



Dear **Great Milwaukee RV Fair 2013** Exhibitor:

This Exhibitor Service Kit details important information to allow Valley Expo & Displays, Show Decorator, to help ensure your success at the **Great Milwaukee RV Fair 2013**, at the **WI State Fair Park Exposition Center, May 8 - 11, 2013**.

VALLEY ONLINE ORDERING

For your convenience Valley Expo & Displays offers online ordering.

You can order your Valley services, view show schedule, and review your account information.

To place online orders you will be required to enter your unique Login User and Password.

If you received this Exhibitor Service Kit in an email, a direct link and your login information to online ordering were also included. Click on the link to be directed to our website and begin ordering.

If you do not have a Login User and password, visit www.valleyexpodisplays.com. Click on "Register and get your Password Here" to request your online credentials. Fill out the required information and submit.

Once your request is processed you will receive an email with your login information.

HELPFUL HINTS

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 cost you money, time and business.

Please read each form carefully, and return them to the address shown on each form. Other suppliers may be used for some services (i.e. electrical) and orders with payment should be sent separately to them for those services.

Valley Expo & Displays does not take orders over the phone. All orders must be entered online (www.valleyexpodisplays.com), faxed (815-873-1544) or, emailed (events@valleyexpodisplays.com).

Valley Expo & Displays will accept no orders without payment in full.

**Please contact our *Exhibitor Services Department* at
877.332.4292, with any questions you may have.**

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





Register Here for Online Ordering...

www.valleyexpodisplays.com

EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM

FAX: 815.873.1544

GENERAL SHOW INFORMATION

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

ADVANCED PRICE DEADLINE:
April 22, 2013

Valley Expo & Displays is the official general service contractor for this event. We will have clearly identifiable representatives on the show floor during set up to answer your questions. Prior to set up, please direct your questions to our exhibitor services department in our main office listed below. Our goal is to help you make your participation in this event a success!

This **Exhibitor Information Packet** contains shipping instructions for this event. **You can guarantee a smooth installation by completing these forms and sending them with payment to Valley Expo & Displays as soon as possible.**

Please read each form carefully, and return them to the address shown on **each** form. Sometimes other suppliers are used for some services (i.e.: electrical), and orders with payment should be sent separately to them for those services.

Please note: *We strongly recommend that you pay for your services in advance using a credit card. This allows your representative at the show site to order additional needed furniture and equipment without having to arrange for payment on the show floor. Valley Expo & Displays will accept no orders without payment in full.*

Official Contractor:	Valley Expo & Displays 4950 American Road Rockford, IL 61109	phone: (877) 332-4292 fax: (815) 873-1544 e-mail: events@valleyexpodisplays.com
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Booth Package: A standard 10' x 10' booth will include:

Blue & White 8' Back Drape and 3' Side Drape

Your exhibit area is **NOT** carpeted with facility carpet.
Additional equipment and services may be ordered using the attached forms.

Important Schedule Information:

Advance Price Deadline:	Monday	April 22, 2013	
Exhibitor Move In:	Monday	May 6, 2013	1:00PM - 6:00PM
	Tuesday	May 7, 2013	9:00AM - 6:00PM
Show Hours:	Wednesday	May 8, 2013	1:00PM - 8:00PM
	Thursday	May 9, 2013	10:00AM - 8:00PM
	Friday	May 10, 2013	10:00AM - 8:00PM
	Saturday	May 11, 2013	10:00AM - 8:00PM
Exhibitor Move Out:	Saturday	May 11, 2013	8:00PM - *11:59PM
	Sunday	May 12, 2013	8:00AM - *2:00PM

*Carriers must check in by 10:00PM on 5/11 and by 10:00AM on 5/12

All the information you need is contained on the attached forms. If at any time you have questions, please call our Exhibitor Services Department at (877) 332-4292.





Register Here for Online Ordering...
 www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM
 FAX: 815.873.1544

RECAP OF COST & PAYMENT

ADVANCED PRICE DEADLINE:
 April 22, 2013

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

One copy of this form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays at the address below. Advance prices apply only to orders received with payment in full by the advance price deadline date listed on the General Show Information sheet. All orders received afterward, or at the show site will be subject to floor rates. **We cannot accept phone orders**, however, you may fax your order to us, provided we have your complete, valid credit card information. No invoice or statement will be issued.

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

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. **50% Surcharge on all refunds. No refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS!**

Please complete all the blanks below:

SERVICES AND EQUIPMENT ORDERED

- \$ _____ Booth Furniture Order Form
- \$ _____ Booth Carpet Order Form
- \$ _____ Freight Handling Order Form
- \$ _____ Portable/Modular Display Rental Order Form
- \$ _____ Event Labor Order Form
- \$ _____ Sign & Banner Order Form
- \$ _____ *TO RECEIVE WRITTEN CONFIRMATION OF ORDER (add \$5.00)*

\$ _____ **Total Now Due**

Please provide the following information so we may credit your account properly.

Company Name _____ Booth # _____ Date _____

Billing Address _____ City & State _____ Zip _____

E-Mail Address _____ Name (please print) _____

Phone _____ Fax _____ Check No. (if paying by check) _____

___ Visa ___ MC ___ Amex Card Number _____ Exp. Date ___/___ CVC2 _____
3 digit or 4 digit code

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)

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

Please retain copies of all paperwork...no invoices or receipts will be mailed unless requested above.

BOOTH NUMBER:

COMPANY NAME:



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 FAX: 815.873.1544

**THIRD
 PARTY
 BILLING**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

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 Costs Payment Form should be completed by the Third Party to be billed for services, **however, we must also 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 the Exhibiting Company 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.**

All information below must be completed by the respective parties:

Third Party Information

 Third Party

 Billing Address

 City State Zip

 Phone Fax

X _____
 Authorized Signature

 Print Authorized Name

 EMAIL ADDRESS

Exhibiting Company Information

 Exhibiting Company

 Billing Address

 City State Zip

 Phone Fax

X _____
 Authorized Signature

 Print Authorized Signature

 EMAIL ADDRESS

Please indicate any services that should **not** be billed to the Third Party:

Exhibiting Company's credit card information:

___ Visa ___ MC ___ Amex ___ / ___ 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 billing cannot be arranged without the Exhibiting Company's complete credit card information!





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**EXHIBITOR
 APPOINTED
 CONTRACTOR**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

AUTHORIZATION FORM

NAME OF SHOW _____

COMPANY NAME _____

ADDRESS _____
(STREET) (CITY) (STATE) (ZIP)

PHONE # _____ FAX # _____

ORDERED BY _____ TITLE _____

SIGNATURE _____ DATE _____

E-MAIL ADDRESS _____

If your company plans to use a contractor, which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No: _____

Contact At Show: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be performed: _____

Inform your **Exhibitor Appointed Contractor** 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.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulation of this event.

BOOTH NUMBER: _____

COMPANY NAME: _____





Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

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. **Valley Expo & Displays and Show Management must be named as additional insureds.**
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 of 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.



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**BOOTH
 FURNITURE**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

ADVANCED PRICE DEADLINE:
 April 22, 2013

Orders with payment in full must be received by April 22, 2013, for Advance Prices.

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

Be sure to indicate skirting color . Orders received without color indicated will receive Foreman's choice.

Skirting Color Selection: Blue White Gold Green Black Burgundy Red Teal Silver
 Purple

Skirted Tables	Quantity	Advance	Floor	Total
4' L x 30" H		\$ 101.15	\$ 131.55	
6' L x 30" H		\$ 120.05	\$ 156.05	
8' L x 30" H		\$ 134.90	\$ 175.35	
4' L x 42" H		\$ 106.15	\$ 138.00	
6' L x 42" H		\$ 131.55	\$ 171.00	
8' L x 42" H		\$ 153.85	\$ 200.00	

Plain Tables	Quantity	Advance	Floor	Total
4' L x 30" H		\$ 45.35	\$ 58.95	
6' L x 30" H		\$ 66.80	\$ 86.85	
8' L x 30" H		\$ 79.80	\$ 103.75	
4' L x 42" H		\$ 61.40	\$ 79.80	
6' L x 42" H		\$ 82.20	\$ 106.90	
8' L x 42" H		\$ 95.00	\$ 123.45	
30" x 13' Skirting Only (4th Side)		\$ 49.05	\$ 63.70	
42" x 13' Skirting Only (4th Side)		\$ 56.75	\$ 73.80	
White Vinyl, 8' Long (tabletop covering)		\$ 9.10	\$ 11.80	

Cocktail Tables	Quantity	Advance	Floor	Total
30" Round, 30" High		\$ 76.65	\$ 99.60	
30" Round, 42" High		\$ 85.70	\$ 111.40	

Chairs	Quantity	Advance	Floor	Total
Folding Chair		\$ 19.95	\$ 25.90	
Black Contour Chair		\$ 41.15	\$ 53.45	
Padded Arm Chair		\$ 51.20	\$ 66.60	
Bar Stool with Back		\$ 63.80	\$ 83.00	

Miscellaneous	Quantity	Advance	Floor	Total
Tripod Adjustable Easel		\$ 26.15	\$ 34.00	
Wastebasket		\$ 13.10	\$ 17.00	
Garment Rack		\$ 29.60	\$ 38.45	
Bag Stand		\$ 72.40	\$ 94.15	
3' Drape (Side) per LnFt		\$ 7.25	\$ 9.45	
8' Drape (Back) per LnFt		\$ 10.30	\$ 13.40	
Literature Stand		\$ 138.10	\$ 179.55	
Table Riser 1' x 1' x 4 White Skirted		\$ 56.20	\$ 73.05	
Posterboard 4' x 8' Horizontal/Vertical (circle one)		\$ 132.60	\$ 172.40	
*6' Full View Showcase w/lights, locks, 2 shelves		\$ 518.25	\$ 673.75	

*Showcase not available at showsite

Subtotal

5.6% Sales Tax

Total

BOOTH NUMBER: _____

COMPANY NAME: _____



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 www.valleyexpodisplays.com
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 FAX: 815.873.1544

**BOOTH
 CARPET**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

ADVANCED PRICE DEADLINE:
 April 22, 2013

Orders with payment in full must be received by April 22, 2013, for Advance Prices. All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

Standard carpet rental includes installation, front edge taping and pickup at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match. **Carpet orders received without color indicated will receive Foreman's choice.**

Carpet Color Selection: Blue Green Black Burgundy Red Gray

Standard Carpet	Quantity	Advance	Floor	Total
9' x 10'		\$ 146.10	\$ 189.95	
9' x 20'		\$ 285.50	\$ 371.10	
9' x 30'		\$ 438.80	\$ 570.50	
Additional taping per foot	LnFt	\$ 1.35	\$ 1.75	

Carpet price includes taping front aisle edge only

Carpet Color Selection: Blue Green Black Burgundy Red Gray

Custom Carpet - Booths Larger than 30'	Quantity	Advance	Floor	Total
Carpet Size _____ x _____ =	SqFt	\$ 3.45	\$ 4.55	

Custom size booth carpet is available in 10' widths only. This carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, and pick up at the close of the show. Include a layout for carpet installation if your carpet is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quotation will be forwarded to you before we proceed.

Carpet Color Selection: Blue Green Black Burgundy Red Gray

Luxury Booth Carpet	Quantity	Advance	Floor	Total
Carpet Size _____ x _____ =	SqFt	\$ 3.70	\$ 4.85	

This luxurious carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, plastic covering for your protection and pickup at the close of the show. Include a layout for carpet installation if your carpet is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quotation will be forwarded to you before we proceed. Purchase options are available. Samples are available upon request.

Foam Padding and Visqueen	Quantity	Advance	Floor	Total
Padding	SqFt	\$ 1.35	\$ 1.75	
Visqueen	SqFt	\$ 0.60	\$ 0.80	

Subtotal

5.6% Sales Tax

Total

BOOTH NUMBER:

COMPANY NAME:



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FAX: 815.873.1544

**SHIPPING
 INFORMATION**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

Please read this information carefully, and call us if you have questions.

Freight Handling Charges: Valley Expo & Displays is prepared to receive your freight in advance at one of our warehouse locations, or directly at the show site. **All shipments must be sent prepaid; collect freight shipments will be refused.** Valley Expo freight handling charges are based on incoming weight, rounded up to the nearest 100 lbs. For rates and schedule information that apply to this convention, please refer to the **Freight Handling Order Form**.

Exhibitors are responsible for crating and uncrating of their own product.

- Advance Shipments:**
- A. Receiving at our warehouse up to 30 days prior to the first day of move in
 - B. Delivery to your exhibit booth
 - C. Storage of empty containers, and return of empty containers to your booth
 - D. Reloading freight for outbound shipping

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME
 BOOTH NUMBER
Great Milwaukee RV Fair 2013
 YRC FREIGHT
 C/O VALLEY EXPO & DISPLAYS
 6880 SOUTH HOWELL AVENUE
 OAK CREEK, WI 53154

First day freight will be accepted at advance location: **4/3/13**

Last day freight will be accepted: **5/3/13**

- Direct Shipments to the Show Site:**
- A. Receiving at the show site, and delivery to your exhibit booth
 - B. Storage of empty containers
 - C. Return of empty containers to your booth
 - D. Reloading for outbound shipment

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME
 BOOTH NUMBER
Great Milwaukee RV Fair 2013
 WI STATE FAIR PARK EXPOSITION CENTER
 C/O VALLEY EXPO & DISPLAYS
 8200 W. GREENFIRLD AVENU
 WEST ALLIS, WI 53214

Do not send shipments to arrive in advance of 5/6/13 to the show site. The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: **5/6/13; 1:00PM - *6:00PM**
5/7/13; 9:00AM - *6:00PM

***Drivers must check in by 5:00PM**

Authorization To Provide Freight 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.

Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.

The Freight Handling Order Form must be completed and returned with payment to Valley Expo & Displays before exhibit freight will be handled!



RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Great Milwaukee RV Fair 2013

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC TRANSPORTATION
6880 SOUTH HOWELL AVENUE
OAK CREEK, WI 53154

Shipment Should Arrive Between:
April 3, 2013 thru May 3, 2013

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 9:00am - 3:00pm.

Carrier _____ of _____ pieces
Number _____ of _____ pieces

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Great Milwaukee RV Fair 2013

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC TRANSPORTATION
6880 SOUTH HOWELL AVENUE
OAK CREEK, WI 53154

Shipment Should Arrive Between:
April 3, 2013 thru May 3, 2013

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 9:00am - 3:00pm.

Carrier _____ of _____ pieces
Number _____ of _____ pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Great Milwaukee RV Fair 2013

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
WISCONSIN STATE FAIR PARK - EXPOSITION CENTER
8200 WEST GREENFIELD AVENUE
WEST ALLIS, WI 53214

Shipment Should Arrive:
May 6, 2013; 1:00PM – 6:00PM
May 7, 2013; 9:00AM – 6:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____
Number _____ of _____ pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Great Milwaukee RV Fair 2013

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
WISCONSIN STATE FAIR PARK - EXPOSITION CENTER
8200 WEST GREENFIELD AVENUE
WEST ALLIS, WI 53214

Shipment Should Arrive:
May 6, 2013; 1:00PM – 6:00PM
May 7, 2013; 9:00AM – 6:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____
Number _____ of _____ pieces



Exhibit Services

Simply reliable success





YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a **free inbound guarantee.*** Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.531.EXPO (3976)
exhibit.services@yrcw.com





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**FREIGHT
SERVICES**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

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 to the booth, the handling of empty containers to and from storage, and removing of material from cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable).

Shipping to the Advanced Warehouse

- We may accept freight up to 30 days prior to show move-in. Please check the Freight Handling page for specific dates.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Shipping Information page. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- 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.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 877.332.4292 if you want to ship oversized material that requires special equipment to the warehouse.

Shipping to Show Site

- Please refer to the Shipping Information page for the specific dates and times direct freight will be accepted.
- 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.

Prepaid or Collect Shipping Charges

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

Labeling Your Freight

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the advance warehouse or show site is located on the Shipping Information page.

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.
- On the Freight Handling order form, select whether the freight will arrive at the warehouse or be sent directly to show site (if applicable).
- Next, 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 the carrier in such a manner that it requires additional handling, such as ground loading, stacked or constricted space, unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet or labor to unload. **Federal Express, UPS Ground, Airborne Express and 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 charges for inbound if material is delivered to the booth during the overtime period. This includes both warehouse and show-site shipment.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if the shipment is accepted at the warehouse or at show site after the deadline date.
- Shipments received without receipts or freight bills, such as UPS and Federal express, will be delivered to the booth without guarantee of piece count or condition.

Empty Containers

- Pick up "Empty Labels" at "Exhibitor Services". Place a label on each container. Labeled containers will be picked up periodically and stored in a non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

Protecting Materials

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show-time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

Shipping Materials After the Close of Show

- Each shipment must have a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. Bill of Ladings are available at Exhibitor Services at show site.
- After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at Exhibitor Services. Do not leave this in your booth with your shipment.
- Call your designated carrier with pick-up information. Please refer to the General Information page for specific dates and times. In the event your carrier fails to show on final move-out day, your shipment will be rerouted to Valley Expo & Displays' carrier of choice at exhibitor's expense.
- For your convenience, the show-recommended carrier may be on site to handle outbound transportation.



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**SPECIAL
 HANDLING**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

Special handling applied to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground loading, constricted space loaded, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver.

Ground Loading/Unloading

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

Constricted Space Loading/Unloading

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer—top to bottom, side to side. One example of this is freight loaded down one side of a trailer that must be by-passed to reach target freight.

Designated Piece Loading/Unloading

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit the trailer that must be loaded in a sequence to ensure all items fit.

Stacked Shipments

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Shipment Integrity

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Alternate Delivery Location

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

Mixed Shipments

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Valley defines special handling for mixed loads as having less than 50% of the volume as uncrated.

No Documentation

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS Ground, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

Carpet Only Shipments

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

Crated vs. Uncrated Shipments

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly stacked skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.



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**FREIGHT
 HANDLING**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

This Freight Handling Form must be completed and returned with payment to Valley Expo & Displays before your freight will be handled. Immediately upon shipping, please forward a copy of your freight bill of lading to us. Exhibitor shipments by carriers not giving delivery receipts or bills of lading, such as UPS, FedEx or US Postal Service, 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.

COMPANY NAME			BOOTH #
ADDRESS	CITY	STATE	ZIP
PHONE	FAX	E MAIL ADDRESS	
AUTHORIZED SIGNATURE		PRINT AUTHORIZED NAME	
NAME OF FREIGHT CARRIER			

FREIGHT HANDLING SERVICES

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, Airborne Express & DHL are included in this category due to their delivery procedures.
Uncrated: Material that is shipped loose or pad-wrapped, and/or skidded machinery without proper lifting bars or hooks.
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 and/or show site that must be moved into or out of booth during above listed times)

DESCRIPTION PRICE PER CWT 200 LB. MIN. x *CWT = Estimated Charges

RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. Minimum)

Crated or Skidded Shipment	\$ 72.00	\$ 144.00		
Special Handling Shipment	\$ 93.60	\$ 187.20		

Showsite Shipment (200 lb. Minimum)

Crated or Skidded Shipment	\$ 68.25	\$ 136.50		
Special Handling Shipment	\$ 88.70	\$ 177.40		
Uncrated or Pad Wrapped Shipment	\$ 106.15	\$ 212.30		

Small Package - Maximum weight is 50 lbs. per shipment*

First Carton	\$ 48.95			
Each Additional Carton	\$ 11.80			

*A 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.

ADDITIONAL SURCHARGES (In addition to the above rates)

Shipment Delivered after Deadline Date

Warehouse Shipment after 5/3/13	\$ 16.90			
Showsite Shipment after 5/7/13	\$ 19.15			
Small Package - First Carton	\$ 9.80			
Small Package - Each Additional Carton	\$ 2.40			

Overtime Charge - Inbound

Crated or Skidded Shipment	\$ 18.05	\$ 36.10		
Special Handling Shipment	\$ 23.40	\$ 46.80		
Uncrated or Pad Wrapped Shipment	\$ 26.60	\$ 53.20		



Overtime Charge - Outbound

Crated or Skidded Shipment	\$ 18.05	\$ 36.10		
Special Handling Shipment	\$ 23.40	\$ 46.80		
Uncrated or Pad Wrapped Shipment	\$ 26.60	\$ 53.20		

Double Time Charge - Inbound

Crated or Skidded Shipment	\$ 36.10	\$ 72.20		
Special Handling Shipment	\$ 46.80	\$ 93.60		
Uncrated or Pad Wrapped Shipment	\$ 53.10	\$ 106.20		



Double Time Charge - Outbound

Crated or Skidded Shipment	\$ 36.10	\$ 72.20		
Special Handling Shipment	\$ 46.80	\$ 93.60		
Uncrated or Pad Wrapped Shipment	\$ 53.10	\$ 106.20		

***Mobile Unit (Call for Price)**

Total

Consolidate shipments when total weight is less than 200 lbs. It can save you money! For example:

3 Separate Shipments	60 lbs. charged @ 200 lbs. \$ 144.00	1 Consolidated Shipment	177 lbs. charged @ 200 lbs. = \$144.00
52 lbs. charged @ 200 lbs. \$ 144.00	65 lbs. charged @ 200 lbs. \$ 144.00 = \$432.00	3 pieces (1 shipment)	Added benefit - your shipments are less likely to get misplaced if they are packaged together w/larger items

Outbound shipments from your booth: Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. If you prefer to assign your own carrier to handle outbound shipping, you must have your carrier check-in by the designated time. Copies of any outbound shipping forms should be left at our service desk. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Valley Expo & Displays. Specified (freight force) time can be obtained at the Valley Expo & Displays Service Desk or by calling customer service.

**** In any event, do not simply abandon your freight! Our representative on site must be given the appropriate paperwork and outbound shipping instructions****



**This show moves out on a Saturday and/or Sunday and is subject to Overtime and/or Double Time charge for outbound shipments

BOOTH NUMBER: _____

COMPANY NAME: _____



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FREIGHT SERVICE QUESTIONNAIRE

Great Milwaukee RV Fair 2013
 WI State Fair Park Exposition Center, May 8 - 11, 2013

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?

BOOTH NUMBER: _____ COMPANY NAME: _____



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**PORTABLE
 MODULAR
 DISPLAY RENTAL**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

ADVANCED PRICE DEADLINE:
 April 22, 2013

Orders with payment in full must be received by April 22, 2013, for Advance Prices. All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

Graphics: 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.

Item #	Size	Hardware Advanced Rental Price*	Hardware Regular Rental Price*	Hardware Sale Price*	Color Choice	Qty	Total
129	Counter	\$701.00	\$1052.00	\$1701.00	Black or Grey		
134	Counter	\$198.00	\$297.00	\$1236.00	Black or Grey		
1160	Tabletop	\$525.00	\$788.00	\$1236.00	Black or Grey		
1000	10' x 10'	\$973.00	\$1459.50	\$3864.00	Black or Grey		
1001	10' x 10'	\$1159.00	\$1738.00	\$3905.00	Black or Grey		
1134	10' x 10'	\$1769.00	\$2652.00	\$5730.00	White, Black or Grey		
1179	10' x 10'	\$1544.00	\$2315.00	\$5155.00	White, Black or Grey		
1192	10' x 20'	\$1507.00	\$2260.00	\$8275.00	Black or Grey		
1193	10' x 20'	\$3683.00	\$5525.00	\$15619.00	White, Black or Grey		
1575	10' x 20'	\$3291.00	\$4936.00	\$11291.00	White, Black or Grey		
1087	20' x 20'	\$6617.00	\$9925.00	\$26240.00	White, Black or Grey		
1027	20' x 20'	\$3102.00	\$4654.00	\$17967.00	Black or Grey		
1541	20' x 20'	\$7366.00	\$11048.00	\$29341.00	White, Black or Grey		
1744	20' x 20'	\$6209.00	\$9313.00	\$29973.00	White, Black or Grey		

*Graphics, taxes and shipping are not included.

Rental Units Include:

Material handling, installation & dismantle of exhibit and nightly cleaning.

1-150 watt Arm Light/Table Top Unit

2-150 watt Arm Light/Floor Unit

(Electrical Service and Labor to Install Lights is Not Included)

9' x 10' Standard Carpet (circle color) Blue Red Grey Green Burgundy Black

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

CALCULATION OF ORDER - Include Sales and/or Use Taxes as indicated.

Make payments in U.S. funds drawn on a U.S. Bank.

Orders confirmed only upon request.

Total Items Ordered: \$ _____
Add 5.6% Sales Tax: \$ _____
Total Due This Page: \$ _____

BOOTH NUMBER: _____

COMPANY NAME: _____





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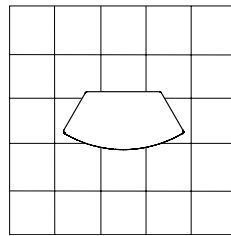
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Valley Expo has teamed up with Nomadic Display, the world's leading producer of portable and modular exhibits, to offer you this special selection of display solutions that are contemporary in style, cost-effective and convenient.

Valley's in-house graphics department can supply all of your graphic design needs. And whether we design the graphics or

use your artwork, we provide full production services from vinyl to photographic, digital and dye sub prints for backlit, reflective or fabric applications. And all proofing can be done via e-mail.

Please use the Order Form to place your order for one of our most popular designs or contact us to create one that will meet your individual needs.

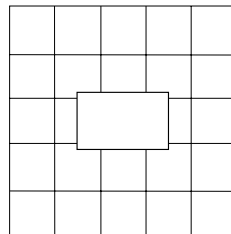


Counter



Kit 129 features:

- Freestanding Platinum counter constructed of a laminate base and black laminate top
- Locking doors for secure storage

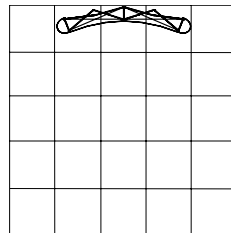


Counter



Kit 134 features:

- Convert 2 Rolluxe Cases into a free-standing counter constructed of fabric panels and black molded top

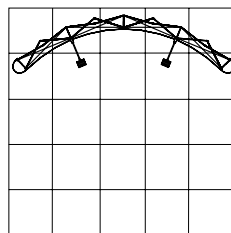


10x10



Kit 1160 features:

- Instand Classic 6' tabletop
- Tabletop features your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

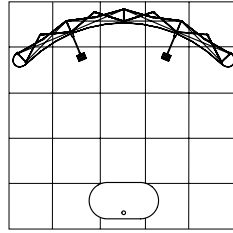


10x10



Kit 1000 features:

- Instand Classic 10' pop-up
- Backwall features your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

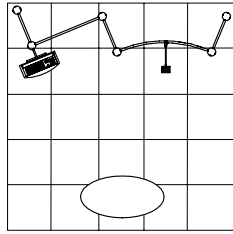


10x10



Kit 1001 features:

- Instand Classic 10' pop-up
- Backwall and counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics
- Case converts to a counter

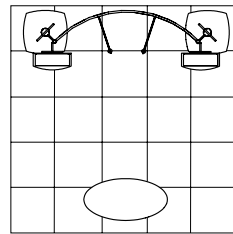


10x10



Kit 1134 features:

- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Oval counter available in your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

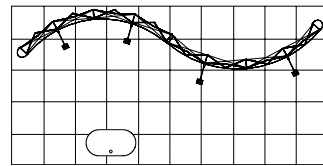


10x10



Kit 1179 features:

- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Oval counter available in your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

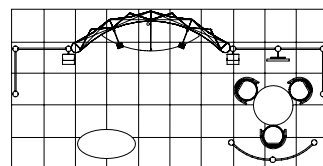


10x20



Kit 1192 features:

- Two Instand Classic 10' pop-ups connected to form seamless serpentine wall
- Backwall and capsule counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics



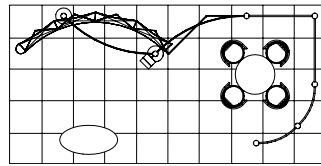
10x20



Kit 1193 features:

- Instand Classic 10' pop-up
- Backwall and oval counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics
- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white

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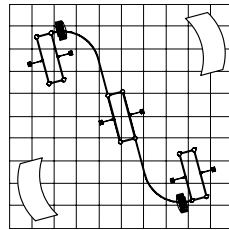


10x20



Kit 1575 features:

- Instand Classic 10' pop-up
- Backwall and oval counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics
- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Semi-private conference area

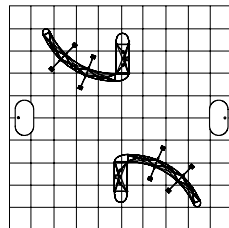


20x20



Kit 1087 features:

- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Two Platinum reception counters available in your choice of black, grey or off white laminate

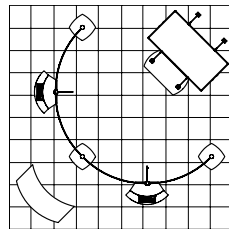


20x20



Kit 1027 features:

- Two Instand Classic and Plus pop-ups
- Backwall and capsule counters available in your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

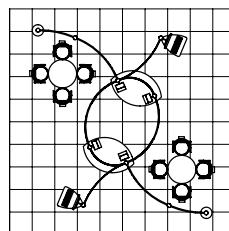
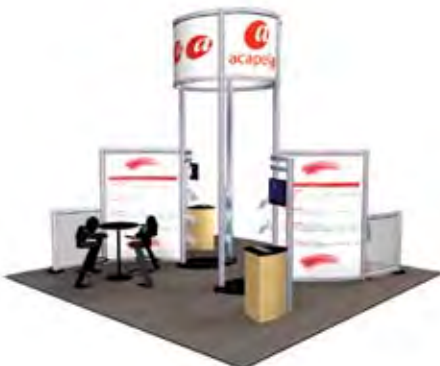


20x20



Kit 1541 features:

- Platinum tower and reception counter available in your choice of black, grey or off white laminate
- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Two Platinum fan counters/kiosks available in your choice of black, grey or off white laminate



20x20



Kit 1744 features:

- DesignLine brushed aluminum extrusion round tower with tension fabric panels available in your choice of black, grey, or white
- Two DesignLine kiosks available in your choice of black, grey or off white laminate
- Two semi-private conference areas

Additional designs are available upon request. Call us today for more information!



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EVENT LABOR

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

ADVANCED PRICE DEADLINE:
April 22, 2013

Display Installation: To ensure prompt and efficient processing of your labor request for installation and dismantling of displays, please review the information on this page carefully, and contact us if you have any questions.

All installation and dismantling will be performed by qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to perform this work, please complete this form, and return it with payment to Valley Expo. **Orders with payment in full must be received by April 22, 2013, for Advance Prices.** All floor orders subject to availability of labor at the show site.

A minimum charge of one hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. **IT IS IMPORTANT, THEREFORE, THAT YOU CHECK IN AT THE VALLEY EXPO & DISPLAYS SERVICE DESK TO PICK UP THE LABOR YOU HAVE ORDERED, AND TO RETURN THOSE PEOPLE TO THE SERVICE DESK UPON COMPLETION. IF YOU FAIL TO PICK UP LABOR YOU HAVE ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL APPLY.**

Straight Time, Overtime, Double Time: Straight Time rates apply between 8:00 AM and 4:30 PM on weekdays. Overtime rates apply before 8:00 am and after 4:30 pm on weekdays and all day Saturday. Double time is all day Sunday and holidays. We will attempt whenever possible to perform the work on straight time, however, the schedules of the show producer or convention facility may make this impossible.

Supervision: If Valley Expo personnel are to perform work without your supervision, please forward all necessary instructions, drawings or diagrams in advance with this order. We add a 25% supervision fee.

Requested Starting 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 time must be approximate since labor is assigned to jobs at the start of the day, and it is impossible to gauge completion times of the first job assignments.

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 bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy.

Labor Rates

Installation & Dismantling	Straight Time Rate	Overtime Rate	Double Time Rate
Advance	\$ 82.90	\$ 124.35	\$ 165.80
Floor	\$ 107.75	\$ 161.60	\$ 215.50
Supervision Installation & Dismantling			
Advance	\$ 103.30	\$ 154.95	\$ 206.60
Floor	\$ 134.25	\$ 201.40	\$ 268.50

Computation of Labor Charges	# of Workers x	# Hours x	Labor Rate	Total
Installation				
Dismantling				
Total Due				

Requested Start Date and Time

Installation _____

Dismantling _____

BOOTH NUMBER: _____

COMPANY NAME: _____





Register Here for Online Ordering...
www.valleyexpodisplays.com
EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM
FAX: 815.873.1544

**SUPERVISED LABOR
INSTALLATION &
DISMANTLE**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

**PLEASE COMPLETE THE FOLLOWING INFORMATION IF VALLEY IS SETTING UP
AND/OR DISMANTLING YOUR DISPLAY . THIS INFORMATION WILL HELP US BETTER SERVE YOU.**

Company _____ Booth No _____

Contact Person _____ Phone _____

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total # of Crates _____ Cartons _____ Fiber Cases _____ Special Handling _____

Setup Plans/Photo: Attached _____ To be sent with Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Valley _____ Color _____ Size _____

Electrical Placement: _____ Please attach diagram with placement

Graphic: With Exhibit _____ Shipped Separately _____

Comments _____

Special Tools/Hardware Required _____

OUTBOUND SHIPPING INFORMATION

SHIP TO _____

METHOD OF SHIPMENT

COMMON CARRIER(NAME) _____ UPS _____ FED EX _____

SHOW CARRIER _____

IF LABELS ARE PROVIDED WHERE WILL THEY BE _____

FREIGHT CHARGES: Prepaid _____ Collect _____

Bill to _____

In the event a selected carrier fails to show on the final move out time and day, Valley will force shipment accordingly via show carrier

BOOTH NUMBER: _____

COMPANY NAME: _____



VALLEY
EXPO & DISPLAYS
 BETTER IDEAS. BETTER RESULTS.
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 FAX: 815.873.1544

**SIGN &
 BANNER**

Great Milwaukee RV Fair 2013

WI State Fair Park Exposition Center, May 8 - 11, 2013

ADVANCED PRICE DEADLINE:
 April 22, 2013

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 **April 22, 2013**, to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Display Installation 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. **Attach your sign copy to a separate page.** Please provide us with a contact name, E-mail address and phone number in case we have questions.

Contact for sign questions: _____

Foamcore Signs - White Background/One Color	Quantity	Price	Total
11" x 14"		\$ 53.95	
14" x 22"		\$ 78.50	
22" x 28"		\$ 95.95	
28" x 44"		\$ 130.60	

Foamcore Signs - White Background/Two Color	Quantity	Price	Total
22" x 28"		\$ 122.90	
28" x 44"		\$ 158.85	

Vinyl Banners - White Background Only	Quantity	Price	Total
2' x 4'		\$ 131.90	
2' x 6'		\$ 159.05	
2' x 8'		\$ 232.45	

Grommets for handling are included

Miscellaneous	Quantity	Price	Total
Easel Back		\$ 10.30	
Logos		Call for Price	
Sign Grommets		\$ 3.85	
Color Background		Add 25%	
		Subtotal	
		5.6% Sales Tax	
		Total	

Sign copy to be arranged: Horizontally Vertically

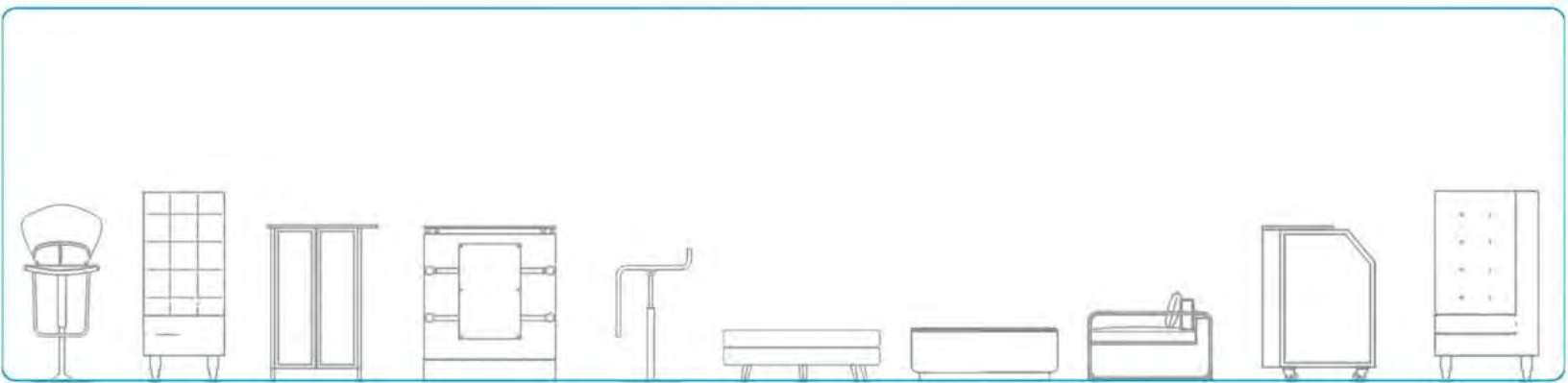
Color of Printing (one color only): _____

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.

BOOTH NUMBER: _____

COMPANY NAME: _____







Miami - Right Arm Unit

White Leather
LC 8001
77"l x 35.5"w x 30"h

Large Pillow
25"l x 17"w
Small Pillow
25"l x 9"w



Miami-Chaise

White Leather
LC 8003
71"l x 34.5"w



Miami-Tail Ottoman

White Leather
LC 8004
71"l x 34.5"w



Miami-Armless

White Leather
LC 8002
71"l x 34.5"w



Miami-Round Ottoman

White Leather
LC 8006
40"(round) x 17"h



Boca Corner Unit

.....
White Leather
LC 6004
22"l x 30.7"h x 28"w
Black Leather
LC 6004B
22"l x 30.7"h x 28"w
Seating: 22"d x 17.3"h



Boca Armless Unit

.....
White Leather
LC 6002
22"l x 30.7"h x 28"w
Black Leather
LC 6002B
22"l x 30.7"h x 28"w
Seating: 22"d x 17.3"h



Vero-White High Back Corner

.....
White Leather
LC 6001
28"l x 52.3"h x 28"w



Vero-White High Back Armless

.....
White Leather
LC 6000
22"l x 52.3"h x 28"w



Malibu - Sofa

Leather
 White LC 800
 Red LC 803
 77"w x 34"d x 32"h



Malibu - Chair and Half

Leather
 LC 801 White
 LC 804 Red
 53"w x 34"d x 32"h



Malibu - Bench

Leather
 White LC 802
 Red LC 805
 53"w x 27"d x 16"h

Barcelona - Club Chair

Leather
 LC 603 White
 LC 601 Red
 LC 605 Black
 30.5"w x 35"d x 18"h



Ottoman

Leather
 LC 604 White
 LC 602 Red
 LC 606 Black
 24"w x 24"d x 17"h



Paloma - Swivel Chair

Leather
 LC 612 Red
 LC 613 Charcoal
 39"w x 30"d x 17"h



St. Tropez Arm Chair

All Weather Rattan Canvas Cushions

LC 9031B  Black

LC 9031W  White

LC 9031Y  Yellow

LC 9031R  Red

44"l x 21-1/2"h x 36"w



St. Tropez Armless chair

All Weather Rattan Canvas Cushions

Red  LC 9030R

White  LC 9030W

Yellow  LC 9030Y

Black  LC 9030B

29"l x 21-1/2"h x 36"w



Sausalito - Sofa

Black Microfiber
LC 611
83"w x 32"d x 32"h



Sausalito - Club Chair

Black Microfiber
Black  LC 609
Cobalt Blue  LC 618
39"w x 32"d x 32"h



Sausalito - Loveseat

Black Microfiber
LC 610
59"w x 32"d x 32"h



Princeton - Sofa

Black Leather
LC 303
77"w x 34"d x 32"h



Princeton - Club Chair

Black Leather
LC 301
34"w x 34"d x 32"h



Princeton - Loveseat

Black Leather
LC 302
54"w x 34"d x 32"h



Tribeca - Sectional

Black Microfiber
LC 614
34"w x 24"d x 18"h



Tribeca - Corner

Black Microfiber
LC 615
35"w x 24"d x 18"h



Tribeca - Bench

Black Microfiber
LC 616
61"w x 20"d x 17"h



Cambridge - Sofa

Champagne Velour
LC 403
76"w x 30"d x 30"h



Cambridge - Club Chair

Champagne Velour
LC 401
32"w x 30"d x 30"h



Cambridge - Loveseat

Champagne Velour
LC 402
66"w x 30"d x 30"h



Westchester - Sofa

Cognac Leather
LC 103
88"w x 38"d x 37"h



Westchester Club Chair

Cognac Leather
LC 101
47"w x 38"d x 37"h

Ottoman

Cognac Leather
LC 705
24"w x 24"d x 19"h



Westchester - Loveseat

Cognac Leather
LC 102
67"w x 38"d x 37"h



Manhattan - Sofa

Pewter Velour
LC 203
86"w x 36"d x 30"h



Manhattan - Club Chair

Pewter Velour
LC 201
47"w x 36"d x 30"h



Manhattan - Loveseat

Pewter Velour
LC 202
65"w x 36"d x 30"h



Pacifica - Sofa

Soft Plum Velour
LC 608
77"w x 30"d x 17"h



Pacifica - Club Chair

Soft Plum Velour
LC 607
39"w x 30"d x 17"h



Pacifica - Bench

Soft Plum Velour
LC 617
61"w x 20"d x 17"h



Floor Lamp

Black-Chrome
FL 102
65"h



Cubes

Black Micro Suede  LC 703
Titan White  LC 712
Red Micro Suede  LC 702
Sunflower Fabric  LC 704
Concentric Print Red Fabric  LC 701
17"w x 17"d x 17"h



Kobe

LC 708  Citrus Micro Suede
LC 706  Black Micro Suede
LC 707  Soft Plum Micro Suede
LC 709  Tangerine Micro Suede
34"w x 21"d x 17"h



Sterling-Coffee Table

Silver/Glass
TO 601
36"d x 16"h



Sterling-End Table

Silver/Glass
TO 602
25"d x 21"h



Hampton-Coffee Table

Maple/Silver
TO 501
48"w x 24"d x 17"h



Hampton-End Table

Maple/Silver
TO 502
24"d x 21"h



Westchester-Coffee Table

Antique Silver/Gold/Smoked Glass
TO 101
52"w x 26"d x 18"h



Westchester-End Table

Antique Silver/Gold/Smoked Glass
TO 102
24"w x 24"d x 22"h



Hamilton-Coffee Table

Cherry Wood/Black-Glass
TO 401
50"w x 28"d x 18"h



Hamilton-End Table

Cherry Wood/Black-Glass
TO 402
24"w x 26"d x 21"h



Princeton-Coffee Table

Black Metal-Glass Top
TO 201
45"w x 21"d x 16"h



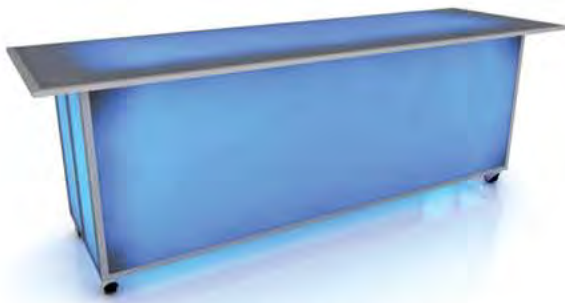
Princeton-End Table

Black Metal-Glass Top
TO 202
21"w x 22"d x 21"h



Cube Tables

Table Black
TO 605
24"w x 24"d x 21"h
Table Black
TO 603
24"w x 24"d x 16"h
TO 604
30"w x 30"d x 16"h



LED Buffet Table

LB 3005
 Open 96"l x 34"h x 30"w
 Closed 96"l x 34"h x 6-3/8"w



LED Communal Table

LB 3003
 Open 96"l x 42-3/8"h x 30"w
 Closed 96"l x 49-3/4"h x 6-3/8"w



LED Light Bar

LB 3000
 Open 60"l x 47-1/4"h x 35-1/4"w
 Closed 60"l x 55-1/2"h x 6-1/2"w



High Bar Table

LB 3001
 Open 30"l x 42-3/8"h x 30"w
 Closed 30"l x 50-5/16"h x 6-3/8"w



Bar

Black Bar
 AC 112B
 48"w x 16"d x 42"h
 White Bar
 AC 112W
 48"w x 16"d x 42"h



Extension Bar

AC 201
 33"l x 39"h x 25-1/2"w



Corner Bar

AC 200
 30-1/2"l x 39"h x 25-1/2"w



Silk Black-Bar Stool

Clear/Black/Chrome Fame
SB 202
50"w x 28"d x 18"h



Bombe-Bar Stool

Black/Chrome
SB 203
18.5"d x 34"h



Trave-Bar Stool

Red Leather/Chrome
SB 208
18.5"w x 18.5"d x 32.5"h



Lennox-Bar Stool

Mahogany Wood-Cream
SB 201
19"w x 17"d x 45.5"h



Euro Black-Bar Stool

Black Vinyl
SB 204
21"w x 23"d x 43"h



Park Ave.-Bar Stool

Maple/Chrome
SB 209
16"w x 19"d x 43"h



Hourglass Barstool

White
SB 505W
18"l x 42-1/2h x 20"w
Black
SB 505B
18"l x 42-1/2h x 20"w



Napa Stool

White
SB 501W
16"l x 35"h x 17"w



Drafting Stool

Black Fabric/Casters w/Arm
SD 100
24"w x 24"d x 36"h
Black Fabric/Casters w/out Arm
SD 101



Panton Chair

White
CH 800W
19.75"w x 23.5"d x 32.5"h
Black
CH 800B
19.75"w x 23.5"d x 32.5"h



Silk Black-Chair

Clear/Black/Chrome w/out Arms
CH 307
17"w x 17"d x 34"h



Silk Black-Chair

Clear/Black/Chrome w/Arms
CH 308
20.5"w x 17"d x 34"h



Euro Black-Chair

Black Fabric w/out Arms
CH 301
19"d x 17"h



Euro Black-Chair

Black Fabric w/Arms
CH 302
22"d x 17"h



Euro Maple-Chair

Maple/Black/Chrome
CH 309
20"w x 20"d x 30"h



Park Ave.-Cafe Chair

Maple/Chrome
CH 311
16"w x 18"d x 31"h



Queen Anne-Chair

Mahogany/Cream
CH 900
18"w x 19"d x 37"h



Traditional Mahogany-Chair

Guest
CH 904
25"w x 22.5"d x 31"h
Guest w/Casters
CH 905
25"w x 22.5"d x 31"h



Parson Chair

Black Fabric
CH 907
25"w x 18.5"d x 39"h



Lennox-Bar Table

Mahogany Wood
TB 103
36" w x 36" d x 41" h



Bombe-Bar Table

Two Tier Black/Chrome
TB 102
28" d x 42" h



Silk Bar Table

30" Black/Chrome Base
TB 206
30" d x 42" h
36" Black/Chrome Base
TB 207
36" d x 42" h



Trave Bar Table

Glass/Chrome
TB 100
26" d x 42" h



Euro Chrome-Bar Table

30" Black/Chrome Base
TC 504
30" d x 29" h
36" Black/Chrome Base
TC 505
36" d x 29" h
42" Black/Chrome Base
TC 108
42" d x 29" h



Euro Black-Cafe Table

30" Black/Black Base
TC 502
30" d x 29" h
36" Black/Black Base
TC 503
36" d x 29" h
42" Black/Black Base
TC 107
42" d x 29" h



Euro Black-Bar Table

30" Black/Black Base
TB 204
30" d x 42" h
36" Black/Black Base
TB 205
36" d x 42" h



Park Ave.-Cafe Table

30" Maple/Chrome Base
TC 500
30" d x 29" h
36" Maple/Chrome Base
TC 501
30" d x 29" h



Park Ave.-Bar Table

30" Maple/Chrome Base
TB 200
30" d x 42" h
36" Maple/Chrome Base
TB 201
36" d x 42" h



Euro Maple-Cafe Table

42" Maple/Chrome Base
TC 102
42" d x 29" h



Carmel-Etagere

Maple/Silver 4 Glass Shelves
BC 121
26" w x 22" d x 58" h



Conference Chair

Mid-Back Executive/Black Fabric
 CH 200
 25"w x 27"d x 39"h



Conference Chair

High Back Exective Black Fabric
 CH 201
 25"w x 27"d x 45"h



Conference Chair

Guest Black Fabric/Sled Base
 CH 202
 25"w x 22"d x 36"h



Conference Chair

Mid-Executive Black Leather
 CH 100
 26"w x 25"d x 35"h



Conference Chair

High Back Executive Black Leather
 CH 101
 26"w x 25"d x 46"h



Conference Chair

Guest Black Leather-Sled Base
 CH 102
 24"w x 25"d x 36"h



Task Chair

Black/Casters w/Arms
 CH 400
 24"w x 24"d x 36"h
 Black/Casters w/out Arms
 CH 401
 22"w x 24"d x 36"h



Conference Chair

High Back Executive Grey Fabric
 CH 203
 25"w x 23"d x 46"h



Traditional Mahogany-Chair

High Back Burgundy Leather
 CH 908
 29"w x 30"d x 44.5"h



Conference Table

6' Maple Rectangle
 TC 600
 72" w x 36" d
 8' Maple Rectangle
 TC 601
 96" w x 48" d



Conference Table

6 Black Racetrack Oval Special T
 TC 312
 72" w x 36" d



Conference Table

6' Mahogany Racetrack Oval
 TC 307
 6' Black Racetrack Oval
 TC 309
 72" w x 36" d
 8' Mahogany Racetrack Oval
 TC 302
 8' Black Racetrack Oval
 TC 303
 96" w x 48" d
 10' Grey Racetrack Oval
 TC 300
 10' Black Racetrack Oval
 TC 301
 120" w x 40" d



Queen Anne-Table

42" Mahogany
 TC 104
 42" d x 29" h



Queen Anne-Writing Desk

Mahogany 1 Drawer
 DE 601
 42" w x 21" d x 29" h



Chrome & Glass Table

5'Chrome/Glass
TG 400
60"w x 36"d x 29"h



Chrome & Glass Table

42"Chrome/Glass
TG 403
42"d x 29"h



Trestle Table

4'Chrome/Glass
TG 401
48"w x 32"d x 29"h
32"Chrome/Glass
TG 402
32"w x 32"d x 29"h



Storage Pedestal

Black ■ PE 100
Grey ■ PE 105
White ■ PE 110
24"w x 24"d x 42"h



Computer Counter

Graphite
TC 700
48"w x 24"d x 42"h



Computer Desk

Graphite
TC 701
48"w x 24"d x 29"h



Contemporary Grey-Bookcase

5 Shelves
BC 103
36"w x 12"d x 72"h



Contemporary Grey-Credenza

Storage
CR 100
60"w x 20"d x 29"h



Grey-Desk

Double Pedestal
DE 102
60"w x 30"d x 29"h



Maple-Credenza

Storage
CR 212
72"w x 20"d x 29"h



Maple-Desk

Single Pedestal
DE 136
60"w x 30"d x 29"h
Double Pedestal
DE 131
60"w x 30"d x 29"h



Maple-Lateral File

2 Drawer w/Lock
LF 206
36"w x 20"d x 29"h



Walnut-Credenza

Storage
CH 205
72"w x 20"d x 29"h



Walnut-Desk

Double Pedestal
DE 206
60"w x 30"d x 29"h
Executive Double Pedestal
DE 201
72"w x 36"d x 29"h



Walnut-Lateral File

2 Drawer w/Lock
LF 204
36"w x 20"d x 29"h



Bookcase

Mahogany/5 Shelves
BC 107
36"w x 12"d x 72"h
Walnut/5 Shelves
BC 109
36"w x 12"d x 72"h



Mahogany-Credenza

Storage
CR 301
72"w x 21"d x 29"h



Mahogany-Desk

Double Pedestal
DE 300
72"w x 36"d x 29"h



Lateral File

 2 Drawer Grey
 LF 101
 36"w x 20"d x 29"h



Lateral File

 2 Drawer Black
 LF 106
 36"w x 20"d x 29"h



Refrigerator

 Compact 4 cu ft
 AC 111
 19"w x 21"d x 33.5"h



Pedestal

- Black
- PE 101
14"w x 14"d x 42"h
- PE 102
14"w x 14"d x 36"h
- PE 103
14"w x 14"d x 30"h

- Grey
- PE 106
14"w x 14"d x 42"h
- PE 107
14"w x 14"d x 36"h
- PE 108
14"w x 14"d x 30"h
- White
- PE 111
14"w x 14"d x 42"h
- PE 112
14"w x 14"d x 36"h
- PE 113
14"w x 14"d x 30"h



Pedestal

- Black
- PE 104
- Grey
- PE 109
- White
- PE 114
- 24"w x 24"d x 36"h



Stanchion

 Chrome
 SR 100
 36"h

Stanchion Rope

 Red Velour
 SR 101
 6"w



Coat Tree

 Black
 AC 100
 70"h



Easel

 Wood/Oak
 ES 100
 36"w x 72"h



Literature Rack

 Black/Metal
 AC 104
 9"w x 14"d x 54.5"h

These items available in limited quantities. Please call for availability



Metropolitan - Console Table

Cherry / Brushed Nickel
TO 303
52"w x 17"d x 30"h



Metropolitan-End Table

Cherry / Brushed Nickel
TO 302
26"w x 22"d x 24"h



Metropolitan - Coffee Table

Cherry / Brushed Nickel
TO 301
48"w x 30"d x 19"h



Literature Stand

Aluminum
AC 108
9.5"w x 10.5"d x 57"h



Lateral File

Black VF 202
Grey VF 203
Black VF 200
Grey VF 201
26"wx 18" d x 52"/29"h



Corona - Floor Lamp

Brushed Nickel / White Fabric
FL 100
65" h



Corona - Table Lamp

Brushed Nickel / White Fabric
TL 100
24" h



Rialto - Table Lamp

Brushed Chrome
TL 101
24" h



Up Light

Chrome/ Frosted Glass
FL 101
65" h



NEW YORK - Corporate Office
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NEW JERSEY
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(908) 289-7393 Fax

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Woodridge, IL 60517
(773) 350-3503 Blackberry
(630)985-6296 Office
(630)985-6298 Fax

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Northridge, CA 91324
(877) 244-5357 Phone
(212) 736-4205 Fax

LAS VEGAS
4320 N. Lamb Blvd. #300
Las Vegas, NV 89115
(702) 643-6207 Phone
(702) 643-7518 Fax

MIAMI
57 Northeast 179th Street
Miami, FL 33162-1021
(877) 244-5357 Phone
(212) 736-4205 Fax

SAN FRANCISCO
1970 Williams St.
San Leandro, CA 94577
(877) 244-5357 Phone
(212) 736-4205 Fax

NEW ORLEANS
3733 Conti Street
New Orleans, LA 70119
(877) 244-5357 Phone
(212) 736-4205 Fax

TORONTO
491 Brimley Rd, Unit #2
Toronto, Ontario M1J 1A4
(877) 244-5357 Phone
(212) 736-4205 Fax

VANCOUVER
2461 Beta Ave
Burnaby, BC V5C 5N1
(877) 244-5357 Phone
(212) 736-4205 Fax

Order Form

Phone: 212-736-4200 Fax 212-736-4205



EVENT INFORMATION

Show / Event Name: _____
 Opening Date: _____ Time: _____ Closing Date: _____ Time: _____
 Facility / Room: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Show Contractor: _____

BILLING INFORMATION

Company Name: _____
 Order Contact: _____
 Billing Address: _____
 City: _____ State: _____ Zip: _____
 Phone: () - Fax: () -
 E-mail: _____

EXHIBITOR INFORMATION

Exhibitor Name: _____
 Booth #: _____ Booth Size: _____ X _____
 Delivery Date: _____ Time: _____
 Pick-up Date: _____ Time: _____
 On-Site Contact: _____
 Cell Phone: () -

Item No.	Quantity	Description	Unit Price	Amount

PAYMENTS:
 - In order to guarantee delivery, all orders must be received and full payment made no later than 10 days prior to the event.
 - If you do not receive confirmation within 7 days, please contact us at 212-736-4200.
 - Payment must be made by credit card or check drawn on a U.S. bank

LATE ORDERS:
 - Orders received within 10 days prior to the event opening are subject to a 20% late fee.

ON-SITE ORDERS:
 - Order received on show site will be subjected to a 30% late fee.

CANCELLATIONS:
 - If canceled within 5 days prior to move-in a 50% restocking fee will be charge.
 - If canceled within 36 hours or less before move-in, no refund will be processed

Subtotal	
Adjustments	
Delivery / Pick-up	
Subtotal	
___ % Sales Tax	
TOTAL	

Authorized Signature: **X** _____ Date: _____

PAYMENT INFORMATION American Express Master Card Visa

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Expiration Date:

--	--

 /

--	--

Print Name on Card: _____ **Signature of Card Holder: X** _____

AGILE 2011 PRICE LIST

Pg	Code	Item Description	Price
2	LC 8001	Miami Right Arm Unit - White	\$395
	LC 8003	Miami Chaise - White	\$395
	LC 8004	Miami Tail Ottoman - White	\$295
	LC 8002	Miami Armless - White	\$395
	LC 8006	Miami Round Ottoman - White	\$295

3	LC 6004	Boca Corner Unit - White	\$295
	LC 6004B	Boca Corner Unit - Black	\$295
	LC 6002	Boca Armless Unit - White	\$249
	LC 6002B	Boca Armless Unit - Black	\$249
	LC 6001	Vero High Back Corner - White	\$345
	LC 6000	Vero High Back Armless - White	\$295

4	LC 800	Malibu Sofa - White	\$595
	LC 803	Malibu Sofa - Red	\$595
	LC 801	Malibu Chair & Half - White	\$475
	LC 804	Malibu Chair & Half - Red	\$475
	LC 802	Malibu Bench - White	\$400
	LC 805	Malibu Bench - Red	\$400
	LC 603	Barcelona Club Chair - White	\$365
	LC 601	Barcelona Club Chair - Red	\$365
	LC 605	Barcelona Club Chair - Black	\$365
	LC 604	Barcelona Ottoman - White	\$175
	LC 602	Barcelona Ottoman - Red	\$175
	LC 606	Barcelona Ottoman - Black	\$175
	LC 612	Paloma Swivel Chair - Red	\$210
	LC 613	Paloma Swivel Chair - Charcoal	\$210

5	LC 9031	Outdoor Arm Chair *	\$350
	LC 9030	Outdoor Armless Chair*	\$325

***Available in White, Red, Yellow, Black**

6	LC 611	Sausalito Sofa - Black	\$405
	LC 609	Sausalito Club Chair - Black	\$260
	LC 618	Sausalito Club Chair - Cobalt Swirl	\$305
	LC 610	Sausalito Loveseat - Black	\$370
	LC 303	Princeton Sofa - Black	\$470
	LC 301	Princeton Club Chair - Black	\$340
	LC 302	Princeton Loveseat - Black	\$415
	LC 614	Tribeca Sectional - Black	\$260
	LC 615	Tribeca Corner - Black	\$285
	LC 616	Tribeca Bench - Black	\$260

7	LC 403	Cambridge Sofa	\$455
	LC 401	Cambridge Club Chair	\$305
	LC 402	Cambridge Loveseat	\$400
	LC 103	Westchester Sofa	\$520
	LC 101	Westchester Club Chair	\$350
	LC 705	Westchester Ottoman	\$175
	LC 102	Westchester Loveseat	\$455
	LC 203	Manhattan Sofa *	\$460
	LC 201	Manhattan Club Chair*	\$310
	LC 202	Manhattan Loveseat*	\$400

***Available in CH-Chocolate/CN-Cimmaron/CM-Camel**

Pg	Code	Item Description	Price
8	LC 608	Pacifica Sofa Plum*	\$500
	LC 607	Pacifica Club Chair - Plum*	\$365
	LC 617	Pacifica Bench - Plum*	\$260
	FL 102	Floor Lamp - Black Chrome	\$130
	LC 703	Cube - Black	\$85
	LC 712	Cube - Titan White	\$85
	LC 702	Cube - Red	\$85
	LC 704	Cube - Sunflower	\$85
	LC 701	Cube - Concentric Print Red	\$85
	LC 708	Kobe - Citrus	\$155
	LC 706	Kobe - Black	\$155
	LC 707	Kobe - Plum	\$155
	LC 709	Kobe - Tangerine	\$155

Available in, Oyster, Merlot, Black

9	TO 601	Sterling Coffee Table	\$165
	TO 602	Sterling End Table	\$155
	TO 501	Hampton Coffee Table	\$170
	TO 502	Hampton End Table	\$165
	TO 101	Westchester Coffee Table	\$175
	TO 102	Westchester End Table	\$160
	TO 401	Hamilton Coffee Table	\$185
	TO 402	Hamilton End Table	\$180
	TO 201	Princeton Coffee Table	\$170
	TO 202	Princeton End Table	\$165
	TO 605	Cube Table - Black (24 x 24 x 21)*	\$235
	TO 603	Cube Table - Black (24 x 24 x 16)*	\$190
	To 604	Cube Table - Black (30 x 30 x 16)*	\$220

***Cube Table available in White**

10	LB 3005	LED Buffet Table	\$999
	LB 3003	LED Communal Table	\$1,199
	LB 3000	LED Light Bar	\$995
	LB 3001	High Bar Table	\$695
	AC 112B	Bar - Black	\$270
	AC 112W	Bar - White	\$270
	AC 201	Extension Bar	\$345
	AC 200	Corner Bar	\$345

11	SB 202	Silk Black Bar Stool	\$150
	SB 203	Bombe Bar Stool	\$170
	SB 208	Trave Bar Stool	\$170
	SB 201	Lennox Bar Stool	\$170
	SB 204	Euro Black Bar Stool	\$150
	SB 209	Park Ave Bar Stool	\$160
	SB 505W	Hourglass Bar Stool - White	\$165
	SB 505B	Hourglass Bar Stool - Black	\$165
	SB 501W	Napa Stool	\$160
	SD 100	Drafting Stool w/Arms	\$175
SD 101	Drafting Stool no Arms	\$170	

continued on page 2

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Pg	Code	Item Description	Price
12	CH 800W	Panton Chair - White	\$125
	CH 800B	Panton Chair - Black	\$125
	CH 307	Silk Black Chair - no arms	\$95
	CH 308	Silk Black Chair - with arms	\$100
	CH 301	Euro Black Chair - no arms	\$85
	CH 302	Euro Black Chair- with arms	\$90
	CH 309	Euro Maple Chair	\$120
	CH 311	Park Ave. Cafe Chair	\$140
	CH 900	Queen Anne Chair	\$130
	CH 904	Traditional Mahogany Chair	\$190
	CH 905	Traditional Mahogany Chair with casters	\$195
	CH 907	Parson Chair	\$130

13	TB 103	Lennox Bar Table	\$205
	TB 102	Bombe Bar Table	\$235
	TB 206	Silk Bar Table - 30"d	\$170
	TB 207	Silk Bar Table - 36"d	\$175
	TB 100	Trave Bar Table	\$235
	TC 504	Euro Chrome Cafe Table - 30"d*	\$170
	TC 505	Euro Chrome Cafe Table - 36"d*	\$175
	TC 108	Euro Chrome CafeTable - 42"d*	\$180
	TC 502	Euro Black Cafe Table - 30"d*	\$170
	TC 503	Euro Black Cafe Table - 36"d*	\$175
	TC 107	Euro Black Cafe Table - 42"d*	\$180
	TB 204	Euro Black Bar Table - 30"d*	\$170
	TB 205	Euro Black Bar Table - 36"d*	\$175
	TC 500	Park Ave. Cafe Table - 30"d	\$170
	TC 501	Park Ave. Cafe Table - 36"d	\$175
	TB 200	Park Ave. Bar Table - 30"d	\$170
	TB 201	Park Ave. Bar Table - 36"d	\$175
	TC 102	Euro Maple Cafe Table	\$195
	BC 121	Carmel Etagere	\$415

***Euro Café/Bar Tables available in White**

14	CH 200	Conference Chair - Mid Back	\$170
	CH 201	Conference Chair - High Back	\$180
	CH 202	Conference Chair - Sled Base	\$160
	CH 100	Conference Chair - Mid Bk Leather	\$190
	CH 101	Conference Chair - High Bk Leather	\$225
	CH 102	Conference Chair - Sled Base Leather	\$185
	CH 400	Task Chair - with arms	\$130
	CH 401	Task Chair - no arms	\$135
	CH 203	Conference Chair - High Back Grey	\$180
	CH 908	Traditional Mahogany Chair - Leather	\$235

15	TC 600	Conference Table - 6' Maple	\$415
	TC 601	Conference Table - 8' Maple	\$450
	TC 312	Conference Table - 6' Black	\$415
	TC 307	Conference Table - 6' Mahogany	\$415
	TC 309	Conference Table - 6' Black	\$415
	TC 302	Conference Table - 8' Mahogany	\$450
	TC 303	Conference Table - 8' Black	\$450
	TC 301	Conference Table- 10'-Black	\$520
	TC 104	Queen Anne Conference Table	\$375
	DE 601	Queen Anne Writing Desk	\$290

Pg	Code	Item Description	Price
16	TG 400	Chrome & Glass Table - 5'	\$380
	TG 403	Chrome & Glass Table - 42"d	\$275
	TG 401	Trestle Table - 4'	\$280
	TG 402	Trestle Table - 32"d	\$260
	PE 100	Storage Pedestal - Black	\$365
	PE 105	Storage Pedestal - Grey	\$365
	PE 110	Storage Pedestal - White	\$365
	TC 700	Computer Counter	\$175
	TC 701	Computer Desk	\$165
	BC 103	Bookcase - Grey	\$325
	CR 100	Credenza - Grey	\$370
	DE 102	Desk - Grey	\$375

17	CR 212	Credenza - Maple	\$450
	DE 136	Single Pedestal Desk - Maple	\$470
	DE 131	Double Pedestal Desk - Maple	\$475
	LF 206	Lateral File - Maple	\$315
	CR 205	Credenza - Walnut	\$450
	DE 206	Double Pedestal Desk - Walnut	\$420
	DE 201	Exec Dble Pedestal Desk - Walnut	\$460
	LF 204	Lateral File - Walnut	\$310
	BC 107	Bookcase - Mahogany	\$450
	BC 109	Bookcase - Walnut	\$340
	CR 301	Credenza - Mahogany	\$495
	DE 300	Double Pedestal Desk - Mahogany	\$495

18	LF 101	File - 2 Drawer Lateral Grey	\$285
	LF 106	File - 2 Drawer Lateral Black	\$285
	AC - 111	Refrigerator Small	\$290
	PE 101	Pedestal - Black (14 x 14 x 42)	\$240
	PE 102	Pedestal - Black (14 x 14 x 36)	\$205
	PE 103	Pedestal - Black (14 x 14 x 30)	\$185
	PE 106	Pedestal - Grey (14 x 14 x 42)	\$240
	PE 107	Pedestal - Grey (14 x 14 x 36)	\$205
	PE 108	Pedestal - Grey (14 x 14 x 30)	\$185
	PE 111	Pedestal - White (14 x 14 x 42)	\$240
	PE 112	Pedestal - White (14 x 14 x 36)	\$205
	PE 113	Pedestal - White (14 x 14 x 30)	\$185
	PE 104	Pedestal - Black (24 x 24 x 36)	\$290
	PE 109	Pedestal - Grey (24 x 24 x 36)	\$290
	PE 114	Pedestal - White (24 x 24 x 36)	\$290
	SR - 100	Stanchion - Chrome	\$60
	SR - 101	Stanchion Rope 6'	\$50
	AC - 100	Coat Tree	\$90
	ES - 100	Easel Wood	\$90
	AC - 104	Literature Rack-Black	\$130

19	TO 303	Metropolitan - Console Table	\$195
	TO 302	Metropolitan - End Table	\$160
	TO 301	Metropolitan - Coffee Table	\$175
	AC 108	Literature Stand-Silver	\$140
	VF 202	Verical File - 4 Drawer Black	\$285
	VF 203	Vertical File - 4 Drawer Grey	\$285
	VF 200	Verical File - 2 Drawer Black	\$145
	VF 201	Verical File - 2 Drawer Grey	\$145
	FL 100	Corona - Floor Lamp	\$140
	TL 100	Corona - Table Lamp	\$80
	TL 101	Rialto - Table Lamp	\$80
	FL 101	Floor Lamp - chrome/frosted glass	\$140

updated 8/12/2010



Welcome, Exhibitors!

Listed below are some helpful hints and general policies for exhibitors in the Exposition Center at Wisconsin State Fair Park.

The following services listed below are available through the Exposition Center at the Wisconsin State Fair Park; the Exhibitor Services Office is located on the loading dock.

- Electricity
- Telephone and High Speed Internet Service
- Gas, Air, and Water Service
- Audio Visual Equipment
- Parking Passes

If you have any question on these services, please call 414-266-7300.

General Policy for Exhibitors

TAPE:

Duct tape, clear tape, double-faced tape and any tape that leaves residue is not allowed on the exhibit floor. If needed, an acceptable tape is available at the Exhibitor Services Office during move-in for \$15.00/roll.

MOVE-IN/OUT RESTRICTIONS:

Move-in/out of materials into the exhibit halls is allowed through the east and south loading dock side of the facility. No move-in/out is allowed through the pre-function (lobby space) area on the north and west side of the facility.

EXHIBITOR ENTRANCE:

Exhibitors are allowed entrance to the building through the Exhibitor Entrance on the dock (east) side of the facility only. Designated entrance doors will vary based on show management direction.

DOLLIES/HAND TRUCKS:

Soft wheeled dollies are permitted in the facility. Hard wheel dollies, to move equipment or supplies, are allowed only in the exhibit halls and loading docks (concrete flooring). Steel wheeled dollies or carts are not permitted in the Facility.

COLUMNS:

Column doors must remain accessible at all times; please keep this in mind if a column is in or near your booth. The West Allis fire department requires a three (3) foot clearance around any fire extinguisher including those on a column. No items can be attached to a column or wall. Fire extinguishers must remain visible at all times.

SMOKING:

The Exposition Center at Wisconsin State Fair Park is a smoke free facility. There is a designated outdoor smoking area for exhibitors by the Exhibitor Dock Entrance. This is a state law. Violators will be ticketed.

FOOD AND BEVERAGE:

If you are considering giving away food or beverage items (popcorn, cookies, etc.) you must notify your Event Manager. Food and beverages are not allowed to be brought into or sold in the facility. **Coolers are not allowed and carry-in of alcoholic beverages is strictly prohibited.**

Please note: the above listed information is an abbreviated version of our Facilities Guidelines which can be found on our website at

http://www.wistatefair.com/pdfs/event_exhibitor/Facility_Guidelines_2-18-11.pdf.

**PLEASE DO NOT USE DUCT TAPE
OF CLEAR TAPE TO FASTEN YOUR
FLOOR COVERING TO THE CONCRETE
FLOOR OF THE EXPOSITION CENTER
AT STATE FAIR PARK!**

If you do, you will be invoiced \$50 per 10' x 10' booth.

Please abide by this request to help preserve the floor at the Exposition Center.

**The acceptable tape can be purchase at the Exhibitor Services Office located
in the Loading Dock during move-in for \$15/roll.**

If you have any questions, please contact your Event Manager at (414) 266-7300.

Thank you for your consideration in this matter.



Wisconsin State Fair Park - Exposition Center 2013 Exhibitor Services Order Form

Date _____
Completed: _____

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

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 faxed 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				

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 \$0.50, 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
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Visa, MasterCard, or Discover # _____ Name on Credit Card _____	Credit Card Expiration _____ Authorized Signature _____	3 Digit Security Code _____
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For Office Use Only

Date Received	Total Received	Form of Payment	Form Expiration Date: 12/31/13
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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.



Wisconsin State Fair Park - Exposition Center

Sign/Banner Hanging Order Form

Wisconsin State Fair Park Exposition Center

640 S 84th Street, West Allis, WI 53214

414.266-7121 Phone

414.727.8842 Fax

www.wistatefair.com
e-mail: eventservices@Wisconsin.gov

Name of Event:	<input type="text"/>	Dates of Event:	<input type="text"/>
Company Name:	<input type="text"/>	Booth Number:	<input type="text"/>
Street Address:	<input type="text"/>		
City, State, Zip:	<input type="text"/>		
Phone #:	<input type="text"/>	Fax #:	<input type="text"/>
Contact Person:	<input type="text"/>		
e-mail Address:	<input type="text"/>		

At least twenty-one (21) days prior to the event return this completed form to our Exhibitor Services Department.

Upon receipt of this form a cost estimate will be faxed to you. Full payment is due or credit card information must be on file before any sign installation.

A 15% surcharge is due on all sign hanging orders received less than fourteen (14) days prior to the sign hanging date. **INCOMPLETE ORDERS WILL NOT BE PROCESSED**

Signage Regulations

- All signs must be approved by show management and Wisconsin State Fair Park Exposition Center (WSFPEC). The WSFPEC reserves the right to refuse to hang any sign for any reason.
- WSFPEC reserves the right to determine the exact location of signage based on structural limitations.
- All signs must be properly constructed with applicable frames, grommets, top/bottom pipe pockets, sign hanging hardware and conform to state and local building codes. Sign must arrive and be ready for hanging by scheduled date/time on cost estimate.
- Signs will be hung a uniform distance from floor to bottom of sign (approx. 14 feet).
- All signs must be installed and removed by approved personnel.
- WSFPEC is not liable for any accidents or damage caused by defective signage.

Signage Specifications

Rear of Booth

Height: Width: Depth:

Material: Weight: Shape:

Does your sign require power? YES NO
If yes, complete the Exhibitor Services Order Form

Special Requests:

Supervision of Installation

Will you be on site to supervise your banner/sign hanging? YES NO

If yes: Contact Name: Cell Phone Number:

Installation and removal of signs will be determined by the show schedule. WSFPEC labor does not assemble or disassemble signage. Please consult with your show decorator for sign assembly. Signage will be positioned only once. **All re-positioning of signage will result in additional fees.**

Freight/Delivery Information

You may ship your package directly to the address listed above. Package must contain the following information on the shipping label: SHOW NAME AND DATE, COMPANY NAME AND BOOTH NUMBER, INDICATE THAT THE PACKAGE CONTAINS SIGNS. We will not accept any other type of exhibitor material in advance of the event. Sending package via the decorator does not guarantee signage will be available for the scheduled install date.

Signage is scheduled to arrive:

Date and Time: Delivery Company:

Sign Removal

At the close of the event signs will be removed and placed in their respective booth. Sign removal schedule is determined by show schedule. WSFPEC does not offer outbound shipping of signage. Exhibitor materials must be removed from the show floor by close of show or will be subject to additional storage and handling fees.

Expires:12/31/12