



May 8-11, 2013

**Wisconsin State Fair Grounds
West Allis, WI**

EXHIBITOR KIT



EXHIBITOR'S TIMELINE

- Immediate** Room reservations at area hotel
 - Immediate** Balance due for exhibit space
 - April 26** Wisconsin Temporary Event and Seller Permit
(Complete online and return –form is also locate in this kit)
www.revenue.wi.gov/forms/sales/s-240f.pdf
- NOTE: THIS FORM MUST BE FAXED BACK TO OUR OFFICES PRIOR TO MOVE-IN**
- April 26** Additional Punch Card form due
 - April 22** Exhibitor Services Order must be placed with Valley Expo & Displays (tables, chairs, carpet, etc.) to get discount price.
Link is <http://www.valleyexpodisplays.com/>
 - May 3** All freight being shipped advance to Valley Expo & Displays (drayage service) must arrive by this date
 - April 22** Telephone, Internet and Electrical Service Forms must be in to Wisconsin State Fair Grounds to ensure these services are available for your booth
- All forms can be found on the facility website:
<http://www.wistatefair.com>
Click through to the “Event Exhibitor” tab and then “Orders/Forms/Rates”
Form is also available in the back of this kit.
- May 6-7** Set-up time for show at Wisconsin State Fair Grounds
 - May 5-7** All freight being shipped directly to the show must arrive on these dates only
 - May 8** Show opens at 1:00 p.m.

If you have any questions please call the show hotline at 1-800-848-6247 ext 2427



GENERAL INFORMATION

- Show Dates:** May 8-11, 2013
- Show Location:** Wisconsin State Fair Grounds
640 South 84th St
West Allis, WI 53214
- Show Times:** Wednesday 1:00pm – 8:00 pm
Thursday 10:00 am – 8:00 pm
Friday 10:00am – 8:00 pm
Saturday 10:00 am – 8:00 pm
- Move-In:** Booth set-up time is from 1:00 to 6:00pm on Monday, May 6. Additional set-up time will be available from 9:00am until 6:00pm on Tuesday, May 7, prior to the opening of the show.
- Move-Out:** Booth teardown is not to start until close of the show at 8:00 pm on Saturday, May 11. Move-out must be completed by 2:00pm on Sunday, May 12.
- Hotel Reservations:** See area hotel on page 10 in this kit.
- Security:** Wisconsin State Fair Grounds security will be in force during move-in and show hours.
- Promoter:** GS Events
3300 Fernbrook Ln N, Suite 200, Plymouth, MN 55447
Telephone: 800-848-6247 ext. 2427, Fax: 763-383-4498
www.gsevents.com

EXHIBITOR HOTLINE: 800-848-6247 ext. 2427



**Progressive Insurance
2013 Great Milwaukee RV Fair
Exposition Hall
May 8 - 11, 2013**





Exhibitor Admission: In order to expedite admission to the show for exhibitors, we are using PUNCH CARDS. Here is how the program works:

- 1) Each 10 x 10 exhibitor will be provided 6 cards
- 2) For each additional 10 x 10 space (i.e. 10x20, 10x30, etc.), exhibitors will receive the following allotment:

200-400 sq. ft.: <u>8 cards</u>	801-1000 sq. ft.: <u>14 cards</u>
401-600 sq. ft.: <u>10 cards</u>	1001+ sq. ft.: <u>16 cards</u>
601-800 sq. ft.: <u>12 cards</u>	

Note: The maximum cards an exhibitor will receive is 16. If you need more cards than your allotment, you may buy additional cards for \$10.00 each or purchase a \$5.00 one-day discount ticket. Punch Cards are good for all days of the show.

- 3) Punch Cards and one-day discount tickets will be available for pick-up/purchase at the Show Office during move-in and show hours. Signature is required on your company form at the time of pick-up.
- 4) Exhibitors **must** sign their Punch Cards. If an exhibitor plans to leave the show during the day, they must have their hand stamped at the door.
- 5) Punch cards are punched one time only each day at the show entrance. If an exhibitor comes to the show without the card, they can either purchase another card or buy a one-day discount ticket to the show. Cards are non-transferrable.

To purchase additional cards/discount tickets please fill out the form below:

Company Name: _____

Contact Name: _____

Number of additional Punch Cards: _____ @ \$10.00 each Total: _____

Number of one-day discount tickets: _____ @\$5.00each Total: _____

****Credit Card Payment Options****

Visa MasterCard Discover

Credit Card #: _____ Exp Date: _____

Name on Card: _____ (please print)

Signature: _____

PLEASE NOTE: Punch Cards are to be used only by personnel working the exhibit. Misuse will jeopardize participation in future shows. Please fax this form to Lori Hackett, Events Administrator, at 763-383-4498 no later than **April 26, 2013.**



RETAIL SELLING/CERTIFICATE OF COMPLIANCE

Retail Selling will be allowed and is a major benefit to exhibitors at the show. Regardless if you are selling products from your exhibit or just displaying, you must complete BOTH of the following items:

- 1) It is the exhibitor's responsibility to charge appropriate sales tax. For additional information visit www.revenue.wi.gov/forms/sales/s-240f.pdf

Form can be found on the above website and is also in this kit.

- 2) Certificate of Insurance (see attached form)

Both items must be faxed back to Lori Hackett, Events Administrator at 763-383-4498. All forms must be received by April 26, 2013.

Remember, impulse purchases are very strong at the show. Be prepared and ready to sell your products to active enthusiasts

Wisconsin Temporary Event Operator and Seller Information

Information on this form is required under sec. 73.03(38), Wis. Stats.

Instructions on reverse side.

E V E N T O P E R A T O R	PART A: Event Information: To be completed by the operator of the temporary event
	1. Name of Temporary Event _____
	2. Date(s) of Temporary Event _____
	3. Location of Temporary Event (e.g., Venue, City) _____
	PART B: Operator Information: To be completed by the operator of the temporary event
	1. Name and Address _____
	2. Daytime Telephone Number (____) _____
	3. E-mail Address _____
	4. Wisconsin Tax Account Number _____ - _____ - _____ If blank, check appropriate box: <input type="checkbox"/> No Taxable Sales <input type="checkbox"/> Exempt under Occasional Sales Rule <input type="checkbox"/> Exempt Nonprofit Organization <input type="checkbox"/> Other - Explain: _____
	PART C: Seller Information: To be completed by seller and given to event operator on or before the first day of event.
THIS IS NOT AN APPLICATION FOR A WISCONSIN TAX ACCOUNT - SEE INSTRUCTIONS	
1. Legal Name _____	
2. Business Name _____	
3. Address (Street or Route) _____	
4. City, State and Zip Code _____	
5. Home Telephone Number (____) _____ Business Telephone Number (____) _____	
6. Wisconsin Tax Account Number _____ - _____ - _____	
7. Social Security Number X X X - X X - _____	
8. Federal Identification Number (FEIN) X X - X X X _____	
9. Check one box indicating the type of activity you intend to engage in at this event: <input type="checkbox"/> Selling Taxable Merchandise or Service <input type="checkbox"/> Display Only <input type="checkbox"/> Selling Exempt Merchandise or Service <input type="checkbox"/> Exempt under Occasional Sales Rule <input type="checkbox"/> Direct Sellers, Company Name _____ <input type="checkbox"/> Nonprofit Organization	

I declare that the information on this form is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Print Name: _____

Signature: _____

Date: _____

Information about temporary events, including forms, instructions and FAQ's can be found on the Department of Revenue's website at www.revenue.wi.gov/html/temevent.html. If you have additional questions, please contact the Department of Revenue by e-mail at tempevtprg@revenue.wi.gov or telephone at (920) 832-2910. See reverse side for submission instructions.

Instructions for Completing Operator and Seller Information

EVENT OPERATOR:

An "operator" is defined as a person or entity (such as an individual, association, partnership, corporation, or non-profit organization) that arranges, organizes, promotes, or sponsors an event. An operator may also be referred to as an organizer, exhibitor, or decorator. An operator may or may not be the owner of the property or premises where the event takes place. An operator may also be a seller at the event.

Note: A Wisconsin tax account number (formerly seller's permit) is required if selling taxable merchandise or services. Admission fees are subject to sales tax in Wisconsin.

Step 1: Complete Parts A and B.

Step 2: Provide a copy of *Wisconsin Temporary Event Operator and Seller Information* (Form S-240) with Parts A and B completed to each seller participating in your event.

To obtain additional copies of Form S-240 go to the Department of Revenue's web site at www.revenue.wi.gov/forms/sales/index.html. If you prefer, you may use the fill-in form available from the same web site.

Step 3: Submission – Event Operator.

Submit compiled vendor information to the department as soon as possible but no later than 10 days from event closing using one of the following methods:

- **Electronic Reporting:** If you have all the required sellers' information, use the Excel spreadsheet provided at www.revenue.wi.gov/html/temevent.html. (Excel viewer is available.) Fill in the information for all sellers participating at the event and submit using the department's secure file transmission application at <http://www.revenue.wi.gov/eserv/wteptran.html> or by U.S. Mail. Do not e-mail event reports to maintain confidentiality.
- **Paper Reporting:** Mail completed Forms S-240 or a printed version of spreadsheet to:

Temporary Events Program
Wisconsin Department of Revenue
265 W Northland Ave
Appleton WI 54911

Revenue Field Agents attend temporary events to verify registration of sellers. Sellers must have evidence of their Wisconsin tax account number at the event.

SELLER:

A "seller" is defined as a person or entity involved with selling merchandise or providing taxable services at a temporary event. A seller may also be referred to as a vendor, exhibitor, or booth owner.

Important: This form is not an application for a Wisconsin Tax Account Number. If you do not already have a tax account number but are required to, you will need to apply for one directly with the Department of Revenue prior to the event. You can apply online or download an application, *Application for Business Tax Registration* (Form BTR-101) on the department's web site, www.revenue.wi.gov/forms/sales/index.html. Not all sellers are required to obtain a Wisconsin tax account number. Some of the reasons a seller may not need a tax account number are:

- The seller only sells tax-exempt items, such as vegetables for home consumption.
- The seller is only displaying at the event, no onsite orders are being taken, and taxable merchandise is not later shipped into Wisconsin.
- The seller qualifies for the occasional sale exemption. (See Publication 228, *Temporary Events*.)

If you have questions regarding applying for a Wisconsin tax account number, contact any Department of Revenue office, visit our web site, or call (608) 266-2776.

Step 1: Complete Part C (event operator should complete Parts A and B).

Line 1: Enter your individual, partnership, association, or corporate name.

Line 2: Enter your business name, if different.

Line 3: Enter the address of the physical location of your business. If different, also provide your mailing address.

Line 6: Enter your 15-digit Wisconsin tax account number. You can find this number on your Form ST-12.

This number is not your 6-digit seller's permit number issued to you prior to December 31, 2002.

Lines 7 & 8: Enter the last four digits of your social security number and/or federal employer identification number. This is required under sec. 73.03(38), Wis. Stats., if you do not provide a tax account number.

Step 2: Submit completed form to event operator on or before the first day of the event.

CERTIFICATE OF INSURANCE (Attachment A)

ISSUE DATE _____

Producer: _____

THIS CERTIFICATE IS A REPRESENTATION OF THE COVERAGE AFFORDED BY THE POLICIES REFERRED TO BELOW

COMPANIES AFFORDING COVERAGE	
COMPANY LETTER A	
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	

Phone: _____

Insured: _____

COVERAGES

THIS IS TO CERTIFY THAT THE INSURANCE POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED AND THAT THE POLICES MEET THE MINIMUM COVERAGE REQUIREMENTS OF THE APPLICATION LEASE, PROJECT SPECIFICATIONS, REQUESTED FOR PROPOSALS, CONTRACT, REQUIREMENTS, LICENSE, PURCHASE ORDER REQUIREMENTS, OR CITY ORDINANCES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EFFECTIVE DATE (MM/DD/YY)	ALL LIMITS IN THOUSANDS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrences <input type="checkbox"/> Owners & Contractors Protective <input type="checkbox"/> Contractual Liability <input type="checkbox"/> X, C, U Coverage				GENERAL AGGREGATE	\$
					PRDCTS-COMP OPS AGGREGATE	\$
					PERSONAL & ADVERTISE INSURY	\$
					EACH OCCURRENCE	\$
					FIRE DAMAGE-ANY FIRE	\$
					MEDICAL EXPENSE PER PERSON	\$
	AUTOMOTIVE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Vehicles <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability <input type="checkbox"/> Contractual Liability <input type="checkbox"/> Garage Keepers Liability <input type="checkbox"/> _____				COMBINED SINGLE LIMIT	\$
					BODILY INJURY - PER PERSON	\$
					BODILY INSURY - PER ACCOUNT	\$
					PROPERTY DAMAGE	\$
	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input type="checkbox"/> Other Than Umbrella Form				EACH OCCURRENCE	\$
					AGGREGATE	\$
	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY				STATUTORY	STATUTORY
					EACH ACCIDENT	\$
					DISEASE POLICY LIMIT	\$
					DISEASE - EACH EMPLOYEE	\$
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL ITEMS

2013 Great Milwaukee RV Fair - May 8-11, 2013
 Wisconsin State Fair Grounds, 640 South 84th St., West Allis, WI 53214

- Contractual Liability covers all written and oral contracts between the insured and the Wisconsin State Fair Grounds
- The General Liability and Excess Liability policies name the City of West Allis, its officers, agents and employees as additional insureds and provide for severability of interest (cross liability) between the named insured (s) and the City of Milwaukee

CERTIFICATE HOLDER

Wisconsin State Fair Grounds
 GS Events c/o: Lori Hackett
 3300 Fernbrook Ln N, Suite 200
 Plymouth, MN 55447

- Certificate For:
- Contract Number:
 - License Type:
 - Purchase Order Number:
 - Official Publication Number:
 - Lease:

City Department/Division For Which Goods or Services Provided _____

Cancellation

NOTWITHSTANDING THE EXPIRATION DATES SET FORTH IN THIS CERTIFICATE, SHOULD ANY OF THE HEREIN DESCRIBED POLICIES BE CANCELLED, CHANGED, OR NOT RENEWED, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE BY REGISTERED MAIL TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.
 ISSUING REPRESENTATIVE CARRIES ERRORS AND OMISSIONS COVERAGE
 YES NO

AUTHORIZED REPRESENTATIVE _____



SHOW REGULATIONS

Booth Size: Standard booths are 10' x 10' unless otherwise noted. All booths are draped with an 8' high back drape and 3' high side drapes. Booths must not have sides that exceed 4' in height at the front half and must not exceed 8' in height in the back. No booths will be allowed to block neighboring booth. If you have special needs or sizes, please address with show management in advance.

Booth Materials: All booth decorations must be fireproofed to comply with fire regulations. Gasoline and propane tanks must be empty and a locking fuel cap must be installed or the tanks must have their filler caps secured with duct tape. Storage is not allowed in booth space. If you need additional storage, please see show manager. No decals ("stickers") will be allowed on walls or tables. The City of Milwaukee takes fire safety VERY SERIOUSLY. Please review the Wisconsin State Fair Grounds Notice to Exhibitors carefully.

Booth Staffing: Booths must be open and staffed at all times during show hours. Only staff members with the proper show badges are to work booths. This is for your security! Exhibitors may enter the show floor one hour prior to show opening. Do not try to enter the show floor at any time during the weekend when the show is not in progress. This rule is for the security of your display and equipment.

Use of Space: Distribution of advertising or promotional material will be restricted to the exhibitor's booth. No part of the booth or product may extend into the aisle. No exhibitor shall assign or sublet any portion of his/her space to another exhibitor. No business or individual not assigned space will be permitted to distribute materials or solicit business during show hours. Show management reserves the right to decline, limit or prohibit an exhibit or part of an exhibit, which, in its judgment, is out of keeping with the character of the show.



SHOW REGULATIONS

- Liability:** Exhibitor must carry general liability coverage as outlined on the show contract. Exhibitor assumes all responsibility for damages to exhibit area caused by their negligence. The exhibitor agrees to keep and hold harmless GS Events, the Wisconsin State Fair Grounds, Valley Expo & Displays, their management, agents and employees from any and all claims, liabilities and losses for injury to persons or damage to property arising in connection with the exhibitor's use of the exhibit space. Neither GS Events nor the service contractor (Valley Expo & Displays) nor the Wisconsin State Fair Grounds nor any staff member of the above will be responsible for the safety of the exhibits from theft, damages by fire, water, vandalism or other causes. However, all reasonable precautions will be taken by show management to protect the exhibits from such losses.
- Security:** Security from the Wisconsin State Fair Grounds will be onsite during the duration of the show. Exhibitors will be allowed in the hall one hour before the opening of the show with an exhibitor punch card. If an exhibitor needs to be on the show floor prior to or after published times, please see show management.
- Labor:** Exhibitors will be allowed to assemble and dismantle their booths on their own (no union regulations or charges are in effect at the Wisconsin State Fair Grounds). If an exhibitor needs assistance, the hire of labor is available through Valley Expo & Displays (see labor order form in your Valley Expo & Displays information).
- Sound Level:** Any devices that produce sound must be operated at a level that does not disturb other exhibitors. Show management reserves the right to determine acceptable sound levels. If you have any special sound needs, check with show management in advance.
- Cancellation:** In the event of a cancellation of exhibit space by the exhibitor, exhibition management shall retain as a cancellation fee, all amounts paid by the exhibitor (and those fees due from the exhibitor) to the time of cancellation. All cancellations must be in writing. In the event the exhibitor has no representation on the show floor by the stated opening time of the show, exhibition management reserves the right to re-sell the exhibit space or to move another exhibitor into that space.



AREA HOTELS

Headquarters Hotel:

Doubletree by Hilton Hotel Milwaukee - Brookfield
18155 Bluemound Road
Brookfield, WI 53045
Phone: 262-792-1212

<http://doubletree.hilton.com/en/dt/groups/personalized/M/MKEBKDT-CS3-20130503/index.jhtml>
www.milwaukeebrookfield.doubletree.com

For more hotel information please go to Visit Milwaukee at www.milwaukee.org



Wisconsin State Fair Park - Exposition Center

2013 Exhibitor Services Order Form

Event Services Department

640 S 84th St. West Allis, WI 53214

Phone: 414-266-7300

Fax: 414-727-8842

Website: www.wistatefairpark.com

Email: eventservices@wisconsin.gov

Date Completed: _____

Name of Event	_____	Date(s) of Event	_____
Company Name	_____	Booth #	_____
Contact Person	_____		
Phone #	_____	Fax #	_____
Email Address	_____		
Street Address	_____		
City, State, Zip	_____		

FULL PAYMENT FOR SERVICES ORDERED INCLUDING TAX MUST ACCOMPANY FORM. INCOMPLETE ORDERS WILL NOT BE PROCESSED. Any disputes on fixed orders will require proof from sender of successful transmission via a transaction report, indicating date received and number faxed, or Standard Prices will prevail. Advance Prices apply to orders received 14 days prior to show opening date. Orders submitted without full payment and orders received AFTER the Advance Price deadline are subject to Standard Pricing. Increases will automatically be charged to credit cards. **IMPORTANT: All floor orders may be subject to additional labor fees.**

Parking Passes: Single-use parking passes are available for purchase from the Exhibitor Services Office at the Exposition Center. The cost is \$5.00 each. The passes may be purchased during show move-in only. There is no charge for parking during move-in or move-out.

A. Telephone					B. Information Technology								
Local calls are considered (414) and (800) area codes. Long distance service requires a credit card on file. Please call for special requests or other services. Please shade in box below if long distance service is requested.					Description					Qty	Advance	Qty	Standard
Description	Qty	Advance	Qty	Standard	High Speed Internet (Wired Per Connection)*		\$250			\$350			
Phone Line (Analog)		\$170		\$200	IT or Cable Services Patch Fee		\$100			\$150			
Phone Set (Analog)		\$40		\$50	Satellite Installation		\$160			\$210			
Section A Total					Section B Total								
<input type="checkbox"/> Long Distance Service: Long distance charges will be applied to your accompanied credit card after the event. Credit card information is required below. Long distance charges per minute are the following: US \$4.50, Mexico and Canada \$1.75, Int'l \$3.00, and Dir. Asst. \$2.00/call.					*Wireless high speed internet is available for purchase ON SITE using your wireless enabled device.								

C. Electrical					D. Mechanical				
Service above 120V may require custom installation; additional labor charges required with a minimum of one (1) hour. Call in advance for details.					Exhibit booths requiring air, gas, water, or drain need to be located next to an interior column. Compressed Air Exhibitors must supply own drier or regulator for critical applications (Exposition Center supplies 110psi@90 cfm with 1/4" connection).				
Description	Qty	Advance	Qty	Standard	Description	Qty	Advance	Qty	Standard
20 amp 120V (2000 watt)		\$120		\$160	*1/4" Compressed Air		\$140		\$155
Power Strip (elec not included)		\$40		\$50	Additional Air Line		\$60		\$75
Ext. Cord (elec not included)		\$40		\$50	*Gas Line 3/4" Male Fitting		\$140		\$160
20 amp 208V 1 phase		\$165		\$195	Additional Gas Line		\$60		\$75
30 amp 208V 1 phase		\$205		\$235	Running Water/Drain		\$270		\$310
50 amp 208V 1 phase		\$325		\$355	Fill/Water/Drain		\$125		\$165
20 amp 208V 3 phase		\$220		\$250	(One time fill/water/drain per unit UP TO 500 gallons)				
30 amp 208V 3 phase		\$275		\$305	Fill/Water/Drain		\$230		\$315
50 amp 208V 3 phase		\$425		\$470	(One time fill/water/drain per unit OVER 500 gallons)				
*Electrical Labor - Call for Pricing 24 Hour Power: Add 50% to service (i.e. refrigerators, freezers, hot tubs, and spas) for items using electric all the time.					Water top-off (per item)		\$35		\$65
					Engineering Labor (\$/hr)		\$80		\$120
					*This service must be ordered before ordering additional				
Section C Total					Section D Total				

Payment Information		
Mail order form with payment or fax your order with credit card information. Services payable to: Wisconsin State Fair Park. A fee of \$20 will be charged for returned checks.		
Sections A, B, C, D Total	5.6% Sales Tax	Grand Total

Visa, MasterCard, or Discover #	_____	Credit Card Expiration	_____	3 Digit Security Code	_____
Name on Credit Card	_____	Authorized Signature	_____		

For Office Use Only			
Date Received	Total Received	Form of Payment	Form Expiration Date: 12/31/13

WISCONSIN STATE FAIR PARK
Exhibitor Services Order Form - Rules and Regulations

1. PAYMENT INFORMATION

- a. Wisconsin State Fair Park (WSFP) accepts company checks, money orders, Master Card, Visa, or Discover for payment subject to verification.
- b. Exhibitor service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the show opening date to qualify for ADVANCED PRICING. Orders submitted without full payment and orders received after the 14 day cut-off date are subject to STANDARD PRICING.

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 before service is installed. Arrangements for payment of Labor & Services must be made before service is installed.
- c. Services ordered during exhibitor move-in may not be installed before the event opens.
- d. Overtime rates apply after 5:00 p.m. Mon-Fri and weekends, Saturday/Sunday.

3. INSTALLATION OF SERVICES

- a. Order forms must be completed in full to avoid processing and installation delays.
- b. Orders will be processed and installations completed on first-come, first-serve basis, or as WSFP determines most convenient.
- c. All materials and equipment furnished by the WSFP for services ordered shall remain the WSFP's property and shall be disconnected and removed ONLY by WSFP personnel.
- d. Service will begin on the start date and end after the close of the event unless special arrangements for early connect and/or late disconnect are made.

4. CANCELLATION POLICY

- a. If cancellation occurs before installation, 100% REFUND.
- b. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES

SECTION A TELEPHONE

- Telephone Service: All telephone lines ordered will provide long distance dialing capabilities only if checked on the order form and will be charged to the credit card.
- Equipment: ONLY WSFP's digital phone sets can be used with digital telephone lines due to signal, device, and system compatibility. Equipment ordered is for RENTAL ONLY. Exhibitor is responsible for full retail value for any equipment that is stolen or not returned.

SECTION B ELECTRICAL

- 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 and 208 volt, A.C., 1 phase & 3 Phase 60 cycle, and 480 volt, A.C., 3 Phase 60 cycle.
- 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Exhibitors are responsible for turning off all powered equipment at the close of each day. Failure to do so will result in additional costs.
- Electrical Connections: Exhibitors or exhibitors' agents may plug into purchased outlets and connect signal wiring (i.e. antennae, audio, video, and speakers) within a booth or between the exhibitor's equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. 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. House 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.
- Prohibited usage: Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs and batteries in exhibits are prohibited.
- 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. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians. However, all equipment regardless of the source of power, must comply with all Federal, State and Local Safety Codes.
- WSFP is not responsible for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, please install a surge protector on computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician unless prior approval has been granted by the WSFP. WSFP 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 house electricians
- Sharing of services is prohibited.

SECTION C INFORMATION TECHNOLOGY

- The purchase of an IP address is for ONE DEVICE ONLY. 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 in writing by the WSFP. Individuals in violation of this policy will be subject to the DISCONNECTION of their service.
- The WSFP 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 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).

SECTION D MECHANICAL

- Service Connections: Under NO circumstances shall anyone other than house engineers make service connections unless prior approval has been granted by the WSFP. Service requirements 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. House staff is authorized to cut floor coverings to permit installation of service unless otherwise directed.
- 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. WSFP reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by WSFP remains WSFP property and shall be disconnected and removed only by WSFP house 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 house engineers and are subject to a service charge. WSFP reserves the right not to fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
- NOTICE: Exhibitor assumes full responsibility for any damage to WSFP equipment and facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. WSFP cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house 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 house engineers.

Prices subject to change without notice.