



Dear **Wisconsin State SHRM Conference 2014** Exhibitor:

This Exhibitor Service Kit details important information to allow Valley Expo & Displays, Show Decorator, to help ensure your success at the **Wisconsin State SHRM Conference 2014**, at the **Monona Terrace, October 15 - 16, 2014**.

### 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 register with Valley Online.

If you received this Exhibitor Service Kit in an email, a direct link and your temporary password to online ordering were also included. Click on the link to be directed to our website and begin ordering. (<https://valleyexpodisplays.boomerecommerce.com>)

If you did not receive an email, visit, [www.valleyexpodisplays.com](http://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 (<https://valleyexpodisplays.boomerecommerce.com>) faxed (815-873-1544) or, emailed ([events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)) by **October 12, 2014**.

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!



**VALLEY**  
**EXPO & DISPLAYS**  
 BETTER IDEAS. BETTER RESULTS.  
[valleyexpodisplays.com](http://valleyexpodisplays.com)



**Register Here** for Online Ordering...

[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)

EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)

FAX: 815.873.1544

**GENERAL  
 SHOW  
 INFORMATION**

**Wisconsin State SHRM Conference 2014**

**Monona Terrace, October 15 - 16, 2014**

ADVANCED PRICE DEADLINE:  
 October 1, 2014

**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.

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

- Teal & Black 8' Back Drape and Black 3' Side Drape
- (1) 8' Black Skirted Table
- (2) Chairs
- (1) 7" x 44" Identification Sign

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:	Wednesday	October 1, 2014	
Exhibitor Move In:	Wednesday	October 15, 2014	11:00AM - 3:00PM
Show Hours:	Wednesday	October 15, 2014	3:00PM - 7:30PM
	Thursday	October 16, 2014	9:00AM - 3:15PM
Exhibitor Move Out:	Thursday	October 16, 2014	3:15PM - *5:15PM

\*Carriers must check in by 4:15PM

**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.**



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EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM

FAX: 815.873.1544

**RECAP OF  
 COST &  
 PAYMENT**

**Wisconsin State SHRM Conference 2014**

**Monona Terrace, October 15 - 16, 2014**

ADVANCED PRICE DEADLINE:  
 October 1, 2014

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
\$ _____	Forklift Service Order Form
\$ _____	Booth & Exhibit Porter Service Order Form
\$ _____	Sign & Banner Order Form

\$ \_\_\_\_\_ **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...Final invoices will be emailed.**

BOOTH NUMBER:

COMPANY NAME:





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

**THIRD  
 PARTY  
 BILLING**

**Wisconsin State SHRM Conference 2014**

**Monona Terrace, October 15 - 16, 2014**

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**

**Exhibiting Company Information**

\_\_\_\_\_  
Third Party

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Fax

**X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Authorized Name

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
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**

Wisconsin State SHRM Conference 2014

Monona Terrace, October 15 - 16, 2014

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: \_\_\_\_\_

Phone Number of Contractor: \_\_\_\_\_

Email 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.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_





## Wisconsin State SHRM Conference 2014

Monona Terrace, October 15 - 16, 2014

### 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.




**Wisconsin State SHRM Conference 2014**
**Monona Terrace, October 15 - 16, 2014**

 ADVANCED PRICE DEADLINE:  
 October 1, 2014

**Orders with payment in full must be received by October 1, 2014, 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		\$ 104.20	\$ 135.50	
6' L x 30" H		\$ 123.65	\$ 160.75	
8' L x 30" H		\$ 138.95	\$ 180.65	
4' L x 42" H		\$ 109.35	\$ 142.15	
6' L x 42" H		\$ 135.50	\$ 176.15	
8' L x 42" H		\$ 158.50	\$ 206.00	

Plain Tables	Quantity	Advance	Floor	Total
4' L x 30" H		\$ 46.75	\$ 60.75	
6' L x 30" H		\$ 68.80	\$ 89.45	
8' L x 30" H		\$ 82.20	\$ 106.90	
4' L x 42" H		\$ 63.25	\$ 82.20	
6' L x 42" H		\$ 84.70	\$ 110.10	
8' L x 42" H		\$ 97.85	\$ 127.15	
30" x 13' Skirting Only (4th Side)		\$ 50.55	\$ 65.70	
42" x 13' Skirting Only (4th Side)		\$ 58.45	\$ 76.00	
White Vinyl, 8' Long (tabletop covering)		\$ 9.40	\$ 12.25	

Cocktail Tables	Quantity	Advance	Floor	Total
30" Round, 30" High		\$ 78.95	\$ 102.65	
30" Round, 42" High		\$ 88.30	\$ 114.80	

Chairs	Quantity	Advance	Floor	Total
Folding Chair		\$ 20.55	\$ 26.75	
Black Contour Chair		\$ 42.40	\$ 55.15	
Padded Arm Chair		\$ 52.75	\$ 68.60	
Bar Stool with Back		\$ 65.75	\$ 85.50	

Miscellaneous	Quantity	Advance	Floor	Total
Tripod Adjustable Easel		\$ 26.95	\$ 35.05	
Wastebasket		\$ 13.50	\$ 17.55	
Garment Rack		\$ 30.50	\$ 39.65	
Bag Stand		\$ 74.60	\$ 97.00	
3' Drape (Side) per LnFt		\$ 7.50	\$ 9.75	
8' Drape (Back) per LnFt		\$ 10.60	\$ 13.80	
Literature Stand		\$ 142.25	\$ 184.95	
Table Riser 1' x 1' x 4 White Skirted		\$ 57.90	\$ 75.30	
Posterboard 4' x 8' Horizontal/Vertical (circle one)		\$ 136.60	\$ 177.60	
*6' Full View Showcase w/lights, locks, 2 shelves		\$ 533.80	\$ 693.95	
*Showcase not available at showsite				
			<b>Subtotal</b>	
			<b>5.5% Sales Tax</b>	
			<b>Total</b>	

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_



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 FAX: 815.873.1544

**BOOTH  
 CARPET**

**Wisconsin State SHRM Conference 2014**  
**Monona Terrace, October 15 - 16, 2014**

ADVANCED PRICE DEADLINE:  
 October 1, 2014

**Orders with payment in full must be received by October 1, 2014, 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'		\$ 150.50	\$ 195.65	
9' x 20'		\$ 294.10	\$ 382.35	
9' x 30'		\$ 452.00	\$ 587.60	
Additional taping per foot	LnFt	\$ 1.40	\$ 1.85	

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	\$ 3.55	\$ 4.65	

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	\$ 3.80	\$ 4.95	

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	\$ 1.40	\$ 1.85	
Visqueen	SqFt	\$ 0.65	\$ 0.85	

**Subtotal**

**5.5% Sales Tax**

**Total**

BOOTH NUMBER:

COMPANY NAME:



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 FAX: 815.873.1544

**SHIPPING**  
**INFORMATION**

## Wisconsin State SHRM Conference 2014

Monona Terrace, October 15 - 16, 2014

**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  
**Wisconsin State SHRM Conference 2014**  
 YRC FREIGHT  
 C/O VALLEY EXPO & DISPLAYS  
 2573 PROGRESS ROAD  
 MADISON, WI 53716

First day freight will be accepted at advance location: **9/29/14**

Last day freight will be accepted: **10/13/14**

**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  
**Wisconsin State SHRM Conference 2014**  
 MONONA TERRACE  
 C/O VALLEY EXPO & DISPLAYS  
 1 JOHN NOLEN DRIVE  
 MADISON, WI 53703

**Do not send shipments to arrive in advance of 10/15/14 to the show site. The facility has no means of storage, and will refuse your shipment.**

Days freight will be accepted at show site: **10/15/14; 6:00AM - \*4:00PM**  
 \*Drivers must check in by 3:00PM

**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

**Wisconsin State SHRM Conference 2014**

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
YRC TRANSPORTATION  
2573 PROGRESS ROAD  
MADISON, WI 53716

**Shipment Should Arrive Between:**

*September 29, 2014 thru October 13, 2014*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH

EXHIBITOR MATERIAL

FROM:

**ADVANCE SHIPMENT**

TO:

EXHIBITING COMPANY

**Wisconsin State SHRM Conference 2014**

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
YRC TRANSPORTATION  
2573 PROGRESS ROAD  
MADISON, WI 53716

**Shipment Should Arrive Between:**

*September 29, 2014 thru October 13, 2014*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

<h1>RUSH</h1>
EXHIBITOR MATERIAL

FROM:

**DIRECT SHIPMENT**

TO:

*EXHIBITING COMPANY*

**Wisconsin State SHRM Conference 2014**

*SHOW NAME*

*BOOTH NO.*

C/O VALLEY EXPO & DISPLAYS  
 MONONA TERRACE CONVENTION CENTER  
 1 JOHN NOLEN DRIVE  
 MADISON, WI 53703

**Shipment Should Arrive:**  
**October 15, 2014; 6:00AM – 4:00PM**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier \_\_\_\_\_  
 Number \_\_\_\_\_ of \_\_\_\_\_ pieces

<h1>RUSH</h1>
EXHIBITOR MATERIAL

FROM:

**DIRECT SHIPMENT**

TO:

*EXHIBITING COMPANY*

**Wisconsin State SHRM Conference 2014**

*SHOW NAME*

*BOOTH NO.*

C/O VALLEY EXPO & DISPLAYS  
 MONONA TERRACE CONVENTION CENTER  
 1 JOHN NOLEN DRIVE  
 MADISON, WI 53703

**Shipment Should Arrive:**  
**October 15, 2014; 6:00AM – 4:00PM**

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](http://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](http://yrc.com) | 800.531.EXPO (3976)  
[exhibit.services@yrcw.com](mailto:exhibit.services@yrcw.com)



## Wisconsin State SHRM Conference 2014

**Monona Terrace, October 15 - 16, 2014**

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**

## Wisconsin State SHRM Conference 2014

**Monona Terrace, October 15 - 16, 2014**

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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 FAX: 815.873.1544

**FREIGHT HANDLING**

**Wisconsin State SHRM Conference 2014**  
**Monona Terrace, October 15 - 16, 2014**

**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
<b>RATE CLASSIFICATIONS:</b>				
*Weight of Shipment ÷ 100 = CWT				
<b>Warehouse Shipment (200 lb. Minimum)</b>				
Crated or Skidded Shipment	\$ 74.20	\$ 148.40		
Special Handling Shipment	\$ 96.40	\$ 192.80		
<b>Showsite Shipment (200 lb. Minimum)</b>				
Crated or Skidded Shipment	\$ 70.30	\$ 140.60		
Special Handling Shipment	\$ 91.40	\$ 182.80		
Uncrated or Pad Wrapped Shipment	\$ 109.35	\$ 218.70		
<b>Small Package - Maximum weight is 50 lbs. per shipment*</b>				
First Carton	\$ 50.45			
Each Additional Carton	\$ 12.15			
<small>*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.</small>				
<b>ADDITIONAL SURCHARGES Overtime/Double Time Charges</b>				
<b>Overtime Charge Warehouse Shipment - Inbound/Outbound</b>				
Crated or Skidded Shipment	\$ 92.80	\$ 185.60		
Special Handling Shipment	\$ 120.50	\$ 241.00		
<b>Overtime Charge Showsite Shipment- Inbound/Outbound</b>				
Crated or Skidded Shipment	\$ 88.90	\$ 177.80		
Special Handling Shipment	\$ 115.50	\$ 231.00		
Uncrated or Pad Wrapped Shipment	\$ 136.75	\$ 273.50		
<b>Double Time Charge Warehouse Shipment - Inbound/Outbound</b>				
Crated or Skidded Shipment	\$ 111.35	\$ 222.70		
Special Handling Shipment	\$ 144.60	\$ 289.20		
<b>Double Time Charge Showsite Shipment - Inbound/Outbound</b>				
Crated or Skidded Shipment	\$ 107.45	\$ 214.90		
Special Handling Shipment	\$ 139.60	\$ 279.20		
Uncrated or Pad Wrapped Shipment	\$ 164.05	\$ 328.10		
<b>ADDITIONAL SURCHARGES (In addition to the above rates)</b>				
<b>Shipment Delivered after Deadline Date</b>				
Warehouse Shipment after 10/13/14	\$ 17.40			
Showsite Shipment after 10/15/14	\$ 19.75			
Small Package - First Carton	\$ 10.10			
Small Package - Each Additional Carton	\$ 2.50			
<b>*Mobile Unit (Call for Price)</b>				
			<b>Total</b>	

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. \$ 148.40  
 52 lbs. charged @ 200 lbs. \$ 148.40  
 65 lbs. charged @ 200 lbs. \$ 148.40 = \$445.20  
 1 Consolidated Shipment: 3 pieces (1 shipment)  
 177 lbs. charged @ 200 lbs. = \$148.40  
**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\*\***

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_





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FREIGHT SERVICE QUESTIONNAIRE

Wisconsin State SHRM Conference 2014  
Monona Terrace, October 15 - 16, 2014

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**

## Wisconsin State SHRM Conference 2014

Monona Terrace, October 15 - 16, 2014

ADVANCED PRICE DEADLINE:  
 October 1, 2014

**Orders with payment in full must be received by October 1, 2014, 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 #	Description	Hardware Advanced Rental Price*	Hardware Regular Rental Price*	Hardware Sale Price*	Qty	Total
115	Capsule Counter	\$398.00	\$517.00	\$1592.00		
129	Fan Counter	\$701.00	\$911.00	\$2804.00		
135	Rectangle Counter	\$462.00	\$600.00	\$1848.00		
137	Rectangle Counter w/Display	\$550.00	\$715.00	\$2200.00		
138	Full View Display Counter	\$650.00	\$845.00	\$2600.00		
139	Pedestal	\$360.00	\$468.00	\$1440.00		
LIT	Literature Rack	\$115.00	\$173.00	\$460.00		
IPAD	iPad Stand	\$175.00	\$228.00	\$700.00		
1160	Inline Table Top Pop-Up	\$525.00	\$683.00	\$2100.00		
1000	Inline Floor Standing Pop-Up	\$973.00	\$1265.00	\$3892.00		
1001	Inline Floor Standing Pop-Up w/Counter	\$1259.00	\$1637.00	\$5036.00		
2184	Inline 20 Ft Fabric Display	\$4632.00	\$6022.00	\$18,528.00		
2192	Inline 20 Ft Serpentine Pop-Up Display	\$1607.00	\$2089.00	\$6428.00		
2193	Inline 20 Ft Hybrid Display	\$3683.00	\$4788.00	\$14,732.00		
4087	Island 20 Ft x 20 Ft Display	\$6617.00	\$8602.00	\$26,468.00		
4541	Island 20 Ft x 20 Ft Display	\$7366.00	\$9576.00	\$29,464.00		
4744	Island 20 Ft x 20 Ft Display	\$6209.00	\$8072.00	\$24,836.00		

\*Graphics, taxes and shipping are not included.

Rental Units Include:

Material handling, installation & dismantle of exhibit.

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)

Total Items Ordered: \_\_\_\_\_  
 Add 5.5% Sales Tax: \_\_\_\_\_  
 Total Due This Page: \_\_\_\_\_

Item # 1160, 1000, 1001, 2184, 2192, 2193, 4087, 4541, and 4744 includes a Standard Carpet (circle color)

Blue Red Grey Green Burgundy Black

Item # 1160 includes draped table (circle color) Blue White Gold Green Black Burgundy Red Teal Silver Purple

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_



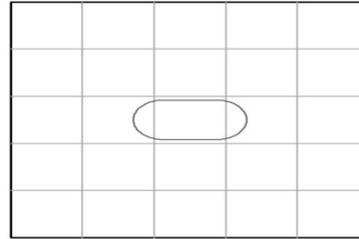


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Monona Terrace, October 15 - 16, 2014

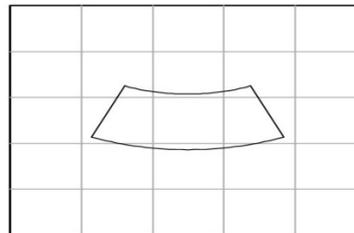
### Counter Kit 115 Capsule counter \$398.00

- Freestanding counter constructed of lower Velcro compatible black fabric panels, black laminate top and locking storage.
- Dimensions approximately: 38.11"wide x 20"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 20"wide x 30"high. Additional cost \$90.00



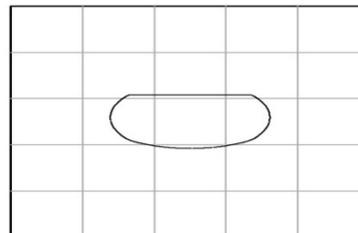
### Counter Kit 129 Fan counter \$701.00

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Overall dimensions approximately: 64.75"wide x 33.407"deep x 40" high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 60.75"wide x 36.25"high. Additional cost \$379.00



### Counter Kit 135 Rectangle counter \$462.00

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 48"wide x 24" deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25"wide x 32.25"high. Additional cost \$212.00



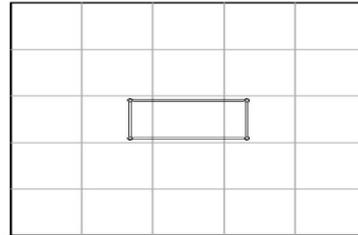


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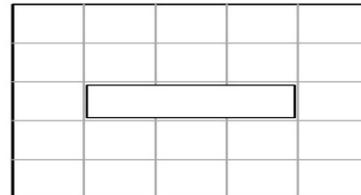
### Counter Kit 137 Rectangle counter with display case top \$550.00

- Freestanding counter constructed of aluminum extrusion gray basepanels and a clear plex top section and locking storage.
- Dimensions: 38.25"wide x 18.875"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25"wide x 25.75"high. Additional cost \$169.00



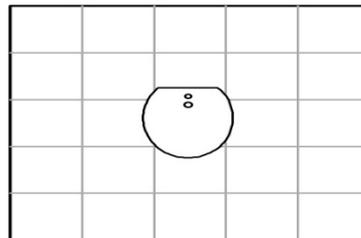
### Counter Kit 138 Full View display case \$650.00

- Freestanding case has plex top, front, sides with two interior plexi shelves, lights and locks.
- Dimensions approximately: 72"wide x 24"deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



### Pedestal Kit 139 \$360.00

- Freestanding counter constructed of white laminate base, black laminate top and locking storage.
- Dimensions approximately: 30"wide x 36" deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



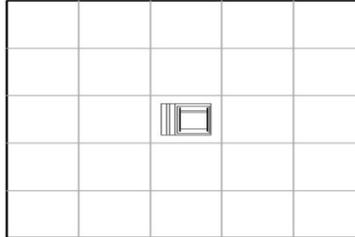


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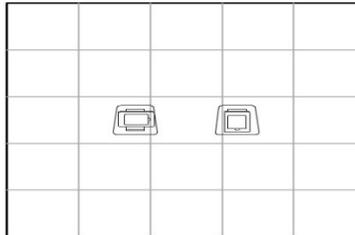
### Literature Rack \$115.00

- Freestanding silver finish according style literature rack with 6 pockets 12 1/8" x 9" x 1" each.
- Dimensions approximately: 11"wide x 15"deep x 60"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



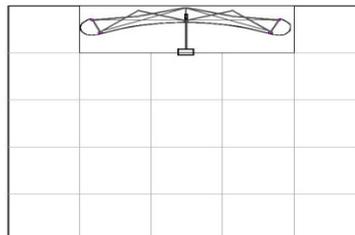
### iPad Stand \$175.00

- Freestanding silver finish iPad stand with lock and power cord access. iPad NOT included.
- Dimensions approximately: 15.3"wide x 15.5"deep x 54.3"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



### Inline Kit 1160 Table Top Pop-up Display \$525.00

- Classic expandable frame covered with black (Velcro compatible) fabric panels, one halogen stem light and one 6ft skirted table included.
- Dimensions approximately: 60" x 60"
- Standard table skirt color selection
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



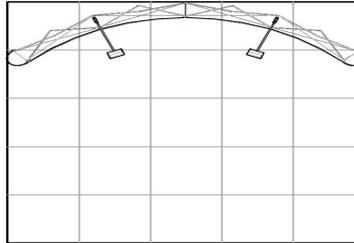
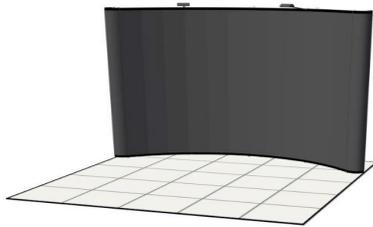


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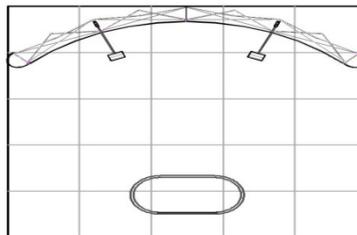
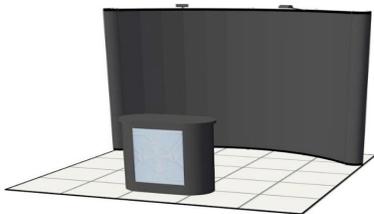
### Inline Kit 1000 Floor Standing Pop-up Display \$973.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



### Inline Kit 1001 Floor Standing Pop-up Display \$1,259.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights. Includes counter.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



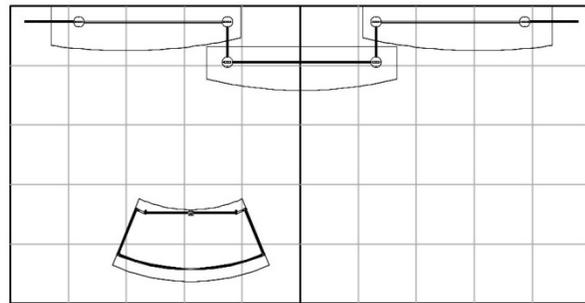


## Wisconsin State SHRM Conference 2014

Monona Terrace, October 15 - 16, 2014

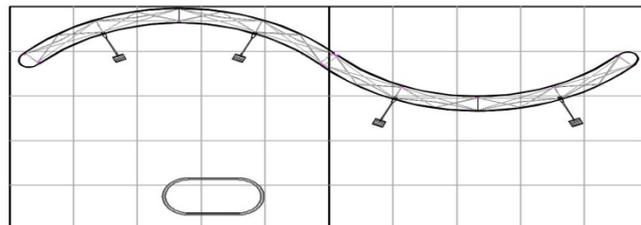
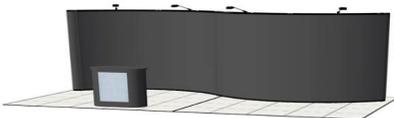
### Inline Kit 2184 20ft Valley Fabric Display \$4,632.00

- Brushed aluminum extrusion with a rigid two piece center graphic, two side fabric graphics, three black canopies with lighting and black side wings. Includes counter kit 129.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$2,689.00



### Inline Kit 2192 20ft Serpentine Pop-up Display \$1,607.00

- Classic expandable frame covered with (Velcro compatible) black fabric panels, set in a serpentine configuration with four halogen stem lights. Includes counter kit 115.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Call for quote.



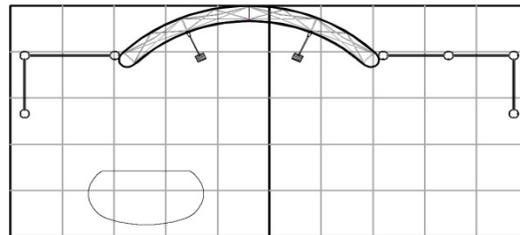


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Monona Terrace, October 15 - 16, 2014

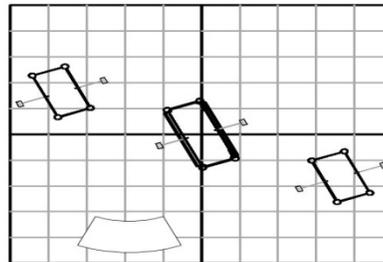
### Inline Kit 2193 20ft Hybrid Display \$3,683.00

- Expandable frame covered with black (Velcro compatible) fabric panels, two halogen stem lights in the center flanked by aluminum structure and rigid infill panels. Includes counter kit 135.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$5,641.00



### Island Kit 4087 20ft x 20ft Island Display \$6,617.00 (Innovative Control Solutions)

- Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels. Includes six stem lights, one counter kit 129, one standard 36" x 30" café table and four standard side chairs.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Graphic package as shows \$4,627.



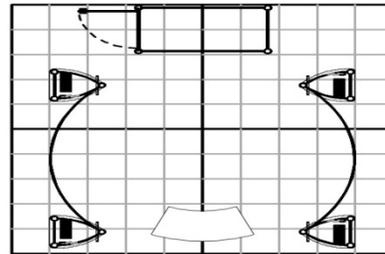
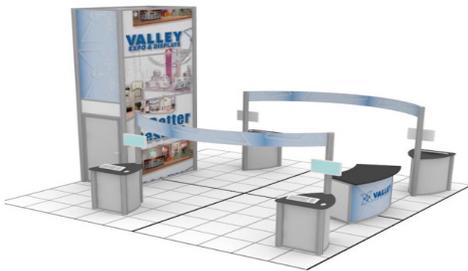


## Wisconsin State SHRM Conference 2014

Monona Terrace, October 15 - 16, 2014

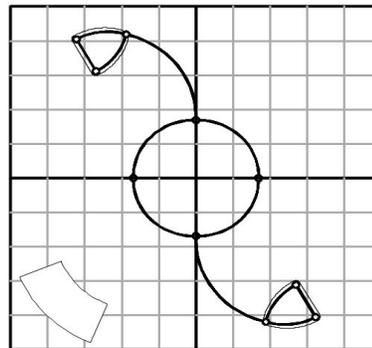
### Island Kit 4541 20ft x 20ft Island Display \$7,366.00

- Brushed aluminum extrusion creating a corner storage closet, with four stem lights. A aluminum curved header, four workstations gray base panels, black laminate top with monitor mounting brackets and storage. One counter kit 129.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$5,958.00



### Island Kit 4744 20ft x 20ft Island Display \$6,209.00

- Brushed aluminum extrusion creating a round center tower. Two curved side wings with one workstation, gray base panels, black laminated top, on each end with storage. Includes four stem lights and one counter kit 129,
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows \$7,279.00





**Register Here** for Online Ordering...  
[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**EVENT  
LABOR**

## Wisconsin State SHRM Conference 2014

Monona Terrace, October 15 - 16, 2014

ADVANCED PRICE DEADLINE:  
October 1, 2014

**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 October 1, 2014, 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	\$ 85.40	\$ 128.10	\$ 170.80
Floor	\$ 111.05	\$ 166.57	\$ 222.10
Supervision Installation & Dismantling			
Advance	\$ 106.75	\$ 160.12	\$ 213.50
Floor	\$ 138.81	\$ 208.21	\$ 277.62

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

Requested Start Date and Time	Date	Time
Installation		AM or PM
Dismantling		AM or PM

Requested starting times cannot be guaranteed, however, every effort is made to meet all requests.

BOOTH NUMBER:

COMPANY NAME:





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

**SUPERVISED LABOR  
 INSTALLATION &  
 DISMANTLE**

**Wisconsin State SHRM Conference 2014**

**Monona Terrace, October 15 - 16, 2014**

**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: \_\_\_\_\_





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 www.valleyexpodisplays.com  
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM  
 FAX: 815.873.1544

**FORKLIFT SERVICE**

**Wisconsin State SHRM Conference 2014**  
**Monona Terrace, October 15 - 16, 2014**

ADVANCED PRICE DEADLINE:  
 October 1, 2014

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift with an operator.

**IMPORTANT INFORMATION AND RATES**

All exhibitors requesting labor must go to labor dispatch to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. Valley reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per work and equipment ordered.

The minimum charge for labor and equipment is one (1) hour per worker and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY VALLEY.** Valley requires the highest standards of integrity from all employees. Please call us to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**ADVANCE LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:**

Straight Time	Monday through Friday 8:00 AM to 4:30 PM
Overtime	Monday through Friday 4:30 PM to 8:00 AM and Saturday
Double Time	Sundays & Holidays

**FORKLIFT CREW**

\$223.70 per hour
\$335.55 per hour
\$447.40 per hour

**ONSITE LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:**

Straight Time	Monday through Friday 8:00 AM to 4:30 PM
Overtime	Monday through Friday 4:30 PM to 8:00 AM and Saturday
Double Time	Sundays & Holidays

\$290.80 per hour
\$436.20 per hour
\$581.60 per hour

**PLEASE INDICATE SERVICE**

Valley is responsible for the Following:

- Uncrating
- Leveling
- Reskidding
- Unskidding
- Dismantling
- Positioning
- Recrating

**PLACE ORDER HERE**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
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SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
						\$
						\$
						\$
						\$

I agree in placing this order that I have accepted Valley Payment Policy and Valley Terms & Conditions of Contract.

1. Total Labor Ordered	\$
2. Total Due	\$

Please estimate the number of forklifts and/or workers and hours per forklift and/or work needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required on the Event Labor Form. Invoice will be calculated according to actual hours worked.

BOOTH NUMBER:

COMPANY NAME:



**VALLEY**  
**EXPO & DISPLAYS**  
 BETTER IDEAS. BETTER RESULTS.  
 valleyexpodisplays.com



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

**BOOTH & EXHIBIT  
 PORTER SERVICE**

**Wisconsin State SHRM Conference 2014**

**Monona Terrace, October 15 - 16, 2014**

ADVANCED PRICE DEADLINE:  
 October 1, 2014

**Carpet Vacuuming:** Booth carpeting is clean upon installation, however vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet, so we recommend at least ordering vacuuming once prior to show opening. **Orders received with payment in full by October 1, 2014, to qualify for Advance prices.**

**Porter Service:** Includes wipedown & dusting of all display surfaces and furnishings, emptying of wastebaskets.

**Standard Booth Size ( 10' x 10' ) = Square Footage ( 100 square feet per booth )**

Vacuuming Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.38	\$ 0.49	N/A	

Vacuuming Prior to Show Opening Each Day	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price x #Days of Show		\$ 0.34	\$ 0.44	2	

Carpet Shampooing Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.58	\$ 0.75	N/A	

Porter Service Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.38	\$ 0.49	N/A	

Porter Service Prior to Show Opening Each Day	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price x # Days of Show		\$ 0.34	\$ 0.44	2	

**Total Due**

BOOTH NUMBER:

COMPANY NAME:



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**EXPO & DISPLAYS**  
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**SIGN &  
 BANNER**

**Wisconsin State SHRM Conference 2014**

**Monona Terrace, October 15 - 16, 2014**

ADVANCED PRICE DEADLINE:  
 October 1, 2014

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 **October 1, 2014**, 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"		\$ 55.60	
14" x 22"		\$ 80.85	
22" x 28"		\$ 98.85	
28" x 44"		\$ 134.55	

Foamcore Signs - White Background/Two Color	Quantity	Price	Total
22" x 28"		\$ 126.60	
28" x 44"		\$ 163.65	

Vinyl Banners - White Background Only	Quantity	Price	Total
2' x 4'		\$ 135.85	
2' x 6'		\$ 163.85	
2' x 8'		\$ 239.45	

Grommets for handing are included

Miscellaneous	Quantity	Price	Total
Easel Back		\$ 10.60	
Logos		Call for Price	
Sign Grommets		\$ 4.00	
Color Background		Add 25%	
		<b>Subtotal</b>	
		<b>5.5% Sales Tax</b>	
		<b>Total</b>	

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: \_\_\_\_\_





**IMPORTANT! THESE SERVICES ARE PROVIDED BY MONONA TERRACE COMMUNITY & CONVENTION CENTER. DO NOT SUBMIT THE ATTACHED FORM TO THE EXHIBIT SERVICE CONTRACTOR (see instruction below).**

2014



## Electrical Notice

**Please be advised that no power is provided with your booth space.** Each exhibitor is responsible for ordering and paying for all electrical hookups. An electrical inventory is conducted to determine if power is being used by each booth. The charges for outlets will be made on the basis of maximum wattage in use at the time of inspection. **Plugging into an outlet constitutes an order and you will be charged accordingly.**

Standard 20 amp service provides two outlets suitable for most booth lighting or small appliances. Please check your appliance for electrical requirements.

It is advisable to order your electrical hookup in advance so we will not have to disturb you in your booth while you are with a customer. If you have not made arrangements for an electrical hookup prior to the day of load in, please come directly to the Utility Service Desk to place your order.



## Internet Notice

**Internet Access** – Monona Terrace offers both wired and wireless Internet access. To order a **HARD-WIRED** Internet connection, please select “High Speed Internet Connection” on the order form.

High speed **WIRELESS** Internet access **MAY ONLY BE PURCHASED ON-SITE** at Monona Terrace for \$10.00 per day with a credit card (Visa, MasterCard, American Express or Discover). This service cannot be ordered in advance on this form.

Due to interference issues, exhibitors **MAY NOT** set up their own wireless system in our facility.



## General Information

The price list is not a complete list of services and equipment available at Monona Terrace Community and Convention Center. If there is anything else you require, please phone **608-261-4000** and ask to speak to the Event Coordinator.

**Monona Terrace equipment and services are furnished subject to the accompanying Terms and Conditions.**

**Thank you for your cooperation and have a great show!!**

Place your order online at [exhibitor.mononaterrace.com](http://exhibitor.mononaterrace.com), or

email, mail or fax completed form to:

Monona Terrace  
One John Nolen Drive  
Madison, WI 53703  
Fax: (608) 261-4050  
[amiller@mononaterrace.com](mailto:amiller@mononaterrace.com)



**DO NOT FAX THIS ORDER TO THE EXHIBIT SERVICE CONTRACTOR (i.e. VALLEY EXPO or WISCONSIN EXPO)!**



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

ONE JOHN NOLEN DRIVE MADISON, WI 53703 TEL 608 261-4000 FAX 608 261-4050

## 2014 EXHIBITOR SERVICE ORDER

Qty	Utilities/Internet/AudioVisual	Rate	Ext
	20 Amp. Electrical Outlet 2000 Watt 120V	\$ 75.00/event	
<b>Power is delivered via duplex end cord</b>			
	30 Amp. 120/208V	\$ 212.50/event	
	60 Amp. 120/208V	\$ 300.00/event	
	Extension Cord	\$ 6.25/event	
	Power Strip	\$ 6.25/event	
	Water Hookup	\$ 87.50/event	
	Telephone Analog Line	\$ 187.50/event	
	High Speed Internet Connection 10 MB	\$ 243.75/event	
	17" Flat Panel Computer Monitor	\$ 43.75/day	
	20" Flat Panel Computer Monitor	\$ 62.50/day	
	24" Flat Panel Computer Monitor	\$ 93.75/day	
	32" LCD TV/Computer Monitor on Cart	\$ 100.00/day	
	32" LCD TV/Computer Monitor w/DVD on Cart	\$ 137.50/day	
	42" Plasma TV/Computer Monitor on Cart	\$ 218.75/day	
	42" Plasma TV/Computer Monitor w/DVD on Cart	\$ 243.75/day	
	Misc.	\$	

MONONA TERRACE equipment and services are furnished subject to the accompanying **Electrical Notice, and the Terms and Conditions** stated on the last page of this 3 page form.

➤ Prices include cost of electricity and electrician's labor to deliver.  
 ➤ The charges for outlets will be made on the basis of maximum wattage in use at the time of inspection.  
 ➤ House Services Available: Electrician available at prevailing rates  
 ➤ Please contact your Event Coordinator for services and equipment not listed on this form.

(A)	<b>Subtotal</b>	(A)	➤
(B)	<b>20% Discount (Full payment must be received no less than 15 days prior to event move-in date)</b>	(B)	➤
(C)	<b>Subtotal after discount, if applicable</b>	(A) - (B)	(C) ➤
(D)	<b>WI State Sales Tax (required for all orders)</b>	5.5% of (C)	(D) ➤
(E)	<b>TOTAL</b>	(C) + (D)	(E) ➤

PAYMENT	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check attached
<input type="checkbox"/> Credit Card	EXP. DATE _____
Credit Card # _____	
Cardholder Name (please print legibly) _____	
Authorized Signature of Cardholder _____	
<input type="checkbox"/> WI State Sales Tax Exempt # _____	
See Terms and Conditions #5	

Please complete the following section – all fields required: **DO NOT FAX THIS ORDER TO THE EXHIBIT SERVICE CONTRACTOR - SEE BELOW**

Name of Event		Event Move-In Date	
Firm Name	Phone No.	Booth No.	
Firm Street Address	City	State	Zip Code
By (Signature)	Print Name	Date	
Billing address if different from above (Street, City, State, Zip Code)			
Email Address (required for order confirmation and payment receipt)		Phone No.	

Return completed Order Form to **Monona Terrace** at the address shown above, fax to (608) 261-4050 or email to [amiller@mononaterrace.com](mailto:amiller@mononaterrace.com). To place your order online, go to [exhibitor.mononaterrace.com](http://exhibitor.mononaterrace.com)

## Terms and Conditions

### SERVICE ORDER REQUEST AND PAYMENT

1. **A 20% discount** will be applied to prices for orders received with full payment no less than 15 days prior to the event's first scheduled exhibitor move-in date.
2. Payment in full must be rendered prior to start of show. Please DO NOT send cash in the mail.
3. Rates are based upon current rates and are subject to change without notice.
4. All price list items are subject to 5.5% WI State Sales Tax regardless of order origin.
5. Tax exempt clients must submit a Wisconsin State Sales Tax Exemption Certificate — OR — Wisconsin Sales and Use Tax Form S211 (use if out of state). Phone (608) 261-4009 with any questions.
6. Credit will not be given for electrical service or equipment installed and not used.
7. Claims will not be considered unless filed by exhibitor to Monona Terrace prior to close of show.

### SERVICE/EQUIPMENT REQUIREMENTS AND RESTRICTIONS

8. Electrical power supplied to an exhibitor shall not be shared with any other exhibitor.
9. Electrical power for lights and displays will be turned on one half (1/2) hour prior to show opening time and off at show closing time daily.
10. Under no circumstances shall anyone other than authorized Monona Terrace personnel make electrical connections.
11. Special equipment requiring company engineers or technicians for assembly, service, preparatory work and operation may be executed without the Monona Terrace electrician. However, all service connections and overload protection to such equipment must be made only by the Monona Terrace electrician.
12. Requests for special voltage and/or other "Special Connections" must be received by Monona Terrace fifteen (15) days prior to scheduled exhibitor arrival and move-in.
13. All material and equipment furnished by Monona Terrace for this service order shall remain in Monona Terrace and shall be removed ONLY by Monona Terrace personnel at the close of the show.
14. Rates quoted for connections cover only the delivery of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Rates for special services such as placing cords or relocating service(s) will include a labor charge.
15. Unless otherwise directed, Monona Terrace electricians are authorized to cut floor coverings to permit installation of service.
16. Obstructions blocking utility floor boxes are subject to relocation as necessary.
17. All exhibitors' cords must be of 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
18. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
19. All equipment, regardless of source of power, must comply with all federal, state and local safety codes.
20. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited.
21. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
22. Only Gaffers Tape may be used on our floors.
23. **The above listed conditions and regulations are not all inclusive. Additional rules may apply.**