



Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive Germantown, WI 53022

Phone: 262-670-1300 Fax: 262-670-1360 Email: orders@wi-expo.com

Dear Exhibitor:

Welcome to the **2018 Mega Conference** located in Wisconsin Dells!

Your show will be held at the Kalahari Resort on January 16, 2018. As your official service contractor our goal is to provide support as well as booth necessities!

The following service packet includes forms describing the variety of services we can provide. Please be sure to completely fill out forms that are applicable to your needs and send them to Wisconsin Expo, Inc. as soon as possible. If you have any questions or concerns, please contact us at 262-670-1300.

Booth Information

Below is a list of the equipment that comes in the 8' deep x 10' wide booth:

- 8' high background drape
- 3' high side rail drape
- 1 - 2' x 8" x 30" table skirted-WHITE
- 2 - folding chairs
- 1 - 7"x 44" booth identification sign

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

Wisconsin Expo additional equipment and services to order:

- Advanced Freight Shipping to Warehouse Facility Form
- Advanced Warehouse Shipping Labels
- Outbound Shipping Information
- Booth Furnishings Order Form
- Chairs, Accessories & Carpet Order Form
- Electrical Service Order Form
- Modular Displays Order Forms
- Labor for Installation and/or Dismantle of Your Booth
- Cleaning Service Order Form
- Custom Graphics Order Form
- Payment Authorization Form

****The exhibit floor has standard ballroom carpet. For your added comfort & professional appearance, booth carpet and padding may be ordered from the "Chairs, Accessories & Carpet Order Form" included in this packet.**

Please take advantage of our substantial Advanced Order Price Discounts!

Please submit your order with payment and payment authorization form by January 5, 2018.

Please choose carefully. Additional equipment ordered and delivered to your booth will be invoiced. For example: You ordered an additional 8' table (not the 8' included in your booth package) but on show site you determined a 6' table fits instead, you will be charged for both the 8' & the 6' tables unless you change/cancel your order by **January 10, 2018.**

Sincerely,

Wisconsin Expo, Inc



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

**ADVANCED FREIGHT SHIPPING
 TO WAREHOUSE FACILITY**

**INCLUDE THE WI EXPO PAYMENT
 AUTHORIZATION FORM WITH YOUR
 ORDER DUE: JANUARY 5, 2018**

This option allows you the flexibility to ship your materials, crates, cases, cartons, or skids well in advance of the show move-in dates. Your freight will be in your booth prior to general exhibitor move-in.

ADVANCED WAREHOUSE ADDRESS	ADVANCED FREIGHT DEADLINES	
*Label each piece of your shipment(s) as follows: TO: EXHIBITING COMPANY NAME & BOOTH # c/o Wisconsin Expo, Inc. N113 W18750 Carnegie Dr. Germantown, WI 53022	FIRST ADVANCED FREIGHT DATE	December 18, 2018
	LAST ADVANCED FREIGHT DATE	January 10, 2018
	RECEIVING DOCK HOURS	MONDAY – FRIDAY 8:00 AM - 3:30 PM

SHIPPING INFORMATION

1. All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
2. No shipments will be received on weekends or holidays. Freight will be stored at the warehouse until January 15, 2018.
3. Please be advised that any shipments sent to the advanced warehouse after the deadline may be refused and redirected to the direct shipping address (carriers such as UPS/Fed-Ex and van lines may not redirect shipments).
4. An additional \$150 fee will be assessed to shipments received after the published dates and times listed.
5. Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. WI Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to WI Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed.

CATEGORY	DESCRIPTION	RATE / 100 LBS	200 LB MIN Cat A/B
A	Crated or skidded shipments via common carrier: YRC, ABF, UPS, Van Lines etc.	\$ 59.99/cwt	\$ 119.98
B	Special handling shipments that requires additional handling: stacked/constricted space unloading, pad wrapped, unskidded, etc	\$ 69.25/cwt	\$ 138.50
C	Small Package Shipments NOT EXCEEDING 30 LBS PER SHIPMENT: (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	\$ 39.99 first carton	Each additional carton = \$ 15.00

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

INSURANCE

Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverages "riders" through your existing policies. **WI Expo, Inc. is not responsible for the security of items after they are delivered to each booth or until items are picked up at the booth for reloading at the close of the show. Please take all necessary precautions.**

NAME OF SHOW: _____ **MEGA CONFERENCE / JANUARY 16, 2018**

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ORDERED BY: _____ **SIGNATURE:** _____ **DATE:** _____

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

WAREHOUSE

DEADLINE DATE: JANUARY 10, 2018

TO: _____

EXHIBITOR NAME

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

2018 MEGA CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: JANUARY 10, 2018

TO: _____

EXHIBITOR NAME

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

2018 MEGA CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

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2018 MEGA CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: JANUARY 10, 2018

TO: _____

EXHIBITOR NAME

c/o WISCONSIN EXPO INC.
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GERMANTOWN, WI 53022

2018 MEGA CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES



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OUTBOUND SHIPPING INFORMATION

IMPORTANT:

- Exhibits officially close Tuesday January 16, 2018 at 7:00 PM. **All** shipments must be removed from the exhibit hall by 8:00 PM Tuesday, January 16, 2018 unless you are targeted for another time by Show Management. **You** must arrange for pickup of your shipment with your carrier.
- The pickup location address is: **Kalahari Resorts, 1305 Kalahari Drive, Wisconsin Dells, WI 53965**
- **EVERY OUTBOUND SHIPMENT WILL REQUIRE A WISCONSIN EXPO BILL OF LADING.**
- Once your shipment is packed, labeled and ready to be picked up - please return a completed Bill of Lading to the Wisconsin Expo Service Desk located in back of the Hall at show site.
- You must verify the piece count, weight and sign the completed Bill of Lading prior to shipping out.
- **SHIPMENTS WITHOUT A BILL OF LADING TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE.**
- Wisconsin Expo will make the arrangements for all YRC (Yellow Freight) shipments. Arrangements for other carriers is the responsibility of the exhibitor.
- Please remember that if you have multiple shipments or destinations you will need to complete a Bill of Lading for each shipment/destination.
- Please note that FedEx and UPS shipments may require their own carrier specific documents in addition to the Wisconsin Expo Bill of Lading – these documents will not be provided by Wisconsin Expo, Inc.
- In the event your designated carrier fails to pick up or refuses to accept your shipment(s), Wisconsin Expo, Inc. reserves the right to re-route your shipment via YRC Freight (Yellow Freight). Where no disposition is provided, exhibitor materials will be taken to our warehouse and held for shipping instructions from the exhibiting company. Exhibitors will be charged accordingly for this service. NO liability will be assumed by Wisconsin Expo, Inc. as a result of such re-routing or special handling.
- Wisconsin Expo, Inc. will have a Service Desk & Representative on site to assist you with your outbound shipments. Please remember that shipping is not an automatic process and you must complete the required paperwork to ensure the safe and timely return of your materials.





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BOOTH FURNISHINGS ORDER FORM

**INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE: JANUARY 5, 2018**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
Unskirted Table (all tables are 24" wide)					
_____	Unskirted Table 4'L x 30"H	\$ 45.00	\$ 58.00	_____	
_____	Unskirted Table 6'L x 30"H	\$ 55.00	\$ 71.00	_____	
_____	Unskirted Table 8'L x 30"H	\$ 60.00	\$ 78.00	_____	
_____	Unskirted Counter 4'L x 42"H	\$ 56.00	\$ 72.00	_____	
_____	Unskirted Counter 6'L x 42"H	\$ 65.00	\$ 84.00	_____	
_____	Unskirted Counter 8'L x 42"H	\$ 74.00	\$ 96.00	_____	
Skirted Table (all tables are 24" wide)					
_____	Skirted Table 4'L x 30"H	\$ 84.00	\$ 109.00	_____	Select Skirt Color:  <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GOLD <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> TEAL <input type="checkbox"/> WHITE
_____	Skirted Table 6'L x 30"H	\$ 93.00	\$ 120.00	_____	
_____	Skirted Table 8'L x 30"H	\$ 104.00	\$ 135.00	_____	
_____	4 th Side Skirted Table 6'L or 8'L x 30"H	\$ 35.00	\$ 45.00	_____	
_____	Skirted Counter 4'L x 42"H	\$ 95.00	\$ 123.00	_____	
_____	Skirted Counter 6'L x 42"H	\$ 110.00	\$ 143.00	_____	
_____	Skirted Counter 8'L x 42"H	\$ 120.00	\$ 156.00	_____	
_____	4 th Side Skirted Counter 6'L or 8'L x 42" H	\$ 39.00	\$ 49.00	_____	
TABLE TOP RISERS (all risers are 9" wide)					
_____	Uncovered Single Step Riser 4'L x 9"H	\$ 35.00	\$ 45.00	_____	
_____	Uncovered Single Step Riser 6'L x 9"H	\$ 35.00	\$ 45.00	_____	
_____	Uncovered Single Step Riser 8'L x 9"H	\$ 35.00	\$ 45.00	_____	
_____	Covered Single Step Riser 4'L x 9"H	\$ 49.00	\$ 63.00	_____	
_____	Covered Single Step Riser 6'L x 9"H	\$ 49.00	\$ 63.00	_____	
_____	Covered Single Step Riser 8'L x 9"H	\$ 49.00	\$ 63.00	_____	
PEDESTAL TABLES					
_____	Square Short Table 24"W x 18"H	\$ 55.00	\$ 71.00	_____	 All pedestal tables are designed to be covered with a linen or other table covering.
_____	Square Café Table 24"W x 30"H	\$ 55.00	\$ 71.00	_____	
_____	Square Cocktail Table 24"W x 40"H	\$ 55.00	\$ 71.00	_____	
_____	Round Short Table 24"W x 18"H	\$ 55.00	\$ 71.00	_____	
_____	Round Café Table 24"W x 30"H	\$ 55.00	\$ 71.00	_____	
_____	Round Cocktail Table 24"W x 40"H	\$ 55.00	\$ 71.00	_____	
_____	Round Short Table 30"W x 18"H	\$ 60.00	\$ 78.00	_____	
_____	Round Café Table 30"W x 30"H	\$ 60.00	\$ 78.00	_____	
_____	Round Cocktail Table 30"W x 40"H	\$ 60.00	\$ 78.00	_____	
_____	Round Short Table 36"W x 18"H	\$ 70.00	\$ 89.00	_____	
_____	Round Café Table 36"W x 30"H	\$ 70.00	\$ 89.00	_____	
_____	Round Cocktail Table 36"W x 40"H	\$ 70.00	\$ 89.00	_____	
LINENS					
_____	90" Round Linen (select color)	\$ 25.00	\$ 32.00	_____	Select linen color: <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE
_____	108" Round Linen (select color)	\$ 28.00	\$ 36.00	_____	

Subtotal	= \$ _____	Sales Tax 5.5%	= \$ _____	Total	= \$ _____
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NAME OF SHOW: MEGA CONFERENCE / JANUARY 16, 2018

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ORDERED BY: _____ **SIGNATURE:** _____ **DATE:** _____

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CHAIRS, ACCESSORIES & CARPET ORDER FORM

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE: JANUARY 5, 2018

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
CHAIRS & SEATING					
_____	Padded Stool with back	\$ 50.00	\$ 65.00	_____	
_____	Padded Side Chair	\$ 38.00	\$ 49.00	_____	
_____	Grey Padded Arm Chair	\$ 42.00	\$ 54.00	_____	
_____	Executive Chair	\$ 65.00	\$ 85.00	_____	
ACCESSORIES					
_____	Chrome Sign Holder (22"x28")	\$ 45.00	\$ 55.00	_____	
_____	Chrome Floor Standing Easel	\$ 25.00	\$ 32.00	_____	
_____	Floor Standing Literature Rack	\$ 75.00	\$ 85.00	_____	
_____	Bag Stand	\$ 55.00	\$ 77.00	_____	
_____	Chrome Stanchions w/ rope	\$ 45.00	\$ 59.00	_____	
_____	Black Retractable Belt Stanchions	\$ 45.00	\$ 59.00	_____	
_____	Wastebasket	\$ 12.00	\$ 16.00	_____	
TELEVISIONS					
_____	24" TV Monitor	\$ 125.00	\$ 162.00	_____	
_____	32" TV Monitor	\$ 150.00	\$ 195.00	_____	
_____	40" - 42" TV Flat Panel Monitor	\$ 195.00	\$ 250.00	_____	
_____	50" TV Flat Panel Monitor	\$ 295.00	\$ 375.00	_____	
DRAPE-Select Drape Color					
_____	Ft. of 3' high drape, includes hardware	\$ 8.00/ft	\$ 11.00/ft	_____	Select Drape Color: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED <input type="checkbox"/> TEAL
_____	Ft. of 8' high drape, includes hardware	\$ 12.00/ft	\$ 16.00/ft	_____	
STANDARD CARPETING - Select Carpet Color					
_____	8' X 10' Standard Carpet	\$ 110.00	\$ 143.00	_____	Booths 399 sq. ft. Or Over Must Order Custom Cut Carpet. Select Carpet Color: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED <input type="checkbox"/> TEAL Custom Plush Carpet is available at \$3.15 per sq. ft. Please contact us for color options. Custom Plush carpet must be ordered by December 22, 2017.
_____	8' X 20' Standard Carpet	\$ 220.00	\$ 286.00	_____	
_____	8' X 30' Standard Carpet	\$ 330.00	\$ 429.00	_____	
_____	8' X 40' Standard Carpet	\$ 440.00	\$ 572.00	_____	
_____	Custom Cut Carpet (per square foot)	\$ 1.45	\$ 1.88	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
CARPET PADDING					
_____	8' X 10' Carpet Padding	\$ 109.00	\$ 144.00	_____	Custom Plush Carpet is available at \$3.15 per sq. ft. Please contact us for color options. Custom Plush carpet must be ordered by December 22, 2017.
_____	8' X 20' Carpet Padding	\$ 218.00	\$ 288.00	_____	
_____	8' X 30' Carpet Padding	\$ 327.00	\$ 432.00	_____	
_____	8' X 40' Carpet Padding	\$ 436.00	\$ 576.00	_____	
_____	Custom Cut Carpet Padding (per square foot)	\$ 1.09	\$ 1.44	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
_____	Plastic Covering / Visqueen (per square foot)	\$ 0.65	\$ 0.91	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
Subtotal	= \$ _____	Sales Tax 5.5%	= \$ _____	Total	= \$ _____

NAME OF SHOW: MEGA CONFERENCE / JANUARY 16, 2018

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ORDERED BY: _____ **SIGNATURE:** _____ **DATE:** _____

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**ELECTRICAL SERVICE
 ORDER FORM**

**INCLUDE THE WI EXPO PAYMENT
 AUTHORIZATION FORM WITH YOUR
 ORDER DUE: JANUARY 5, 2018**

QTY	SERVICE	ADVANCED PRICE	STANDARD PRICE	TOTAL
	500 watt A-C outlet, 110 volts	\$ 57.00	\$ 75.00	
	1000 watt A-C outlet, 110 volts	\$ 79.00	\$ 99.00	
	1500 watt A-C outlet, 110 volts	\$ 89.00	\$ 115.00	
	2000 watt A-C outlet, 110 volts	\$ 95.00	\$ 123.00	
	150 watt spotlight*	\$ 30.00	\$ 40.00	
	Extension cord*	\$ 15.00	\$ 25.00	
	Power strip*	\$ 15.00	\$ 25.00	

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

*** You must order electrical service to select these items.**

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.

NAME OF SHOW: _____ **MEGA CONFERENCE / JANUARY 16, 2018**

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ORDERED BY: _____ **SIGNATURE:** _____ **DATE:** _____




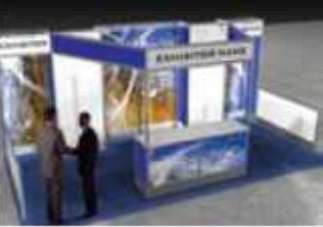


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MODULAR DISPLAYS ORDER FORM

**INCLUDE THE WI EXPO PAYMENT
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ORDER DUE: JANUARY 5, 2018**

	Table Top Display		10' Curved Display
	<p>* Enhanced Package Depicted. (1) 6' Table Included</p> <p>Select your Table Skirt color:</p> <p><input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White</p> <p style="text-align: right;">Advanced Rate Standard Rate</p>		<p>* Enhanced Package Depicted Carpet included—select color below.</p> <p style="text-align: right;">Advanced Rate Standard Rate</p>
<input type="checkbox"/> Table Top Display Enhanced Package \$1,380.00 \$1,862.50 <input type="checkbox"/> Table Top Display Standard Package \$1,000.00 \$1,350.00		<input type="checkbox"/> 10' Curved Display Enhanced Package \$3,525.00 \$4,760.00 <input type="checkbox"/> 10' Curved Display Standard Package \$2,120.00 \$2,862.50	
	10' Display		20' Display
	<p>* Enhanced Package Depicted Carpet included—select color below.</p> <p style="text-align: right;">Advanced Rate Standard Rate</p>		<p>* Enhanced Package Depicted Carpet included—select color below. below.</p> <p style="text-align: right;">Advanced Rate Standard Rate</p>
<input type="checkbox"/> 10' Display Enhanced Package \$2,295.00 \$3,982.50 <input type="checkbox"/> 10' Display Standard Package \$1,755.00 \$2,370.00		<input type="checkbox"/> 20' Display Enhanced Package \$6,767.50 \$9,135.00 <input type="checkbox"/> 20' Display Standard Package \$4,720.00 \$6,372.50	
	10' Center Display		20' x 20' Display
	<p>* Enhanced Package Depicted Carpet included—select color below.</p> <p style="text-align: right;">Advanced Rate Standard Rate</p>		<p>* Enhanced Package Depicted Carpet included—select color below.</p> <p style="text-align: right;">Advanced Rate Standard Rate</p>
<input type="checkbox"/> 10' Center Display Enhanced Package \$2,987.50 \$4,032.50 <input type="checkbox"/> 10' Center Display Standard Package \$2,180.00 \$2,942.50		<input type="checkbox"/> 20' x 20' Display Enhanced Package \$13,227.50 \$17,857.50 <input type="checkbox"/> 20' x 20' Display Standard Package \$ 9,680.00 \$13,067.50	
Select Standard Booth Panels Color		Select Carpet Colors	
<input type="checkbox"/> Black <input type="checkbox"/> White		<input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Black <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal	
Standard Booth Graphics		Enhanced Booth Graphics	
Your company name will be printed in block lettering on the white header sign. Please indicate your header sign copy here: _____		Please provide your booth graphics in one of the following formats: <input type="checkbox"/> Vector Graphics Provide in EPS or AI, (Illustrator) <input checked="" type="checkbox"/> Raster Graphics Provide at a minimum of 300 dpi	

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

NAME OF SHOW: MEGA CONFERENCE / JANUARY 16, 2018

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ORDERED BY: _____ **SIGNATURE:** _____ **DATE:** _____

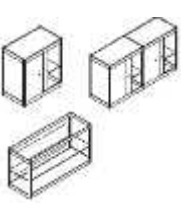
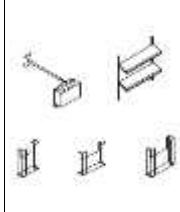

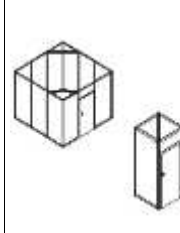
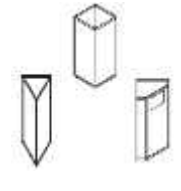

Send form & payment to: Wisconsin Expo, Inc.
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MODULAR DISPLAYS ORDER FORM

**INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE: JANUARY 5, 2018**

Counters				Accessories			
	Qty. Description	Advanced Rate	Standard Rate		Qty. Description	Advanced Rate	Standard Rate
	___ 1M x ½ M x 30" hgt \$140.00 \$182.00 ___ 1M x ½ M x 42" hgt \$195.00 \$252.00 ___ 2M x ½ M x 30" hgt \$250.00 \$350.00 ___ 2M x ½ M x 42" hgt \$300.00 \$420.00 ___ Add lock to doors \$ 50.00 \$ 75.00 ___ Full View Showcase \$375.00 \$475.00				___ 1M Straight Shelf \$70.00 \$98.00 ___ 1M Angled Shelf \$70.00 \$98.00 ___ Pamphlet pocket (5"x9") \$60.00 \$84.00 ___ Letter pocket (9"x9") \$60.00 \$84.00 ___ Brochure pocket (9"x11") \$60.00 \$84.00		
Free Standing Units				Offices/Storage Closets			
	___ 8' x1M Freestanding panel \$280.00 \$392.00 ___ 8' x 1M Freestanding panel w/ flower box *Graphics Included* \$300.00 \$420.00 ___ One sided Gondolas \$480.00 \$672.00 ___ Two sided Gondolas \$560.00 \$784.00				Room dimensions are limited to 1M and 2M increments. All rooms come standard in your choice of white or black hardwall or black or grey Velcro. If you desire additional colors, or Plexiglass, you may upgrade as indicated below. All door units are 1M wide. All rooms are rented on a per meter basis. Please contact us for additional customization and pricing.		
Kiosk & Towers				Custom Exhibit Services			
	___ 8' Triangular Kiosk \$420.00 \$ 588.00 ___ 8' Square Kiosks \$540.00 \$ 756.00 ___ Wire-wall Kiosks \$620.00 \$ 868.00 ___ TV/DVD/VCR Cabinet \$500.00 \$ 700.00 ___ 12' Triangular Towers \$840.00 \$1,762.00 ___ 12' Square Towers \$960.00 \$1,344.00			Indicate Size and Color of Room <input type="checkbox"/> Room #1 (specify size) ___M x ___M = ___Total M <input type="checkbox"/> Room #2 (specify size) ___M x ___M = ___Total M <input type="checkbox"/> Locking Door Unit as Panel (White Only) <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Grey Velcro – Check : <input type="checkbox"/> Black or <input type="checkbox"/> Grey <input type="checkbox"/> Opt Color Velcro (per Meter) <input type="checkbox"/> Optional Plexiglass (per Meter)			
Shelving Units & Pedestals				Custom Exhibit Services			
	___ Shelf Cabinet Unit w/30" cabinet \$1,100.00 \$1,540.00 ___ Shelf Cabinet Unit w/43" cabinet \$1,200.00 \$1,736.00 ___ 2 Mx1M Planter Box \$ 90.00 \$ 126.00 ___ 2 Mx30"ht Pedestals \$ 175.00 \$ 227.00 ___ 2 Mx42"ht Pedestals \$ 275.00 \$ 357.00			<p style="text-align: center;">*Camera ready artwork is required by advanced deadline date* *Design work is available through Wisconsin Expo, Inc at \$95/hour*</p> The design staff is standing by to take your exhibit to the next level. We provide one of the highest levels of client interaction and creative problem solving. We can create a design for you based upon your ideas, whether those ideas are from a photograph or drawn on CAD.			

Logos and other graphics can be applied to the walls of Rooms, Meter Panels, or other Accessory items, at competitive prices. We offer full color digital printing and laminating of your artwork, or if you prefer, we can create custom graphics specifically designed to suit your needs.

CANCELLATION: No refunds on orders cancelled after the deadline.
LATE REQUEST: Request after deadline will be filled as available at the standard rate.

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

NAME OF SHOW: MEGA CONFERENCE / JANUARY 16, 2018

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ORDERED BY: _____ **SIGNATURE:** _____ **DATE:** _____

Send form & payment to: **Wisconsin Expo, Inc.**
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LABOR FOR INSTALLATION AND/OR DISMANTLE OF YOUR BOOTH

**INCLUDE THE WI EXPO PAYMENT
 AUTHORIZATION FORM WITH YOUR
 ORDER DUE: JANUARY 5, 2018**

- Start time only guaranteed at the start of the working day.
- Rates are per person per hour with a one hour minimum per person – thereafter charged in ½ hour increments.
- Representative must check in at the service desk to pick up labor and must return to the service desk upon completion of work.
- Labor must be cancelled 24 hours in advance of start date/time to avoid a cancellation fee of one hour per worker scheduled.

Straight Time: 8:00 AM to 4:30 PM Monday thru Friday

Overtime: 6:00 AM to 8:00 AM & 4:00 PM to 12:00 midnight Monday thru Friday, ALL DAY SATURDAY, SUNDAY & HOLIDAYS

Exhibitor Supervised Labor: Requires an on-site representative to supervise the installation and/or dismantle of your booth.

Wisconsin Expo Supervised Labor: Install/dismantle of your exhibit will be completed at our discretion prior to show opening/closing. Please include setup plans, photos, special instructions, and inbound shipping information.

Labor	Advanced Rate	Standard Rate
Exhibitor Supervised Labor ST (per person per hour)	\$ 65.00	\$ 79.00
Wisconsin Expo Supervised Labor ST (per person per hour)	\$ 82.00	\$ 99.00
Exhibitor Supervised Labor OT (per person per hour)	\$ 99.00	\$ 119.00
Wisconsin Expo Supervised Labor OT (per person per hour)	\$ 129.00	\$ 149.00

LABOR CALCULATION FOR INSTALLATION AND/OR DISMANTLE OF YOUR BOOTH

Date	Start Time	Qty People	Approx. Hrs. Per Person	Total Hours	Hourly Rate	Estimated Total Cost
_____	_____	_____	_____	_____	x	=\$
_____	_____	_____	_____	_____	x	=\$
_____	_____	_____	_____	_____		=\$
_____	_____	_____	_____	_____		=\$

- **When scheduling Dismantle labor be sure to allow adequate time for empty containers to be returned to your booth prior to scheduling your labor start time.**

Date	Start Time	Qty People	Approx. Hrs. Per Person	Total Hours	Hourly Rate	Estimated Total Cost
_____	_____	_____	_____	_____	x	=\$
_____	_____	_____	_____	_____	x	=\$
_____	_____	_____	_____	_____		=\$
_____	_____	_____	_____	_____		=\$

NAME OF SHOW: _____ **MEGA CONFERENCE / JANUARY 16, 2018** _____

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ORDERED BY: _____ **SIGNATURE:** _____ **DATE:** _____

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CLEANING SERVICE ORDER FORM

**INCLUDE THE WI EXPO PAYMENT
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Carpet is clean upon installation, but to ensure your booth is show ready we recommend ordering vacuuming once prior to your show opening.

- Carpet Vacuuming and shampooing charges are based on the total square footage of your booth (see sq. ft. calculator below for assistance)
- Exhibit Cleaning rates are hourly

EXHIBIT SPACE SQUARE FOOTAGE = (L) _____ x (W) _____ = _____ square ft.
100 sq. ft. minimum for vacuuming and shampooing

VACUUMING

Selection	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
_____	Booth Vacuuming – Once prior to show opening	\$ 0.36	\$ 0.43	_____

SHAMPOOING

Selection	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
_____	Shampoo Carpet – Once prior to show opening	\$ 1.46	\$ 1.75	_____

EXHIBIT CLEANING

Selection	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
_____	Exhibit Cleaning – Hourly Rate – Straight Time	\$ 60.00	\$ 70.00	_____
_____	Exhibit Cleaning – Hourly Rate – Over Time	\$ 99.00	\$ 119.00	_____
			Subtotal	_____
			Sales Tax 5.5%	_____
			Total \$	_____

NAME OF SHOW: _____ **MEGA CONFERENCE / JANUARY 16, 2018**

COMPANY NAME: _____ **BOOTH #:** _____

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ORDERED BY: _____ **SIGNATURE:** _____ **DATE:** _____

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CUSTOM GRAPHICS ORDER FORM

**INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE: JANUARY 5, 2018**

Qty	Size	Advanced Rate	Standard Rate	Total
	7" x 11"	\$ 30.00	\$ 45.00	
	7" x 44"	\$ 48.50	\$ 72.75	
	11" x 14"	\$ 39.00	\$ 58.00	
	14" x 22"	\$ 48.50	\$ 72.75	
	22" x 28"	\$ 72.75	\$ 109.50	
	28" x 44"	\$ 92.00	\$ 138.00	
	40" x 60"	\$ 232.80	\$ 349.00	
	Colored Backgrounds	Add 20%	Add 20%	

Select your Background color: Black Blue Green Red Yellow White

Select your Vinyl color: Black Blue Green Red Yellow White

ACCESSORIES				
Qty	Description	Advanced Rate	Standard Rate	Total
	Grommets	\$ 2.50	\$ 3.25	
	Logos	Quote upon request	Quote upon request	
	Easel Backs	\$10.18	\$ 10.70	

BANNERS				
Qty	Description	Advanced Rate	Standard Rate	Total
	2' x 4' Banner	\$ 90.00	\$ 107.00	
	2' x 6' Banner	\$ 110.00	\$ 143.00	
	2' x 8' Banner	\$ 165.00	\$ 215.00	

Please select your sign layout: Vertical or Horizontal

Subtotal \$ _____

Sales Tax 5.5% \$ _____

Total \$ _____

Please print or type your sign copy on a separate sheet of paper.

NAME OF SHOW: MEGA CONFERENCE / JANUARY 16, 2018

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____ EMAIL: _____

ORDERED BY: _____ SIGNATURE: _____ DATE: _____

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PAYMENT AUTHORIZATION FORM

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE: JANUARY 5, 2018

Please fill out all required forms, submitting them to the appropriate service provider.

For payment of Wisconsin Expo services provided, send a check made out to Wisconsin Expo, Inc. or fill out the Credit Card information below.

Thank you for your business!

Send Wisconsin Expo, Inc. completed order forms to:

Email: orders@wi-expo.com

Fax: 262-670-1360

SHOW NAME: Mega Conference 2018

SHOW DATE(S): January 16, 2018

Company Name: _____ Booth #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

American Express MasterCard Visa

Card Number: _____ Expiration Date: _____ / _____

3 Digit Card Security Code: _____ (MasterCard and Visa) back of card

4 Digit Card Security Code: _____ (American Express) front of card

Cardholder's Address (if different than above): _____

City: _____ State: _____ Zip: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

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