

Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

Phone: 262-670-1300 | Email: 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

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!

^{*}No substitutions will be accepted for the provided list above.



Wisconsin Expo, Inc. N113 W18750 Carnegie Drive Expo Inc. 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

	VANCE WAREHOUSE FREIGHT ADDRESS	ADVANCE \	WAREHOUSE FREE	GHT DEADLINES	
TO: E)	ach piece of your shipment(s) as follows: KHIBITING COMPANY NAME & BOOTH #	FIRST ADVANCE FREIGH	T DATE JANUA	JANUARY 12, 2024 FEBRUARY 16, 2024 MONDAY – FRIDAY 8:00 AM - 3:30 PM	
	o Wisconsin Expo, Inc. 113 W18750 Carnegie Drive	LAST ADVANCE FREIGHT	DATE FEBRU		
G	ermantown, WI 53022 024 PFMA EXPO!	RECEIVING DOCK HOURS			
	S	HIPPING INFORMATION			
2. <u>No</u> shi 3. Please direct 4. An add 5. Shipm be del	pments must be sent prepaid. Collect shipmen ipments will be received on weekends or holidate be advised that any shipments sent to the advishipping address (carriers such as UPS/Fed-Exditional \$150 fee will be assessed to shipments received without receipts, freight bills or sivered to the exhibitor's booth without guaran hipments. Consignment or delivery of a shipments.	ays. Freight will be stored at the vanced warehouse after the de and van lines may not redirect received after the published of specified unit counts on the red tee of piece count or condition	ne warehouse until radline may be refu t shipments). dates and times list ceipts or freight bill n. Wisconsin Expo, 1	the day of the event. sed and redirected to the ed. s, such as UPS or van lines, w nc. will assume no liability fo	
	of the Exhibitor will be construed as an accept				
CHOICE	DESCRIPTION		RATE / 100 LBS	RATE FOR 200 LB MIN	
Α	Cartons, Packages, Crated/Skidded shipment ABF, UPS, FedEx, Van Lines etc.	s using common carrier:	\$ 118.06/cwt**	\$236.12	
В	Small Package - NOT EXCEEDING 30 LBS PI (Shipment totaling any number of pieces rec the same shipper & delivered by the same ca	eived on the same day, from	\$ 74.94 first carton	Each additional carton = \$ 21.25	
alculati	ion: Category Qty of Pie	ces Weight 200lb Min Cat A	Rate / 10	Olbs Total Cost	
Shipmen	nt 1	lb	os x	=\$	
Shipmen	nt 2	Ib	os x	=\$	
eces are you ship p freigh s than 3 ample: '	ands for "per hundred weight". There is a 2 in the shipment. Ex: If you ship freight was 475 lbs, you will be charged \$590.30 (\$11 at with a total weight less than 30 lbs, you so lbs, are received on the same day from twe receive 5 boxes (2 lbs each) totaling 10 dditional pkg). OT Rate = freight received	eighing 98 lbs, you will be on the control of the control of the same shipper and deliver the same shipper and deliver the same will be charged \$20 lbs-you will be will be charged \$20 lbs-you will be will be will be charged \$20 lbs-you will be wi	or handling freigh charged \$236.12 I your weight to t age" rate as long a ered by the same 159.94 (\$74.94 fo	(\$118.06 x 2 cwt). he next 100 lbs. If you as all your package's total carrier. r the 1 st pkg and \$21.25	
AME OF	EVENT: 2024 PLANT ENG	INEERING & MAINTENANC	E EXPO!		
MPANY	NAME:		воот		
DRESS:	CIT	Υ:	STATE	: ZIP:	
DRESS:	FAX:	Y: EMAIL:	STATE	: ZIP:	

Send form & payment to:

Wisconsin Expo, Inc.

TO:

WAREHOUSE

DEADLINE DATE: FEBRUARY 16, 2024

EXHIBITOR NAME

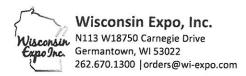
WAREHOUSE

DEADLINE DATE: FEBRUARY 16, 2024

EXHIBITOR NAME

TO: __

WISCONSIN EXPO, INC. N113 W18750 CARNEGIE DRIVE GERMANTOWN, WI 53022	WISCONSIN EXPO, INC. N113 W18750 CARNEGIE DRIVE GERMANTOWN, WI 53022
2024 PFMA EXPO!	2024 PFMA EXPO!
BOOTH #: CARRIER:	BOOTH #: CARRIER: NUMBER OF TOTAL PIECES
WAREHOUSE	WAREHOUSE
DEADLINE DATE: FEBRUARY 16, 2024	DEADLINE DATE: FEBRUARY 16, 2024
EXHIBITOR NAME WISCONSIN EXPO, INC. N113 W18750 CARNEGIE DRIVE GERMANTOWN, WI 53022 2024 PFMA EXPO!	TO: EXHIBITOR NAME WISCONSIN EXPO, INC. N113 W18750 CARNEGIE DRIVE GERMANTOWN, WI 53022 2024 PFMA EXPO!
BOOTH #: CARRIER: NUMBER OF TOTAL PIECES	BOOTH #: CARRIER: NUMBER OF TOTAL PIECES



DIRECT TO SHOW FREIGHT ORDER FORM

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

	IRECT TO SHOW FREIGHT ADDRESS	DIRECT	TO SHOW FREIG	HT DEADLINE	
*Label each piece of your shipment(s) as follows: TO: YOUR COMPANY NAME Washington County Fair Park 3000 County Hwy PV		FIRST DIRECT TO SHOW F	REIGHT DATE	FEBRUARY 20 th , 2024 12:00PM – 4:00PM FEBRUARY 20 th , 2024 12:00PM – 4:00PM	
1	est Bend, WI 53095 24 PFMA EXPO!	LAST DIRECT TO SHOW F			
		IPPING INFORMATION			
Any s It is y An ac Shipn be de	ipments must be sent prepaid. Collect shipmen hipments arriving prior to the first day of sched our responsibility to instruct your carrier of the Iditional \$150 will be assessed to shipments received without receipts, freight bills or solivered to the exhibitor's booth without guarant shipments. Consignment or delivery of a shipment of the Exhibitor will be construed as an accept.	uled move in will be refused a proper dates and time for dire eived after the published date pecified unit counts on the re tee of piece count or condition ent to Wisconsin Expo, Inc., or	and returned to the ect deliveries to the es and times listed ceipts or freight to n. Wisconsin Expo- its subcontractor	ne local trucking terminal. The convention facility. The convention facility. The convention facility. The convention facility for some convention of the co	
CHOICE	DESCRIPTION		RATE / 100 LBS		
Α	Cartons, Packages, Crated/Skidded shipments ABF, UPS, FedEx, Van Lines etc.	using common carrier:	\$112.84/cwt**		
В	Small Package - NOT EXCEEDING 30 LBS PER (Shipment totaling any number of pieces received the same shipper & delivered by the same carr	ved on the same day, from	\$ 74.94 first carton	Each additional carton = \$ 21.25	
Calculati	on: Category Qty of Piece	es Weight 200 lb Min Cat A	Rate / 10	0 lbs Total Cost	
Shipment	1	lbs	x	=\$	
Shipment	2	lbs	X	=\$	
pieces are If you are s If you are s package's t Example: v	nds for "per hundred weight". There is a 20 in the shipment. Ex: If you are shipping freshipping 475 lbs, you will be charged \$564.2 hipping freight with a total weight less that total less than 30 lbs, are received on the save receive 5 boxes (2 lbs each) totaling 10 lditional pkg). OT Rate = freight received and	eight weighing 98 lbs, you on 20 (\$112.84 x 5 cwt). Alway n 30 lbs, you qualify for the ame day from the same shibs-you will be charged \$15	handling freigh will be charged is round your we "Small Package pper and delive 59.94 (\$74.94 fo	\$225.68 (\$112.84 x 2 cwt). eight to the next 100 lbs. e" rate as long as all your red by the same carrier. r the 1 st pkg and \$21.25	
NAME OF E	VENT: 2024 PLANT ENGIN	NEERING & MAINTENANCE	EXPO!		
COMPANY	NAME:		воот	Н #:	
ADDRESS:	CITY		STATE	: ZIP:	
PHONE:	FAX:	EMAIL:			
ORDERED B	Y: SIGN	NATURE:		DATE:	

Send form & payment to:

Wisconsin Expo, Inc.

SHOW SITE

NOT BEFORE: FEBRUARY 20, 2024

	EXHIBITOR	AME				
Washington County Fair Park c/o WISCONSIN EXPO, INC. 3000 County Hwy PV West Bend, WI 53095						
	2024 PFMA E	XPO!				
BOOTH #	#:					
CARRIER	:					
NUMBER	OF	TOTAL PIECES				
5	SHOW	SITE				
NO	OT BEFORE: FEBRU	ARY 20, 2024				
TO:	EXHIBITOR N					
	EXHIBITOR N	AME				
	Washington Coun	7,5				
	c/o WISCONSIN E					
	3000 County Hwy					
	West Bend, WI 53	095				
	2024 PFMA EX	KPO!				
воотн #	•					
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: ______ OF _____ TOTAL PIECES

SHOW SITE

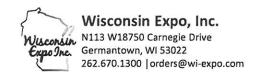
NOT BEFORE: FEBRUARY 20, 2024

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

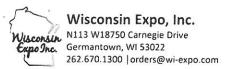


OUTBOUND SHIPPING PROCEDURE

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.



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.

							a ciriaii at <u>oraci</u>	Se-Wi CADO.COM.
	SHIP FRO	ОМ					SHIP TO	
Exhibitin	ng Company:	Booth#		Company Name:				
Show:				Attention	n:	*		
Venue:				Phone #	:			
Address	:			Destinati	ion Address:			
City:	State:	Zip:		City:		Sta	te:	Zip:
Number	of Separate Destinations: 1	2 3 4 OR MORE			nstructions:			
Carrier:		Scheduled Pick up Date:			-	luled Pick	up Time:	
QTY	DESCRIPTION	OF ITEMS	WEIG	GHT (lbs)	Dimensions L x W x H	•	FOR WI	EXPO USE ONLY
	Crates (wooden) Exhibition Material	ls			LAWAII			
	Cartons (cardboard boxes)					0	Dock #:	
	Fiber Cases/ Trunks						Date/Time	
1000 1000	Skids/Pallets						Loaded:	
	Carpets (color)							
	Padded Display			***			Loaded by:	
*	Machines							
							Trailer #:	
						-	Terms of	f Payment (check
						-		ropriate box)
	TOTAL							
BILL FRE	IGHT CHARGES TO: Company Na	nme:			Contact Na	me,	□Prepaid	☐ Collect
Street Ad		City	<i>r</i> :	-	Contact No	State:		Zip:
	VENT THE SHIPMENT HAS NOT BE	- 10 Marie		INE. WISC	ONSIN EXPO		OIZED TO:	
□ 1) Us	se carrier of Wisconsin Expo choice to	provide transportation and cha	arge cre	dit card, or	invoice accord	ing to Wi	sconsin Expo pay	ment policy.
☐ 2) Re	turn shipment to warehouse, assess a TO SELECT AN OPTION WILL RESULT	all associated charges and charg	e credit	card, or in	voice according	to Wisco	onsin Expo payme	ent policy.
Receiving	this bill of lading Wisconsin Expo, In-	ac. assumes no responsibility for	shipme	ents left in	the booth by the	ne exhibit	or. All materials a	ARGES WILL APPLY)
and corre	ection at the time of actual removal fro	om booth. Wisconsin Expo assur	nes no r	esponsibili	ty for misdirect	ed shipm	ents because of c	old shipping labels which
remain of	n containers. It is the shipper's respond I as Exhibition Materials.	onsibility to state the National	Motor	Freight Cla	ssification Con	modity [Description; other	wise, shipment shall be
	D, subject to the classifications and	tariffs in effect on the date of	of the is	sue of this	Bill of Ladino	, the pro	perty described a	bove in apparent good
order, exc	cept as noted (contents & condition	of contents package unknown)	, marke	d consigne	d, and destine	d as indic	ated above, which	ch said carrier (the word
usual place	ing understood throughout this conti ce of delivery as said destination. If or	ract as meaning any person or a	corpora	tion in pos	session of the	property	under the contra	ct) agrees to carry to its
each carri	er of all or any of said property over al	Il or any portion of said route to	destina	tion, and a	s to each party	at any tin	ne interested in al	or any of said property.
that every	service to be performed hereunder s	shall be subject to all the terms	& condi	tions of the	e Uniform Dom	estic Stra	ight Bill of Ladino	set forth (1) in Uniform
Freight Cl	lassification in effect on the date here Shipper hereby certifies that he is the income the income that the income the income the income that the	eot, if this is a rail or rail-water	shipme	nt, or (2) ir	n the motor ca	rrier class	ification or tariff	if this is a motor carrier
governs	the transportation of this shipmen	nt, and the said terms & cond	litions	are hereby	agreed to by	the shi	orth in the classi oper and accept	ed for himself and his
assigns.							ATO (ATO)	
Payment completes	Policy: We accept checks (payable to d information to Wisconsin Expo office	Wisconsin Expo, Inc.) or credit	cards fo	or payment	. Please comple	ete the int	formation below a	and send the
not receiv	ed.	es, payments must accompany	orders.	No credit w	viii be given art	er close d	r event on items	or services ordered, but
	SIGNATURE:			ARRIER SIG	NATURE:			
	certify that the above-named articles a ed, and are in proper condition for tra							
	e international and national governme							
x			_ x_					
Dulime At		5.						
Print Nam	e	Date:	Pri	nt Name_				_Date:



Wisconsin Expo, Inc. Wisconsin N113 W18750 Carnegie Drive Expo Inc. Germantown, WI 53022

TABLES / LINENS ORDER FORM

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

	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
	Unskirted Table (all tables are 24" wide)				
	Unskirted Table 4'L x 30"H	\$ 78.75	\$ 98.44		
181100	Unskirted Table 6'L x 30"H	\$ 91.88	111.56		
	Unskirted Table 8'L x 30"H	\$ 105.00	\$ 124.69		12
	Unskirted Counter 4'L x 42"H	\$ 91.88	\$111.56		11 //
	Unskirted Counter 6'L x 42"H	\$ 105.00	\$ 124.69		1 '1
	Unskirted Counter 8'L x 42"H	\$ 118.13	\$ 137.81		
	Skirted Table (all tables are 24" wide)				
	Skirted Table 4'L x 30"H	\$ 129.94	\$ 169.31		Select Skirt Color:
22	Skirted Table 6'L x 30"H	\$ 149.63	\$ 189.00		Jeidel Janie Golon.
	Skirted Table 8'L x 30"H	\$ 175.88	\$ 216.56		
	4 th 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		DRIAGE DRIVE
	Skirted Counter 8'L x 42"H	\$ 189.00	\$ 229.69		□BLACK □BLUE □BURGUNDY □GOLD □GREEN □RED
	4 th Side Skirted Counter 6'L or 8'L x 42" H	\$ 65.63	\$ 85.31		□BURGUNDY □GOLD □GREEN □RED □SILVER □WHITE
	PEDESTAL TABLE				LINEN NOT INCLUDED WITH TABLE
	Round Short Table 30"W x 18"H	\$ 106.25	\$ 131.25		None All pedestal tables are
118 102 1000	Round Pedestal Table 30"W x 30"H	\$ 106.25	\$ 131.25		90" designed to be covered with
	Round Pedestal Table 30"W x 40"H	\$ 106.25	\$ 131.25		linen or other table covering.
	LINENS				
	LINENS 90" Linen □BLACK □WHITE	\$ 51.19	\$ 64.31		
		\$ 51.19 \$ 64.31	\$ 64.31 \$ 77.44		
	90" Linen □BLACK □WHITE		12-12-12-12-12-12-12-12-12-12-12-12-12-1		
	90" Linen □BLACK □WHITE		12-12-12-12-12-12-12-12-12-12-12-12-12-1		
	90" Linen □BLACK □WHITE		\$ 77.44		

NAME OF EVENT:	2024 PLANT EN	KPO!		
COMPANY NAME:			ВООТН #:	
ADDRESS:	C	птү:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:		
ORDERED BY:	s	IGNATURE:		DATE:

Send form & payment to:

Wisconsin Expo, Inc.



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		
	CHAIRS & SEATING					
1	Padded Stool with back	\$ 85.31	\$111.56			
	Padded Side Chair	\$ 65.63	\$ 91.88			A TO
	Grey Padded Arm Chair	\$ 65.63	\$ 91.88		LIA ITT	
	Executive Chair	\$103.69	\$129.94		171 07	
	ACCESSORIES					
	Chrome Sign Holder (22"x28")	\$ 65.63	\$ 91.88	201	Δ	
	Chrome Floor Standing Easel	\$ 39.38	\$ 52.50			
	Floor Standing Literature Rack	\$118.13	\$ 144.38			
	Bag Stand	\$ 98.44	\$124.69		11	夏 💍
	Chrome Stanchions w/ rope	\$ 59.06	\$ 85.31		galander)	
	Black Retractable Belt Stanchions	\$ 59.06	\$ 85.31			
	Wastebasket	\$ 19.69	\$ 26.25		1	1.
	DRAPE-Select Drape Color					
	Ft. of 3' high drape, includes hardware	\$ 10.50/ft	\$ 14.44/ft		Select Drape Colo	
	Ft. of 8' high drape, includes hardware	\$ 15.75/ft	\$ 21.00/ft		□BURGUNDY □	GREY □RED
	STANDARD CARPETING – Select Carpet Color					
	10' X 10' Standard Carpet	\$ 196.88	\$ 249.38			
	10' X 20' Standard Carpet	\$ 393.75	\$ 498.75		S-0	and Over Must Order
	10' X 30' Standard Carpet	\$ 590.63	\$ 748.13		Custom	Cut Carpet.
	Custom Cut Carpet (per square foot)	\$ 5.39	\$ 6.89		Soloct Co	rpet Color:
r	Booth size x = sq. ft.				Select Ca	irpet Color.
	CARPET PADDING				□BLACK □BL	UE BURGUNDY
	10' X 10' Carpet Padding	\$ 144.38	\$ 196.88			
	10' X 20' Carpet Padding	\$ 288.75	\$ 393.75		□GRE	Y □RED
	10' X 30' Carpet Padding	\$ 433.13	\$ 590.63			
	Custom Cut Carpet Padding (per square foot)	\$ 2.43	\$ 2.83		Custom Plush	Carpet is available
	Booth size x = sq. ft.				at \$6.25	per sq. ft.
-	Plastic Covering / Visqueen (per square foot)	\$ 0.99	\$ 1.45		Please contact u	s for color options.
	Booth size x = sq. ft.					et must be ordered by
					·	19. 2024.
Subtotal	=\$ Sales Tax	5.5% =\$			Total =\$	
Jubtotai	- Jaies Tax	3.370 -4			rotar	77.7
NAME OF EV	VENT: 2024 PLANT EN	CINEEDING 9	. RAAINITENI	ANCE EVE	201	
NAME OF E	ZUZ4 PLANT LIN	GINLLRING C	K IVIPATIVI LIVI	ANCE EXI	· O:	
COMPANY I	NAME:				воотн #:	
ADDRECC.		TY:			STATE:	ZIP:
ADDRESS:	CI	11.		History and the second	JIAIE	ZIF.
PHONE:	FAX:		EMAIL:			
ORDERED B	Y: SI	GNATURE:				DATE:
			-			

Send form & payment to:

Wisconsin Expo, Inc.



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.

	Advanced Rate	Standard Rate
ST (per person per hour)	\$ 118.75	\$ 156.25
ST (per person per hour)	\$ 175.00	\$ 195.00
OT (per person per hour)	\$ 178.13	\$ 234.38
OT (per person per hour)	\$ 262.50	\$ 292.50
DT (per person per hour)	\$ 237.50	\$ 312.50
DT (per person per hour)	\$ 350.00	\$ 390.00
	ST (per person per hour) OT (per person per hour) OT (per person per hour) DT (per person per hour)	ST (per person per hour) \$ 118.75 ST (per person per hour) \$ 175.00 OT (per person per hour) \$ 178.13 OT (per person per hour) \$ 262.50 DT (per person per hour) \$ 237.50

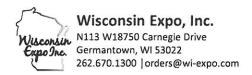
 When scheduling Dismantle labor be sure to allow adequate time for empty containers to be returned to your booth prior to scheduling your labor start time.

Start Time	Qty People	Approx. Hrs. Per Person	Total Hours	Hourly Rate	Estimated Total Cost
				X	=\$
	vz a 1 milytopadami pro caracito de			X	=\$
					=\$
			Per Person	Per Person	Per Person X X

NAME OF EVENT:	2024 PLANT	ENGINEERING & MAINTENANCE	EXPO!	
COMPANY NAME:			воотн #:	
ADDRESS:		CITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:		
ORDERED BY:		SIGNATURE:		DATE:

Send form & payment to:

Wisconsin Expo, Inc.



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 EN	GINEERING & MAINTENANCE E	XPO!		
COMPANY NAME:			воотн #:		
ADDRESS:	cr	TY:	STATE:	ZIP:	
PHONE:	FAX:	EMAIL:			
ORDERED BY:	SI	GNATURE:		DATE:	

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TELEVISIONS AND STANDS ORDER FORM

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

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	1. 1
	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:			воотн #:	
ADDRESS:	C	ITY:	STATE:	ZIP:
PHONE:	FAX:	EMAIL:		
ORDERED BY:	s	IGNATURE:		DATE:

Send form & payment to:

Wisconsin Expo, Inc.



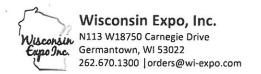
CUSTOM GRAPHICS ORDER FORM

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

	Qty	Siz	e		Rate			Total
		7" x	11"		\$ 62.62			
		7" x	44"		\$ 76.53	3		
		11" x	14"		\$ 83.49	9		
		14" x	22"		\$ 111.32	2		
		22" x	28"		\$ 153.07	7		
		28" x	44"		\$ 201.77	7		
		40" x	60"		\$ 485.63	3		
		Colored Bac	kgrounds		Add 20%	6		
	our Background colo	r: 🗆 Black	□Blue □Blue	□Green	□Red □Red	□Yello □Yello		
Select	your villyi color.	□ black	⊔blue	Потеен	⊔Reu	LI TEIIO	W LIVII	ite
	Otre	Deseri			Data		Γ	Tatal
-	Qty	Descri Grom			Rate \$ 5.53	1		Total
<u> </u>								
		Logos Easel Backs			Quote upon request \$ 16.01			
L		EdSel I	Dacks		\$ 10.0.	L		
	Qty	Description			Rate			Total
1		2' x 4' B	Banner		\$ 201.7	7		
		2' x 6' B	Banner		\$ 257.4	3		
		2' x 8' B	Banner		\$ 347.8	8		
Click to ma	e visit www.wisconsinex Services, Graphics Depa ke your display the envy ect your sign layout: nt or type your sign o	of the show! En	hat types of nail graphics	graphics we s@wi-expo.c				\$ \$ \$
AME OF E	VENT:	2024 PLANT	ENGINEERI	NG & MAIN	ITENANCE I	EXPO!		
OMPANY	NAME:	11 300 100				В	OOTH #:	
DDRESS:	· · · · · · · · · · · · · · · · · · ·		CITY:	¥	F - 40	S	TATE:	ZIP:
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RDERED B	Y:		SIGNATUR	RE:				DATE:

Send form & payment to:

Wisconsin Expo, Inc.



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	5
	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	SMS restricts
	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.

NAME OF EVENT:	2024 PLANT ENGINEERING & MAINTENANCE EXPO!				
COMPANY NAME:				воотн #:	
ADDRESS:		CITY:		STATE:	ZIP:
PHONE:	FAX:		EMAIL:		
ORDERED BY:		SIGNATURE:			DATE:

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Wisconsin Expo, Inc.



CLEANING SERVICE ORDER FORM

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

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 Fee
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	4. 1989 the
	Exhibit Cleaning – Hourly Rate – Double Time	\$ 300.00	\$ 350.00	
			Subtotal	
			Sales Tax 5.5%	
			Total \$	

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

Double Time: All day Sunday, All Holidays

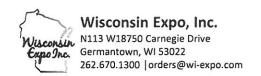
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ADDRESS:	С	ITY:	STATE:	ZIP:	
PHONE:	FAX:	EMAIL:			
ORDERED BY:	SIGNATURE:			DATE:	

Send form & payment to:

Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

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



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:				

Send form & payment to:

Wisconsin Expo, Inc.