

Dear **82nd AFS Wisconsin Regional** Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **82nd AFS Wisconsin Regional**, being held at **Potawatomi Hotel, February 12 - 13, 2020**. Included in this service kit are forms for ordering various services and equipment for your event. Please read each form carefully and return to the address provided on the order form. Refer to the enclosed General Show Information pages for vital facts and information about this event. If you have any additional questions about Valley Expo & Displays services, please do not hesitate to call or email Valley at the information provided below.

For your convenience Valley Expo & Displays offers online ordering. You can order your Valley services, view show schedule, review previous and current account information, and print invoices.

**To place online orders you will be required to register with Valley Online:**

- If you received this Exhibitor Service Kit in the “Ordering Open” email, a direct link and your temporary password to online ordering were included within that email. Click on the link to be directed to our website and begin ordering. <https://valleyexpodisplays.boomerecommerce.com>
- If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password on Valley’s online ordering website <https://valleyexpodisplays.boomerecommerce.com>. If you have forgotten your password, press "Forgot Password" to receive a new temporary password.
- To register online for access visit <https://valleyexpodisplays.boomerecommerce.com> press “Register Now” and complete your registration setup, once complete an email will be sent with your login credentials.

**Valley  
Online  
Ordering**

- Order early and take advantage of the discount pricing to receive discounted rates.
- Ship early to avoid delays. Shipments arriving late at show site will incur an additional cost and delays may occur.
- All correspondence, including final invoices, will be sent to the contact listed on the Recap of Cost & Payment form.
- Valley Expo & Displays will not accept orders without payment in full.

**Helpful  
Hints**

Valley Expo & Displays does not take orders over the phone. All preshow orders must be entered online at (<https://valleyexpodisplays.boomerecommerce.com>), faxed to (815-873-1544), or emailed to ([events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)) by **February 8, 2020**. After this date orders must be placed at the service desk at the show site during exhibitor move-in. Items ordered at show site are subject to availability.

**Ordering  
Information**

Thank you for your business and we look forward to seeing you at the show!

Please contact our *Exhibitor Services Department* at  
877.332.4292 or email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) with any  
questions you may have.





Register Here for Online Ordering...  
<http://valleyexpodisplays.com/page/register>  
 EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
 FAX: 815.873.1544

## GENERAL SHOW INFORMATION

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

DISCOUNT PRICE DEADLINE:  
 January 22, 2020

### Valley Customer Service

- 815.873.1500 Fax 815.873.1544 email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Standard Time)
- No telephone orders accepted; please complete and submit your order by Fax, Email, or Online.

### Show Management

- Jeff Cieplewski
- 414.550.0106
- [jcieplewski@wmsinc.com](mailto:jcieplewski@wmsinc.com)

### Booth Package

- A standard 8' x 10' booth will include:
- Blue/White 8' Back Drape and 3' Side Drape
  - (1) 6' Skirted Table
  - (2) Chairs
  - (1) Wastebasket
  - (1) 7" x 44" Identification Sign

Your exhibit area is carpeted with facility carpeting.

### Exhibitor Schedule

<b>Exhibitor Move-In:</b>	Wednesday	February 12, 2020	10:00am-1:00pm
<b>Show Hours:</b>	Wednesday	February 12, 2020	2:00pm-6:00pm
	Thursday	February 13, 2020	9:00am-5:00pm
<b>Exhibitor Move Out:</b>	Thursday	February 13, 2020	5:00pm-11:00pm

- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by:  
**7:00pm on 2/13/2020.**

### Shipping Addresses

#### Advance to Warehouse

Receiving Dates:  
**1/20/2020 thru 2/10/2020**  
 Receiving Hours:  
 Mon-Fri 7:30AM-2:30PM

TO: Exhibiting Company Name and Booth #  
 FOR: **82nd AFS Wisconsin Regional**  
 C/O Valley Expo & Displays  
 YRC Freight  
 6880 South Howell Ave  
 Oak Creek WI 53154

#### Direct to Show Site

Receiving Dates and Times:  
**2/12/2020; 10:00am-1:00pm**

TO: Exhibiting Company Name and Booth #  
 FOR: **82nd AFS Wisconsin Regional**  
 C/O Valley Expo & Displays  
 Potawatomi Hotel  
 1611 W. Canal St  
 Milwaukee WI 53233





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 FAX: 815.873.1544

## GENERAL SHOW INFORMATION

82nd AFS Wisconsin Regional  
 Potawatomi Hotel, February 12 - 13, 2020

DISCOUNT PRICE DEADLINE:  
 January 22, 2020

### Important Deadlines

- Take advantage of order discount pricing! To receive discounted pricing your orders must be received with payment in full no later than the date below. Orders received after discounted price deadline will have their order placed at "Standard" pricing.

**Discount Price Deadline**

Wednesday, January 22, 2020

- Freight received before or after receiving dates will incur an additional surcharge.

**Advance Shipments receiving dates :** January 20, 2020 thru February 10, 2020

**Advance Shipments receiving times :** Mon - Fri 7:30AM-2:30PM

**Show Site Shipments receiving dates & times:** February 12, 2020; 10:00am-1:00pm

### Payment Policies

- Payment information required when placing an order. Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Valley Expo & Displays services, any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH, wire transfers. When paying by wire transfer a 3% surcharge will apply.

### Cancellations & Adjustments

- Orders cancelled prior to move-in will be charged 50% of the original price. Orders cancelled after move-in begins will be charged 100% of the original price.
- Exhibitor may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, NO EXCEPTIONS!

### Tax Exemption

- If your company is exempt for payment of sales tax, Valley Expo & Displays requires an exemption certificate for the state in which the services are used. Valley cannot omit sales tax from your order without a copy of your certificate.

### Third Party Payment Billing Exhibitor Appointed Contractor

- Third party and EAC forms can be requested at [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com).
- All third party and EAC forms must be completely filled out and submitted to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com).
- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitor must inform their EAC that they must send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

### Miscellaneous

- Rental items not ordered, yet found in booth space, are invoiced at "Floor" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.
- The show aisles and public space are not a part of exhibitor's booth space and must be kept clear.



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 FAX: 815.873.1544

**RECAP OF  
 COST &  
 PAYMENT**

**82nd AFS Wisconsin Regional  
 Potawatomi Hotel, February 12 - 13, 2020**

**DISCOUNT PRICE DEADLINE:  
 January 22, 2020**

This form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays. Advance prices apply **only** to orders received with payment in full by the advance price deadline date. All orders received afterward, or at the show site will be subject to floor rates. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information. You will receive an order confirmation once your order has been placed. All correspondence and final invoices will be emailed to the contact listed below.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services will be billed to your card. In any event, no services will be rendered until payment in full has been received.

**Terms**

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney's fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays.

**SERVICES AND EQUIPMENT ORDERED**

**Order  
 Summary**

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
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Booth Furniture Order Form  
 Accessories Order Form  
 Booth Carpet Order Form  
 Advance Freight Handling Order Form  
 Direct Freight Handling Order Form  
 Exhibitor Supervised Event Labor Order Form  
 Valley Supervised Event Labor Order Form  
 Forklift Service Order Form  
 Booth & Exhibit Porter Service Order Form  
 Sign & Banner Order Form

**Total Now Due**

Please provide the following information so we may credit your account properly. All correspondents including final invoice(s) will be emailed to the contact provided below.

\_\_\_\_\_  
 Company Name Booth # \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Billing Address City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
 Email Address Name (please print) \_\_\_\_\_

\_\_\_\_\_  
 Phone Fax \_\_\_\_\_ Check No. (if paying by check) \_\_\_\_\_

\_\_\_\_\_  
 Visa \_\_\_\_\_ MC \_\_\_\_\_ AMEX \_\_\_\_\_ Discover \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CVCS \_\_\_\_\_  
 Card Number \_\_\_\_\_

X \_\_\_\_\_  
 Cardholder Signature Cardholder's Name (please print) \_\_\_\_\_





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 FAX: 815.873.1544

# TABLES & CHAIRS ORDER FORM

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

**DISCOUNT PRICE DEADLINE:**  
 January 22, 2020

Orders with payment in full must be received by **January 22, 2020** for discounted prices.

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal.  
**Be sure to indicate skirting color . Orders received without color indicated will receive Foreman's choice.**

**Skirting Color Selection:**

- Black  
  Blue  
  Burgundy  
  Red  
  Teal  
  Silver  
 Purple  
  White  
  Gold  
  Green

	Description	Quantity	Discount	Standard	Total
<b>Skirted Tables</b>	4' L x 30" H	_____	\$ 131.40	\$ 170.85	_____
	6' L x 30" H	_____	\$ 155.85	\$ 202.65	_____
	8' L x 30" H	_____	\$ 175.10	\$ 227.65	_____
	4' L x 42" H	_____	\$ 137.75	\$ 179.10	_____
	6' L x 42" H	_____	\$ 170.70	\$ 221.95	_____
	8' L x 42" H	_____	\$ 199.70	\$ 259.65	_____
<b>4th Side Skirting &amp; Drape</b>	30" x 13' Skirting Only (4th Side)	_____	\$ 63.85	\$ 83.05	_____
	42" x 13' Skirting Only (4th Side)	_____	\$ 73.70	\$ 95.85	_____
	3' Drape (Side) per LnFt	_____	\$ 9.60	\$ 12.50	_____
	8' Drape (Back) per LnFt	_____	\$ 13.45	\$ 17.50	_____
<b>Plain Tables</b>	4' L x 30" H	_____	\$ 59.05	\$ 76.80	_____
	6' L x 30" H	_____	\$ 86.75	\$ 112.80	_____
	8' L x 30" H	_____	\$ 103.65	\$ 134.75	_____
	4' L x 42" H	_____	\$ 79.80	\$ 103.75	_____
	6' L x 42" H	_____	\$ 107.10	\$ 139.25	_____
	8' L x 42" H	_____	\$ 123.35	\$ 160.40	_____
	White Vinyl, 8' Long (tabletop covering)	_____	\$ 12.00	\$ 15.60	_____
<b>Cocktail Tables</b>	30" Round, 30" High	_____	\$ 99.60	\$ 129.50	_____
	30" Round, 42" High	_____	\$ 111.30	\$ 144.70	_____
<b>Chairs</b>	Folding Chair	_____	\$ 26.00	\$ 33.80	_____
	Side Chair	_____	\$ 53.55	\$ 69.65	_____
	Padded Chair	_____	\$ 66.60	\$ 86.60	_____
	Bar Stool with Back	_____	\$ 82.90	\$ 107.80	_____

<b>Subtotal</b>	\$	_____
<b>5.6% Sales Tax</b>	\$	_____
<b>Total</b>	\$	_____

*Must include Recap of Cost and Payment Form along with order form.*



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

Booth Number(s) \_\_\_\_\_



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 FAX: 815.873.1544

# ACCESSORIES ORDER FORM

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

DISCOUNT PRICE DEADLINE:  
 January 22, 2020

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All orders subject to availability of equipment. Prices include delivery to booth and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full.

**Accessories**

Description	Quantity	Discount	Standard	Total
Tripod Adjustable Easel	_____	\$ 34.15	\$ 44.40	_____
Garment Rack	_____	\$ 38.60	\$ 50.20	_____
Bag Stand	_____	\$ 94.10	\$ 122.35	_____
Literature Stand	_____	\$ 116.45	\$ 151.40	_____
Wastebasket	_____	\$ 17.20	\$ 22.40	_____
8' Upright with Base	_____	\$ 16.20	\$ 21.10	_____
Crossbar	_____	\$ 10.80	\$ 14.05	_____
Table Riser 1'x1'x4" White Skirted	_____	\$ 73.50	\$ 95.00	_____
Posterboard 4' x 8'	_____	\$ 172.10	\$ 223.75	_____
Horizontal / Vertical (Circle one)				

Labor to assemble Grid Wall is not included. Please refer to the Labor Order Form for assistance in assembling your grid wall if it will be needed.

**Grid Wall**

2' W x 4' H Panel	_____	\$ 40.45	\$ 52.60	_____
2' W x 6' H Panel	_____	\$ 46.80	\$ 60.85	_____
2' W x 8' H Panel	_____	\$ 59.35	\$ 77.20	_____
"T" Base, per set	_____	\$ 27.90	\$ 36.30	_____
24" Shelf Bracket	_____	\$ 15.25	\$ 19.85	_____
48" Shelf Bracket	_____	\$ 21.65	\$ 28.15	_____
6 Ball Waterfall	_____	\$ 10.20	\$ 13.30	_____
Hang Rail	_____	\$ 11.50	\$ 14.95	_____
Picture Hanger	_____	\$ 2.75	\$ 3.60	_____
Hat Display	_____	\$ 6.45	\$ 8.40	_____
Peg Hook	_____	\$ 2.75	\$ 3.60	_____
4", 6", 12" (circle one)				

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

Booth Number(s) \_\_\_\_\_

<b>Subtotal</b>	\$	_____
<b>5.6% Sales Tax</b>	\$	_____
<b>Total</b>	\$	_____

*Must include Recap of Cost and Payment Form along with order form.*





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# BOOTH CARPET ORDER FORM

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

**DISCOUNT PRICE DEADLINE:**  
 January 22, 2020

**Orders with payment in full must be received by January 22, 2020 for discounted prices.**

Your area is carpeted with facility carpet, any carpet ordered will go on top of existing carpet. Prices include installation, front edge taping and pickup at the close of the show. If your carpet order is different then your booth size you **MUST** include a layout diagram, failure to provide diagram will result in a 25% surcharge and any additional labor onsite to correct placement issues. Please send layout diagram to the information listed above or attach to your order online. Email [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) for instructions on how to attach a file on-line.

*Carpet orders received without color indicated will receive Foreman's choice.*

**Color Selection for Standard Carpeting**

- Blue  
  Green  
  Black  
  Burgundy  
  Red  
  Gray

If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match and may not cover your entire booth area.

	Description	Quantity	Advance	Floor	Total
<b>Standard Booth Carpet</b>	9' x 10'	_____	\$ 189.60	\$ 246.50	_____
	9' x 20'	_____	\$ 370.35	\$ 481.50	_____
	9' x 30'	_____	\$ 569.25	\$ 740.05	_____

**Color Selection for Custom Carpeting**

- Blue  
  Green  
  Black  
  Burgundy  
  Red  
  Gray  
  Green Jay  
  Pepper

Custom size booth carpet is available in 10' widths only. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

**Custom Booth Carpet**

Carpet Dimension	Square Foot	Advance	Floor	Total
_____ x _____	_____	\$ 4.55 sq ft	\$ 5.95 sq ft	_____

**Color Selection for Luxury Carpeting**

- Blue  
  Green  
  Black  
  Burgundy  
  Red  
  Gray

Luxury carpet is available in 10' widths only. Rental also includes plastic covering (Visqueen) for your protection. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

**Luxury Booth Carpet**

Carpet Dimension	Square Foot	Advance	Floor	Total
_____ x _____	_____	\$ 5.95 sq ft	\$ 7.75 sq ft	_____

**Padding Visqueen Taping**

Description	Square Foot	Advance	Floor	Total
Padding	_____	\$ 1.90 per sq ft	\$ 2.50 per sq ft	_____
Visqueen (plastic covering)	_____	\$ 0.95 per sq ft	\$ 1.25 per sq ft	_____
Additional taping	_____	\$ 1.90 per sq ft	\$ 2.50 per sq ft	_____

<b>Subtotal</b>	\$ _____
<b>5.6% Sales Tax</b>	\$ _____
<b>Total</b>	\$ _____

*Must include Recap of Cost and Payment Form along with order form.*



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

Booth Number(s) \_\_\_\_\_

**VALLEY**  
BETTER IDEAS. BETTER RESULTS.  
valleyexpodisplays.com



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EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
FAX: 815.873.1544

**SHIPPING  
ADDRESSES &  
RECEIVING DATES**

**82nd AFS Wisconsin Regional  
Potawatomi Hotel, February 12 - 13, 2020**

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Valley Expo & Displays will receive and manage the freight at the warehouse and/or on show site as described in the following pages. Freight handling fees are paid to Valley Expo & Displays for these freight handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

All inbound shipments must have a bill of Lading and/or certified weight ticket showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Valley Expo & Displays for such shipments. The weight is rounded up the next one hundred pounds (100 lbs) and is taken from the inbound BOL and/or certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the BOL will be assigned and approximate weight by Valley. This weight will prevail.

**SHIPPING ADDRESS AND RECEIVING DATES**

**Advanced  
Warehouse  
Shipping  
Address**

EXHIBITING COMPANY NAME  
BOOTH NUMBER  
**82ND AFS WISCONSIN REGIONAL**  
YRC FREIGHT  
C/O VALLEY EXPO & DISPLAYS  
6880 SOUTH HOWELL AVE  
OAK CREEK WI 53154

- Use this address and information on your inbound bill of lading if shipping your freight to the advance warehouse.
- For your convenience, please use the freight labels provided in this service kit.
- Receiving hours: M - F 7:30AM - 2:30PM.
- All shipments must be prepaid: Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

**Advanced  
Warehouse  
Receiving  
Dates**

First day freight will be accepted at advanced location: **1/20/2020**

Last day freight will be accepted: **2/10/2020**

**Direct to  
Show Site  
Shipping  
Address**

EXHIBITING COMPANY NAME  
BOOTH NUMBER  
**82ND AFS WISCONSIN REGIONAL**  
POTAWATOMI HOTEL  
C/O VALLEY EXPO & DISPLAYS  
1611 W. CANAL ST  
MILWAUKEE WI 53233

- Use this address and information on your inbound bill of lading if shipping your freight direct to the show site.
- For your convenience, please use the freight labels provided in this service kit.
- All shipments must be prepaid: Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

**Direct to  
Show Site  
Receiving  
Dates and  
Times**

**Do not send shipments to arrive in advance of 2/12/2020 to the show site.**

**The facility has no means of storage, and will refuse your shipment.**

Days freight will be accepted at show site: **2/12/2020; \*10:00am-1:00pm**

**\*Drivers must check in by 12:00pm**

**Authorization To Provide Freight Handling Services:** By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Valley Expo & Displays will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.







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 FAX: 815.873.1544

## ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

### 82nd AFS Wisconsin Regional Potawatomi Hotel, February 12 - 13, 2020

#### Advance Shipment

- Freight is accepted **1/20/2020** thru **2/10/2020**.
- To ensure timely arrival of your materials at show site, freight should arrive by **2/10/2020**. Freight will still be received after the deadline date; however, delays may occur and additional charges will apply.

#### Advantages

- There are several advantages to shipping in advance to the warehouse versus directly to the show site:
- Exhibitors can confirm shipment has arrived in advance of the move-in date.
  - Materials will be delivered to your booth prior to your arrival on site. Exceptions may occur.
  - Delivery dates and times are more flexible.

#### Direct Shipment

- Freight will be accepted directly at the show site: **2/12/2020; 10:00am-1:00pm**
- Do not ship to the facility prior to **2/12/2020**. Early shipments to the show site may be refused.

#### Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment.

**Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.

**Uncrated:** material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add Overtime and/or Double Time surcharges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add Overtime and/or Double Time surcharges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the advance warehouse before or after the deadline dates listed above.

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

**Overtime:** 4:30 PM to 8:00 AM Monday through Friday; All day Saturday

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

(Overtime/Double Time will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times)

Rates	Rate Classifications	Price Per CWT	200lb Minimum
	Advance Special Handling	\$ 121.50	\$ 243.00
	Direct Special Handling	\$ 115.20	\$ 230.40
	Direct Uncrated	\$ 137.75	\$ 275.50

#### Small Package

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

First Carton	\$ 63.90
Each Additional Carton	\$ 15.45

#### Additional Surcharges

Early/Late Delivery Show Site/Advance Warehouse Surcharge	20% Surcharge per CWT
Overtime - Inbound and/or Outbound Surcharge	25% Surcharge per CWT
Double Time - Inbound and/or Outbound Surcharge	50% Surcharge per CWT
No Weight ticket - Reweigh Surcharge	25% Surcharge per CWT

**\*\*This show moves in and/or out on Overtime and/or Double Time and is subject to Additional Surcharges for shipments**

#### Shipment arriving to: (please check one)

Advance Shipment  Direct to show site

#### Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
	÷ 100 =		\$	\$
<b>Additional Surcharges (% added to price per CWT)</b>				
Inbound		Out Bound		N/A
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
<b>Small Package</b>				
First Carton				\$
Additional Carton	_____ # of additional carton x \$15.45			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				<b>Total Estimated</b> \$



## 82nd AFS Wisconsin Regional

### Potawatomi Hotel, February 12 - 13, 2020

Outbound shipping is not an automatic process. Each shipment must have freight handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. **Do not leave this in your booth with your shipment.** Call your designated carrier with pick-up information. In the event your carrier fails to show by carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley Expo & Displays' official show carrier at exhibitor's expense.

**Tear  
Down**

The show closes at **5:00pm** on **2/13/2020**. Please do not tear down prior to the close of the show. Empty crates will be brought to your booth after Aisle carpet is removed.

**Outbound  
Pick-Up  
Address  
&  
Carrier  
Check In**

- All outbound shipments must be picked up at the show site location.
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibly to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first-come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

**Carrier check in Date and Time: 2/13/2020; 7:00pm**
**Outbound  
Bill of  
Lading**

- All outbound shipments require a Valley Bill of Lading. Bills of Lading will be distributed to your booth before move out. If you do not receive a bill of lading please see the Valley Service Desk.
- A Bill of Lading must be completed for each truckload and destination. If you have multiple shipping destinations or multiple truckloads to one destination, additional Bill of Ladings are available at the valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Return the completed Bill of Lading to the Valley Service Desk when your materials are packaged and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- The name of the carrier listed on your completed Bill of Lading must match the name of the carrier checking in or your freight will not be released.

**Outbound  
Miscellaneous  
Services**

Shrink Wrap	\$ 78.00 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	\$ 1.30 per foot + dismantle labor (please see labor order form for dismantle labor rates)

**Labels**

Each individual item in your shipment must be clearly labeled. Blank labels are available at the Valley Service Desk.





## RENTAL EXHIBITS

# RENTAL EXHIBITS THAT INSPIRE

Time, cost savings and flexibility are key benefits to renting a tradeshow exhibit. Renting an exhibit is a cost-effective alternative and provides the opportunity to “try before you buy” so you can evaluate what works best for your event and exhibiting needs. Renting saves precious marketing dollars and allows you the flexibility to change your display for each audience and for each show. One of the greatest benefits of renting a tradeshow booth is the time you will save!





## 82nd AFS Wisconsin Regional

Potawatomi Hotel, February 12 - 13, 2020

### Counter Kit 129 Fan Counter



- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Overall dimensions approximately: 64.75"wide x 33.407"deep x 40" high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

### Counter Kit 135 Rectangle Counter



- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 48"wide x 24" deep x 40"high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

### Counter Kit 137 Rectangle Counter with Display Case Top



- Freestanding counter constructed of aluminum extrusion gray base panels and a clear plex top section and locking storage.
- Dimensions: 38.25"wide x 18.875"deep x 40"high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.



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MISCELLANEOUS

82nd AFS Wisconsin Regional  
 Potawatomi Hotel, February 12 - 13, 2020

### Counter Kit 138 Full View Display Case



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

### Hybrid Pro Modular Counter 01



Featuring accessible storage with locking doorstop laminated accent panel cover.

- Dimensions approximately: 39.38"W x 39.38"H x 17.75"D  
301 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

### Hybrid Pro Modular Counter 02



Featuring accessible storage with locking doors, white laminate siding and center backlit cabinet.

- Dimensions approximately: 70.88"W x 39.38"H x 23.63"D  
489 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.





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82nd AFS Wisconsin Regional  
 Potawatomi Hotel, February 12 - 13, 2020

### Hybrid Pro Modular Counter 09



Featuring accessible storage with locking doors, white laminate exterior with center backlit vinyl graphic.

- Dimensions approximately: 46"W x 37.5"H x 23"D 370 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

### Hybrid Pro Modular Counter 10



Featuring accessible storage with locking doors, white laminate exterior with center backlit vinyl graphic.

- Dimensions approximately: 64"W x 37.5"H x 30"D 486 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.



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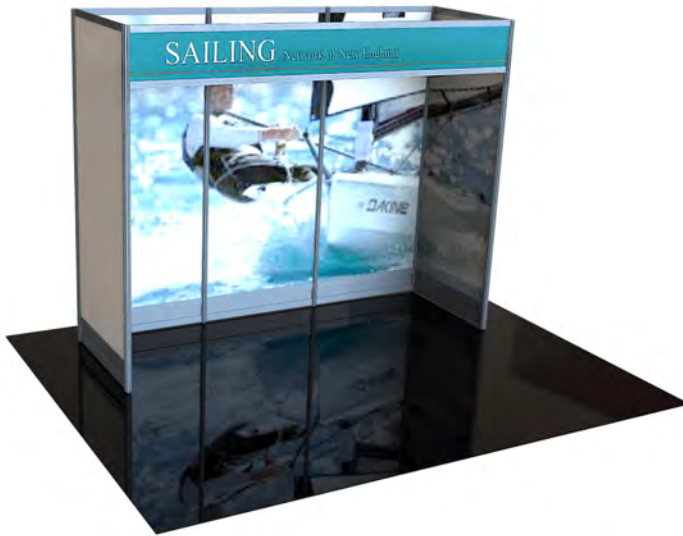


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**10FT DISPLAYS**

82nd AFS Wisconsin Regional  
Potawatomi Hotel, February 12 - 13, 2020

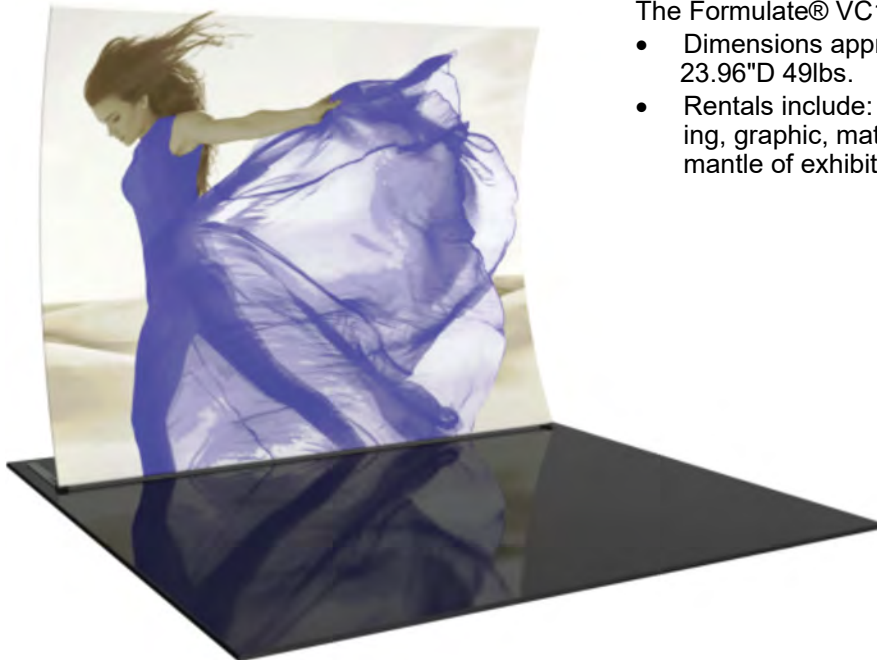
### Inline Kit 1102 (DK 102) Floor Standing Hardwall Display



Aluminum extrusion frame with cool gray sintra infill panels.

- Dimensions approximately: 10ft wide x 8ft high.
- Standard carpet color selection.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

### Formulate Master 10ft VC1 Vertical Curve Fabric Backwall Kit 1105



The Formulate® VC1 Vertical Curve 10ft Fabric Display.

- Dimensions approximately: 114.07"W x 92.08"H x 23.96"D 49lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.





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10FT DISPLAYS

82nd AFS Wisconsin Regional  
 Potawatomi Hotel, February 12 - 13, 2020

### Vector Frame Master 10Ft Modular Backwall Kit 1115



Kit 15 features push-fit fabric graphics, an easy-to-assemble extrusion frame with curved corners and rigid graphic wing accents. The center panel is ILLUMINATED!

- Dimensions approximately: 112"W x 95"H x 19.75"D 111 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

*NOT Included: electrical service and electrical labor to install lights.*

### Hybrid Pro 10ft Modular Backwall Kit 1103



Hybrid Pro™ Modular Kit 1103 features high quality, push-fit graphics created with top-of-the-line technology, coupled with sturdy aluminum frames that are built to last. This display kit features a monitor mount and locking storage counter that can be further customized with graphics, as well as a fabric canopy and an illuminated panel to capture the attention of your audience.

- Dimensions approximately: 111.63"W x 94.75"H x 30.38"D 396 lbs.
- Rentals include: standard carpeting, visqueen, padding, foreground counter, background counter, graphics, material handling, installation and dismantle of exhibit only.

*NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.*





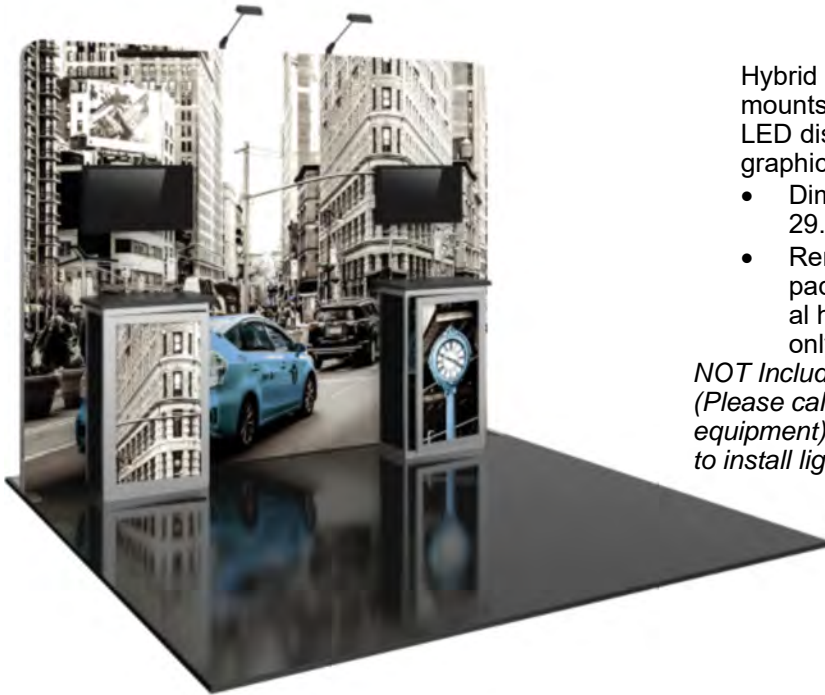


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10FT DISPLAYS

82nd AFS Wisconsin Regional  
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### Hybrid Pro 10ft Modular Backwall Kit 1106



Hybrid Pro™ Modular Kit 06 features two monitor mounts, backwall counters with lockable storage, and LED display lighting to illuminate custom, push-fit SEG graphics.

- Dimensions approximately: 118.63"W x 94.75"H x 29.5"D 282 lbs.
- Rentals include: standard carpeting, visqueen, padding, 2 background counters, graphics, material handling, installation and dismantle of exhibit only.

*NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.*



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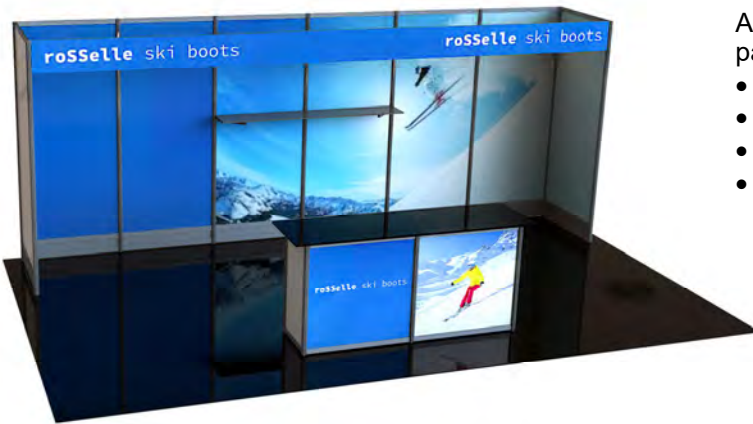


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**20FT DISPLAYS**

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

**Inline Kit 2367 (DK367) 20ft Hardwall Display**



Aluminum extrusion frame with cool gray sintra infill panels.

- 2 meter back wall counter with sliding doors.
- (2) 2 meter shelves.
- Dimensions approximately: 20'W x 8'H.
- Rentals include: standard carpeting, visqueen, padding, counter, graphic, material handling, installation and dismantle of exhibit only.

**Formuate Master 20ft WH1 Horizontal Curve Fabric Backwall Kit 2390**



Formulate 20 WV1 combines a stretch zipper pillowcase fabric graphic with a simple aluminum tube frame to provide unique design.

- Dimensions approximately: 231.99"W x 92.11"H x 23.87"D 150 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.





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20FT DISPLAYS

82nd AFS Wisconsin Regional  
 Potawatomi Hotel, February 12 - 13, 2020

### Formulate Master 20ft WS1 Straight Frame Fabric Backwall Kit 2395



The Formulate® 20ft Master Straight backwall incorporates a sleek, straight aluminum frame with a zipper pillowcase fabric graphic to create a sharp, bold backwall.

- Dimensions approximately: 235"W x 92.49"H x 17.72"D 117 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

### Hybrid Pro 20ft Modular Backwall Kit 2311



Hybrid Pro™ Modular Kit 11 combines sturdy aluminum frames, custom SEG graphics and monitor mounts with backwall counters with locking storage.

- Dimensions approximately: 222.75"W x 94.75"H x 19.63"D 835lbs.
- Rentals include: standard carpeting, visqueen, padding, 2 foreground counters, 2 background counters, graphics, material handling, installation and dismantle of exhibit only.

*NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.*





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20FT DISPLAYS

82nd AFS Wisconsin Regional  
 Potawatomi Hotel, February 12 - 13, 2020

### Hybrid Pro 20ft Modular Backwall Kit 2314



Hybrid Pro™ Modular Kit 14 features monitor mounts and backwall counters with locking storage.

- Dimensions approximately: 225.13"W x 94.75"H x 41.69"D 464 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 background counters, foreground counter, graphics, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

### Hybrid Pro 20ft Modular Backwall Kit 2316



Hybrid Pro™ Modular Kit 16 features a heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. Monitor mounts and backwall counters add functionality and locking storage, while dual slot wall features provide ample room for displaying products. LED display lighting accent the slot walls and illuminate the display.

- Dimensions approximately: 232.38"W x 94.5"H x 37.5"D 658 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 background counters, foreground counter graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.





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**20 x 20 ISLAND  
 DISPLAYS**

**82nd AFS Wisconsin Regional  
 Potawatomi Hotel, February 12 - 13, 2020**

**Island Kit 4087 20ft x 20ft Island Display (Innovative Control Solutions)**

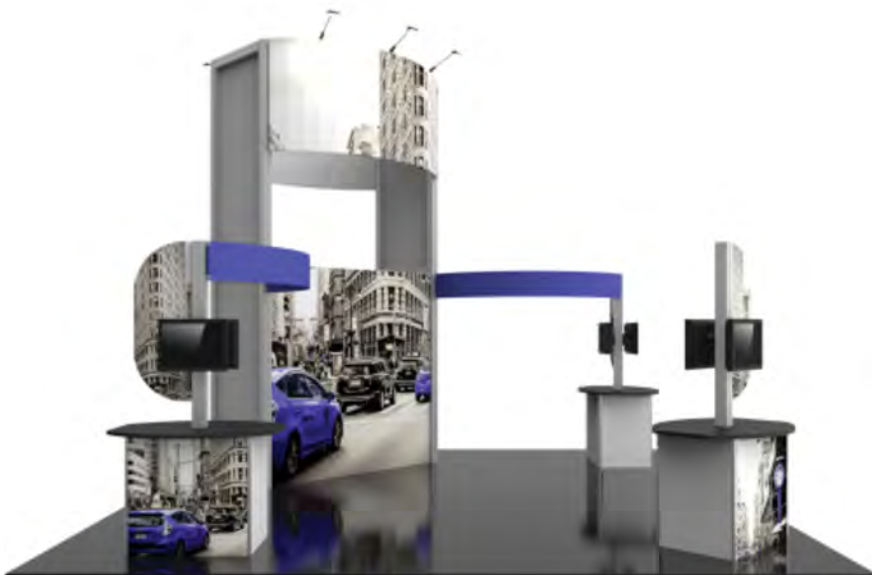


Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels. Includes six stem lights, counter kit 129.

- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.

NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

**Hybrid Pro 20 x 20 Modular Island Kit 4017**



Hybrid Pro™ Modular Kit 17 features a heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. A 15' 9" central tower, and two curved side arms. A trio of kiosks combining dual monitor mounts, rigid display panels and counters with locking storage. LED display lighting atop the central tower illuminates.

- Dimensions approximately: 240"W x 189"H x 240"D 1353 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 counters, stem lights, graphic, and material handling.

NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.



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**20 x 20 ISLAND  
DISPLAYS**

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

### Hybrid Pro 20x20 Modular Island Kit 4018

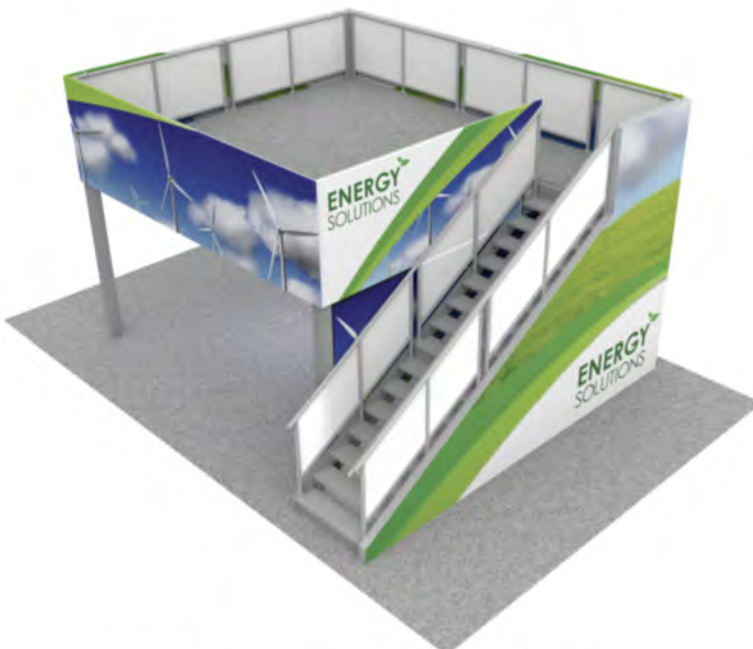


Hybrid Pro™ Modular Kit 18 ifeatures a square-shaped, heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. The structure, standing 11' 10" tall and topped with LED display lights. A counter with locking storage and literature.

- Dimensions approximately: 153.5"W x 141.75"H x 153.5"D 1083 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 counters, graphics, and material handling.

NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

### Double Deck System



Hybrid Pro™ Modular Kit 18 features a square-shaped, heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. The structure, standing 11' 10" tall and topped with LED display lights. A counter with locking storage and literature racks provide functionality and room to display literature and sales pieces.

- Dimensions approximately: 153.5"W x 141.75"H x 153.5"D 1083 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.

NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.





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20 x 20 ISLAND  
 DISPLAYS

82nd AFS Wisconsin Regional  
 Potawatomi Hotel, February 12 - 13, 2020

### Tree House Room



The Formulate™ Tree House is 15 ft in diameter, 8ft tall and features two 7 ft tall doorways, encouraging traffic flow through the structure.

- Dimensions approximately: 180"W x 96"H 230 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.

NOT Included: Labor to install & dismantle exhibit.





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**PORTABLE MODULAR  
 DISPLAY ORDER FORM**

**82nd AFS Wisconsin Regional  
 Potawatomi Hotel, February 12 - 13, 2020**







**Orders with payment in full must be received by January 22, 2020 fo**

All orders subject to availability of equipment. All display rentals include graphic. All 10Ft, 20Ft and 20 x 20 Displays include standard carpeting, visqueen, padding, and material handling.

Electrical service and labor to install lights are not included. Graphic taxes and outbound shipping of your purchased graphic from the event are not included. 20' x 20 Displays do not included labor to install or dismantle, please refer to the labor order form in this kit for cost and to order.

	Kit#	Description	Rental Price
Counters	129	Fan Counter	\$ 1,524.20
	135	Rectangle Counter	\$ 965.25
	137	Rectangle Counter w/Display	\$ 1,062.40
	138	Full View Display Counter	\$ 1,047.80
	001	Hybrid Pro Modular Counter 01	\$ 2,242.10
	002	Hybrid Pro Modular Counter 02	\$ 3,044.85
	009	Hybrid Pro Modular Counter 09	\$ 2,588.60
	010	Hybrid Pro Modular Counter 10	\$ 3,622.30
10FT Displays	1102	Inline Floor Standing Hardwall	\$ 2,533.15
	1105	Formulate Master 10ft VC1 Vertical Curve Fabric Backwall	\$ 1,268.15
	1115	Vector Frame Master 10Ft Modular Backwall Kit 15	\$ 3,766.80
	1103	Hybrid Pro 10ft Modular Backwall Kit 03	\$ 10,233.90
	1106*	Hybrid Pro 10ft Modular Backwall Kit 06	\$ 5,817.30
20FT Displays	2367	Inline 20 Ft Hardwall w/Counter	\$ 6,158.40
	2390	Formuate Master 20ft WV1 Vertical Curve Fabric Backwall	\$ 3,085.55
	2395	Formuate Master 20ft WV1 Vertical Straight Fabric Backwall	\$ 2,798.75
	2311	Hybrid Pro 20ft Modular Backwall Kit 11	\$ 19,689.65
	2314*	Hybrid Pro 20ft Modular Backwall Kit 14	\$ 13,726.70
	2316*	Hybrid Pro 20ft Modular Backwall Kit 16	\$ 15,501.20
20' x 20' Displays	4087*	Island 20 x 20 Ft Display	\$ 15,478.70
	4017*	Hybrid Pro 20s20 Modular Island Kit 17	\$ 18,446.00
	4018*	Hybrid Pro 20x20 Modular Island Kit 18	\$ 17,242.70
	DDS	Double Deck System	\$ 57,633.70
	THR	Tree House Room	\$ 16,332.40

**Color Selection for Standard Carpeting (10Ft, 20Ft, and 20' x20' Displays ONLY)**

 **Blue**
  **Green**
  **Black**
  **Burgundy**
  **Red**
  **Gray**

Kit #	Qty	Price
		\$

\*Kit that include lighting

<b>Subtotal</b>	\$
<b>5.6%Sales Tax</b>	\$
<b>Total</b>	\$

*Must include Recap of Cost and Payment Form along with order form.*



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

Booth Number(s) \_\_\_\_\_





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# AUDIO VISUAL ORDER FORM

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

All Audio Visual rental includes; deliver and setup of equipment, HDMI cord, TV remote, and pickup of equipment at close of show.

<b>Item Description</b>	<b>Event Rental</b>
<b><u>Ultra HD 4K Resolution Displays</u></b>	
75" Led Display	\$ 1,800.00
65" Led Display	\$1,235.00
55" Led Display	\$780.00
49" Led Display	\$650.00
40" Led Display	\$650.00
32" Led Display	\$487.50
24" Led Display	\$240.50
<b><u>Display Accessories</u></b>	
Dual Pole Floor Stand with Shelf	\$ 175.00
<b><u>Multi Media Solutions</u></b>	
Blu Ray Player	\$ 125.00
Media Player	\$ 125.00

**Please indicate:**     Table Top Stand     Wall Mount     Floor Stand

**Delivery:** An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Delivery fee may apply.  
**Labor, Installation & Dismantle (I&D):** Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge please refer to labor install and dismantle order forms located within this kit for labor rates. Valley Expo & Displays does not supply labor to mount hanging brackets to your booth. This must be done prior to setting up any equipment that is to be mounted on your booth.  
**Equipment:** Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).  
**Guarantee:** Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk. Any loss or damage of said equipment will be paid for by the renter. **Cancellation:** Equipment rental cancellation will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.  
**Payment:** All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.

Please write down description below of item ordering below:

Item Description	QTY

<b>Subtotal</b>	\$	
<b>5.6% Sales Tax</b>	\$	
<b>Total</b>	\$	

*Must include Recap of Cost and Payment Form along with order form.*

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

Booth Number(s) \_\_\_\_\_



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# EVENT LABOR ORDER FORM

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

**DISCOUNT PRICE DEADLINE:**  
 January 22, 2020

Orders with payment in full must be received by **January 22, 2020** for discounted prices.

**Exhibitor Supervise Labor**

All installation and dismantling work will be performed under the direction of the exhibitor supervising qualified personnel in compliance with any applicable labor contracts.

**Valley Supervise Labor**

- All work is performed under the supervision of Valley personal
- Exhibits can be set up prior to your arrival at exhibitor move in

Exhibitor must forward all necessary instruction, drawing and/or diagrams in advance with this order. Please send to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com). A 25% Surcharge will apply to labor order if necessary documentation is not received as well as any additional labor onsite to correct resulting issues.

**Exhibitor Supervise Labor Rates**

	Discount	Standard
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 107.65	\$ 139.95
<b>Overtime</b> - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 161.47	\$ 209.92
<b>Double time</b> - All day Sunday and holidays	\$ 215.30	\$ 279.90

**Valley Supervise Labor Rates**

	Discount	Standard
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 134.60	\$ 175.00
<b>Overtime</b> - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 201.90	\$ 262.50
<b>Double time</b> - All day Sunday and holidays	\$ 269.20	\$ 350.00

**Rate Information**

A **minimum charge** of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

**Exhibitor Supervised Labor check in & Out**

Exhibitor must check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed. Failure to pick up labor at the Valley Service Desk will result in a one (1) hour per man no show charge.

Time can only be guaranteed at the start of the working day (8:00AM), or the official beginning of set up, if later in the day. We will make every attempt to provide labor at times subsequent to 8:00 AM (or start of official set up); however, such starting times are approximate as they are dependent up on completion times of prior job assignments.

**Requesting Times**

Requesting Date & Time	Date Labor Requested	Time Labor Requested
Installation		AM or PM
Dismantle		AM or PM
Requested starting times cannot be guaranteed, however, every effort is made to meet all request		

**Description of labor requested**

**MUST** provide brief description of labor requested (e.g. lay carpet, install pop-up)

**Please check either Exhibitor Supervise Labor or Valley Supervise Labor**

Exhibitor Supervise Labor       Valley Supervise Labor

**Estimate of Charges**

Computation of Labor Charges	# of Workers	X	# Hours	X	Labor Rate	Total Estimate
Installation					\$	\$
Dismantling					\$	\$

**Authorization to Provide Labor Services:** By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitors exclusive remedy.

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

Booth Number(s) \_\_\_\_\_



Register Here for Online Ordering...  
<http://valleyexpodisplays.com/page/register>  
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM  
 FAX: 815.873.1544

# FORKLIFT SERVICE ORDER FORM

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

**DISCOUNT PRICE DEADLINE:**  
 January 22, 2020

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

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more within your booth.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift up to 5,000lbs with an operator. Please call for quote if forklift over 5,000lbs is required.

**Forklift time required to move freight to and from the dock to your booth is included in the freight handling charges, refer to Advance or Direct order forms for further information.**

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

The minimum charge for forklift crew is one (1) hour per worker and forklift. Forklift rental thereafter is charged in half (1/2) hour increments. All rates are subject to change if necessitated by increased labor and material costs.

**Important Information & Rates**

Description	Discount Rate (per hour)	Standard Rate (per hour)
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 281.85	\$ 366.45
<b>Overtime</b> - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 422.77	\$ 549.67
<b>Double time</b> - All day Sunday and holidays	\$ 563.70	\$ 732.90

When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth

**Hours of Operation**

**Move In Dates & Times**

2/12/2020; 10:00am-1:00pm

**Move Out Dates & Times**

2/13/2020; 5:00pm-11:00pm

**Required Information**

Does the weight exceed 5,000lbs  No  Yes, \_\_\_\_\_ total weight

Is there any special handling equipment required to lift materials, i.e. extended forklift blades, special slings, etc.?  No  Yes  
 please describe needs: \_\_\_\_\_

INSTALLATION						
Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total

Please Indicate Service to be provided:  
 Uncrating  Leveling  Unskidding  Positioning  Exhibit Construction (describe work below)  Other

Other: Please describe work

Total

DISMANTLE						
Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total

Please Indicate Service to be provided:  
 Recrating  Dismantling  Recrating  Other

Other: Please describe work

Total



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 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM  
 FAX: 815.873.1544

**BOOTH & EXHIBIT  
 PORTER SERVICE  
 ORDER FORM**

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

DISCOUNT PRICE DEADLINE:  
 January 22, 2020

Orders with payment in full must be received by *January 22, 2020* for discounted prices.

Submit this form if you want to order Valley Expo & Displays cleaning service for your booth in order to maintain booth cleanliness post set-up or throughout the entire event. Prices are based on total square footage of booth regardless of area to be cleaned.

**Standard Booth Size ( 8' x 10' ) = Square Footage ( 80 square feet per booth )**

**Carpet Vacuuming:** Booth carpeting is clean upon installation; however, vacuuming services are available. Charges are based on booth square footage. Display installation can result in soiled carpet; therefore, we recommend ordering vacuuming at least once prior to show opening.

**Carpet  
 Vacuuming**

	Sq. Ft.	X	Discount	Standard	=	Total
Once Prior to Show Opening	_____		\$ 0.60	\$ 0.80		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.10	\$ 1.45		_____

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

**Porter  
 Service**

	Sq. Ft.	X	Discount	Standard	=	Total
Once Prior to Show Opening	_____		\$ 0.65	\$ 0.85		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.20	\$ 1.60		_____

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

Booth Number(s) \_\_\_\_\_

<b>Subtotal</b>	\$	_____
<b>5.6% Sales Tax</b>	\$	_____
<b>Total</b>	\$	_____

*Must include Recap of Cost and Payment Form along with order form.*





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<http://valleyexpodisplays.com/page/register>  
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM  
 FAX: 815.873.1544

**SIGN & BANNER ORDER FORM**

ORDERING DEADLINE:  
 January 22, 2020

**82nd AFS Wisconsin Regional**  
**Potawatomi Hotel, February 12 - 13, 2020**

This form can be used to order custom show cards and banners for your exhibit booth. **Custom signs and banners can be ordered in advance only.** We must receive your order with payment by **January 22, 2020** to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Event Labor Order Form for assistance in installing your signs if it will be needed. All signs are printed on white background. 10 word limit per sign. Additional words and logos are extra.

Valley has added the Vanguard Digital Printing Systems VR5D flatbed UV printer. It combines revolutionary technology, industry leading quality and outstanding speeds to satisfy the demands of the industry schedule. With the VR5D it gives the ability to print on a variety of substrates including foam, pvc, vinyl, acrylic and more! Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or feature you want is not listed on this form, please call us for a special quote.

**Upload your artwork to:** <http://ftp.hostedftp.com/~valleyexpo> **Or email to** [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) **Please see the following page for artwork requirements on "Supplied Digital Arts Standards" form. Contact name, E-mail address and phone number are requested in case we have questions.**

**Contact for sign questions:** \_\_\_\_\_

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

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

	Description	Quantity	Price	Total
Foamcore Signs White Background	11" x 14"	_____	\$ 70.20	_____
	14" x 22"	_____	\$ 102.00	_____
	22" x 28"	_____	\$ 159.55	_____
	28" x 44"	_____	\$ 206.25	_____
Vinyl Banners White Background Only	2' X 4'	_____	\$ 171.20	_____
	2' X 6'	_____	\$ 206.45	_____
	2' X 8'	_____	\$ 301.60	_____
	Grommets for hanging are included			
Miscellaneous	Easel Back	_____	\$ 13.45	_____
	Sign Grommets	_____	\$ 5.20	_____
	Color Background	_____	\$ Add 25%	_____

Sign copy to be arranged:  Horizontally  Vertically

<b>Subtotal</b>	\$	_____
<b>5.6% Sales Tax</b>	\$	_____
<b>Total</b>	\$	_____

*Must include Recap of Cost and Payment Form along with order form.*



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

Booth Number(s) \_\_\_\_\_



Valley Expo & Displays  
Specialty Furnishings



To view complete brochure and order forms please click on the link below:

Click on Link: [Valley Specialty Furnishings Brochure & Order Forms](#)



# Exhibitor Services Order Form

Potawatomi Hotel & Casino - Sales & Catering

1721 W. Canal Street, Milwaukee, WI 53233 | Phone: 414-847-8600 | Fax: 414-847-8433

Name of Event \_\_\_\_\_ Date(s) of Event \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Booth Number (required) \_\_\_\_\_  
 Company Name \_\_\_\_\_ Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Email Address \_\_\_\_\_

Potawatomi Hotel & Casino will invoice for payment. Full payment must be made by credit card prior to event.

## A. ELECTRICAL

\* Service above 120V will require custom installation, additional labor charges may be charged with a minimum of one (1) hour. Connections and wiring routes for this service must be approved by Potawatomi Hotel & Casino in advance.

Description	Advance	3 Days or Less **	Qty	Total	Description
120V 20A (1800W) Standard	\$120	\$160	_____	_____	_____
120/208V 20A - single phase (3600W) 5 business day notice required.	\$180	\$220	_____	_____	_____
120/208V 20A - three phase (5500W) 5 business day notice required.	\$240	\$280	_____	_____	_____
208V 20A - single phase (3600W) 5 business day notice required.	\$180	\$220	_____	_____	_____
208V 20A - three phase (5500W) 5 business day notice required.	\$240	\$280	_____	_____	_____
120V 30A - single phase (2800W)* 5 business day notice required.	\$180	\$220	_____	_____	_____
208V 30A - single phase (4800W)* 5 business day notice required.	\$240	\$280	_____	_____	_____
120/208V 50A - single phase (8000W) range receptacle* 5 business day notice required.	\$300	\$340	_____	_____	_____
* Equipment should be located in the Event Center kitchen.					
** Non-standard electrical cannot be guaranteed for notice 3 business days or less before the event.					
<b>Section A. Total</b>				\$ _____	

## B. INFORMATION TECHNOLOGY










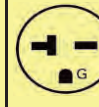










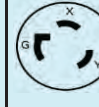




Description	Advance	3 Days or Less **	Qty	Total	Description
Wired High-Speed Internet	\$200	\$300	_____	_____	_____
IT Tech Labor / HR	\$75	\$100	_____	_____	_____
IT Patch Fee	\$100	\$150	_____	_____	_____
WiFi - Complimentary	\$0	\$0	_____	_____	_____
<b>Section B. Total</b>				\$ _____	

\*\* Non-standard electrical can not be guaranteed for notice 3 business days or less before the event.

Section A \_\_\_\_\_ Section B \_\_\_\_\_ Subtotal \_\_\_\_\_ 5.6% Tax \_\_\_\_\_ Grand Total \_\_\_\_\_

Please see page 2 to indicate outlet(s) needed.

Circle the outlet(s) that will be used, along with description of usage.

CURRENT RATING	TYPE	2 POLE - 2 WIRE NO GROUND		2 POLE - 3 WIRE GROUNDING		3 POLE 4 WIRE GROUNDING	How will you use this outlet?
		125V	250V	125V	250V	125V/250V	
15 A	STRAIGHT BLADE	 1-15R	 2-15R	 5-15R	 6-15R		
	TWIST-LOCK	 L1-15R		 L5-15R	 L6-15R		
20A	STRAIGHT BLADE		 2-20R	 5-20R	 6-20R	 14-20R	
	TWIST-LOCK		 L2-20R	 L5-20R	 L6-20R	 L14-20R	
30A	STRAIGHT BLADE		 2-30R	 5-30R	 6-30R	 14-30R	
	TWIST-LOCK			 L5-30R	 L6-30R	 L14-30R	
50A	STRAIGHT BLADE			 5-50R	 6-50R	 14-50R	
	TWIST-LOCK						

**NOTES:** 1). Female receptacles shown. For male plug, change suffix from "R" to "P" and mirror images.

2). For female connections, change suffix from "R" to "C".

3). Twist-lock 50A CS6364 connector and CS6365 plug are not NEMA.

4). Normally G = ground (green), W = neutral (white), X & Y = hot (red and black).