



## 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 Milwaukee and the **2015 Sustainability Summit & Exposition**. Your show will be held **March 4-6, 2015** at the Wisconsin Center. 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!

<b>Exhibit move-in:</b>	<b>Tuesday, March 3, 2015</b>	<b>2:00pm – 6:00pm</b>
	<b>Wednesday, March 4, 2015</b>	<b>6:00am – 8:30am</b>
<b>Exposition hours:</b>	<b>Wednesday, March 4, 2015</b>	<b>9:00am – 6:30pm</b>
	<b>Thursday, March 5, 2015</b>	<b>8:30am – 3:00pm</b>
<b>Exhibit move-out:</b>	<b>Thursday, March 5, 2015</b>	<b>3:00pm – 7:00pm</b>

### Booth Information

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

- 8' high background drapes & 3' high side rails
- 1 – 2'x8'x30" table skirted in show colors
- 1 – 7" x 44" booth identification sign
- 2 – folding chairs
- 1 - wastebasket

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

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

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

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

**Please take advantage of our substantial advance order price discounts! All you have to do is submit your order with payment by February 20, 2015 and use the "ADVANCE ORDER" price.**

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

Sincerely,

Wisconsin Expo, Inc.



# ADVANCED WAREHOUSE SHIPPING FORM

Include the WI Expo Payment Authorization form with your orders by: February 20, 2015

## SHIPPING INFORMATION      ADVANCE WAREHOUSE ADDRESS

- All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
- Shipments must arrive, at the warehouse, **February 16-26, 2015 between 8:00am-3:30pm, Monday thru Friday.** 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 25% will be assessed to shipments received after the published dates and times listed.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. WI Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to WI Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed.

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

TO: **(YOUR COMPANY NAME)**  
**Wisconsin Expo, Inc.**  
**N113 W18750 Carnegie Drive**  
**Germantown, WI 53022**  
**Sustainability Summit & Exposition**

Booth #:  
 Receiving Dates: **February 16-26, 2015**

## IMPORTANT DATE REMINDERS

<b>First date to ship to WAREHOUSE w/o added storage fees:</b>	<b>February 16, 2015</b>
<b>Last date to ship to WAREHOUSE w/o penalty:</b>	<b>February 26, 2015</b>

## INSURANCE

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

## DRAYAGE RATE SCHEDULE & PAYMENT CALCULATION

Rates below includes receipt of your freight on straight time, storage at warehouse for up to 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.

**A 200 lb. minimum charge per shipment applies.**

CATEGORY	DESCRIPTION	RATE / 100 LBS.	200 LB. MINIMUM
A	Crated or skidded shipments via common carrier ie: YRC, ABF, UPS, Van Lines etc.	\$52.50/cwt	\$105.00
B	Special handling shipments (requires additional handling ie: ground unloading, stacked/constricted space unloading, pad wrapped, or unskidded)	\$74.00/cwt	\$148.00
C	Small Package Shipments NOT EXCEEDING 50 LBS. PER SHIPMENT (Shipment totaling any number of pieces with a combined weight not to exceed 50 lbs. that is received on the same day, from the same shipper & delivered by the same carrier.)	\$38.95 first carton*	Maximum weight of Shipment up to 50 lbs.

\*Each additional carton = \$10.00

## DRAYAGE PAYMENT CALCULATION

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

### Sustainability Summit & Exposition – March 4-6, 2015

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

N113 W18750 Carnegie Drive | Germantown, WI 53022

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

# RUSH CONVENTION EXHIBIT MATERIAL

FOR ADVANCE WAREHOUSE ONLY

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

WISCONSIN EXPO, INC.  
N113 W18750 CARNEGIE DRIVE  
GERMANTOWN, WI 53022

SHOW NAME: **Sustainability Summit & Expo**

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

CARRIER \_\_\_\_\_

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

RECEIVING DATES: **February 16-26, 2015**

# RUSH CONVENTION EXHIBIT MATERIAL

FOR ADVANCE WAREHOUSE ONLY

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

WISCONSIN EXPO, INC.  
N113 W18750 CARNEGIE DRIVE  
GERMANTOWN, WI 53022

SHOW NAME: **Sustainability Summit & Expo**

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

CARRIER \_\_\_\_\_

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

RECEIVING DATES: **February 16-26, 2015**

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FOR ADVANCE WAREHOUSE ONLY

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

WISCONSIN EXPO, INC.  
N113 W18750 CARNEGIE DRIVE  
GERMANTOWN, WI 53022

SHOW NAME: **Sustainability Summit & Expo**

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

CARRIER \_\_\_\_\_

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

RECEIVING DATES: **February 16-26, 2015**

# RUSH CONVENTION EXHIBIT MATERIAL

FOR ADVANCE WAREHOUSE ONLY

TO: \_\_\_\_\_  
(YOUR COMPANY NAME)

WISCONSIN EXPO, INC.  
N113 W18750 CARNEGIE DRIVE  
GERMANTOWN, WI 53022

SHOW NAME: **Sustainability Summit & Expo**

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

CARRIER \_\_\_\_\_

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

RECEIVING DATES: **February 16-26, 2015**



# OUTBOUND SHIPPING NOTIFICATION FORM

**Complete and return to Wisconsin Expo Inc. along with your Advance Warehouse Shipping Form.**

**Sustainability Summit & Expo**  
March 4-6, 2015  
The Wisconsin Center  
501 West Wells Street  
Milwaukee, WI 53203

**Outbound Shipping Information:**

**Outbound Shipments from Exhibit Address** – Please use provided freight labels. Shipments are shipped ONLY during exhibitor move-out hours.

**Sustainability Summit & Expo**

**Exhibiting Company Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Ship To Information:**

**Company Name:** \_\_\_\_\_

**Delivery Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Attn:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

- All exhibitor materials must be removed from the exhibit facility by Thursday, March 5, 2015 at 7PM.
- To ensure that your freight is expedited and removed from the facility by a designated carrier, please have your carrier check in no later than Thursday, March 5, 2015 at 4:00PM.
- **OUTBOUND BILLS OF LADING** must be completed and turned in at the WI Expo Service Desk. **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- A CREDIT CARD IS REQUIRED FOR MATERIAL HANDLING SERVICES. Please complete credit card information on the "CREDIT CARD AUTHORIZATION" form.
- Local cartage and storage services are available ~ rates furnished upon request.
- Any shipment left behind without a Bill of Lading being turned into the WI Expo Service Desk will be brought back to WI Expo Inc. warehouse at the Exhibitor's expense. Your shipment will be routed through the show carrier and shipped at the Exhibitor's expense.

I have read and understand the "Shipping Instructions and Material Handling Rate Schedule" and hereby agree to the conditions as set forth therein.

Company Name	Contact Name	Email Address
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Authorization Signature	Authorized By (please print)	Date
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**Method of Payment MUST accompany this order. All Payment terms and conditions have been outlined on the Payment Sheet. Please be sure to review all sheets and understand them.**



# BOOTH FURNISHINGS ORDER FORM

Include the WI Expo Payment  
Authorization form with your  
orders by: February 20, 2015

QUANTITY	WOOD DISPLAY TABLES	ADVANCE ORDER	FLOOR ORDER	TOTAL
_____	2'x 4'x 30" high not skirted	\$ 40.00	\$ 52.00	_____
_____	2'x 4'x 30" high skirted	\$ 79.00	\$102.00	_____
_____	2'x 6'x 30" high not skirted	\$ 50.00	\$ 65.00	_____
_____	2'x 6'x 30" high skirted	\$ 88.00	\$115.00	_____
_____	2'x 8'x 30" high not skirted	\$ 55.00	\$ 70.00	_____
_____	2'x 8'x 30" high skirted	\$ 99.00	\$125.00	_____
_____	2.5'x 8'x 30" high not skirted	\$ 65.00	\$ 85.00	_____
_____	2.5'x 8'x 30" high skirted	\$115.00	\$150.00	_____
<b>RAISED TABLES (42" HIGH)</b>				
_____	2'x 4'x 42" high not skirted	\$ 51.00	\$ 66.00	_____
_____	2'x 4'x 42" high skirted	\$ 90.00	\$115.00	_____
_____	2'x 6'x 42" high not skirted	\$ 60.00	\$ 78.00	_____
_____	2'x 6'x 42" high skirted	\$105.00	\$135.00	_____
_____	2'x 8'x 42" high not skirted	\$ 70.00	\$ 91.00	_____
_____	2'x 8'x 42" high skirted	\$1115.00	\$150.00	_____
_____	Drape 4 <sup>th</sup> side of 30" h or 40" h table	\$ 35.00	\$ 45.00	_____

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

### TABLE TOP RISERS

_____	9" w x 9" h x 4', 6' or 8' long uncovered	\$30.00	\$45.00	_____
_____	Length requested: ___4' ___6' ___8'			
_____	9" w x 9" h x 4', 6' or 8' long covered white	\$45.00	\$59.00	_____
_____	Length requested: ___4' ___6' ___8'			

### MISCELLANEOUS

_____	24" TV/DVD combo	\$180.00	\$235.00	_____
_____	Floor standing literature rack	\$ 75.00	\$ 85.00	_____
_____	Chrome Bag Stand	\$ 55.00	\$ 77.00	_____
_____	Chrome Sign Holder 22" x 28"	\$ 45.00	\$ 55.00	_____
_____	Wastebasket	\$ 11.00	\$ 16.00	_____
_____	Floor standing easel	\$ 20.00	\$ 30.00	_____
_____	24" round cocktail table (select height below)	\$ 50.00	\$ 65.00	_____
_____	24" square cocktail table (select height below)	\$ 50.00	\$ 65.00	_____
_____	30" round cocktail table (select height below)	\$ 55.00	\$ 72.00	_____
_____	36" round cocktail table (select height below)	\$ 65.00	\$ 85.00	_____

Select cocktail table height:    18"high    30"high    40"high

**Subtotal**   \$ \_\_\_\_\_

**Sales Tax 5.6%**   \$ \_\_\_\_\_

**Total**   \$ \_\_\_\_\_

### Sustainability Summit & Exposition – March 4-6, 2015

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

N113 W18750 Carnegie Drive | Germantown, WI 53022

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



# CHAIRS, SPECIAL BOOTH DRAPING & CARPET ORDER FORM

Include the WI Expo Payment Authorization form with your orders by: February 20, 2015

QUANTITY	CHAIRS	ADVANCE ORDER	FLOOR ORDER	TOTAL
_____	Padded chair with arms	\$ 38.00	\$ 49.00	_____
_____	Padded chair without arms	\$ 34.00	\$ 44.00	_____
_____	Folding Chair	\$ 15.00	\$ 20.00	_____
_____	Stool Padded w/ back	\$ 45.00	\$ 58.00	_____
_____	Executive Chair	\$ 60.00	\$ 75.00	_____

### SPECIAL BOOTH DRAPING

_____	3' high drape, includes set-up & hardware	\$ 8.00/ft.	\$ 11.00/ft.	_____
_____	8' high drape, includes set-up & hardware	\$ 12.00/ft.	\$ 16.00/ft.	_____

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

### CARPETING

_____	10' x 10'	\$105.00	\$135.00	_____
_____	10' x 20'	\$210.00	\$270.00	_____
_____	10' x 30'	\$315.00	\$405.00	_____
_____	Complete area carpet (per square foot)	\$ 1.40/sq. ft.	\$ 1.85/sq. ft.	_____
_____	Booth size _____ x _____ = _____ sq. ft.			
_____	Carpet Padding (per square foot)	\$ .79/sq. ft.	\$ 1.03/sq. ft.	_____
_____	Booth size _____ x _____ = _____ sq. ft.			
_____	Visqueen (per square foot)	\$ .42/sq. ft.	\$ .60/sq. ft.	_____
_____	Booth size _____ x _____ = _____ sq. ft.			

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

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

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

**BLACK BLUE RED (circle one) \*CUSTOM PLUSH CARPET MUST BE ORDERED BY February 18, 2015.**

Subtotal \$ \_\_\_\_\_  
Sales Tax 5.6% \$ \_\_\_\_\_  
**Total \$ \_\_\_\_\_**

### Sustainability Summit & Exposition – March 4-6, 2015

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# DISPLAY LABOR ORDER FORM

Include the WI Expo Payment Authorization form with your orders by: February 20, 2015

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

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

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

Labor Rates	Straight Time	Overtime
Under <u>your</u> supervision with a one hour minimum	\$70.00/hour	\$99.00/hour
Under <u>WI Expo's</u> supervision with a one hour minimum	\$85.00hour	\$125.00/hour

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

CALCULATION:

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

**Sustainability Summit & Exposition – March 4-6, 2015**

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Ordered By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## SELF-STANDING DISPLAY GRID WALL PANEL ORDER FORM

Include the WI Expo Payment  
Authorization form with your  
orders by: February 20, 2015

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

**Subtotal**   \$ \_\_\_\_\_

**Sales Tax 5.6%**   \$ \_\_\_\_\_

**Total**   \$ \_\_\_\_\_

**Sustainability Summit & Exposition – March 4-6, 2015**

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Ordered By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## CLEANING SERVICE ORDER FORM

**Include the WI Expo Payment  
Authorization form with your  
orders by: February 20, 2015**

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

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

### VACUUMING

Booth Size	Description	Advanced Order	Floor Order	Total
Sq. ft	Vacuumping once prior to show opening	\$.29 per sq. ft.	\$.39 per sq. ft.	
Sq. ft	Vacuumping prior to show opening, both days of show	\$.26/sq.ft. x 2 (per day)	\$.35/sq.ft. x 2 (per day)	

### SHAMPOOING

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

### EXHIBIT CLEANING

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

**Subtotal** \$ \_\_\_\_\_  
**Sales Tax 5.6%** \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

**Sustainability Summit & Exposition – March 4-6, 2015**

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Ordered By:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2015 Sustainability Summit & Exposition**  
**March 4-6, 2015**  
**The Wisconsin Center – Milwaukee, 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 **February 20, 2015**.  
Please do not process the credit card information listed below.

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

### **CREDIT CARD AUTHORIZATION**

.....

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

American Express     MasterCard     Visa

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_      Card Security Code: \_\_\_\_\_

Cardholder's Address (if different than above) \_\_\_\_\_

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

Cardholder's Name (print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_



# 2015 Service Order Form

**Information Technology, Electrical and Mechanical**  
*Owners and Operators of the Wisconsin Center • Milwaukee Theatre*  
*• UW-Milwaukee Panther Arena*

**General information:** Please familiarize yourself with the enclosed materials to avoid service installation delays. Your signature at the bottom of the order form indicates your understanding of all the terms and policies for your ordered service(s). If you have any questions please call our Exhibitor Services Department at 414-908-6053. No order will be taken over the phone.

**Online Ordering:** We now offer online ordering at [WCD.org](http://wcd.org) for our exhibitor services. Just create an account or use your existing account name and password and order services or utilities. If you received this as an email, visit <http://wcd.org/sessions/new>. Fill out the required information and submit.

**Payment:** Full payment of service order must accompany order. We should receive your order and payment *at least fourteen (14) days before the first move-in day*. ORDERS RECEIVED LATER OR WITHOUT FULL PAYMENT ARE SUBJECT TO STANDARD PRICES. All labor, changes to your order, as well as long-distance toll call charges will be billed after the end of the show. For your convenience the Wisconsin Center District accepts Visa, MasterCard, and American Express, Discover, check or money order.

**Internet Access:** The Wisconsin Center District (WCD) offers several options for internet, our standard wired connection is 512kb, and the next wired internet option is 768kb. Each option is intended for 1 device only, routers and hubs are prohibited. Our High Speed WIFI offering is also available on the order form per device.

**Telecommunications:** The WCD maintains a digital PBX (Private Branch Exchange) telephone switch manufactured by Avaya Technologies—a world leader in communications technology.

**I.T. Specialty Services:** Fiber-Optic Ethernet, computer and equipment rentals, custom video services, including digital signage available to showcase events, schedules and sponsors, HD plasma screen rentals, videotaping, advertising packages and consulting, available upon request.

**Electrical:** The WCD Electrical Department offers 120v, 208v and 480v service in the exhibit hall. Standard services are located on the attached worksheet. To reserve 480v power for your booth, contact WCD Exhibitor Services Department 30 days in advance of your event. Specialty services such as 480v and overhead power have limited availability due to location restrictions in the hall.

**Mechanical:** The WCD Engineering Department offers gas, water and air services. Standard services are located on the attached worksheet. For water requests in excess of 1000 gallons or gas and water requests which require specific connections not listed on the attached worksheet, contact Wisconsin Center District Exhibitor Services Department 30 days in advance of your event.

**Call Kelly Delo with EXHIBITOR SERVICES at 414.908.6053**

**OTHER SERVICE CONTACTS:**

Food & Beverage Services: Levy Restaurants, Inc. 414.908.6150  
Universal Audio Visual Productions 414.908.6180

*Mailing Address: Wisconsin Center District 400 West Wisconsin Avenue • Milwaukee, WI 53203 • Attn: Exhibitor Services*  
*• Main Tel. 414.908.6000 • Fax 414.877.0995 •*  
*Exhibitor Services • 414.908.6053 • Email: [ExhibitorSvc@wcd.org](mailto:ExhibitorSvc@wcd.org)*

***Thank you for your order and we look forward to seeing you in Milwaukee!***

# WISCONSIN CENTER DISTRICT 2015 EXHIBITOR SERVICES ORDER FORM

Advance prices apply only to orders received by the WCD at least 14 days prior to the 1<sup>st</sup> day of the event scheduled exhibitor move-in.

**Owners and Operators of the Wisconsin Center • UW-Milwaukee Panther Arena • Milwaukee Theatre**

Mailing Address: Wisconsin Center District • 400 West Wisconsin Avenue • Milwaukee, WI 53203-2104 •

[www.wcd.org](http://www.wcd.org) • Main Tel. 414.908.6000 • Fax 414.877.0995 • Exhibitor Services 414.908.6053 • Email: [ExhibitorSvc@wcd.org](mailto:ExhibitorSvc@wcd.org)

Name of Event \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Firm Name \_\_\_\_\_ Location / Booth # \_\_\_\_\_

Address, City State, Zip \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

A. Electrical					C. Mechanical																																																																																																																													
<p><b>**Custom Service Labor/Materials:</b> male plug conversions, hard wiring connections, 3 or more outlets, booth to booth cable runs, 3 phase, overhead power, relocation of installed cables, re-tapping transformer from foreign to domestic, lift rental, material charges or Electrician's discretion. Limited availability: 480v and other amps/volts call for pricing. Prices are per event cost.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Qty</th> <th>Description</th> <th>Advanced</th> <th>Standard</th> <th>Amount</th> <th>24 hr.</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>1600w (Standard 16amp 120v)</td> <td>\$150.00</td> <td>\$220.00</td> <td>_____</td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____</td> <td>Cube Tap (3 plug-order)</td> <td>\$15.00</td> <td>\$20.00</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>Power Strip (6 plug-order)</td> <td>\$32.00</td> <td>\$42.00</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>Extension Cord (25 ft.)</td> <td>\$32.00</td> <td>\$42.00</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>Plug conversions by WCD is \$50.00 for 10-30 amps, 208v, 1 or 3 phase, and no additional cost when you bring in a standard male NEMA L21-30P on your equipment pigtail. Hardwired connections using WCD pigtails will cost an additional \$110.00. All 480v connections will be hard wired by the WCD. Items not returned will be billable</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>_____</td> <td>10-30 amp 208v 1 phase</td> <td>\$250.00</td> <td>\$300.00</td> <td>_____</td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____</td> <td>40-60 amp 208v 1 phase</td> <td>\$300.00</td> <td>\$350.00</td> <td>_____</td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____</td> <td>70-100 amp 208v 1 phase</td> <td>\$350.00</td> <td>\$400.00</td> <td>_____</td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____</td> <td>10-30 amp 208v 3 phase</td> <td>\$340.00</td> <td>\$390.00</td> <td>_____</td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____</td> <td>40-60 amp 208v 3 phase</td> <td>\$390.00</td> <td>\$440.00</td> <td>_____</td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____</td> <td>70-100 amp 208v 3 phase</td> <td>\$540.00</td> <td>\$590.00</td> <td>_____</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>_____ Amps _____ Volts _____ Phase Call for Pricing</p> <p>_____ Electrical Labor Call for hourly rate</p> <p>_____ 24 Hour Power outlet cost _____ x .50 = _____</p>					Qty	Description	Advanced	Standard	Amount	24 hr.	_____	1600w (Standard 16amp 120v)	\$150.00	\$220.00	_____	<input type="checkbox"/>	_____	Cube Tap (3 plug-order)	\$15.00	\$20.00	_____	_____	_____	Power Strip (6 plug-order)	\$32.00	\$42.00	_____	_____	_____	Extension Cord (25 ft.)	\$32.00	\$42.00	_____	_____	_____	10-30 amp 208v 1 phase	\$250.00	\$300.00	_____	<input type="checkbox"/>	_____	40-60 amp 208v 1 phase	\$300.00	\$350.00	_____	<input type="checkbox"/>	_____	70-100 amp 208v 1 phase	\$350.00	\$400.00	_____	<input type="checkbox"/>	_____	10-30 amp 208v 3 phase	\$340.00	\$390.00	_____	<input type="checkbox"/>	_____	40-60 amp 208v 3 phase	\$390.00	\$440.00	_____	<input type="checkbox"/>	_____	70-100 amp 208v 3 phase	\$540.00	\$590.00	_____	<input type="checkbox"/>	<p><b>Compressed Air:</b> Supply your own drier or regulator Labor, lift and/or material charges may apply for some installs - (see attached Service Conditions &amp; Regulations). Portable Air Compressors not allowed on site. WCD does not have metric fittings. All lines are a standard female quick disconnect plus a shut off valve.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Qty</th> <th>Description</th> <th>Standard</th> <th>Advance</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>Compressed Air</td> <td>_____</td> <td>\$175.00</td> <td>\$250.00</td> </tr> <tr> <td>_____</td> <td>1/4" 3/8" 1/2"</td> <td>_____</td> <td colspan="2"><b>Make sure to check size.</b></td> </tr> <tr> <td>_____</td> <td>Branch Air Line connections</td> <td>\$85.00</td> <td>\$160.00</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>1/4" 3/8" 1/2"</td> <td>_____</td> <td colspan="2"><b>Make sure to check size.</b></td> </tr> <tr> <td>_____</td> <td>Gas Line</td> <td>\$225.00</td> <td>\$275.00</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>Gas Lines (Add' l)</td> <td>\$110.00</td> <td>\$160.00</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>Water/Drain (Running water)</td> <td>\$300.00</td> <td>\$345.00</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>Water (Add' l Running)</td> <td>\$90.00</td> <td>\$100.00</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>Water Only (No Drain)</td> <td>\$195.00</td> <td>\$220.00</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>1 1/4" Drain Only</td> <td>\$160.00</td> <td>\$190.00</td> <td>_____</td> </tr> </tbody> </table> <p>*Water/Drain (Fill): Each One time water fill &amp; drain up to 500 gallons.                  *Water/Drain(1Fill-500 gal) \$305.00 \$345.00                  Add 1 Fill - Each 50 gallons \$55.00 \$65.00                  Engineering Labor Call for hourly rate _____</p>					Qty	Description	Standard	Advance	Amount	_____	Compressed Air	_____	\$175.00	\$250.00	_____	1/4" 3/8" 1/2"	_____	<b>Make sure to check size.</b>		_____	Branch Air Line connections	\$85.00	\$160.00	_____	_____	1/4" 3/8" 1/2"	_____	<b>Make sure to check size.</b>		_____	Gas Line	\$225.00	\$275.00	_____	_____	Gas Lines (Add' l)	\$110.00	\$160.00	_____	_____	Water/Drain (Running water)	\$300.00	\$345.00	_____	_____	Water (Add' l Running)	\$90.00	\$100.00	_____	_____	Water Only (No Drain)	\$195.00	\$220.00	_____	_____	1 1/4" Drain Only	\$160.00	\$190.00	_____
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For other amps / volts not listed call 414-908-6053 for pricing.					Subtotal Mechanical _____																																																																																																																													

## B. Information Technology (I.T.)

**Please contact the WCD IT Dept. to discuss any special applications or equipment that will be using internet access to ensure proper programming of internet services. 414-908-6087**

Qty	Description	Advance	Standard	Amount	Long Dist.
_____	Internet (512k) (first 4 - per device)	\$450.00	\$495.00	_____	_____
_____	Internet (512k) (after 4 - per device)	\$250.00	\$295.00	_____	_____
_____	Wireless Internet (per device)	\$450.00	\$495.00	_____	_____
_____	Internet (768Kb) - (ea-High Speed)	\$810.00	\$840.00	_____	_____
_____	Internet Bandwidth WEBCAST 2MB	\$2000.00	\$2600.00	_____	_____
_____	Phone & Line-Analog (local & 800)	\$350.00	\$385.00	_____	Y N
_____	Multi-Line Set with 3 lines (Digital)	\$325.00	\$355.00	_____	Y N
_____	Polycom Teleconferencing unit w/line	\$355.00	\$385.00	_____	_____
_____	ISDN (Radio Broadcast, Video conf.)	\$540.00	\$605.00	_____	_____
_____	Internal Networking (per device)	\$160.00	\$185.00	_____	_____
_____	IT Labor (VLANs, Firewalls, Assistance)	\$100.00 hour	_____	_____	<b>No Tax</b>

Long-distance per minute: US - \$.35, Mexico \$1.75, Canada \$1.75, ISDN (US LD) \$1.20, Dir. Asst. \$2.50/call, Int'l \$3.00

Subtotal I.T. _____	_____
5.6% Sales Tax or Exempt # _____	_____

## D. Request for Installation

Install before: Date/Time: \_\_\_\_\_ AM/PM

Remove after: Date/Time: \_\_\_\_\_ AM/PM

## E. Services Grand Total

## F. WCD Payment Information

Wisconsin Center District; 400 W. Wisconsin Ave;  
 Milwaukee, WI 53203; Attn: Exhibitor Services.  
 Fax: 414-877-0995, Phone: 414-908-6053  
 Email: [ExhibitorSvc@wcd.org](mailto:ExhibitorSvc@wcd.org)

1. Check, M.O., Visa, Master Card, American Express, Discover Card #:

2. Credit Card Expiration Date:	3. Required Security Code:
---------------------------------	----------------------------

4. Name on Credit Card: \_\_\_\_\_

WCD Use Only	
Date _____	Total _____
Initials _____	Other _____



# SERVICE CONDITIONS AND REGULATIONS

## 1. PAYMENT INFORMATION

- a. Company checks, money orders, Master Card, American Express and Visa are accepted for payment, and subject to fund verification.
- b. To receive advance price, submit your order with full payment a minimum of fourteen (14) days prior to the first scheduled event move-in date. Orders submitted without full payment or received after the 14-day cut-off date are subject to floor prices.
- c. Arrangements for payment of services must be made before service is installed. Payment IN FULL must be rendered before end-of-show unless prior arrangements have been made with Exhibitor Services. Exception: labor, long distance toll charges, damaged and/or missing equipment and other services/items may be billed after the event.

## 2. RATES AND LABOR CHARGES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Special placement or relocation of service will result in a labor charge. Payment in full shall be rendered for such services before the close of the event unless prior arrangements have been made with Exhibitor Services.
- c. If services are ordered late (ie. during the event move-in), WCD does not guarantee services will be working before the event opens; discounts will not be given.
- d. All prices are based on current wage rates and are subject to change without notice.

## 3. INSTALLATION / DISCONNECTION OF SERVICES

- a. All order form information must be completed in full to avoid processing and installation delays.
- b. Orders will be processed and installations completed on a first-come, first-serve basis, or as we determine most convenient. Earliest orders will normally receive higher priority.
- c. All materials and equipment installed and provided by WCD for any of the services ordered shall remain WCD property and shall be disconnected and removed ONLY by WCD authorized personnel.
- d. Generally, service is up an running ½ hour before show start and turned off each night ½ hour after show close. Service will be working during show hours, and will not be working during the event move out. Special arrangements can be requested through WCD for early connect and/or late disconnect.
- e. Exhibitor is responsible for replacement, repair costs, damages, etc. to equipment during rental period. Rental period starts when requested service or equipment is delivered or installed and ends when requested service or equipment is removed or disconnected. Any mishaps to equipment or services taking place during the rental period is your responsibility and will be charged to you appropriately.
- f. Client agrees not to resell, extend, bridge or otherwise misuse utilities / services. WCD reserves the right to disconnect any client, if they are found to have violated this usage agreement, or are deemed unsafe by WCD personnel.

## 4. CANCELLATIONS

- a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND
- b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
- c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

## 5. SERVICE GUIDELINES

### INFORMATION TECHNOLOGY (I.T)

- **Prohibited:** The purchase of an IP address is for **ONE DEVICE ONLY** (1-IP address per device). The use of routers, switches / hubs, DHCP, wireless LANs or other applications that allow the sharing of an IP address between multiple devices is **PROHIBITED** unless approved by the Wisconsin Center District Information Technology Department. Individuals in violation of this policy will be subject to the **DISCONNECTION** of their service
- **Custom Video Services:** If you would like to have your event videotaped, have some video edited or have other special video service needs, contact Tom Paul at 414-908-6090.
- **Telephone Service:** All telephone lines ordered will be provided with long distance dialing capabilities unless specifically noted on the order form
- **NOTICE:** The Wisconsin Center District is not responsible for damaged personal equipment and / or personal injury caused by the misuse of provided telecommunication and / or data service(s). Any tampering whatsoever with IT equipment (including but not limited to exhibit floor utility boxes, cabling, or rented equipment) at any time may result in the disconnection of ordered service(s) and or additional charges. The Wisconsin Center District is not responsible for personal injuries and/or equipment damage(s) that may occur as a result of this tampering.

### ELECTRICAL

- **Special voltage** and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in. Electrical Services Available: **120 volt**, A.C., 1 Phase 60 cycle, **208 volt**, A.C., 1 Phase & 3 Phase 60 cycle, and **480 volt**, A.C., 3 Phase 60 cycle.

- 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on 1/2 hour prior to each day's event opening and turned off 30 minutes after closing. Only WCD house electricians are permitted to service connections and overload protection to equipment.

## SERVICE CONDITIONS AND REGULATIONS

### ELECTRICAL -CONTINUED

- Electrical connections - Exhibitors or exhibitors' agents may plug into purchased standard outlets and connect signal wiring (i.e. antennae, audio, video, and speakers) within a booth or between the exhibitor's equipment with one booth. Only house electricians are authorized to connect and disconnect power for utilities above 120v (ie. 208v and 480v power). Under NO circumstances shall anyone other than house electricians make electrical connections to house power sources. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services Department.
- Electrical Connections (Continued)...Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- Prohibited usage - Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
- Equipment - All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120 volt cords must be of the 3 wire, grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. Exhibitors are responsible for all their displays and equipment conforming and meeting National Electric Code and are UL approved. WCD reserves the right to refuse connection to any exhibitor whose equipment does not meet the National Electric, Federal, State and Local Safety codes. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians.
- NOTICE: We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than by WCD house electricians.

### MECHANICAL

- WCD Engineers (Only): Under NO circumstances shall anyone other than WCD engineers make service connections, alter lines, install fittings, add branch connections, disconnect airlines, to the original termination in booth, etc. Exhibitors who do not conform to this request are compromising the safety of others and will be charged labor fees or equipment and material loss fees accordingly.
- Fittings/regulator: Exhibitors must furnish necessary fittings to connect to 1/4", 1/2" or 3/8" female (NPT) thread for water and air connections. NOTE: Pressure may vary. If pressure is critical, exhibitors are to supply their own drier, regulator and/or pump and arrange for installation. For your protection we advise that WCD Engineers install the appropriate regulators on any connection requiring critical control of pressure, moisture content, etc.
- Location: Services requiring crossing aisles will not be installed unless approved by show management AND our Event Services Department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed. Most airlines will be installed from floor ports, minimal airlines will be flown above booth (contact exhibitor services for more information).
- Equipment: All equipment must comply with all Federal, State and Local Safety Codes. Where applications require critical regulation of pressure, flow, or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate-of-fill, and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by WCD for this service order shall remain WCD property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels, and other containers requiring water fill and drain exceeding 30 gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right not to fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
- NOTICE: Exhibitor assumes responsibility for any damage to Wisconsin Center District facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or interconnection of any equipment by persons other than house engineers. Removal of toxic waste or non-biodegradable waste is not permitted in drains. Removal of such waste is at exhibitor's expense.
- Portable air compressors and portable air tanks are not permitted.



# SIGN & BANNER HANGING ORDER FORM

## Wisconsin Center District

The Wisconsin Center • Milwaukee Theatre • UW-Milwaukee Panther Arena  
400 W Wisconsin Ave - Milwaukee, WI 53203

### ATTN: Exhibitor Services Department

Kelly Delo - (414) 908-6053 • Fax-(414)-877-0995 • ExhibitorSvc@wcd.org

In order to best serve you, we need specific information as to the size, weight, location, timing, and special needs for signage.

One month prior to your event, please call the Exhibitor Services Department to inform them of your sign/banner hanging needs.

At least two weeks prior to installation, **forward your completed form to the address above**. All signage must comply with the regulations below. A 15% surcharge will be placed on orders received less than 14 days before the event move in date.

Date: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**PAYMENT INFORMATION:**

AMX  Visa  MasterCard  Discover

CC #: \_\_\_\_\_ Ex. Date: \_\_\_\_\_ Auth. Code: \_\_\_\_\_

I authorize post show billing on a time and materials basis.

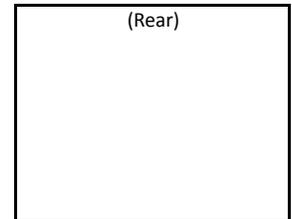
Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_

**SIGN DIMENSIONS:**

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Weight \_\_\_\_\_ Material: \_\_\_\_\_

Shape:  Circle  Square  Rectangle  Triangle  Other: \_\_\_\_\_

Sign Location: (In relation to layout of booth)



Does your sign require power? \_\_\_\_\_ How much? \_\_\_\_\_

*(If so, Electrical service order must accompany this order)*

Will you need labor too assemble or disassemble your signage. Yes  No

Installation Time:

Installation Date:

**Installation and removal of signs will be determined by the show schedule.**

ON-SITE CONTACT: \_\_\_\_\_ ON-SITE CELL PHONE #: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**SIGNAGE REGULATIONS**

- 1 All signage requests must be approved by the WI Center District, which reserves the right to refuse hanging if deemed unsafe.
- 2 All signs are to be properly constructed (frames & grommets for hanging, Banners with top & bottom pocket for pipe).
- 3 All materials must comply with state and local building codes.
- 4 All signs will be hung at a uniform distance from floor to bottom of sign, usually 12' - 14'.
- 5 All signs must be hung and removed by approved personnel.
- 6 Signs requiring AC power must meet electrical codes, and have a grounded power supply.
- 7 Delivery of signage is to be coordinated with the Show/Decorator, and will be based on the show move in/out schedule.
- 8 WCD reserves the right to determine exact location of signage based on structural limits of the building.
- 9 WCD is not liable for any accidents or damage caused by the signage.

**FOR ADDITIONAL INFORMATION, CALL THE WISCONSIN CENTER DISTRICT EXHIBITOR SERVICES DEPARTMENT**

# Booth Menu

## Wisconsin Center – Levy Restaurants

*Let your Levy sales team help you create a unique booth experience!*

### ***From the Bakery***

Danish-Muffins-Croissants	36.00/dozen
Bagels w/Cream Cheese	38.00/dozen
Cookies and/or Brownies	35.00/dozen
Gourmet Dessert Bars	38.00/dozen
Assorted French Pastries	48.00/dozen
Sheet Cake	3.75/person

### ***Snacks***

Whole Fresh Fruit	36.00/dozen
Tortilla Chips & Salsa	16.00/pound
Potato Chips & Dip	16.00/pound
Pretzels	14.00/pound
Mixed Nuts	28.00/pound
Hard Candy-bulk	18.00/pound
Candy Bars	33.00/dozen

### ***Trays & Hors d'oeuvres***

Cheese Tray	115.00/serves 25
Fresh Fruit Tray	120.00/serves 25
Vegetable Crudite Tray	115.00/serves 25
Antipasto Tray	200.00/serves 25
Layered Guacamole w/Chips	200.00/serves 75
Deli Trays	120.00/serves 10
Cocktail Sandwiches	30.00/dozen
Hot Hors d'oeuvres	200.00/50 pieces
Cold Hors d'oeuvres	175.00/50 pieces

(Call for Hors d'oeuvres Selection)

### ***Grab & Go Boxed Lunches***

Boxed Lunches:	19.95
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(Includes: Sandwich, Pasta Salad, Chips, Cookie, Fruit)  
Smoked Turkey on Wheat Roll – bacon, tomato, lettuce & herb aioli  
Roast Sirloin on Focaccia – tomatoes, sweet onion jam & Boursin cheese  
Grilled Chicken on Focaccia – spinach, herb aioli & Provolone cheese  
Ham and Swiss on Pretzel Bread  
ZLT flatbread Sandwich – grilled zucchini, tomatoes, jalapeno Jack  
cheese & sundried tomato pesto

### ***Hot & Cold Beverages***

Coffee, Decaf, Hot Tea	43.00/gallon
Hot Chocolate	43.00/gallon
Iced Tea, Lemonade, Fruit Punch	39.00/gallon
Assorted Soda (Diet & Regular 7-up, RC Cola, Diet RC & Dr. Pepper)	3.00/can
Bottled Water	3.50/bottle
Bottled Juice	3.50/bottle
Half Pints of Milk	2.50/half pint
Water Cooler-4 day minimum	20.00/day
5 gallon Water Tanks	25.00/tank
Logo Bottled Water	Call for pricing

### ***Specialty Services***

Specialty Coffee Bar	Call for pricing
Popcorn Machine Rental	100.00/day
Popcorn Packets (apprx. 10 servings)	10.00/packet
Attendant-4 hour minimum	85.00
Bar Service (permission of Show Mgr required)	Call for pricing

### ***General Information***

Additional menus are available upon request. Please call to arrange for catering services at least 30 days prior to event date. Payment may be made by check or credit card. Full payment and signed contract is due 14 business days prior to service. All Pricing is subject to 21% Service Charge & 6.1% Sales Tax.

Each delivery valued at less than \$100.00 will be subject to a \$25.00 delivery fee. Decreases/Cancellations must be received & confirmed at least 72 hours in advance of service.

Levy Restaurants is the exclusive caterer for the Wisconsin Center.

**No food and/or beverages may be brought into the Wisconsin Center, UW-Milwaukee Panther Arena or the Milwaukee Theatre.**

*Please contact our sales team regarding additional menu options.*

For electric needs please contact: Kelly Delo at 414/908-6053 or [kdelo@wcd.org](mailto:kdelo@wcd.org)

### ***To place an order please contact:***

Mary Kay Linari  
Senior Catering Sales Manager  
Levy Restaurants

Phone 414/908-6156  
Fax 414/908-6151

# WISCONSIN CENTER DISTRICT AUDIO VISUAL REQUEST FORM

## Equipment provided by: Universal Audio Video Productions 414-908-6180

Mail form to Wisconsin Center District; Attn: Exhibitor Services; 400 W. Wisconsin Ave, Milwaukee, WI 53203, or fax orders to Exhibitor Services: Fax #: 414-908-6010. Phone #: 414-908-6180. **All orders not received by 14 days prior to event will be charged Floor Rate.** E-mail any questions to: [productions@unavp.com](mailto:productions@unavp.com)  
**COMPANY INFORMATION (Must match billing address of credit card)**

Event \_\_\_\_\_ E-mail Address \_\_\_\_\_ Booth or Mtg Rm # \_\_\_\_\_

Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Install Date/Time \_\_\_\_\_ Remove Date/Time \_\_\_\_\_

**Order Utilities separate: Electricity is not included in the rental equipment price.**

Qty	Equipment Description	Advance Daily Rate	Advance Week (3-5days) Rate	Floor Daily Rate	Floor Week (3-5days) Rate	Amount
	60" LED Display (specify connection)	\$500.00	\$1500.00	\$625.00	\$1875.00	
	42" LCD Display (specify connection)	\$325.00	\$975.00	\$425.00	\$1275.00	
	6' TV Floor Stand ( <b>only</b> fits UNAVP Plasmas/LCDs)	\$50.00	\$150.00	\$75.00	\$225.00	
	**32" LCD Display (specify connection)	\$250.00	\$750.00	\$300.00	\$900.00	
	**22" LCD Display (specify connection)	\$125.00	\$375.00	\$150.00	\$450.00	
	DVD Deck	\$40.00	\$120.00	\$60.00	\$180.00	
	Laptop Computer- Confirm specs with UNAVP	\$130.00	\$390.00	\$150.00	\$450.00	
	Wireless RF Remote with Laser Pointer	\$25.00	\$75.00	\$30.00	\$90.00	
	** 3,000 Lumen LCD Projector	\$350.00	\$1050.00	\$450.00	\$1350.00	
	6' or 8' Tripod Screen (specify)	\$25.00	\$75.00	\$35.00	\$105.00	
	AV Cart with Skirt 34", 42", or 54" (specify)	\$20.00	\$60.00	\$30.00	\$90.00	
	Lighting Tree-(3) fixtures, Tree, Dimmer, Controller	\$175.00	\$525.00	\$200.00	\$600.00	
	Speaker Portable Powered-450 watt	\$75.00	\$225.00	\$100.00	\$300.00	
	Speaker Portable Powered-1000 watt	\$95.00	\$285.00	\$120.00	\$360.00	
	--Microphone-Handheld w/ Stand	\$25.00	\$75.00	\$30.00	\$90.00	
	--Microphone- Wireless Lavalier or Handheld w/ stand	\$99.00	\$297.00	\$118.00	\$356.00	
	--Wireless Headset Microphone Elements	\$25.00	\$75.00	\$30.00	\$90.00	
	--CD Player	\$50.00	\$150.00	\$70.00	\$180.00	
	Easel	\$15.00	\$45.00	\$18.00	\$54.00	
	Cable TV Hookup (specify connection)	\$100.00	\$300.00	\$144.00	\$360.00	
	Technician Labor Rate per hour (4 hour minimum)	\$55.00	N/A	\$72.00	N/A	

 WWW.UNAVP.COM	<b>Volume discounts and many additional items are available: lighting, truss structures, and more, call UNAVP for a quote.</b>	Subtotal		
	22% Service Charge (Add to all Orders)	Subtotal	WI Sales and Use Tax of 5.6%	
	<b>PAYMENT INFORMATION - Visa, MC, Am Ex, Discover</b>	<b>Grand Total</b>		

\*\*AV Carts are supplied with Small Monitor and Projector orders.      -- Sound System also needed.  
 Make checks payable to: Universal Audio Video Productions, 400 W Wisconsin Ave, Milwaukee, WI 53203.  
 Please indicate Payment method: Cash, Check, Credit Card: Visa, MasterCard, American Express, Discover

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ V Code# \_\_\_\_\_

Full Name on Card \_\_\_\_\_ Authorized Signature \_\_\_\_\_

In-House	Initials _____	Date _____	Total \$ Received _____	Payment by: _____
Use only	Notes: _____			