



# 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 Wisconsin Dells and the **WSTA Fall Conference & Exhibits**. The show will be held in the Glacier Canyon Lodge at the Wilderness Resort **October 9-10, 2017**. 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!

The following service packet includes forms describing the variety of services we can provide. Please take the time to look through the following forms and fill out completely those which are applicable to your needs and send them into Wisconsin Expo, Inc. as soon as possible. If you have any questions or concerns, please contact us at 262-670-1300. Below is a list of the equipment that comes in the standard booth as well as a list of important dates to take note of.

### **Booth Information**

Each 8' deep x 10' wide booth space will include the following:

- 8' high background drape & 3' high side rails
- 2 – folding chairs
- 1 – 2' wide x 8' long x 30" high silver skirted table
- 1 – 500 watt outlet
- 1 – 7"x44" booth identification sign

**\*\*The exhibit floor has standard ballroom carpet. For your added comfort & professional appearance, booth carpet may be ordered from the "Booth Furnishings Order Form" included in this packet.**

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

### **Wisconsin Expo additional equipment and services include:**

- Advance Warehouse/Direct to Show Shipping Forms & Labels
- Tables – 4', 6' & 8' also have 42" counter height tables
- Cocktail tables – 24", 30" & 36" round
- Seating – chairs & stools
- Carpeting with carpet padding
- Electrical service
- Displays – display cases, display panels & easels
- Lighting
- Wastebaskets
- 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 September 29, 2017 and use the "ADVANCE ORDER" price.**

Sincerely,

Wisconsin Expo, Inc



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

## ADVANCED WAREHOUSE SHIPPING

**INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE SEPTEMBER 29, 2017**

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

### 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 warehouse, **Sept. 11-29, 2017 between 8:00 AM-3:30 PM, Monday thru Friday ONLY.** No shipments will be received at the warehouse on weekends or holidays.
- 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).
- An additional \$150 fee 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.

### ADVANCE WAREHOUSE ADDRESS

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

**TO: (EXHIBITING COMPANY NAME & BOOTH #)**  
**WSTA Fall Conference & Exhibits**  
**c/o Wisconsin Expo, Inc.**  
**N113 W18750 Carnegie Dr.**  
**Germantown, WI 53022**

**Receiving Dates : September 11-29, 2017**  
**MONDAY – FRIDAY ONLY 8:00 AM - 3:30 PM**

### IMPORTANT DATE REMINDERS

**First date to ship to ADVANCED WAREHOUSE** September 11, 2017  
**w/o added storage fees:**

**Last date to ship to ADVANCED WAREHOUSE:** September 29, 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

Rates below include receipt of your freight on straight time, storage at warehouse for up to 10 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. **200 lb. minimum 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.	\$55.00/cwt	\$110.00
B	Special handling shipments-requires additional handling ie: ground unloading, stacked/constricted space unloading, pad wrapped, unskidded	\$69.25/cwt	\$138.50
C	Small package Shipments NOT EXCEEDING 30 LBS PER SHIPMENT: (Shipment totaling any number of pieces with a combined weight, not to exceed 30 lbs. that is received on same day, from same shipper & delivered by same carrier.)	\$38.95 first carton	Each additional carton = \$10.00

### DRAYAGE PAYMENT CALCULATION

	Category	Qty. Pieces	Weight (Min. 200 lbs.)	Rate/ 100 lbs.	Total Cost
Shipment 1	_____	_____	_____ lbs.	x _____	= \$ _____
Shipment 2	_____	_____	_____ lbs.	x _____	= \$ _____
<b>Total Due</b>					<b>= \$ _____</b>

**NAME OF SHOW:** WSTA FALL CONFERENCE & EXHIBITS/OCTOBER 9-10, 2017

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

# WAREHOUSE

**DEADLINE DATE: SEPTEMBER 29, 2017**

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

WSTA FALL CONFERENCE & EXHIBITS

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

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WSTA FALL CONFERENCE & EXHIBITS

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

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WSTA FALL CONFERENCE & EXHIBITS

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

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WSTA FALL CONFERENCE & EXHIBITS

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES



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## BOOTH FURNISHINGS

**INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE SEPTEMBER 29, 2017**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
<b>Unskirted Tables (all tables are 24" wide)</b>				
_____	Unskirted Table 4'L x 30"H	\$ 40.00	\$ 52.00	_____
_____	Unskirted Table 6'L x 30"H	\$ 50.00	\$ 65.00	_____
_____	Unskirted Table 8'L x 30"H	\$ 55.00	\$ 70.00	_____
_____	Unskirted Counter 4'L x 42"H	\$ 51.00	\$ 66.00	_____
_____	Unskirted Counter 6'L x 42"H	\$ 60.00	\$ 78.00	_____
_____	Unskirted Counter 8'L x 42"H	\$ 69.00	\$ 90.00	_____
<b>Skirted Tables (all tables are 24" wide)</b>				
_____	Skirted Table 4'L x 30"H	\$ 79.00	\$102.00	_____
_____	Skirted Table 6'L x 30"H	\$ 88.00	\$115.00	_____
_____	Skirted Table 8'L x 30"H	\$ 99.00	\$ 125.00	_____
_____	4 <sup>th</sup> Side Skirted Table 6'L or 8'L x 30"H	\$ 35.00	\$ 45.00	_____
_____	Skirted Counter 4'L x 42"H	\$ 90.00	\$115.00	_____
_____	Skirted Counter 6'L x 42"H	\$ 105.00	\$135.00	_____
_____	Skirted Counter 8'L x 42"H	\$ 115.00	\$150.00	_____
_____	4 <sup>th</sup> Side Skirted Counter 6'L or 8'L x 42" H	\$ 35.00	\$ 45.00	_____
<b>TABLE TOP RISERS (all risers are 9" wide)</b>				
_____	Uncovered Single Step Riser 4'L x 9"H	\$ 30.00	\$ 45.00	_____
_____	Uncovered Single Step Riser 6'L x 9"H	\$ 30.00	\$ 45.00	_____
_____	Uncovered Single Step Riser 8'L x 9"H	\$ 30.00	\$ 45.00	_____
_____	Covered Single Step Riser 4'L x 9"H	\$ 45.00	\$ 59.00	_____
_____	Covered Single Step Riser 6'L x 9"H	\$ 45.00	\$ 59.00	_____
_____	Covered Single Step Riser 8'L x 9"H	\$ 45.00	\$ 59.00	_____
<b>PEDESTAL TABLES</b>				
_____	Square Short Table 24"W x 18"H	\$ 50.00	\$65.00	_____
_____	Square Café Table 24"W x 30"H	\$ 50.00	\$65.00	_____
_____	Square Cocktail Table 24"W x 40"H	\$ 50.00	\$65.00	_____
_____	Round Short Table 24"W x 18"H	\$ 50.00	\$65.00	_____
_____	Round Café Table 24"W x 30"H	\$ 50.00	\$65.00	_____
_____	Round Cocktail Table 24"W x 40"H	\$ 50.00	\$65.00	_____
_____	Round Short Table 30"W x 18"H	\$ 55.00	\$72.00	_____
_____	Round Café Table 30"W x 30"H	\$ 55.00	\$72.00	_____
_____	Round Cocktail Table 30"W x 40"H	\$ 55.00	\$72.00	_____
_____	Round Short Table 36"W x 18"H	\$ 55.00	\$72.00	_____
_____	Round Café Table 36"W x 30"H	\$ 55.00	\$72.00	_____
_____	Round Cocktail Table 36"W x 40"H	\$ 55.00	\$72.00	_____
<b>LINENS</b>				
_____	90" Round Linen (select color)	\$ 25.00	\$ 32.00	_____
_____	108" Round Linen (select color)	\$ 28.00	\$ 36.00	_____



Select skirt color: BLACK BLUE  
BURGUNDY GOLD GREEN RED  
SILVER TEAL WHITE



**\*All pedestal tables are designed to be covered with a linen or other table covering.**

Select linen color: BLACK WHITE

<b>Subtotal</b>	= \$	<b>Sales Tax 5.5%</b>	= \$	<b>Total</b>	= \$
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**NAME OF SHOW:** WSTA FALL CONFERENCE & EXHIBITS/OCTOBER 9-10, 2017

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

**INCLUDE THE WI EXPO PAYMENT  
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ORDER DUE SEPTEMBER 29, 2017**

	<b>Table Top Display</b>		<b>10' Curved Display</b>
	<p><b>* Enhanced Package Depicted. (1) 8' Table Included</b></p> <p><i>*Does not Include Carpeting*</i></p> <p><b>Check your Table Skirting color:</b></p> <p><input type="checkbox"/> Black   <input type="checkbox"/> Blue   <input type="checkbox"/> Burgundy   <input type="checkbox"/> Gold  <input type="checkbox"/> Silver   <input type="checkbox"/> Green   <input type="checkbox"/> Red   <input type="checkbox"/> Teal  <input type="checkbox"/> White</p> <p style="text-align: right;">Advance   Standard Rate   Rate</p>		<p><b>* Enhanced Package Depicted Carpet included – select color below.</b></p> <p style="text-align: right;">Advance   Standard Rate   Rate</p>
<input checked="" type="checkbox"/> <b>Description</b>		<input checked="" type="checkbox"/> <b>Description</b>	
<input type="checkbox"/> Table Top Display Enhanced Package	\$1,380.00 <b>\$1,862.50</b>	<input type="checkbox"/> 10' Curved Display Enhanced Package	\$3,525.00 <b>\$4,760.00</b>
<input type="checkbox"/> Table Top Display Standard Package	\$1,000.00 <b>\$1,350.00</b>	<input type="checkbox"/> 10' Curved Display Standard Package	\$2,120.00 <b>\$2,862.50</b>
	<b>10' Display</b>		<b>20' Display</b>
	<p><b>* Enhanced Package Depicted Carpet included – select color below.</b></p> <p style="text-align: right;">Advance   Standard Rate   Rate</p>		<p><b>* Enhanced Package Depicted Carpet included – select color below.</b></p> <p style="text-align: right;">Advance   Standard Rate   Rate</p>
<input checked="" type="checkbox"/> <b>Description</b>		<input checked="" type="checkbox"/> <b>Description</b>	
<input type="checkbox"/> 10' Display Enhanced Package	\$2,295.00 <b>\$3,982.50</b>	<input type="checkbox"/> 20' Display Enhanced Package	\$6,767.50 <b>\$9,135.00</b>
<input type="checkbox"/> 10' Display Standard Package	\$1,755.00 <b>\$2,370.00</b>	<input type="checkbox"/> 20' Display Standard Package	\$4,720.00 <b>\$6,372.50</b>
	<b>10' Center Display</b>		<b>20' x 20' Display</b>
	<p><b>* Enhanced Package Depicted Carpet included – select color below.</b></p> <p style="text-align: right;">Advance   Standard Rate   Rate</p>		<p><b>* Enhanced Package Depicted Carpet included – select color below.</b></p> <p style="text-align: right;">Advance   Standard Rate   Rate</p>
<input checked="" type="checkbox"/> <b>Description</b>		<input checked="" type="checkbox"/> <b>Description</b>	
<input type="checkbox"/> 10' Center Display Enhanced Package	\$2,987.50 <b>\$4,032.50</b>	<input type="checkbox"/> 20' x 20' Display Enhanced Package	\$13,227.50 <b>\$17,857.50</b>
<input type="checkbox"/> 10' Center Display Standard Package	\$2,180.00 <b>\$2,942.50</b>	<input type="checkbox"/> 20' x 20' Display Standard Package	\$9,680.00 <b>\$13,067.50</b>
<b>Select Standard Booth Panels Color</b>		<b>Select Carpet Colors</b>	
<input type="checkbox"/> Black <input type="checkbox"/> White		<input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Green <input type="checkbox"/> Black <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal	
<b>Standard Booth Graphics</b>		<b>Enhanced Booth Graphics</b>	
Your company name will be printed in block lettering on the white header sign. Please indicate your header sign copy here: _____		Please provide your booth graphics in one of the following formats: If Vector art, provide in EPS or AI, (Illustrator), or hi-res PDF saved to full finished sizes.	

**Subtotal**   \$ \_\_\_\_\_  
**Sales Tax 5.5%**   \$ \_\_\_\_\_  
**Total**   \$ \_\_\_\_\_

**NAME OF SHOW:** WSTA FALL CONFERENCE & EXHIBITS/OCTOBER 9-10, 2017

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

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**Stand-Alone Fixtures and Exhibit Components**

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

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

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

**Subtotal** \$ \_\_\_\_\_  
**Sales Tax 5.5%** \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

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**SELF-STANDING DISPLAYS**

**INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE SEPTEMBER 29, 2017**

QTY	DISPLAY PANEL TYPE	ADVANCE ORDER ONLY	TOTAL
	4'x 8' SELF STANDING VELCRO PANEL (grey) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$125.00	
	4'x 8' SELF STANDING TACKBOARD PANEL (grey) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$125.00	
	4'x 8' SELF STANDING PEGBOARD (GREY ¼" HOLES) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$125.00	
	1 METER SELF STANDING VELCRO PANEL (black) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$125.00	
	½ METER SELF STANDING VELCRO PANEL (BLACK) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 70.00	
	2'x 6' VERTICAL WIRE GRID-WALL PANELS (BLACK)	\$ 30.00	
	FLAT SHELVES (WHITE) (used w/vertical 1 meter velcro panels)	\$ 26.00	
	ANGLE SHELVES (WHITE) (used w/vertical 1 meter velcro panels)	\$ 30.00	
	DISPLAY LIGHTS (need to order electrical service)	\$ 25.00	

**Subtotal** \$ \_\_\_\_\_  
**Sales Tax 5.5%** \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

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**INSTALLATION & DISMANTLE LABOR**

**INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE SEPTEMBER 29, 2017**

**DISPLAY LABOR**

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

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

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

**Exhibitor Supervised Labor:** Requires an on-site representative to supervise the installation and/or dismantle or the exhibit.

**Wisconsin Expo Supervised Labor:** Installation of your exhibit will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plans, photos, special instructions and inbound shipping information.

Labor	Advance Rate	Show Site Rate
Exhibitor Supervised Labor ST (per person per hour)	\$ 60.00	\$ 70.00
Wisconsin Expo Supervised Labor ST (per person per hour)	\$ 78.00	\$ 90.00
Exhibitor Supervised Labor OT (per person per hour)	\$ 99.00	\$ 115.00
Wisconsin Expo Supervised Labor OT (per person per hour)	\$ 128.00	\$ 140.00

**INSTALLATION LABOR**

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

**DISMANTLE LABOR**

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

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

**NAME OF SHOW:** WSTA FALL CONFERENCE & EXHIBITS/OCTOBER 9-10, 2017

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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



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

## CLEANING SERVICE ORDER FORM

**INCLUDE THE WI EXPO PAYMENT  
AUTHORIZATION FORM WITH YOUR  
ORDER DUE SEPTEMBER 29, 2017**

While carpet is clean upon installation, to ensure your booth is show ready we recommend ordering vacuuming once prior to show opening.

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

**EXHIBIT SPACE SQUARE FOOTAGE** = (L) \_\_\_\_\_ x (W) \_\_\_\_\_ = \_\_\_\_\_ square ft.

**Standard Booth Size: 8'x 10' = 80 square ft.**

### VACUUMING

Selection	DESCRIPTION	ADVANCE RATE	STANDARD RATE	TOTAL
_____	Booth Vacuuming – Once prior to show opening	\$ .36	\$ .43	_____

### SHAMPOOING

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

### EXHIBIT CLEANING

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

**NAME OF SHOW:** \_\_\_\_\_ **WSTA FALL CONFERENCE & EXHIBITS/OCTOBER 9-10, 2017** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**WISCONSIN EXPO, INC.  
PAYMENT AUTHORIZATION FORM**



**WSTA Fall Conference & Exhibits  
October 9-10, 2017  
Glacier Canyon Lodge Resort – Wisconsin Dells, 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 **September 29, 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 FORM**

.....  
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: \_\_\_\_\_

**Send form & payment to:                      Wisconsin Expo, Inc.  
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Phone: 262.670.1300 | Fax: 262.670.1360 | Email: orders@wi-expo.com**