



Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

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

Dear Exhibitor:

Welcome to West Allis, WI and the **2017 Wisconsin State Fair!** The dates for the Fair are **August 3-13, 2017** at the Wisconsin State Fair Park. Wisconsin Expo is excited to be selected as your official service contractor. The following pages of this kit include information on the services we provide as well as order forms to fill out. Please read through and let us know if you have any questions. Our goal is to make your participation in this show absolute perfection!

Booth Information

Each 10' x10' booth space will include the following:

- 8' high background drape & 3' high side rails

****The exhibit floor and booth areas are not carpeted. It is recommended for your added comfort & professional appearance, to order booth carpet from the "Booth Furniture Order Form" included in this packet.**

Wisconsin Expo additional equipment and services include:

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

Please take advantage of our substantial advance order price discounts! All you have to do is submit your order with payment by July 19, 2017 and use the "ADVANCE ORDER" price.

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

Sincerely,

Wisconsin Expo, Inc.



ADVANCED WAREHOUSE SHIPPING FORM

**Include the WI Expo Payment
Authorization form with your
orders by: July 19, 2017**

SHIPPING INFORMATION ADVANCE WAREHOUSE ADDRESS

1. All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
2. Shipments must arrive, at the warehouse, **July 10-28, 2017 between the hours of 8:00am-3:30pm, Monday thru Friday.** No shipments will be received at the warehouse on weekends or holidays.
3. Please be advised that any shipments sent to the advance warehouse after the deadline may be refused and redirected to the direct shipping address (carriers such as UPS/Fed-Ex and van lines may not redirect shipments).
4. An additional 25% will be assessed to shipments received after the published dates and times listed.
5. Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. WI Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to WI Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed.

*Label each piece of your shipment(s) as follows:

TO: (YOUR COMPANY NAME & BOOTH #)
Wisconsin State Fair
c/o Wisconsin Expo, Inc.
N113 W18750 Carnegie Drive
Germantown, WI 53022

Receiving Dates: July 10-28, 2017

IMPORTANT DATE REMINDERS

First date to ship to WAREHOUSE w/o added storage fees:	July 10, 2017
Last date to ship to WAREHOUSE w/o penalty:	July 28, 2017

INSURANCE

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

DRAYAGE RATE SCHEDULE & PAYMENT CALCULATION

Rates below includes receipt of your freight on straight time, storage at warehouse for up to 15 working days, delivery to booth at the convention site, storage and return of empty containers, reloading of materials on outbound carrier at the close of show.
A 200 lb. minimum charge per shipment applies.

CATEGORY	DESCRIPTION	RATE / 100 LBS.	200 LB. MINIMUM
A	Crated or skidded shipments via common carrier ie: YRC, ABF, UPS, Van Lines etc.	\$ 63.13/cwt	\$ 126.25
B	Special handling shipments (requires additional handling ie: ground unloading, stacked/constricted space unloading, pad wrapped, or unskidded)	\$ 74.00/cwt	\$ 148.00
C	Small Package Shipments NOT EXCEEDING 50 LBS. PER SHIPMENT (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 & delivered by the same carrier.)	\$ 39.59 first carton*	Maximum weight of Shipment up to 50 lbs.

*Each additional carton = \$ 10.27

DRAYAGE PAYMENT CALCULATION

	Category	Qty of Pieces	Weight (Min. 200 lbs.)	Rate/ 100 lbs.	Totals
Shipment 1	_____	_____	lbs.	x	=\$
Shipment 2	_____	_____	lbs.	x	=\$
Total Due					=\$

2017 Wisconsin State Fair – August 4-14, 2016

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

Address: _____ **City:** _____ **ST:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Ordered By: _____ **Signature:** _____ **Date:** _____

ADVANCE WAREHOUSE SHIPPING LABELS

N113 W18750 Carnegie Drive | Germantown, WI 53022

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

**RUSH CONVENTION
EXHIBIT MATERIAL**

FOR ADVANCE WAREHOUSE ONLY

TO: _____
(YOUR COMPANY NAME)

WISCONSIN EXPO, INC.
N113 W18750 Carnegie Drive
Germantown, WI 53022

SHOW NAME: **2017 WISCONSIN STATE FAIR**

BOOTH NUMBER: _____

CARRIER _____

NUMBER _____ OF _____ TOTAL PIECES

RECEIVING DATES: **July 10-28, 2017**

**RUSH CONVENTION
EXHIBIT MATERIAL**

FOR ADVANCE WAREHOUSE ONLY

TO: _____
(YOUR COMPANY NAME)

WISCONSIN EXPO, INC.
N113 W18750 Carnegie Drive
Germantown, WI 53022

SHOW NAME: **2017 WISCONSIN STATE FAIR**

BOOTH NUMBER: _____

CARRIER _____

NUMBER _____ OF _____ TOTAL PIECES

RECEIVING DATES: **July 10-28, 2017**

**RUSH CONVENTION
EXHIBIT MATERIAL**

FOR ADVANCE WAREHOUSE ONLY

TO: _____
(YOUR COMPANY NAME)

WISCONSIN EXPO, INC.
N113 W18750 Carnegie Drive
Germantown, WI 53022

SHOW NAME: **2017 WISCONSIN STATE FAIR**

BOOTH NUMBER: _____

CARRIER _____

NUMBER _____ OF _____ TOTAL PIECES

RECEIVING DATES: **July 10-28, 2017**

**RUSH CONVENTION
EXHIBIT MATERIAL**

FOR ADVANCE WAREHOUSE ONLY

TO: _____
(YOUR COMPANY NAME)

WISCONSIN EXPO, INC.
N113 W18750 Carnegie Drive
Germantown, WI 53022

SHOW NAME: **2017 WISCONSIN STATE FAIR**

BOOTH NUMBER: _____

CARRIER _____

NUMBER _____ OF _____ TOTAL PIECES

RECEIVING DATES: **July 10-28, 2017**



DIRECT TO SHOW FREIGHT FORM

Include the WI Expo Payment
Authorization form with your
orders by: July 19, 2017

SHIPPING INFORMATION

All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading. Shipments must arrive, at the convention facility, **July 31- Aug. 13, 2017 at the designated times listed.** Any shipments arriving prior to the first day of scheduled move in will be refused and returned to the local trucking terminal. It is your responsibility to instruct your carrier of the proper dates and time for direct deliveries to the convention facility. An additional 25% will be assessed to shipments received after the published dates and times listed. Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. WI Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to WI Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed.

DIRECT TO SHOW ADDRESS

*Label each piece of your shipment(s) as follows:

TO: (YOUR COMPANY NAME & BOOTH #)
WI State Fair
c/o WI Expo, Inc. @ WI Exposition Center
8200 W Greenfield Avenue
West Allis, WI 53214

Receiving Dates: July 31- August 13, 2017

IMPORTANT DIRECT SHIPMENT DATES

Direct shipments will be accepted on:

Monday, July 31, 2017: 8:00AM – 4:30PM
Tuesday, August 1, 2017: 8:00AM – 4:30PM
Wednesday, August 2, 2017: 8:00AM – 4:30PM
Thursday, August 3, 2017: 8:00AM – 4:30PM
August 4-13, 2017: 8:00AM – 3:00PM

**Any shipments arriving prior to the first day of scheduled move in will be refused and returned to the local trucking terminal.

INSURANCE

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

DRAYAGE RATE SCHEDULE

Rates below include receipt of your freight on straight time, delivery to booth at the convention site, storage and return of empty containers, reloading of materials on outbound carrier at the close of show. **A 200 lb. minimum charge per shipment applies.**

CATEGORY	DESCRIPTION	RATE / 100 LBS.	200 LB. MINIMUM
A	Crated, skidded, packaged shipments via common carrier ie: YRC, ABF, UPS, FEDEX etc...	\$ 57.78/cwt	\$ 115.56
B	Special handling shipments (requires additional handling ie: ground unloading, stacked/constricted space unloading, pad wrapped or unskidded)	\$ 68.48/cwt	\$ 136.96
C	Small Package Shipments NOT EXCEEDING 50 LBS PER SHIPMENT (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 & delivered by the same carrier.)	\$ 39.59-first carton*	\$ 10.27 ea. Additional pc.

DRAYAGE PAYMENT CALCULATION

Category	Qty of Pieces	Weight (Min. 200 lbs.)	Rate/ 100 lbs.	Totals
Shipment 1	_____	_____ lbs.	x _____	= \$ _____
Shipment 2	_____	_____ lbs.	x _____	= \$ _____
			Total Due	= \$ _____

2017 Wisconsin State Fair – August 3-13, 2017

Company Name: _____ Booth #: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Ordered By: _____ Signature: _____ Date: _____

DIRECT TO SHOW SHIPPING LABELS
N113 W18750 Carnegie Drive | Germantown, WI 53022

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

**RUSH CONVENTION
EXHIBIT MATERIAL**

DIRECT SHIPMENT TO SHOW SITE

TO: _____
(YOUR COMPANY NAME)

WISCONSIN STATE FAIR
c/o WI EXPO, INC. @ WI EXPOSITION CENTER
8200 W. GREENFIELD AVENUE
WEST ALLIS, WI 53214

SHOW NAME: **2017 WISCONSIN STATE FAIR**

BOOTH NUMBER: _____

CARRIER _____

NUMBER _____ OF _____ TOTAL PIECES

SHIPMENTS ACCEPTED: **August 1 - 13, 2017**

**RUSH CONVENTION
EXHIBIT MATERIAL**

DIRECT SHIPMENT TO SHOW SITE

TO: _____
(YOUR COMPANY NAME)

WISCONSIN STATE FAIR
c/o WI EXPO, INC. @ WI EXPOSITION CENTER
8200 W. GREENFIELD AVENUE
WEST ALLIS, WI 53214

SHOW NAME: **2017 WISCONSIN STATE FAIR**

BOOTH NUMBER: _____

CARRIER _____

NUMBER _____ OF _____ TOTAL PIECES

SHIPMENTS ACCEPTED: **August 1 - 13, 2017**

**RUSH CONVENTION
EXHIBIT MATERIAL**

DIRECT SHIPMENT TO SHOW SITE

TO: _____
(YOUR COMPANY NAME)

WISCONSIN STATE FAIR
c/o WI EXPO, INC. @ WI EXPOSITION CENTER
8200 W. GREENFIELD AVENUE
WEST ALLIS, WI 53214

SHOW NAME: **2017 WISCONSIN STATE FAIR**

BOOTH NUMBER: _____

CARRIER _____

NUMBER _____ OF _____ TOTAL PIECES

SHIPMENTS ACCEPTED: **August 1 - 13, 2017**

**RUSH CONVENTION
EXHIBIT MATERIAL**

DIRECT SHIPMENT TO SHOW SITE

TO: _____
(YOUR COMPANY NAME)

WISCONSIN STATE FAIR
c/o WI EXPO, INC. @ WI EXPOSITION CENTER
8200 W. GREENFIELD AVENUE
WEST ALLIS, WI 53214

SHOW NAME: **2017 WISCONSIN STATE FAIR**

BOOTH NUMBER: _____

CARRIER _____

NUMBER _____ OF _____ TOTAL PIECES

SHIPMENTS ACCEPTED: **August 1 - 13, 2017**



FORKLIFT/LABOR SERVICE ORDER FORM

Include the WI Expo Payment
Authorization form with your
orders by: July 19, 2017

Forklift/Labor Services: (*booth work only-not to be used for unloading/loading of freight at dock*)

Exhibitors requiring forklift(s) to assemble display or when uncrating, unskidding, positioning and reskidding equipment will need to estimate their needs below. A forklift is required for moving equipment or materials weighing 200 lbs. or more. Your forklift order consists of a 5,000 lb. forklift with operator. A rigger will be assigned if uncrating, unskidding and/or reskidding is involved. Riggers can be ordered independently, without the use of a forklift.

Forklift/Labor Rates:

The minimum charge for labor and equipment is one (1) hour per forklift and/or rigger. Equipment and labor thereafter is charged in half (1/2) hour increments. Order cancellations must be made **24 hours in advance** or a **1 hour fee** per forklift and/or rigger ordered will be charged. If exhibitor fails to use riggers and equipment, at the time confirmed, a one hour "no show" charge per forklift and/or rigger will apply.

Hourly Rates	Description	Forklift w/Operator	Rigger
Straight Time	Between 8:00 AM – 4:30 PM Weekdays	\$ 123.00	\$ 80.25
Overtime	Before 8:00 AM and after 4:30 PM Weekdays and all day Weekends and Holidays	\$ 144.50	\$ 116.00

NOTE: If weight of single piece is to exceed 5,000 lbs., WI Expo, Inc. must be informed by July 19, 2017 to give us ample time to ensure the proper forklift is onsite to handle the equipment being moved.

	Date	Start Time	Est. # of Hours	# of Forklifts	# of Riggers
Installation					
Dismantling					

Describe work to be done:

CALCULATION:

	Qty Straight Time Hours	Rate	Total	Qty Overtime Hours	Rate	Total
Forklift w/operator		X \$123.00 =			X \$144.50 =	
Rigger		X \$80.25 =			X \$116.00 =	

Total Cost: \$ _____

2017 Wisconsin State Fair – August 3-13, 2017

Company Name: _____ Booth #: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Ordered By: _____ Signature: _____ Date: _____



N113 W18750 Carnegie Drive | Germantown, WI 53022

Include the WI Expo Payment Authorization form with your orders by: Jul 19, 2017

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

QUANTITY	WOOD DISPLAY TABLES	ADVANCE ORDER	FLOOR ORDER	TOTAL
_____	2'x 4'x 30" high not skirted	\$ 55.00	\$ 65.00	_____
_____	2'x 4'x 30" high skirted	\$ 93.00	\$ 106.00	_____
_____	2'x 6'x 30" high not skirted	\$ 60.00	\$ 75.00	_____
_____	2'x 6'x 30" high skirted	\$ 101.00	\$ 114.00	_____
_____	2'x 8'x 30" high not skirted	\$ 65.00	\$ 80.00	_____
_____	2'x 8'x 30" high skirted	\$ 108.00	\$ 121.00	_____
_____	2.5'x 8'x 30" high not skirted	\$ 70.00	\$ 90.00	_____
_____	2.5'x 8'x 30" high skirted	\$ 119.00	\$ 131.00	_____
RAISED TABLES (42" HIGH)				
_____	2'x 4'x 42" high not skirted	\$ 65.00	\$ 80.00	_____
_____	2'x 4'x 42" high skirted	\$ 106.00	\$ 119.00	_____
_____	2'x 6'x 42" high not skirted	\$ 70.00	\$ 85.00	_____
_____	2'x 6'x 42" high skirted	\$ 115.00	\$ 127.00	_____
_____	2'x 8'x 42" high not skirted	\$ 75.00	\$ 90.00	_____
_____	2'x 8'x 42" high skirted	\$ 121.00	\$ 132.00	_____
_____	Skirt 4 th side of 30" or 42" table	\$ 32.00	\$ 42.00	_____
Select skirt color: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GOLD <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> TEAL <input type="checkbox"/> WHITE <input type="checkbox"/> SHOW COLORS				

TABLE TOP RISERS				
_____	9"w x 9"h x 4', 6' or 8' long uncovered	\$ 35.00	\$ 50.00	_____
_____	Length requested: ___4' ___6' ___8'			
_____	9"w x 9"h x 4', 6' or 8' long covered white	\$ 50.00	\$ 64.00	_____
_____	Length requested: ___4' ___6' ___8'			

MISCELLANEOUS				
_____	24" TV/DVD combo	\$ 225.00	NA	_____
_____	Floor standing literature rack	\$ 73.00	\$ 95.00	_____
_____	Chrome Bag Stand	\$ 73.00	\$ 95.00	_____
_____	Chrome Sign Holder 22" x 28"	\$ 60.00	\$ 78.00	_____
_____	Wastebasket	\$ 12.00	\$ 16.00	_____
_____	Floor standing easel	\$ 25.00	\$ 33.00	_____
_____	24" round cocktail table (select height below)	\$ 50.00	\$ 65.00	_____
_____	24" square cocktail table (select height below)	\$ 50.00	\$ 65.00	_____
_____	30" round cocktail table (select height below)	\$ 55.00	\$ 70.00	_____
_____	36" round cocktail table (select height below)	\$ 60.00	\$ 75.00	_____
Select cocktail table height: <input type="checkbox"/> 18"high <input type="checkbox"/> 30"high <input type="checkbox"/> 40"high (add \$10)				

Subtotal \$ _____
Sales Tax 5.6% \$ _____
Total \$ _____

2017 Wisconsin State Fair – August 3-13, 2017

Company Name: _____ Booth #: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Ordered By: _____ Signature: _____ Date: _____



CHAIRS, SPECIAL BOOTH DRAPING & CARPET ORDER FORM

N113 W18750 Carnegie Drive | Germantown, WI 53022

Include the WI Expo Payment Authorization form with your orders by: July 19, 2017

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

QUANTITY	CHAIRS	ADVANCE ORDER	FLOOR ORDER	TOTAL
_____	Padded chair with arms	\$ 40.00	\$ 52.00	_____
_____	Padded chair without arms	\$ 35.00	\$ 45.00	_____
_____	Folding Chair	\$ 20.00	\$ 26.00	_____
_____	Stool Padded w/ back	\$ 50.00	\$ 65.00	_____
_____	Executive Chair	\$ 65.00	\$ 85.00	_____

SPECIAL BOOTH DRAPING

_____	3' high drape, includes set-up & hardware	\$ 5.00/ft.	\$ 6.50/ft.	_____
_____	8' high drape, includes set-up & hardware	\$ 7.50/ft.	\$ 9.75/ft.	_____

Select drape color: BLACK BLUE BURGUNDY GOLD GREEN RED SILVER TEAL WHITE SHOW COLORS

CARPETING

_____	9' x 10'	\$ 120.00	\$ 155.00	_____
_____	9' x 20'	\$ 240.00	\$ 310.00	_____
_____	9' x 30'	\$ 360.00	\$ 465.00	_____
_____	Special Size (per square foot)	\$ 1.78/sq. ft.	\$ 2.11/sq. ft.	_____
_____	Booth size _____ x _____ = _____ sq. ft.			_____
_____	Carpet Padding (per square foot)	\$.86/sq. ft.	\$ 1.12/sq. ft.	_____
_____	Booth size _____ x _____ = _____ sq. ft.			_____
_____	Visqueen (per square foot)	\$.42/sq. ft.	\$.60/sq. ft.	_____
_____	Booth size _____ x _____ = _____ sq. ft.			_____

Select carpet color: BLACK BLUE BURGUNDY GREY RED TEAL SHOW COLORS

Note: If carpet color is not indicated, show colors will prevail.

CUSTOM PLUSH CARPETING will also be available at a cost of \$3.15/sq. ft. in the following colors:

BLACK BLUE RED (circle one) *CUSTOM PLUSH CARPET MUST BE ORDERED BY July 14, 2017.

Subtotal \$ _____
 Sales Tax 5.6% \$ _____
 Total \$ _____

2017 Wisconsin State Fair – August 3-13, 2017

Company Name: _____ Booth #: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Ordered By: _____ Signature: _____ Date: _____

N113 W18750 Carnegie Drive | Germantown, WI 53022

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



DISPLAY LABOR ORDER FORM

**Include the WI Expo Payment
Authorization form with your
orders by: July 19, 2017**

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

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

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

Labor Rates	Straight Time	Overtime
Under <u>your</u> supervision with a one hour minimum	\$80.00/hour	\$105.00/hour
Under <u>WI Expo's</u> supervision with a one hour minimum	\$85.00/hour	\$115.00/hour

*** These are advance order prices. Orders placed on the show floor may be subject to a \$5.00/hour surcharge.**

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

CALCULATION:

	Total Hours		Applicable Rate		Total Due
SET-UP:	_____	X	\$ _____	=	\$ _____
DISMANTLE:	_____	X	\$ _____	=	\$ _____

2017 Wisconsin State Fair – August 3-13, 2017

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

Address: _____ **City:** _____ **ST:** _____ **Zip:** _____

Phone: _____ **Fax:** _____ **Email:** _____

Ordered By: _____ **Signature:** _____ **Date:** _____



SELF-STANDING DISPLAY ORDER FORM

Include the WI Expo Payment
Authorization form with your
orders by: July 19, 2017

QUANTITY	DISPLAY PANEL TYPE	ADVANCE ORDER ONLY	TOTAL
	4'x 8' SELF STANDING VELCRO PANEL (grey) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 150.00 each	
	4'x 8' SELF STANDING TACKBOARD PANEL (grey) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 150.00 each	
	4'x 8' SELF STANDING PEGBOARD (GREY ¼" HOLES) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 150.00 each	
	1 METER SELF STANDING VELCRO PANEL (black) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 150.00 each	
	½ METER SELF STANDING VELCRO PANEL (BLACK) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 85.00 each	
	2'x 6' VERTICAL WIRE GRID-WALL PANELS (BLACK)	\$ 40.00 each	
	FLAT SHELVES (WHITE) (used w/vertical 1 meter velcro panels)	\$ 35.00 each	
	ANGLE SHELVES (WHITE) (used w/vertical 1 meter velcro panels)	\$ 40.00 each	
	DISPLAY LIGHTS (need to order electrical service)	\$ 33.00 each	

Subtotal \$ _____

Sales Tax 5.6% \$ _____

Total \$ _____

2017 Wisconsin State Fair – August 3-13, 2017

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

N113 W18750 Carnegie Drive | Germantown, WI 53022
Phone: 262.670.1300 | Fax: 262.670.1360 | Email: orders@wi-expo.com



CLEANING SERVICE ORDER FORM

Include the WI Expo Payment Authorization form with your orders by: July 19, 2017

While carpet is clean upon installation, display installation may cause your carpet to become soiled. For that reason Wisconsin Expo, Inc. has vacuuming and shampooing services available. Wisconsin Expo, Inc. also offers exhibit cleaning services. To ensure your booth is show ready we recommend ordering vacuuming once prior to show opening. Charges are based on the total square footage of your booth.

EXHIBIT SPACE: (L) _____ x (W) _____ = _____ square footage of your booth (100 sq. ft. minimum)
Standard Booth: 10'x 10' = square footage (100 sq. ft.)

VACUUMING

Booth Size	Description	Advanced Order	Floor Order	Total
Sq. ft	Vacuuming once prior to show opening	\$.32 per sq. ft.	\$.39 per sq. ft.	
Sq. ft	Vacuuming prior to show opening, both days of show	\$.26/sq.ft. x 2 (per day)	\$.35/sq.ft. x 2 (per day)	

SHAMPOOING

Booth Size	Description	Advanced Order	Floor Order	Total
Sq. ft	Carpet shampooing once prior to show opening	\$.95 per sq. ft.	\$1.20 per sq. ft.	

EXHIBIT CLEANING

1 Hour Min.	Description	Advanced Order	Floor Order	Total
	Wipe down and dusting of display surfaces, empty wastebasket(s) before show opening	\$70.00 per hour ST \$85.00 per hour OT	\$99.00 per hour ST \$125.00 per hour OT	
1 Hour Min./Day	Wipe down and dusting of display surfaces, empty wastebasket(s) prior to show opening, each day	\$70.00 per hour ST \$85.00 per hour OT	\$99.00 per hour ST \$125.00 per hour OT	

Subtotal \$ _____
Sales Tax 5.6% \$ _____
Total \$ _____

2017 Wisconsin State Fair – August 3-13, 2017

Company Name: _____ Booth #: _____

Address: _____ City: _____ ST: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Ordered By: _____ Signature: _____ Date: _____

**2017 Wisconsin State Fair
August 3- 13, 2017
Wisconsin Exposition Center
West Allis, WI**



Dear Exhibitor,

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

Yes, we will be mailing a check, along with order(s), to arrive on or before **July 19, 2017**.
Please do not process the credit card information listed below.

No, we prefer to pay for the indicated services with the credit card information provided.

CREDIT CARD AUTHORIZATION

.....

Company Name: _____ Booth #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

American Express MasterCard Visa

Card Number: _____

Expiration Date: _____ / _____ Card Security Code: _____

Cardholder's Address (if different than above) _____

City: _____ State: _____ Zip: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

N113 W18750 Carnegie Drive | Germantown, WI 53022

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