

**Wisconsin State Fair Park - Exposition Center**

Date

**2016 Exhibitor Services Order Form**

Event Services Department

640 S 84th St. West Allis, WI 53214

Phone: 414-266-7300 Fax: 414-266-7119

Website: [www.wistatefair.com](http://www.wistatefair.com)Email: [eventservices@wistatefair.com](mailto:eventservices@wistatefair.com)

Name of Event		Date(s) of Event	
Company Name		Booth #	
Contact Person			
Phone #		Fax #	
Email Address			
Billing Address			*If paying with a credit card, the billing address needs to match the credit card used below.
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.**

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

**A. Telephone**

Description	Qty	Advance	Qty	Standard
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.				
Phone Line (Analog)		\$160		\$190
Phone Set (Analog)		\$40		\$50

**Section A Total****\$0.00****B. Information Technology**

Description	Qty	Advance	Qty	Standard
High Speed Internet (Wired Per Connection)*		\$225		\$325
IT or Cable Services Patch Fee		\$100		\$150
Satellite Installation		\$175		\$225

**Section B Total****\$0.00**

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 \$.50, Mexico and Canada \$1.75, Int'l \$3.00, and Dir. Asst. \$2.00/call.

Wi-Fi is available at no charge in the Exposition Center. Renting a hardline Internet connection in situations where access to the Internet is critical is recommended as WSFP staff will not be available to trouble shoot or fix any problem a device has with connecting to Wi-Fi.

**C. Electrical**

Service above 120V may require custom installation; additional labor charges required with a minimum of one (1) hour. Call in advance for details.

Description	Qty	Advance	Qty	Standard
20 amp 120V (2000 watt)		\$120		\$160
Power Strip (elec not included)		\$40		\$40
Ext. Cord (elec not included)		\$40		\$40
20 amp 208V 1 phase		\$165		\$195
30 amp 208V 1 phase		\$205		\$235
50 amp 208V 1 phase		\$325		\$355
20 amp 208V 3 phase		\$220		\$250
30 amp 208V 3 phase		\$275		\$305
50 amp 208V 3 phase		\$425		\$470

24 Hour Power: Add 50% to service (i.e. refrigerators, freezers, hot tubs, and spas) for items using electric all the time.

To order electrical items not listed above, please call 414-266-7300 for pricing and fill in the information provided to you in the lines below.


**Section C Total****\$0.00****D. Mechanical**

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
*1/4" Compressed Air		\$140		\$155
Additional Air Line		\$60		\$75
*Gas Line 3/4" Male Fitting		\$140		\$160
Additional Gas Line		\$60		\$75
Running Water/Drain		\$270		\$310
Fill/Water/Drain		\$125		\$165
<b>(One time fill/water/drain per unit UP TO 500 gallons)</b>				
Fill/Water/Drain		\$230		\$315
<b>(One time fill/water/drain per unit OVER 500 gallons)</b>				

Water top-off (per item)

Engineering Labor (\$/hr)

\*This service must be ordered before ordering additional

**Section D Total****\$0.00****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	\$0.00	5.6% Sales Tax	\$0.00	Grand Total	\$0.00
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**WE ACCEPT THE FOLLOWING CREDIT CARDS: VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS**

Credit Card #		Credit Card Expiration		Security Code	
Name on Credit Card		Authorized Signature			

**New! Order online. It's fast, easy, and secure. Visit <http://wistatefair.com/wsfp/exhibitor-order-forms-rates/> for more details.**

## **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, Discover, or AMEX 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.**