 1 – 2' x 8' x 30" table skirted white
- 1 – folding chair

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

Wisconsin Expo additional equipment and services include:

- Shipping/freight handling
- Tables – 4' , 6' & 8' also have 42" counter height tables
- Cocktail tables – 24", 30" & 36" round
- Seating – chairs & stools
- Displays – Jewelry display cases, display panels and easels
- Lighting
- Wastebaskets
- Silk plants and trees
- Display installation/dismantle labor

****The exhibit floor is covered, but for your added comfort & professional appearance, booth carpet may be ordered from the "Booth Furniture Order Form" included in this packet.**

Please take advantage of our substantial advance order price discounts! All you have to do is submit your order with payment by January 9, 2012 and use the "ADVANCE ORDER" price.

If there are any other services not listed or questions you may have, please call our Exhibitor Services Department at 262-670-1300.

Sincerely,

Wisconsin Expo, Inc.



SHIPPING/FREIGHT HANDLING INFORMATION

**Order with payment in full due:
JANUARY 9, 2012**

Wisconsin Expo, Inc. is prepared to receive your shipment(s), in advance of the show, at our local warehouse. You may ship via the carrier of your choice. ALL SHIPMENTS MUST BE PREPAID. Our material handling rates are based on the incoming weight of the shipment(s). Please use the formula below for calculating our material handling charges.

Address for advance shipments to warehouse:

Your Company Name & Booth #
2012 Mega Conference
1076 Western Drive
Hartford, WI 53027

**Shipments may arrive January 2
through January 13, 2012**

Note: ALL SHIPMENTS MUST BE PREPAID. CRATES, SKIDDED MATERIAL, FIBERCASES AND CARTONS ONLY WILL BE ACCEPTED AT THE ADVANCE WAREHOUSE. To avoid additional charges, please stay on these schedules. Please call 262-670-1300 with any questions or special requests.

Please use the following formula to calculate your material handling charges for shipment(s) to the advance warehouse. Services provided, but not limited to, are listed below.

- **Advance shipment(s) to warehouse 50-200 lbs.: \$49.95 per 100 lbs.(cwt) with a 200 lb. minimum = \$99.90**
- **Advance shipment(s) to warehouse greater than 200 lbs. use the following formula to calculate the charges: Weight of shipment _____ divided by 100= ____ (round up to next whole number) equals _____. Multiply by \$49.95 = \$ _____ total charges due.**
- **Small package shipment is a shipment totaling any number of pieces with a combined weight, not to exceed, 50 lbs. that is received on the same day, from the same shipper and delivered by the same carrier. \$29.95 for 1st carton; \$9.00 for each additional carton included in shipment.**

ESTIMATED FREIGHT HANDLING CHARGES \$ _____

Estimate the weight if necessary. To avoid a 20% additional surcharge, please prepay freight handling charges. For shipments over 1000 lbs., please send a description and a breakdown of the piece count and weights. The freight handling charges include receiving freight(at warehouse or show site), delivery to your booth, removal & storage of empty containers, return of empties and loading shipment on outbound carrier at the close of the show. Wisconsin Expo will not be responsible for concealed damage, damage occurring after the freight has been placed in your booth, or freight that has disappeared before it has been picked up at the close of the show. Make sure your materials are properly insured against fire, theft and hazards while in transit, to and from your booth and for the duration of the show. The maximum liability of WI Expo, Inc. is limited to the amount we have charged you for our freight services.

2012 Mega Conference - January 19, 2012

Company Name: _____ Booth #: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

Ordered By: _____ Email: _____

Signature: _____ Date: _____

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BOOTH FURNITURE ORDER FORM

**ADVANCE ORDER DEADLINE:
JANUARY 9, 2012**

QUANTITY	WOOD DISPLAY TABLES	ADVANCE ORDER	FLOOR ORDER	TOTAL
_____	2'x 4'x 30" high not skirted	\$ 36.00	\$ 46.00	_____
_____	2'x 4'x 30" high skirted	\$ 70.00	\$ 80.00	_____
_____	2'x 6'x 30" high not skirted	\$ 36.00	\$ 46.00	_____
_____	2'x 6'x 30" high skirted	\$ 76.00	\$ 86.00	_____
_____	2'x 8'x 30" high not skirted	\$ 36.00	\$ 46.00	_____
_____	2'x 8'x 30" high skirted	\$ 81.00	\$ 91.00	_____
_____	2 1/2'x 8'x 30" high not skirted	\$ 40.00	\$ 50.00	_____
_____	2 1/2'x 8'x 30" high skirted	\$ 90.00	\$ 99.00	_____

RAISED TABLES (42" HIGH)

_____	2'x 4'x 42" high not skirted	\$ 41.00	\$ 51.00	_____
_____	2'x 4'x 42" high skirted	\$ 80.00	\$ 90.00	_____
_____	2'x 6'x 42" high not skirted	\$ 41.00	\$ 51.00	_____
_____	2'x 6'x 42" high skirted	\$ 86.00	\$ 96.00	_____
_____	2'x 8'x 42" high not skirted	\$ 41.00	\$ 51.00	_____
_____	2'x 8'x 42" high skirted	\$ 91.00	\$ 99.00	_____

COLORS: (circle one) **BLACK BLUE BURGUNDY GOLD GREEN RED SILVER TEAL WHITE SHOW COLORS**

CHAIRS

_____	Folding Chairs	\$ 12.00	\$ 18.00	_____
_____	Armchairs	\$ 26.00	\$ 36.00	_____
_____	Fiberglass side chairs	\$ 20.00	\$ 30.00	_____
_____	High stools	\$ 32.00	\$ 42.00	_____

CARPETING

_____	9'x 10'	\$ 90.00	\$110.00	_____
_____	9'x 20'	\$180.00	\$220.00	_____
_____	9'x 30'	\$270.00	\$330.00	_____
_____	Special size (per square foot)	\$1.35/sq.ft.	\$ 1.60/sq.ft.	_____
_____	Carpet padding (per square foot)	\$.65/sq.ft.	\$.85/sq.ft.	_____

CARPETING COLORS: (circle one) **BLACK BLUE BURGUNDY GREY RED TEAL**

MISCELLANEOUS

_____	20" TV/DVD combo	\$ 170.00	N/A	_____
_____	Floor standing literature rack	\$ 55.00	N/A	_____
_____	Chrome Bag Stand	\$ 66.00	\$ 85.00	_____
_____	Chrome Sign Holder 22" x 28"	\$ 55.00	\$ 72.00	_____
_____	Wastebasket	\$ 9.00	\$ 12.00	_____
_____	Floor standing easel	\$ 24.00	\$ 31.00	_____
_____	24" round or square cocktail table (circle one)	\$ 30.00	\$ 40.00	_____
_____	30" round cocktail table	\$ 33.00	\$ 43.00	_____
_____	36" round cocktail table	\$ 36.00	\$ 46.00	_____

*Please choose cocktail table height: ___18"high ___30"high ___40"high

2012 Mega Conference – January 19, 2012

SUBTOTAL:\$ _____

Company Name: _____ **Booth #:** _____ **SALES TAX 6.5%:\$ _____**

Address: _____ **Phone:** _____ **TOTAL:\$ _____**

City: _____ **State:** _____ **Zip:** _____ **Fax:** _____

Ordered By: _____ **Email:** _____

Signature: _____ **Date:** _____

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ELECTRICAL SERVICE ORDER FORM

**ADVANCE ORDER DEADLINE:
JANUARY 9, 2012**

QUANTITY	SERVICE	ADVANCE ORDER	FLOOR ORDER	TOTAL
	500 watt A-C outlet, 110 volts	\$50.00	\$62.00	
	1000 watt A-C outlet, 110 volts	\$77.00	\$87.00	
	1500 watt A-C outlet, 110 volts	\$82.00	\$97.00	
	2000 watt A-C outlet, 110 volts	\$87.00	\$101.00	
	150 watt spotlight*	\$25.00	\$35.00	
	Extension Cord*	\$15.00	\$25.00	
	Power Strip*	\$15.00	\$25.00	

*You must order electricity to receive these items

Subtotal \$ _____
Sales Tax 6.5% \$ _____
Total \$ _____

All electrical orders must be received 10 days in advance. Wall outlets are not to be used by the exhibitor and are not part of the booth space. All orders are subject to availability of power available on site. Charges include installation and removal. All equipment is provided on a rental-only basis.

Please call for quotation on special requirements and/or hook ups.

2012 Mega Conference – January 19, 2012

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

Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____ **Fax:** _____

Ordered By: _____ **Email:** _____

Signature: _____ **Date:** _____



DISPLAY LABOR ORDER FORM

**ADVANCE ORDER DEADLINE:
JANUARY 9, 2012**

Starting time can be guaranteed only in those instances where labor is requested for the start of the working day, which is 8:00am. While every attempt will be made to provide labor at a time requested subsequent to 8:00am, such starting time must be approximate, since labor is assigned to jobs at the start of the day and it is impossible to gauge exact time of completion of first job assignment. It is important that an exhibit representative check in at the service desk to pick up labor ordered. Exhibit representatives must also check the labor back in at the service desk upon completion of work.

Straight Time: Between 8:00AM & 4:30PM weekdays

Overtime: Before 8:00AM & after 4:30PM weekdays and all day Saturdays, Sundays and holidays.

Labor Rates	Straight Time	Overtime
Under <u>your</u> supervision with a one hour minimum	\$65/hour	\$85/hour
Under <u>WI Expo's</u> supervision with a one hour minimum	\$78/hour	\$102/hour

* These are advance order prices. Orders placed on the show floor may be subject to a 30% surcharge.

Labor Needed	Qty of Laborers	Date	Start Time	Total Hours
Display Set Up Labor				
Display Take Down Labor				

Total # of Hours Applicable Rate Total Due
 CALCULATION: _____ X \$ _____ = \$ _____

2012 Mega Conference – January 19, 2012

Company Name: _____ **Booth #:** _____
Address: _____ **Phone:** _____
City: _____ **State:** _____ **Zip:** _____ **Fax:** _____
Ordered By: _____ **Email:** _____
Signature: _____ **Date:** _____



SELF-STANDING DISPLAY/GRID WALL PANELS

**ADVANCE ORDER DEADLINE:
JANUARY 9, 2012**

QUANTITY	DISPLAY PANEL TYPE	ADVANCE ORDER ONLY	TOTAL
	4'x 8' SELF STANDING VELCRO PANEL (grey) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$110 each	
	4'x 8' SELF STANDING TACKBOARD PANEL (grey) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$110 each	
	4'x 8' SELF STANDING PEGBOARD (GREY ¼" HOLES) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$110 each	
	1 METER SELF STANDING VELCRO PANEL (black) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$110 each	
	½ METER SELF STANDING VELCRO PANEL (BLACK) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$65 each	
	2'x 6' VERTICAL WIRE GRID-WALL PANELS (BLACK)	\$30 each	
	FLAT SHELVES (WHITE) (used w/vertical 1 meter velcro panels)	\$26 each	
	ANGLE SHELVES (WHITE) (used w/vertical 1 meter velcro panels)	\$30 each	
	DISPLAY LIGHTS (need to order electrical service)	\$25 each	

Subtotal \$ _____
Sales Tax 6.5% \$ _____
Total \$ _____

2012 Mega Conference – January 19, 2012

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City: _____ **State:** _____ **Zip:** _____ **Fax:** _____
Ordered By: _____ **Email:** _____
Signature: _____ **Date:** _____

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CLEANING SERVICE ORDER FORM

VACUUMING

**ADVANCED ORDER DEADLINE:
JANUARY 9, 2012**

Booth vacuuming can be done daily or one time before show opens. To ensure your booth is show-ready, please specify your requirements below. Cost of vacuuming is determined by the total square footage of your booth space. The standard booth space is 8' D x 10' W = 80 square feet. See calculations below:

EXHIBIT SPACE: (D) _____ X (W) _____ = _____ SQUARE FOOTAGE OF YOUR BOOTH (80 sq. ft. minimum)

BOOTH SIZE: _____ sq ft X \$.22 PER DAY X _____ # OF DAYS = _____ TOTAL DUE

SILK PLANT/TREE ORDER FORM

Quantity	Description	Advanced Order ONLY	Total
	Table size plan (green)	\$25.00	
	3' Tall plan arrangement (green)	\$36.00	
	4' – 5' Tall Tree	\$55.00	

Subtotal \$ _____
Sales Tax 6.5% \$ _____
Total \$ _____

2012 Mega Conference – January 19, 2012

Company Name: _____ Booth #: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Fax: _____

Ordered By: _____ Email: _____

Signature: _____ Date: _____

2012 Mega Conference
January 19, 2012
Kalahari Resort – Wisconsin Dells, WI



Dear Exhibitor,

To guarantee the services you desire, please fax your order along with the completed credit card authorization form below. We accept checks (payable to Wisconsin Expo, Inc.) or credit cards for payments. To keep expenses manageable, for all parties concerned, we prefer payment by company check. Please indicate your intentions below:

- Yes**, we will be mailing a check, along with order(s), to arrive on or before **January 9, 2012**. Please do not process the credit card information listed below.
- No**, we prefer to pay for the indicated services with the credit card information provided.

CREDIT CARD AUTHORIZATION

.....

Company Name: _____ Booth #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

American Express MasterCard Visa

Card Number: _ _ _ _ - _ _ _ - _ _ _ - _ _ _

Expiration Date: _ _ / _ _ Card Security Code: _ _ _

Cardholder's Address (if different than above) _____

City: _____ State: _____ Zip: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____