



## *Wisconsin Expo, Inc.*

N113 W18750 Carnegie Drive | Germantown, WI 53022

Phone: 262-670-1300 | Email: [orders@wi-expo.com](mailto:orders@wi-expo.com)

### Welcome to the 2024 Plant Engineering & Maintenance (PFMA) Expo!

Your show will be held at Washington County Fair Park, in West Bend on February 21 & 22, 2024.

Our goal is to provide support as well as booth necessities!

The following service packet includes forms detailing the variety of services we can provide.

#### **Show Management provided equipment in your 10' x 10' booth:**

- 8' high background drape – BLUE & BLACK
- 3' high side rail drape - BLACK
- 1 - 7"x 44" booth identification sign

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

#### **Wisconsin Expo optional equipment and services available to order:**

- Advance to Warehouse Facility Freight Order Form
- Advance Warehouse Freight Shipping Labels
- Direct to Show Freight Order Form
- Direct to Show Freight Shipping Labels
- Outbound Shipping Procedure
- Blank Bill of Lading
- Tables/Linens Order Form
- Chairs, Accessories & Carpet Order Form
- Installation and/or Dismantle of Your Booth
- Forklift & Labor
- Televisions and Stands Order Form
- Custom Graphics Order Form
- Electric Order Form
- Cleaning Service Order Form
- Payment Authorization Form

**Place your order with payment authorization form by January 19, 2024.**

**Wisconsin Expo, Inc. looks forward to meeting you at the show!**



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

## ADVANCE TO WAREHOUSE FACILITY FREIGHT ORDER FORM

**TO RECEIVE ADVANCE PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JANUARY 19, 2024.**

This option allows you the flexibility to ship your materials, crates, cases, cartons, or skids well in advance of the event move-in dates. Your freight will be in your booth prior to general exhibitor move-in if payment has been received.

ADVANCE WAREHOUSE FREIGHT ADDRESS		ADVANCE WAREHOUSE FREIGHT DEADLINES	
<b>*Label each piece of your shipment(s) as follows:</b> <b>TO: EXHIBITING COMPANY NAME &amp; BOOTH #</b> c/o Wisconsin Expo, Inc. N113 W18750 Carnegie Drive Germantown, WI 53022 2024 PFMA EXPO!	<b>FIRST ADVANCE FREIGHT DATE</b>	<b>JANUARY 12, 2024</b>	
	<b>LAST ADVANCE FREIGHT DATE</b>	<b>FEBRUARY 16, 2024</b>	
	<b>RECEIVING DOCK HOURS</b>	<b>MONDAY – FRIDAY 8:00 AM - 3:30 PM</b>	
<b>SHIPPING INFORMATION</b>			
<p>1. All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.</p> <p>2. No shipments will be received on weekends or holidays. Freight will be stored at the warehouse until <b>the day of the event</b>.</p> <p>3. Please be advised that any shipments sent to the advanced 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).</p> <p>4. An additional \$150 fee will be assessed to shipments received after the published dates and times listed.</p> <p>5. Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Wisconsin Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to Wisconsin 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.</p>			
<b>CHOICE</b>	<b>DESCRIPTION</b>	<b>RATE / 100 LBS</b>	<b>RATE FOR 200 LB MIN</b>
A	Cartons, Packages, Crated/Skidded shipments using common carrier: ABF, UPS, FedEx, Van Lines etc.	<b>\$ 118.06/cwt**</b>	<b>\$236.12</b>
B	Small Package - <b>NOT EXCEEDING 30 LBS PER SHIPMENT:</b> (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	<b>\$ 74.94 first carton</b>	<b>Each additional carton = \$ 21.25</b>

Calculation:	Category	Qty of Pieces	Weight 200lb Min Cat A	Rate / 100lbs	Total Cost
Shipment 1			lbs	x	= \$
Shipment 2			lbs	x	= \$
Total Due					= \$

**\*\*CWT** stands for "per hundred weight". There is a 200-pound (lb) minimum for handling freight, regardless of how many pieces are in the shipment. Ex: If you ship freight weighing 98 lbs, you will be charged \$236.12 (\$118.06 x 2 cwt). If you ship 475 lbs, you will be charged \$590.30 (\$118.06 x 5 cwt). Always round your weight to the next 100 lbs. If you ship freight with a total weight less than 30 lbs, you qualify for the "Small Package" rate as long as all your package's total less than 30 lbs, are received on the same day from the same shipper and delivered by the same carrier.  
Example: We receive 5 boxes (2 lbs each) totaling 10 lbs-you will be charged \$159.94 (\$74.94 for the 1<sup>st</sup> pkg and \$21.25 for each additional pkg). OT Rate = freight received after 3:30pm, DT Rate = freight received on the weekend.

**NAME OF EVENT:** **2024 PLANT ENGINEERING & MAINTENANCE EXPO!**

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

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

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

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

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

Advance Warehouse Freight Shipping Labels

# WAREHOUSE

DEADLINE DATE: FEBRUARY 16, 2024

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

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

2024 PFMA EXPO!

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

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

# WAREHOUSE

DEADLINE DATE: FEBRUARY 16, 2024

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

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

2024 PFMA EXPO!

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

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

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

# WAREHOUSE

DEADLINE DATE: FEBRUARY 16, 2024

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

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

2024 PFMA EXPO!

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

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

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

# WAREHOUSE

DEADLINE DATE: FEBRUARY 16, 2024

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

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

2024 PFMA EXPO!

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

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

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





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

## DIRECT TO SHOW FREIGHT ORDER FORM

**TO RECEIVE ADVANCE PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JANUARY 19, 2024.**

DIRECT TO SHOW FREIGHT ADDRESS	DIRECT TO SHOW FREIGHT DEADLINE	
<b>*Label each piece of your shipment(s) as follows:</b> <b>TO: YOUR COMPANY NAME</b> <b>Washington County Fair Park</b> <b>3000 County Hwy PV</b> <b>West Bend, WI 53095</b> <b>2024 PFMA EXPO!</b>	FIRST DIRECT TO SHOW FREIGHT DATE	FEBRUARY 20 <sup>th</sup> , 2024 12:00PM – 4:00PM
	LAST DIRECT TO SHOW FREIGHT DATE	FEBRUARY 20 <sup>th</sup> , 2024 12:00PM – 4:00PM

### SHIPPING INFORMATION

1. All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
2. Any shipments arriving prior to the first day of scheduled move in will be refused and returned to the local trucking terminal.
3. It is your responsibility to instruct your carrier of the proper dates and time for direct deliveries to the convention facility.
4. An additional \$150 will be assessed to shipments received after the published dates and times listed.
5. Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Wisconsin Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to Wisconsin 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.

CHOICE	DESCRIPTION	RATE / 100 LBS	200 LB MIN
A	Cartons, Packages, Crated/Skidded shipments using common carrier: ABF, UPS, FedEx, Van Lines etc.	\$112.84/cwt**	\$225.68
B	Small Package - <b>NOT EXCEEDING 30 LBS PER SHIPMENT:</b> (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	\$ 74.94 first carton	Each additional carton = \$ 21.25

Calculation:	Category	Qty of Pieces	Weight 200 lb Min Cat A	Rate / 100 lbs	Total Cost
Shipment 1			lbs	x	=\$
Shipment 2			lbs	x	=\$
Total Due					=\$

\*\*CWT stands for "per hundred weight". There is a 200-pound (lb) minimum for handling freight, regardless of how many pieces are in the shipment. Ex: If you are shipping freight weighing 98 lbs, you will be charged \$225.68 (\$112.84 x 2 cwt). If you are shipping 475 lbs, you will be charged \$564.20 (\$112.84 x 5 cwt). Always round your weight to the next 100 lbs. If you are shipping freight with a total weight less than 30 lbs, you qualify for the "Small Package" rate as long as all your package's total less than 30 lbs, are received on the same day from the same shipper and delivered by the same carrier. Example: we receive 5 boxes (2 lbs each) totaling 10 lbs-you will be charged \$159.94 (\$74.94 for the 1<sup>st</sup> pkg and \$21.25 for each additional pkg). OT Rate = freight received after 4:00pm, DT Rate = freight received on the weekend.

NAME OF EVENT: **2024 PLANT ENGINEERING & MAINTENANCE EXPO!**

COMPANY NAME: BOOTH #:

ADDRESS: CITY: STATE: ZIP:

PHONE: FAX: EMAIL:

ORDERED BY: SIGNATURE: DATE:

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

Direct to Show Freight Shipping Labels

# SHOW SITE

NOT BEFORE: FEBRUARY 20, 2024

TO: \_\_\_\_\_

EXHIBITOR NAME

Washington County Fair Park  
c/o WISCONSIN EXPO, INC.  
3000 County Hwy PV  
West Bend, WI 53095

2024 PFMA EXPO!

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

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

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

# SHOW SITE

NOT BEFORE: FEBRUARY 20, 2024

TO: \_\_\_\_\_

EXHIBITOR NAME

Washington County Fair Park  
c/o WISCONSIN EXPO, INC.  
3000 County Hwy PV  
West Bend, WI 53095

2024 PFMA EXPO!

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

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

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

# SHOW SITE

NOT BEFORE: FEBRUARY 20, 2024

TO: \_\_\_\_\_

EXHIBITOR NAME

Washington County Fair Park  
c/o WISCONSIN EXPO, INC.  
3000 County Hwy PV  
West Bend, WI 53095

2024 PFMA EXPO!

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

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

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

# SHOW SITE

NOT BEFORE: FEBRUARY 20, 2024

TO: \_\_\_\_\_

EXHIBITOR NAME

Washington County Fair Park  
c/o WISCONSIN EXPO, INC.  
3000 County Hwy PV  
West Bend, WI 53095

2024 PFMA EXPO!

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

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

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



**Wisconsin Expo, Inc.**  
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262.670.1300 | [orders@wi-expo.com](mailto:orders@wi-expo.com)

## OUTBOUND SHIPPING PROCEDURE

**TO RECEIVE ADVANCE PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JANUARY 19, 2024.**

- In preparation for the show closing, please carefully read the following procedures to allow for an organized, easy, and safe move out. Please remember that shipping is not an automatic process. You must complete the required paperwork and telephone calls to your carrier to ensure the safe and timely return of your freight/packages.
- Exhibits officially close **Thursday, February 22, 2024, at 4:00pm**. Due to 3rd party carrier pickup hours freight left in your booth may be taken back to the Wisconsin Expo Inc warehouse. Additional “return to warehouse” charges may apply.
- Should your freight be left behind, you will be required to call your 3rd party carrier to schedule a pickup from our warehouse. The pickup location address for the Wisconsin Expo Inc warehouse is: N113 W18750 Carnegie Drive, Germantown, WI 53022.
- You are required to pack and secure your freight for outbound shipment. Your freight should be left in your booth but **MUST BE** properly labeled and a completed Bill of Lading (see next paragraph) turned in. Consignee labels are required on all pieces of freight. Consignee labels are either provided by your 3rd party carrier or you are required to generate them yourself. These labels must be attached, by you, to all freight pieces prior to removal from the exhibit hall. If you have questions regarding your consignee labels, please contact your 3rd party carrier.
- A Bill of Lading is also required for all freight. This Bill of Lading helps indicate what freight is being picked up; therefore, you must fill in the piece count, fill in the total weight and sign the Bill of Lading prior to leaving your booth/show. A blank form is available for download on the homepage. Turn in the completed form to the Wisconsin Expo Inc Service Desk.
- Whether you submit your BOL in advance or at show-site, exhibitors **MUST** still go to the Wisconsin Expo Inc service desk or find a Wisconsin Expo Inc representative to verify the freight/packages piece count and **SIGN** the form(s) **BEFORE** leaving the show.
- Please remember that if you have multiple shipments or destinations you will need to complete a Bill of Lading for each shipment/destination.
- Wisconsin Expo Inc will have a Service Desk and/or a Representative on site to assist you with your outbound shipping.

If you have any questions, please contact Wisconsin Expo Inc at 262-670-1300  
or by email at [orders@wi-expo.com](mailto:orders@wi-expo.com).



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**SEE OUTBOUND SHIPPING PROCEDURE** for further instructions. You must complete a bill of lading for each outbound separate destination. At the close of the show, exhibitors must find a Wisconsin Expo member or go to the Service desk and sign each bill of lading prior to leaving the show. All bills of lading can be submitted via email at [orders@wi-expo.com](mailto:orders@wi-expo.com).

SHIP FROM		SHIP TO	
Exhibiting Company:	Booth#	Company Name:	
Show:		Attention:	
Venue:		Phone #:	
Address:		Destination Address:	
City:	State:	City:	State:
	Zip:		Zip:
Number of Separate Destinations: 1 2 3 4 OR MORE		Special Instructions:	
Carrier:		Scheduled Pick up Date:	
		Scheduled Pick up Time:	

QTY	DESCRIPTION OF ITEMS	WEIGHT (lbs)	Dimensions L x W x H	FOR WI EXPO USE ONLY	
	Crates (wooden) Exhibition Materials			Dock #:	
	Cartons (cardboard boxes)			Date/Time Loaded:	
	Fiber Cases/ Trunks			Loaded by:	
	Skids/Pallets			Trailer #:	
	Carpets (color _____)			Terms of Payment (check appropriate box)	
	Padded Display				
	Machines				
	TOTAL				

<b>BILL FREIGHT CHARGES TO:</b>	Company Name:	Contact Name:
Street Address:	City:	State:
		Zip:

**IN THE EVENT THE SHIPMENT HAS NOT BEEN PICKED UP BY THE SHOW DEADLINE, WISCONSIN EXPO IS AUTHORIZED TO:**

- ☐ 1) Use carrier of Wisconsin Expo choice to provide transportation and charge credit card, or invoice according to Wisconsin Expo payment policy.
- ☐ 2) Return shipment to warehouse, assess all associated charges and charge credit card, or invoice according to Wisconsin Expo payment policy.

(FAILURE TO SELECT AN OPTION WILL RESULT IN ROUTING AT WISCONSIN EXPO'S DISCRETION. ALL APPLICABLE TRANSPORTATION CHARGES WILL APPLY)

Receiving this bill of lading Wisconsin Expo, Inc. assumes no responsibility for shipments left in the booth by the exhibitor. All materials are subject to final count and correction at the time of actual removal from booth. Wisconsin Expo assumes no responsibility for misdirected shipments because of old shipping labels which remain on containers. It is the shipper's responsibility to state the National Motor Freight Classification Commodity Description; otherwise, shipment shall be described as Exhibition Materials.

**RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading,** the property described above in apparent good order, except as noted (contents & condition of contents package unknown), marked consigned, and destined as indicated above, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery as said destination. If on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms & conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or rail-water shipment, or (2) in the motor carrier classification or tariff if this is a motor carrier shipment. **Shipper hereby certifies that he is familiar with all the terms & conditions of the said bill of lading, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms & conditions are hereby agreed to by the shipper and accepted for himself and his assigns.**

**Payment Policy:** We accept checks (payable to Wisconsin Expo, Inc.) or credit cards for payment. Please complete the information below and send the completed information to Wisconsin Expo offices, payments must accompany orders. No credit will be given after close of event on items or services ordered, but not received.

<b>SHIPPER SIGNATURE:</b> This is to certify that the above-named articles are properly packaged, marked, and labeled, and are in proper condition for transportation according to applicable international and national government regulations.  X _____  Print Name _____ Date: _____	<b>CARRIER SIGNATURE:</b>  X _____  Print Name _____ Date: _____
--	--

**Do not sign until all items are packed and ready to ship. Find a Wisconsin Expo team member or go to the Service Desk to turn in completed form.**

**Wisconsin Expo, Inc.**


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

**TABLES / LINENS  
ORDER FORM**

**TO RECEIVE ADVANCE PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JANUARY 19, 2024.**


QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
<b>Unskirted Table (all tables are 24" wide)</b>				
	Unskirted Table 4'L x 30"H	\$ 78.75	\$ 98.44	
	Unskirted Table 6'L x 30"H	\$ 91.88	111.56	
	Unskirted Table 8'L x 30"H	\$ 105.00	\$ 124.69	
	Unskirted Counter 4'L x 42"H	\$ 91.88	\$111.56	
	Unskirted Counter 6'L x 42"H	\$ 105.00	\$ 124.69	
	Unskirted Counter 8'L x 42"H	\$ 118.13	\$ 137.81	
<b>Skirted Table (all tables are 24" wide)</b>				
	Skirted Table 4'L x 30"H	\$ 129.94	\$ 169.31	
	Skirted Table 6'L x 30"H	\$ 149.63	\$ 189.00	
	Skirted Table 8'L x 30"H	\$ 175.88	\$ 216.56	
	4 <sup>th</sup> Side Skirted Table 6'L or 8'L x 30"H	\$ 59.06	\$ 78.75	
	Skirted Counter 4'L x 42"H	\$ 143.06	\$ 182.44	
	Skirted Counter 6'L x 42"H	\$ 162.75	\$ 203.44	
	Skirted Counter 8'L x 42"H	\$ 189.00	\$ 229.69	
	4 <sup>th</sup> Side Skirted Counter 6'L or 8'L x 42" H	\$ 65.63	\$ 85.31	
<b>PEDESTAL TABLE</b>		<b>LINEN NOT INCLUDED WITH TABLE</b>		
	Round Short Table 30"W x 18"H	\$ 106.25	\$ 131.25	None
	Round Pedestal Table 30"W x 30"H	\$ 106.25	\$ 131.25	90"
	Round Pedestal Table 30"W x 40"H	\$ 106.25	\$ 131.25	108"
<b>LINENS</b>				
	90" Linen <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$ 51.19	\$ 64.31	
	108" Linen <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	\$ 64.31	\$ 77.44	
		<b>Subtotal:</b>		
		<b>Tax 5.5%</b>		
		<b>Total:</b>		

**Select Skirt Color:**



☐BLACK ☐BLUE  
☐BURGUNDY ☐GOLD ☐GREEN ☐RED  
☐SILVER ☐WHITE

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



<b>NAME OF EVENT:</b>		<b>2024 PLANT ENGINEERING &amp; MAINTENANCE EXPO!</b>	
<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	
<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>	
<b>ORDERED BY:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>	

Send form &amp; payment to:

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
















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

## CHAIRS, ACCESSORIES & CARPET ORDER FORM

**TO RECEIVE ADVANCE PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JANUARY 19, 2024.**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
<b>CHAIRS &amp; SEATING</b>					
	Padded Stool with back	\$ 85.31	\$111.56		   
	Padded Side Chair	\$ 65.63	\$ 91.88		
	Grey Padded Arm Chair	\$ 65.63	\$ 91.88		
	Executive Chair	\$103.69	\$129.94		
<b>ACCESSORIES</b>					
	Chrome Sign Holder (22"x28")	\$ 65.63	\$ 91.88		      
	Chrome Floor Standing Easel	\$ 39.38	\$ 52.50		
	Floor Standing Literature Rack	\$118.13	\$ 144.38		
	Bag Stand	\$ 98.44	\$124.69		
	Chrome Stanchions w/ rope	\$ 59.06	\$ 85.31		
	Black Retractable Belt Stanchions	\$ 59.06	\$ 85.31		
	Wastebasket	\$ 19.69	\$ 26.25		
<b>DRAPE-Select Drape Color</b>					
	Ft. of 3' high drape, includes hardware	\$ 10.50/ft	\$ 14.44/ft		<b>Select Drape Color:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED
	Ft. of 8' high drape, includes hardware	\$ 15.75/ft	\$ 21.00/ft		
<b>STANDARD CARPETING - Select Carpet Color</b>					
	10' X 10' Standard Carpet	\$ 196.88	\$ 249.38		<b>Booths 399 sq. ft. and Over Must Order Custom Cut Carpet.</b>
	10' X 20' Standard Carpet	\$ 393.75	\$ 498.75		
	10' X 30' Standard Carpet	\$ 590.63	\$ 748.13		
	<b>Custom Cut Carpet</b> (per square foot)	\$ 5.39	\$ 6.89		
	Booth size _____ x _____ = _____ sq. ft.				<b>Select Carpet Color:</b>
<b>CARPET PADDING</b>					<input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY
	10' X 10' Carpet Padding	\$ 144.38	\$ 196.88		<input type="checkbox"/> GREY <input type="checkbox"/> RED
	10' X 20' Carpet Padding	\$ 288.75	\$ 393.75		
	10' X 30' Carpet Padding	\$ 433.13	\$ 590.63		
	<b>Custom Cut Carpet Padding</b> (per square foot)	\$ 2.43	\$ 2.83		<b>Custom Plush Carpet is available</b>
	Booth size _____ x _____ = _____ sq. ft.				at \$6.25 per sq. ft.
	<b>Plastic Covering / Visqueen</b> (per square foot)	\$ 0.99	\$ 1.45		Please contact us for color options.
	Booth size _____ x _____ = _____ sq. ft.				Custom Plush carpet must be ordered by <b>January 19, 2024.</b>
<b>Subtotal</b>	= \$	<b>Sales Tax 5.5%</b>	= \$	<b>Total</b>	= \$

<b>NAME OF EVENT:</b>		<b>2024 PLANT ENGINEERING &amp; MAINTENANCE EXPO!</b>	
<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	
<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>	
<b>ORDERED BY:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>	

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



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

## INSTALLATION AND/OR DISMANTLE OF YOUR BOOTH

**TO RECEIVE ADVANCE PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JANUARY 19, 2024.**

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

**Straight Time:** Between 8:00 AM - 4:30 PM Weekdays

**Over Time:** Before 8:00 AM, after 4:30 PM Weekdays, All day Saturday

**Double Time:** All day Sunday, All Holidays

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

**Wisconsin Expo, Inc. Supervised Labor:** Install/dismantle of your booth will be completed at our discretion prior to show opening/closing. Please include setup plans, photos, special instructions, and what is being shipped.

Labor		Advanced Rate	Standard Rate
Exhibitor Supervised Labor	ST (per person per hour)	\$ 118.75	\$ 156.25
Wisconsin Expo, Inc. Supervised Labor	ST (per person per hour)	\$ 175.00	\$ 195.00
Exhibitor Supervised Labor	OT (per person per hour)	\$ 178.13	\$ 234.38
Wisconsin Expo, Inc. Supervised Labor	OT (per person per hour)	\$ 262.50	\$ 292.50
Exhibitor Supervised Labor	DT (per person per hour)	\$ 237.50	\$ 312.50
Wisconsin Expo, Inc. Supervised labor	DT (per person per hour)	\$ 350.00	\$ 390.00
<b>LABOR CALCULATION FOR INSTALLATION AND/OR DISMANTLE OF YOUR BOOTH:</b>			

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

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

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

**NAME OF EVENT:** 2024 PLANT ENGINEERING & MAINTENANCE EXPO!

**COMPANY NAME:** **BOOTH #:**

**ADDRESS:** **CITY:** **STATE:** **ZIP:**

**PHONE:** **FAX:** **EMAIL:**

**ORDERED BY:** **SIGNATURE:** **DATE:**

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





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## FORKLIFT & LABOR

**TO RECEIVE ADVANCE PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JANUARY 19, 2024.**

**Forklift & Labor Services: (In-Booth work only. Not to be ordered for unloading/loading of freight at the dock.)**

- Exhibitors requiring a forklift to assemble their display or when uncrating, un-skidding, positioning and re-skidding equipment will need to estimate their needs below.
- A forklift is required for moving equipment or materials weighing over 200 lbs.
- Your forklift order consists of a 5,000 lb. forklift with an operator.
- A Rigger Laborer will be assigned if uncrating, positioning, un-skidding and/or re-skidding is involved.
- A Rigger Laborer can be ordered independently, without the use of a forklift.
- The minimum charge is one (1) hour, thereafter, charged in half (1/2) hour increments.
- Cancellations must be made **24 hours in advance** or a **1-hour fee** per forklift/rigger ordered will be charged.
- If exhibitor fails to use forklift/rigger, at the time confirmed, a one hour "no show" will be charged.

Hourly Rates	Description	Forklift w/Operator	Rigger
Straight Time	Between 8:00 AM – 4:30 PM Weekdays	\$ 318.75	\$ 187.50
Over Time	Before 8:00 AM, after 4:30 PM Weekdays, All day Saturday	\$ 478.13	\$ 281.25
Double Time	All day Sunday, All Holidays	\$ 637.50	\$ 375.00

**NOTE: If the weight of single piece exceeds 5,000 pounds, please call Wisconsin Expo, Inc. 262-670-1300**

	Date	Start Time	Estimated Hours	Number of Forklifts	Number of Riggers
Installation					
Dismantling					

**Describe work to be done:**

	Estimated ST Hours	Rate	Total	Estimated OT Hours	Rate	Total	Estimated DT Hours	Rate	Total
Forklift		X \$318.75=			X \$478.13=			X \$637.50=	
Rigger		X \$187.50 =			X \$281.25=			X \$375.00=	

**Total Due: \$**\_\_\_\_\_

**NAME OF EVENT:** **2024 PLANT ENGINEERING & MAINTENANCE EXPO!**

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**BOOTH #:**

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**ZIP:**

**PHONE:**

**FAX:**

**EMAIL:**

**ORDERED BY:**

**SIGNATURE:**

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## TELEVISIONS AND STANDS ORDER FORM

**TO RECEIVE ADVANCE PRICING,  
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Quantity	Description	Advanced Rate	Standard Rate	Total Cost
	70" Monitor w/ floor stand	\$1,246.88	\$ 1,509.38	
	60" Monitor w/ floor stand	\$ 984.38	\$ 1,279.69	
	50" Monitor w/ floor stand	\$ 787.50	\$ 1,023.75	
	40" Monitor	\$ 590.63	\$ 767.81	
	32" Monitor	\$ 255.94	\$ 328.13	
	TV Floor Stand	\$ 164.06	\$ 203.44	
	DVD Player	\$ 52.50	\$ 68.25	
	Blu Ray Player	\$ 78.75	\$ 102.38	
	Technician Labor Rate per hour (4 hour minimum)	\$ 175.00	\$ 212.50	

**Subtotal** \$ \_\_\_\_\_

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

**Total** \$ \_\_\_\_\_

**NAME OF EVENT:** **2024 PLANT ENGINEERING & MAINTENANCE EXPO!**

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

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

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

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

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## CUSTOM GRAPHICS ORDER FORM

**TO RECEIVE ADVANCE PRICING,  
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FORMS BY JANUARY 19, 2024.**

Qty	Size	Rate	Total
	7" x 11"	\$ 62.62	
	7" x 44"	\$ 76.53	
	11" x 14"	\$ 83.49	
	14" x 22"	\$ 111.32	
	22" x 28"	\$ 153.07	
	28" x 44"	\$ 201.77	
	40" x 60"	\$ 485.63	
	Colored Backgrounds	Add 20%	

Select your Background color: ☐ Black ☐ Blue ☐ Green ☐ Red ☐ Yellow ☐ White

Select your Vinyl color: ☐ Black ☐ Blue ☐ Green ☐ Red ☐ Yellow ☐ White

Qty	Description	Rate	Total
	Grommets	\$ 5.51	
	Logos	Quote upon request	
	Easel Backs	\$ 16.01	

Qty	Description	Rate	Total
	2' x 4' Banner	\$ 201.77	
	2' x 6' Banner	\$ 257.43	
	2' x 8' Banner	\$ 347.88	

Please visit [www.wisconsinexpo.com](http://www.wisconsinexpo.com) for additional options.

Click Services, Graphics Department, to see what types of graphics we can do in-house to make your display the envy of the show! Email [graphics@wi-expo.com](mailto:graphics@wi-expo.com).

Subtotal \$ \_\_\_\_\_

Sales Tax 5.5% \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Please select your sign layout: ☐ Vertical or ☐ Horizontal

Please print or type your sign copy on a separate sheet of paper.

NAME OF EVENT: **2024 PLANT ENGINEERING & MAINTENANCE EXPO!**

COMPANY NAME:

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**ELECTRIC ORDER FORM**

**INCLUDE THE WI EXPO PAYMENT  
AUTHORIZATION FORM WITH YOUR  
ORDER JANUARY 19, 2024.**

QTY	SERVICE	ADVANCE PRICE	STANDARD PRICE	TOTAL
	500-watt A-C outlet, 110 volts	\$105.00	\$ 144.38	
	1000-watt A-C outlet, 110 volts	\$ 118.13	\$ 157.50	
	1500-watt A-C outlet, 110 volts	\$ 131.25	\$ 249.38	
	2000-watt A-C outlet, 110 volts	\$ 150.94	\$ 190.31	
	150-watt spotlight*	\$ 45.94	\$ 72.19	
	Extension cord*	\$ 39.38	\$ 59.06	
	Power strip*	\$ 45.94	\$ 65.63	

**Subtotal** \$ \_\_\_\_\_

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

**Total** \$ \_\_\_\_\_

**\* You must order electrical service to select these items.**

All electrical orders must be received 10 days in advance. Wall outlets are not to be used by the exhibitor and are not part of the booth space. All orders are subject to the availability of power available on site. Charges include installation and removal. All equipment is provided on a rental-only basis.

\*Please call for quotation on special requirements and/or hook-ups.\*

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## CLEANING SERVICE ORDER FORM

**TO RECEIVE ADVANCE PRICING,  
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The carpet is clean upon installation, but to ensure your booth is show ready we recommend ordering vacuuming once prior to your show opening.

- Carpet vacuuming and shampooing charges are based on the total Square Footage of your Exhibit Space (See Square Footage calculator below for assistance)
- Exhibit cleaning rates are hourly – minimum 1 hour will be charged-with ½ increments thereafter.

**EXHIBIT SPACE SQUARE FOOTAGE CALCULATOR** (Length) \_\_\_\_\_ x (Width) \_\_\_\_\_ = \_\_\_\_\_ \*\*Square Feet  
**100 sq. ft. minimum** for vacuuming and shampooing

### VACUUMING

**Square Feet	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
	Booth Vacuuming – Once prior to show opening	\$ 0.66	\$ 0.79	

### SHAMPOOING

**Square Feet	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
	Shampoo Carpet – Once prior to show opening	\$ 2.00	\$ 2.32	

### EXHIBIT CLEANING

Number of Hours	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
	Exhibit Cleaning – Hourly Rate – Straight Time	\$ 150.00	\$ 175.00	
	Exhibit Cleaning – Hourly Rate – Over Time	\$ 225.00	\$ 262.50	
	Exhibit Cleaning – Hourly Rate – Double Time	\$ 300.00	\$ 350.00	

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

**Straight Time:** Between 8:00 AM - 4:30 PM Weekdays  
**Over Time:** Before 8:00 AM, after 4:30 PM Weekdays, All day Saturday  
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**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**PAYMENT AUTHORIZATION FORM**

**INCLUDE THIS WISCONSIN EXPO  
PAYMENT AUTHORIZATION FORM  
WITH YOUR ORDER**

Please fill out the Credit Card information below or you may send a check made out to Wisconsin Expo, Inc.  
Mail the check to our Germantown, WI address above.

Thank you for your business-we appreciate it very much!

Email: orders@wi-expo.com

**SHOW NAME: 2024 PLANT ENGINEERING & MAINTENANCE EXPO!**

**SHOW DATE(S): FEBRUARY 21 & 22, 2024**

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

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

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

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

☐

American Express

☐

MasterCard

☐

Visa

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

**3 Digit Card Security Code:** \_\_\_\_\_ (MasterCard and Visa) back of card

**4 Digit Card Security Code:** \_\_\_\_\_ (American Express) front of card

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

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

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

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

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