

Dear **Madison Build, Remodel & Landscape Show 2019** Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **Madison Build, Remodel & Landscape Show 2019**, being held at **Monona Terrace, February 15-17, 2019**. 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 advance 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 pre show 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 6, 2019**. 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  
 FAX: 815.873.1544

## GENERAL SHOW INFORMATION

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

ADVANCE PRICE DEADLINE:  
 January 23, 2019

### Valley Customer Service

- 815.873.1500 Fax 815.873.1544 email: 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

- Deana Escudero
- 800.374.6463
- deanaescudero@homeshowcenter.com

### Booth Package

A standard 10' x 10' booth will include:

- Burgundy 8' Back Drape and 3' Side Drape
- (1) 7" x 44" Identification Sign

Your exhibit area is **NOT** carpeted with facility carpeting. Aisle carpet in the Entrance ONLY is carpeted in Pepper colored carpet.

### Exhibitor Schedule

<b>Exhibitor Move-In:</b>	Wednesday	February 13, 2019	12:00pm-6:00pm	<i>(Landscapers)</i>
	Thursday	February 14, 2019	10:00am-6:00pm	
	*Friday	February 15, 2019	10:00am-2:00pm	<b><i>*Booths 38F-71F must move in Friday morning prior to show open</i></b>
<b>Show Hours:</b>	Friday	February 15, 2019	2:00pm-7:00pm	
	Saturday	February 16, 2019	10:00am-7:00pm	
	Sunday	February 17, 2019	10:00am-5:00pm	
<b>Exhibitor Move Out:</b>	*Sunday	February 17, 2019	5:00pm-8:00pm	<b><i>*Booths 38F-71F must be moved out on Sunday night</i></b>
	Monday	February 18, 2019	8:00am-2:00pm	
<ul style="list-style-type: none"><li>• Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by: <b>11:00am on 2/18/2019.</b></li></ul>				

### Shipping Addresses

#### Advance to Warehouse

Receiving Dates:  
**1/11/2019 thru 2/8/2019**  
 Receiving Hours:  
 Mon-Fri 7:30AM-2:30PM

TO: Exhibiting Company Name and Booth #  
**FOR: Madison Build, Remodel & Landscape Show 2019**  
 C/O Valley Expo & Displays  
 YRC Freight  
 2573 Progress Road  
 Madison WI 53716

#### Direct to Show Site

Receiving Dates and Times:  
**2/13/2019; 12:00pm-6:00pm (*Landscapers*)**  
**2/14/2019; 10:00am-6:00pm**  
**2/15/2019; 10:00am-2:00pm**

TO: Exhibiting Company Name and Booth #  
**FOR: Madison Build, Remodel & Landscape Show 2019**  
 C/O Valley Expo & Displays  
 Monona Terrace  
 1 John Nolen Drive  
 Madison WI 53703





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**SHOW  
SPECIAL**

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

**DEADLINE DATE:**  
**January 13, 2019**

## **SHOW SPECIAL**

Valley Expo & Displays is offering discounts to each Exhibitor on the following booth packages, **only** if ordered by the advanced price deadline of **January 13, 2019**. *Please note this date differs from the rest of the service kit for advance pricing.*

*Be sure to indicate skirting color . Orders received without color indicated will receive Foreman's choice.*

Skirting Color Selection: ☐Blue ☐White ☐Gold ☐Green ☐Black ☐Burgundy ☐Red ☐Teal ☐Silver ☐Purple

Booth Package Includes	Quantity	Show Special	Total
(1) 8' x 30" Skirted Table (1) Side Chair		\$ 164.85	\$

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

**ORDER WITH PAYMENT MUST BE RECEIVED BY JANUARY 13, 2019**

Please provide the following information so we may credit your account properly.

Company Name		Booth #	Date
Billing Address		City & State	Zip
E-Mail Address		Name (please print)	
Phone	Fax	Check No. (if paying by check)	
___ Visa ___ MC ___ Amex		Card Number	Exp. Date ___/___ CVC2
<small>(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)</small>			
X Cardholder Signature		Cardholder's Name (please print)	





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## GENERAL SHOW INFORMATION

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

**ADVANCE PRICE DEADLINE:**  
 January 23, 2019

### Important Deadlines

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

**Advance Price Deadline**

**Wednesday, January 23, 2019**

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

**Advance Shipments receiving dates :** 1/11/2019 thru 2/8/2019

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

**Show Site Shipments receiving dates & times:** 2/13/2019; 12:00pm-6:00pm (*Landscapers*)  
 2/14/2019; 10:00am-6:00pm  
 2/15/2019; 10:00am-2:00pm

### 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.

### 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 pre show 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

- All third party and EAC forms must be completely filled out and submitted to Valley Expo & Displays. 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.

**Register Here for Online Ordering...[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)**



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 FAX: 815.873.1544

## RECAP OF COST & PAYMENT

**ADVANCE PRICE DEADLINE:**  
January 23, 2019

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

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

[illegible]

- Booth Special Order Form
- Booth Furniture Order Form
- Accessories Order Form
- Booth Carpet Order Form
- Vehicle Placement Order Form
- Advance Freight Handling Order Form
- Direct Freight Handling Order Form
- Portable/Modular Display Rental 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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**THIRD  
PARTY  
BILLING**

## Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

This form is to be used if you wish to have a Third Party handle your display, and be billed for services. The Recap of Cost & Payment Form **MUST** be completed by the Third Party to be billed for services, **however, we also must be provided with the Exhibiting Company's credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the Third Party.

It should be understood that by signing this form or placing an order the Exhibiting Company agrees it is ultimately responsible for payment of charges. **If your Third Party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.**

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

**Exhibitor Name:** \_\_\_\_\_

**Exhibitor Signature:** \_\_\_\_\_

**Exhibiting Company's credit card information:**

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex \_\_\_ Discover \_\_\_/\_\_\_ Exp. Date \_\_\_ CVC2  
Last 3 digits on back of card, 4 digits on front of AMX

**Account #:** \_\_\_\_\_

X

Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address

City

State

Zip

Exhibiting  
Company  
Information

Indicate which services are to be invoiced to the Third Party:

\_\_\_ **ALL VALLEY SERVICES**  
 \_\_\_ **I&D LABOR/SUPERVISION**  
 \_\_\_ **MATERIAL HANDLING IN & OUT**

\_\_\_ **RENTAL FURNITURE/CARPET/SIGNS**  
 \_\_\_ **BOOTH CLEANING**  
 \_\_\_ **OTHER:** \_\_\_\_\_

Services  
to be  
billed to  
third party

**Third Party Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**E-Mail for Invoice:** \_\_\_\_\_

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

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

**Third Party Company's credit card information:**

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex \_\_\_ Discover \_\_\_/\_\_\_ Exp. Date \_\_\_ CVC2  
Last 3 digits on back of card, 4 digits on front of AMX

**Account #:** \_\_\_\_\_

X

Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address

City

State

Zip

Third Party  
Company  
Information







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**EXHIBITOR  
APPOINTED  
CONTRACTOR**

## Madison Build, Remodel & Landscape Show 2019

**Monona Terrace, February 15-17, 2019**

Submit this form if the exhibiting company intends to use a contractor other than Valley Expo & Displays. If the exhibiting company fails to comply with any of the requirements listed below the exhibitor appointed contractor will not be permitted to service your exhibit, and Valley Expo & Displays must be hired for installation and dismantle labor. The exhibitor appointed contractor will be able to provide supervision only.

Exhibitor appointed contractors must use labor supplied by Valley Expo & Displays unless the following requirements are fulfilled:

1. The exhibitor must notify Show Management and Valley Expo & Displays of the intention to utilize an independent contractor no later than 30 days prior to the first day of move-in, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless Show Management requires more.
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage in the minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - e. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence and {\$1,000,000} each aggregate.
  - f. **Valley Expo & Displays, Show Management and Facility must be named as additional insureds on a primary and non-contributory basis.**
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley Expo & Displays.
4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
  - b. Will share with Valley Expo & Displays all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - c. Must furnish Show Management and Valley Expo & Displays with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - d. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services.  
The exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - e. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear.
  - f. Shall provide, if requested, evidence to Valley Expo & Displays that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
  - g. Must coordinate all of its activities with Valley Expo & Displays.
  - h. Must comply with all reasonable rules and regulations of the venue, Show Management and Official Service Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
6. All information must be received by Valley Expo & Displays' office no later than 30 days prior to the first day of move-in.

### Contractor Requirements

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

**Booth Number:** \_\_\_\_\_

**Exhibitor Appointed Contractor:** \_\_\_\_\_

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

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

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

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

**Contact at Show:** \_\_\_\_\_

**Type of Service to be preformed:** \_\_\_\_\_

### Contractor Information





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

## TABLES & CHAIRS ORDER FORM

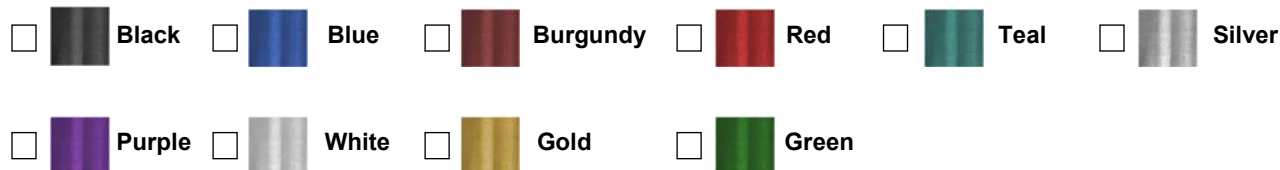
**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

ADVANCE PRICE DEADLINE:  
January 23, 2019

**Orders with payment in full must be received by January 23, 2019, for Advance 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:



	Description	Quantity	Advance	Floor	Total
<b>Skirted Tables</b>	4' L x 30" H	_____	\$ 126.30	\$ 164.20	_____
	6' L x 30" H	_____	\$ 149.85	\$ 194.85	_____
	8' L x 30" H	_____	\$ 168.35	\$ 218.90	_____
	4' L x 42" H	_____	\$ 132.45	\$ 172.20	_____
	6' L x 42" H	_____	\$ 164.10	\$ 213.35	_____
	8' L x 42" H	_____	\$ 192.00	\$ 249.60	_____
<b>4th Side Skirting &amp; Drape</b>	30" x 13' Skirting Only (4th Side)	_____	\$ 61.35	\$ 79.80	_____
	42" x 13' Skirting Only (4th Side)	_____	\$ 70.85	\$ 92.15	_____
	3' Drape (Side) per LnFt	_____	\$ 9.20	\$ 12.00	_____
	8' Drape (Back) per LnFt	_____	\$ 12.90	\$ 16.80	_____
<b>Plain Tables</b>	4' L x 30" H	_____	\$ 56.75	\$ 73.80	_____
	6' L x 30" H	_____	\$ 83.40	\$ 108.45	_____
	8' L x 30" H	_____	\$ 99.65	\$ 129.55	_____
	4' L x 42" H	_____	\$ 76.70	\$ 99.75	_____
	6' L x 42" H	_____	\$ 102.95	\$ 133.85	_____
	8' L x 42" H	_____	\$ 118.60	\$ 154.20	_____
	White Vinyl, 8' Long (tabletop covering)	_____	\$ 11.50	\$ 14.95	_____
<b>Cocktail Tables</b>	30" Round, 30" High	_____	\$ 95.75	\$ 124.50	_____
	30" Round, 42" High	_____	\$ 107.00	\$ 139.10	_____
<b>Chairs</b>	Folding Chair	_____	\$ 25.00	\$ 32.50	_____
	Side Chair	_____	\$ 51.45	\$ 66.90	_____
	Padded Chair	_____	\$ 64.00	\$ 83.20	_____
	Bar Stool with Back	_____	\$ 79.70	\$ 103.65	_____

**Subtotal**

\$

**5.5% Sales Tax**

\$

**Total**

\$

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

**Register Here for Online Ordering... [www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)**



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

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





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## ACCESSORIES ORDER FORM

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

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### Accessories

Description	Quantity	Advance	Floor	Total
Tripod Adjustable Easel	_____	\$ 32.80	\$ 42.65	_____
Garment Rack	_____	\$ 37.10	\$ 48.25	_____
Bag Stand	_____	\$ 90.45	\$ 117.60	_____
Literature Stand	_____	\$ 111.95	\$ 145.55	_____
Wastebasket	_____	\$ 16.50	\$ 21.45	_____
8' Upright with Base	_____	\$ 15.55	\$ 20.25	_____
Crossbar	_____	\$ 10.35	\$ 13.50	_____
Table Riser 1'x1'x4 White Skirted	_____	\$ 70.20	\$ 91.30	_____
Posterboard 4' x 8'	_____	\$ 165.45	\$ 215.10	_____
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	_____	\$ 38.85	\$ 50.55	_____
2' W x 6' H Panel	_____	\$ 45.00	\$ 58.50	_____
2' W x 8' H Panel	_____	\$ 57.05	\$ 74.20	_____
"T" Base, per set	_____	\$ 26.80	\$ 34.85	_____
24" Shelf Bracket	_____	\$ 14.65	\$ 19.05	_____
48" Shelf Bracket	_____	\$ 20.80	\$ 27.05	_____
6 Ball Waterfall	_____	\$ 9.80	\$ 12.75	_____
Hang Rail	_____	\$ 11.05	\$ 14.40	_____
Picture Hanger	_____	\$ 2.60	\$ 3.40	_____
Hat Display	_____	\$ 6.20	\$ 8.10	_____
Peg Hook	_____	\$ 2.60	\$ 3.40	_____
4", 6", 12" (circle one)				

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

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

**Subtotal** \$

**5.5% Sales Tax** \$

**Total** \$

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Must include Recap of Cost and Payment Form along with order form.  
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## BOOTH CARPET ORDER FORM

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

ADVANCE PRICE DEADLINE:  
 January 23, 2019

### Orders with payment in full must be received by **January 23, 2019**, for Advance Prices.

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

Due to color match issues Standard Booth Carpet **CAN NOT** be ordered in multiples. If your booth space is larger then 300sq feet you must order Custom or Luxury Carpeting from below

Standard Booth Carpet	Description	Quantity	Advance	Floor	Total
	9' x 10'	_____	\$ 182.30	\$ 237.00	_____
	9' x 20'	_____	\$ 356.10	\$ 462.95	_____
	9' x 30'	_____	\$ 547.35	\$ 711.60	_____

#### 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 _____	_____	\$ 4.35 sq ft	\$ 5.70 sq ft	_____

#### Color Selection for Luxury Carpeting

☐ Blue ☐ Green ☐ Black ☐ Burgundy ☐ Red ☐ Gray

Luxury carpet is cut specifically to your booth measurements. 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 _____	_____	\$ 5.70 sq ft	\$ 7.45 sq ft	_____

Padding Visqueen Taping	Description	Square Foot	Advance	Floor	Total
	Padding	_____	\$ 1.80 per sq ft	\$ 2.35 per sq ft	_____
	Visqueen (plastic covering)	_____	\$ 0.90 per sq ft	\$ 1.20 per sq ft	_____
	Additional taping	_____	\$ 1.80 per sq ft	\$ 2.35 per sq ft	_____

**Subtotal** \$

**5.5% Sales Tax** \$

**Total** \$

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

Register Here for Online Ordering... [www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)



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

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



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<http://valleyexpodisplays.com/page/register>  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**SHIPPING  
ADDRESSES &  
RECEIVING DATES**

## Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

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  
**MADISON BUILD, REMODEL & LANDSCAPE  
 SHOW 2019**  
 YRC FREIGHT  
 C/O VALLEY EXPO & DISPLAYS  
 2573 PROGRESS ROAD  
 MADISON WI 53716

- 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: **1/11/2019**

Last day freight will be accepted: **2/8/2019**

#### Direct to Show Site Shipping Address

EXHIBITING COMPANY NAME  
 BOOTH NUMBER  
**MADISON BUILD, REMODEL & LANDSCAPE  
 SHOW 2019**  
 MONONA TERRACE  
 C/O VALLEY EXPO & DISPLAYS  
 1 JOHN NOLAN DRIVE  
 MADISON WI 53703

- 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 2/13/2019 to the show site.**

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

Days freight will be accepted at show site: **2/13/2019; \*12:00pm-6:00pm**

**2/14/2019; \* 10:00am-6:00pm**

**2/15/2019; \*10:00am-2:00pm**

***\*Drivers must check in by 1 hour before end time***

**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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# RUSH

EXHIBITOR MATERIAL

FROM:

## ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

MADISON BUILD, REMODEL & LANDSCAPE SHOW 2019

SHOW NAME

BOOTH NUMBER

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

***Shipment Should Arrive Between:***

*January 11, 2019 thru February 8, 2019*

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

Carrier

Number of pieces

# RUSH

EXHIBITOR MATERIAL

FROM:

## ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

MADISON BUILD, REMODEL & LANDSCAPE SHOW 2019

SHOW NAME

BOOTH NUMBER

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

***Shipment Should Arrive Between:***

*January 11, 2019 thru February 8, 2019*

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

Carrier

Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

MADISON BUILD, REMODEL & LANDSCAPE SHOW 2019

SHOW NAME

BOOTH NUMBER

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

*Shipment Should Arrive:*

February 13, 2019; 12:00pm-6:00pm  
February 14, 2019; 10:00am-6:00pm  
February 15, 2019; 10:00am-2:00pm

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. .

Carrier

Number of pieces

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

MADISON BUILD, REMODEL & LANDSCAPE SHOW 2019

SHOW NAME

BOOTH NUMBER

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

*Shipment Should Arrive:*

February 13, 2019; 12:00pm-6:00pm  
February 14, 2019; 10:00am-6:00pm  
February 15, 2019; 10:00am-2:00pm

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

Carrier

Number of pieces



# Exhibit Services

Reliable trade show shipping services



**YRC**  
FREIGHT





### The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

## Delivering confidence at the show

- 100% inbound service guarantee\* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

## Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

## Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on [my.yrcfreight.com](http://my.yrcfreight.com)

\* Subject to applicable Tariffs and Rules and Conditions publications.

**Confidence Delivered:**

[yrcfreight.com](http://yrcfreight.com) | 800.531.EXPO (3976) |  Live Chat





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 FAX: 815.873.1544

## ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

### Madison Build, Remodel & Landscape Show 2019 Monona Terrace, February 15-17, 2019

As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

#### Information

- Freight is accepted **1/11/2019** thru **2/8/2019**.
- To ensure timely arrival of your materials at show site, freight should arrive by **2/8/2019**. Freight will still be received after the deadline date; however, delays may occur and additional charges will apply.
- The warehouse receives shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

#### 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.

#### 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. There are two categories of freight:
  - Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling:** Material delivered by 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.
- 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)

	Rate Classifications	Price Per CWT	200lb Minimum
<b>Rates</b>	Crated or Skidded	\$ 89.95	\$ 179.90
	Special Handling	\$ 116.80	\$ 233.60

#### 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	\$ 61.40
Each Additional Carton	\$ 14.85

#### 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**

#### 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 \$14.85			\$
<b>Total Estimated</b>				\$

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.



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## DIRECT SHIPMENT FREIGHT HANDLING ORDER FORM

### Madison Build, Remodel & Landscape Show 2019 Monona Terrace, February 15-17, 2019

As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

#### Information

- Freight will be accepted: **2/13/2019; 12:00pm-6:00pm** , **2/14/2019; 10:00am-6:00pm** & **2/15/2019; 10:00am-2:00pm**
- Do not ship to the facility prior to **2/13/2019**. Early shipments to the show site may be refused
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight
- Certified weight tickets must accompany all shipments
- Ship pre-paid; collect shipments will be refused
- Freight Questionnaire must be submitted with this form

#### 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. There are three categories of freight:
  - Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling:** Material delivered by 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 charges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add overtime and/or double time charges 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 show site 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 show site that must be moved into or out of booth during above listed times)

	Rate Classifications	Price Per CWT	200lb Minimum
<b>Rates</b>	Crated or Skidded	\$ 85.25	\$ 170.50
	Special Handling	\$ 110.75	\$ 221.50
	Uncrated	\$ 132.45	\$ 264.90

#### 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	\$ 61.40
Each Additional Carton	\$ 14.85

#### 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**

#### 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 \$14.85			\$
<b>Total Estimated</b>				\$

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.





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## FREIGHT SERVICE QUESTIONNAIRE

**Madison Build, Remodel & Landscape Show 2019**

**Monona Terrace, February 15-17, 2019**

### ALL EXHIBITORS SHIPPING FREIGHT MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
 \_\_\_\_\_ Uncrated  
 \_\_\_\_\_ Machinery  
 \_\_\_\_\_ Total

2. Indicate total number of trucks in each category that you will use:

\_\_\_\_\_ Van Line  
 \_\_\_\_\_ Common Carrier  
 \_\_\_\_\_ Flatbed  
 \_\_\_\_\_ Company Truck  
 \_\_\_\_\_ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. If using a Customs Broker, please print name:

\_\_\_\_\_

Phone \_\_\_\_\_

5. Print the name of person in charge of your move-in:

\_\_\_\_\_

Phone \_\_\_\_\_

6. What is the minimum number of days required to set your displays?

\_\_\_\_\_

7. What is the weight of the single heaviest piece that must be lifted?

\_\_\_\_\_ Lbs.

8. What is the total weight of your exhibit or equipment being shipped?

\_\_\_\_\_ Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

#### DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

\_\_\_\_\_  
 \_\_\_\_\_

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

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





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## OUTBOUND SHIPPING INFORMATION

### Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

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 2/17/2019**. 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 responsibility 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: 2/18/2019; 11:00am

#### 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	\$ 75.00 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	\$ 1.25 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.



## BILL OF LADING INSTRUCTIONS

These instructions are designed to clarify information required on a Bill of Lading.  
**COMPLETE ALL THE BLUE SHADED AREAS - PRESS HARD**

The Show Name

Today's Date

The company name you are exhibiting under. This is where Valley physically looks for your shipment, therefore, the correct booth number is critical.

Circle the total number of bills of lading that will be completed for your booth space. Separate bills must be completed for different destinations and for different methods of shipping. (ie YRC, FedEx, van line, etc.)

The actual address where the shipment should be delivered (destination). This address should match your shipping labels.

List the name of the carrier you have chosen to ship your freight.

If you have selected a carrier other than our house carrier, you must initial here. This informs Valley what to do with your freight in the event your carrier does not check in by the designated time.

What does your shipment consist of? Fill in the exact quantities of each "kind of package" be very specific include weights.

Check "Collect" if the "Ship To" address and the "Freight charges guaranteed by" addresses are the same. If the addresses are different, then you have involved a third party and the "Prepaid/3rd Party" option should be selected.

Name and address of the party responsible for the freight charges.

Please read the Liability on the reverse side of the bill of lading prior to signing. Once you understand and agree to these conditions, please sign and print your name.

**VALLEY EXPO & DISPLAYS**  
11712 191st 11712 191st  
valleyexpodisplays.com

**STRAIGHT BILL OF LADING** No. 112141

**INSTRUCTIONS** - Complete all of the shaded areas and return to the service desk when all materials are ready for shipment. For further instructions on proper use of this form, see back side.

Shipper's No. \_\_\_\_\_ Date \_\_\_\_\_

**SHIP FROM:**

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Exhibit Facility \_\_\_\_\_

Exhibitor Name \_\_\_\_\_

Address \_\_\_\_\_

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

Carrier \_\_\_\_\_

**SHIP TO:**

Show Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Exhibit Facility \_\_\_\_\_

Exhibitor Name \_\_\_\_\_

Address \_\_\_\_\_

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

Special Instructions \_\_\_\_\_

No. of separate shipments in booth: 1 2 3 4

In the event a selected carrier fails to show on the first move out day, Valley will force shipment accordingly via house carrier \_\_\_\_\_.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described below, in apparent good order, except as noted (incidents and condition of contents of packages unknown), marked, consigned, and delivered as indicated above, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract agrees to carry to its usual place of delivery, as said destination, if on the own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any portion of said property over all or any portion of said route to destination, and as to each party of any line interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or rail-water shipment, or (2) in the motor carrier classification or tariff if this is a motor carrier shipment.

Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his consignee.

Subject to section 7 of Uniform of Lading, if the shipment is to be delivered to the consignee without recourse on the consignee, the consignee and sign the following statement:

The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.

Signature of Consignor \_\_\_\_\_

**FREIGHT CHARGES**

Prepaid/1st party \_\_\_\_\_ Collect \_\_\_\_\_

**BILL FREIGHT CHARGES TO:**

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

Attn \_\_\_\_\_

Address \_\_\_\_\_

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

By routing this bill of lading Valley Expo & Displays assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to their count and condition at time of actual receipt from booth. Valley assumes no responsibility for mislabeled shipments as a result of not shipping items which remain in condition. If the property is damaged, the Consignor/Shipper/Exhibitor is responsible for the damage. This is to certify that the named articles are properly classified, described, packed, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Received in apparent good condition, except as noted

Date \_\_\_\_\_ Time \_\_\_\_\_

Checker Signature \_\_\_\_\_

Driver (Signature) \_\_\_\_\_

Driver (Print) \_\_\_\_\_

Place Pro label Here

Shipper hereby certifies that he/she is familiar with all the terms and conditions of the said bill of lading set forth in the classification or tariff which governs the transportation of this shipment, and the terms and conditions so described on the back of this form are hereby agreed to by the shipper and accepted for himself/herself and his/her consignee.

Shipper (Signature) \_\_\_\_\_ Shipper (Print) \_\_\_\_\_

This Bill of Lading is to be signed by the shipper and agent of carrier.

**VALLEY COPY**

**RETURN TO THE VALLEY SERVICE DESK AFTER YOUR MATERIALS ARE PACKED AND READY TO BE SHIPPED. DO NOT TURN THE BILL OF LADING IN EARLY.**

**A SHIPPING LABEL MUST BE PLACED ON EACH PIECE.**

**LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.**





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## VEHICLE PLACEMENT ORDER FORM

### Madison Build, Remodel & Landscape Show 2019

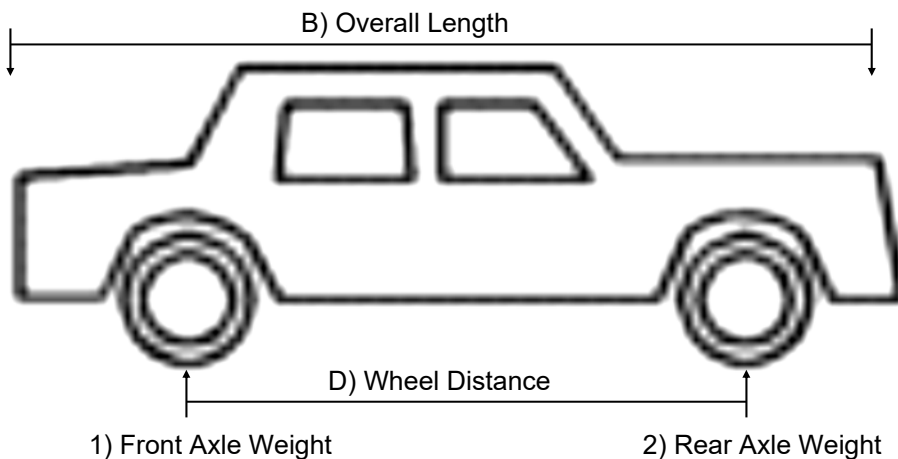
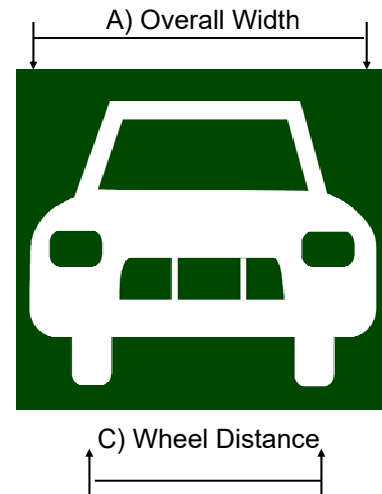
Monona Terrace, February 15-17, 2019

Valley Expo & Displays charges a round-trip fee of **\$154.50 per vehicle** to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. Valley personnel will receive equipment at show site and drive to the exhibitor booth. We will also handle the outbound as an inclusive service.

The City Fire Marshall requires disconnecting the battery, sealing the gas tank and placing a protective covering under the vehicle. Check local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page.

A Valley Representative will contact you regarding a specific time



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

Vehicle Description	A) Overall Width	B) Overall Length	Total Square Feet	C) Wheel Distance	D) Wheel Distance	1) Front Axle Wgt.	2) Rear Axle Wgt.	Total Weight
Total Due \$								

\* For dual axle vehicles measure distance from the front wheel to between the back wheels

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

Please indicate expected date and time vehicle will be arriving at the showsite

Date	Time
	AM or PM
	AM or PM





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## PORTABLE MODULAR DISPLAY RENTAL

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

ADVANCE PRICE DEADLINE:  
January 23, 2019

**Orders with payment in full must be received by January 23, 2019, for Advance Prices.**

All orders subject to availability of equipment. Rental includes delivery to booth, installation and dismantle of exhibit. Electrical service and labor to install lights are not included.

**Graphics Sold Separately:** Headers do not include graphics. Headers can be one color or full four color digital process. There are several graphic options; Headers, Small panels, Backlit panels, Full length panels. Design is available and all proofing can be done via Email. Call (877) 332-4292 for all services available. Graphics taxes and shipping out after the show are not included.

	Kit#	Description	Advance	Floor	Sale Price
Miscellaneous	115	Capsule Counter	\$ 398.00	\$ 517.00	\$ 1592.00
	129	Fan Counter	\$ 701.00	\$ 911.00	\$ 2804.00
	130	1 Meter Counter	\$ 550.00	\$ 715.00	\$ 2200.00
	131	2 Meter Counter	\$ 750.00	\$ 975.00	\$ 3000.00
	135	Rectangle Counter	\$ 462.00	\$ 600.00	\$ 1848.00
	137	Rectangle Counter w/Display	\$ 550.00	\$ 715.00	\$ 2200.00
	138	Full View Display Counter	\$ 650.00	\$ 845.00	\$ 2600.00
	139	Pedestal	\$ 360.00	\$ 468.00	\$ 1440.00
	LIT	Literature Rack	\$ 120.00	\$ 156.00	\$ 460.00
	IPAD	iPad Stand	\$ 175.00	\$ 228.00	\$ 700.00
10' x 10' Displays	1160*	Inline Table Top Pop Up	\$ 525.00	\$ 683.00	\$ 2100.00
	1000*	Inline Floor Standing Pop Up	\$ 973.00	\$ 1265.00	\$ 3892.00
	1001*	Inline Floor Standing Pop Up w/Counter	\$ 1259.00	\$ 1637.00	\$ 5036.00
	1102	Inline Floor Standing Hardwall	\$ 1414.00	\$ 1838.00	\$ 5656.00
	1127	Inline Floor Standing Hardwall w/Counter	\$ 2104.00	\$ 2735.00	\$ 8416.00
10' x 20' Displays	2184*	Inline 20 Ft Fabric	\$ 4632.00	\$ 6022.00	\$ 18528.00
	2192*	Inline 20 Ft Serpentine Pop Up	\$ 1607.00	\$ 2089.00	\$ 6428.00
	2193*	Inline 20 Ft Hybrid	\$ 3683.00	\$ 4788.00	\$ 14732.00
	2212	Inline 20 Ft Hardwall	\$ 4255.00	\$ 5531.00	\$ 17020.00
	2367	Inline 20 Ft Hardwall w/Counter	\$ 3530.00	\$ 4589.00	\$ 14120.00
20' x 20' Displays	4087*	Island 20 x 20 Ft Display	\$ 6617.00	\$ 8602.00	\$ 26468.00
	4541*	Island 20 x 20 Ft Display	\$ 7366.00	\$ 9576.00	\$ 29464.00
	4744*	Island 20 x 20 Ft Display	\$ 6209.00	\$ 8072.00	\$ 24836.00

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

All 10' x 10', 10' x 20' and 20' x 20' Display kits includes a Standard Carpet (circle color)  
Blue Red Grey Green Burgundy Black

\*Kits that include lighting

Kit #	Qty	Price	Optional Graphic Yes No
		\$	\$

Subtotal

\$

5.5% Sales Tax

\$

Total

\$

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

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

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



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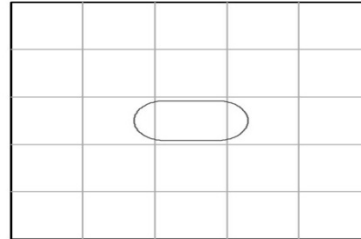
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 115, 129, & 130

### Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

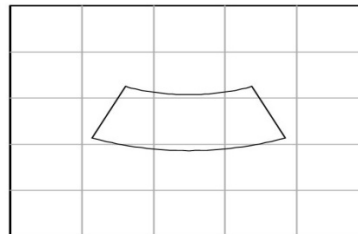
#### Counter Kit 115 Capsule counter

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



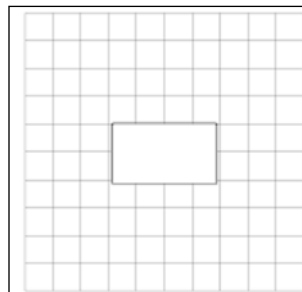
#### Counter Kit 129 Fan counter

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



#### Counter Kit 130 1 Meter counter

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 38.25"wide x 18.875" deep x 40"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.125"wide x 36.25"high. Additional cost \$240.00





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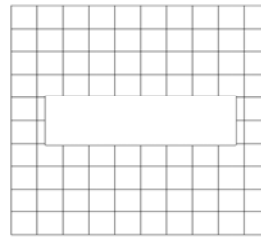
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 131, 135, & 137

### Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

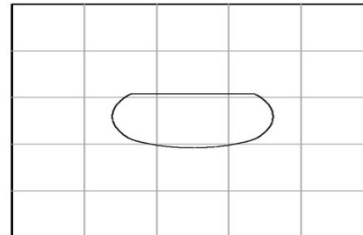
#### Counter Kit 131 2 Meter counter

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 76" wide x 18.875" deep x 40" high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional 2 front graphic 38.125" wide x 36.25" high. Additional cost for both \$480.00



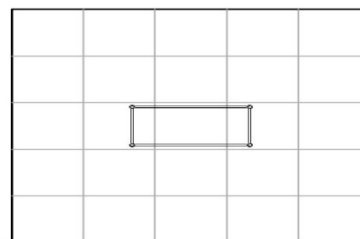
#### Counter Kit 135 Rectangle counter

- 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
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25" wide x 32.25" high. Additional cost \$212.00



#### 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
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25" wide x 25.75" high. Additional cost \$169.00





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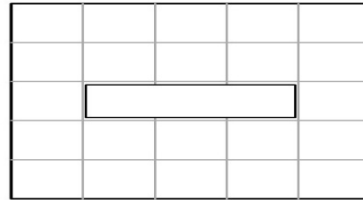
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 138, 139, & LIT

### Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

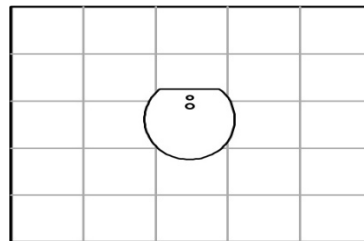
#### Counter Kit 138 Full View display case

- 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
- All Rentals include: Material handling, installation and dismantle of exhibit only.



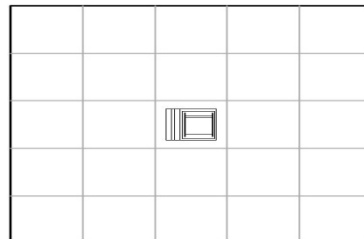
#### Pedestal Kit 139

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



#### Literature Rack

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





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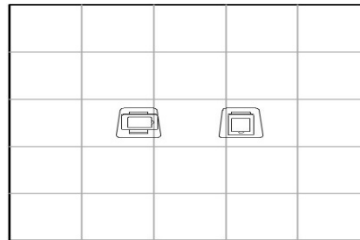
**PORTABLE MODULAR  
 DISPLAY DESCRIPTION**  
**Stand, 1160, & 1000**

## Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

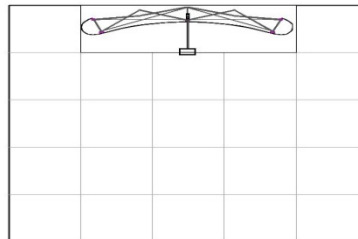
### iPad Stand

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



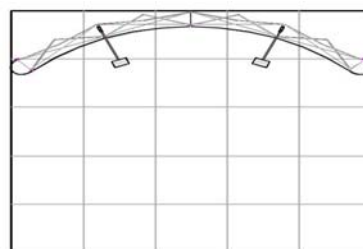
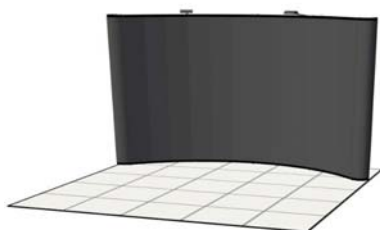
### Inline Kit 1160 Table Top Pop-up Display

- Classic expandable frame covered with black (Velcro compatible) fabric panels, one halogen stem light and one 6ft skirted table included.
- Dimensions approximately: 60" x 60"
- Standard table skirt color selection
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. (2) Front Mural Graphic Panels \$660.00 and (2) Mural Graphic End Caps \$430.00.



### Inline Kit 1000 Floor Standing Pop-up Display

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. (4) Front Mural Graphic Panels \$1776.00 and (2) Mural Graphic End Caps \$510.00.







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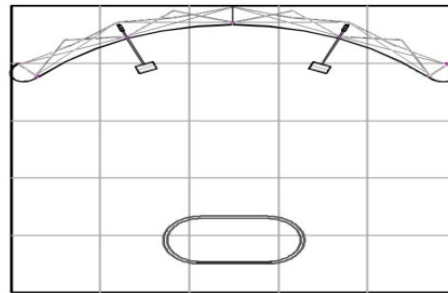
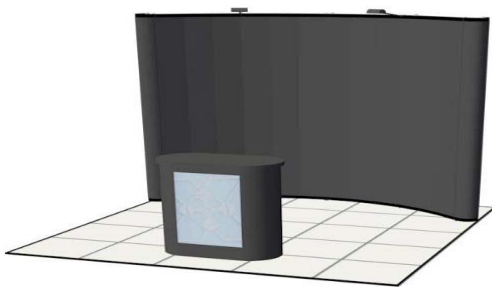
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 1001 & 1002

### Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

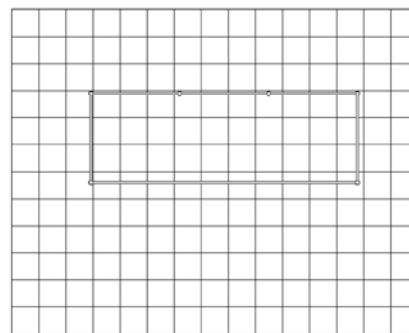
#### Inline Kit 1001 Floor Standing Pop-up Display

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights. Includes counter.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. (4) Front Mural Graphic Panels \$1776.00, (2) Mural Graphic End Caps \$510.00, and Capsule Counter Graphic \$90.00.



#### 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
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen
- Optional front header graphic 117" wide x 12" high. Additional cost \$244.00





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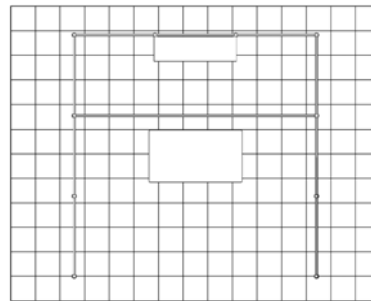
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 1127, & 2184

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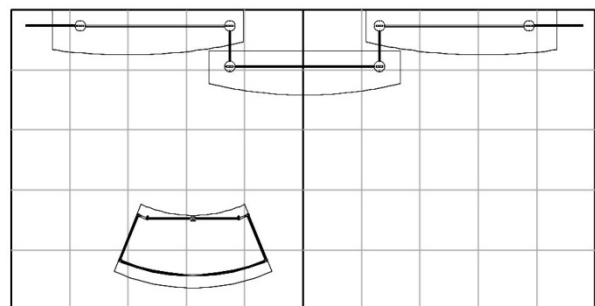
#### Inline Kit 1127 (DK 127) Floor Standing Hardwall Display

- Aluminum extrusion frame with cool gray sintra infill panels
- 1 meter back wall counter with sliding doors
- 1 meter shelf
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen
- Optional front header graphic 117" wide x 12" high. Additional cost \$244.00



#### Inline Kit 2184 20ft Valley Fabric Display

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





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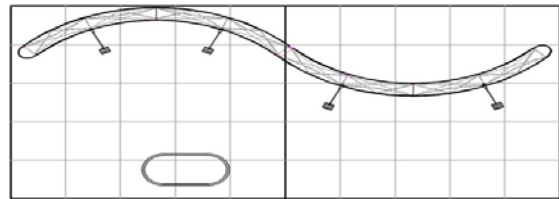
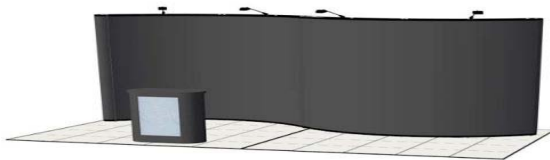
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 2192 & 2193

### Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

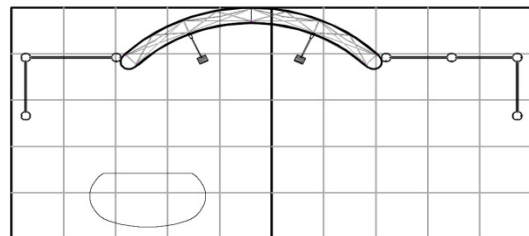
#### Inline Kit 2192 20ft Serpentine Pop-up Display

- Classic expandable frame covered with (Velcro compatible) black fabric panels, set in a serpentine configuration with four halogen stem lights. Includes counter kit 115.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. (8) Front Mural Graphic Panels \$3363.00, and (2) Mural Graphic End Caps \$510.00.



#### Inline Kit 2193 20ft Hybrid Display

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





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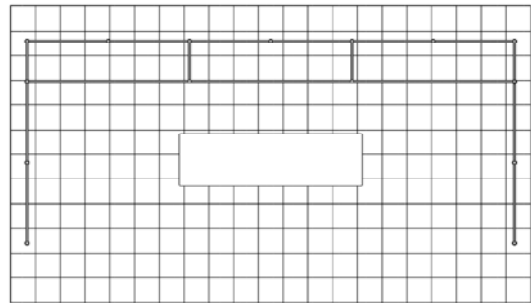
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 2212 & 2367

### Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

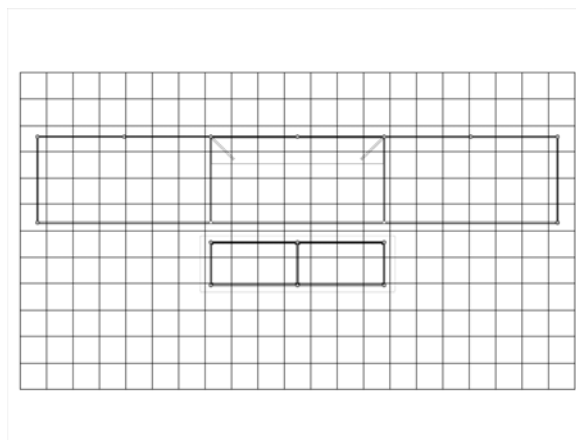
#### Inline Kit 2212 (DK212) 20ft Hardwall Display

- Aluminum extrusion frame with cool gray sintra infill panels
- 2 meter back wall counter with sliding doors
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen.
- Optional 3 piece front header graphic. Each piece 72" wide x 12" high. Additional cost for all pieces \$450.00



#### 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: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen
- Optional 3 piece front header graphic. Each piece 72" wide x 12" high. Additional cost for all pieces \$450.00







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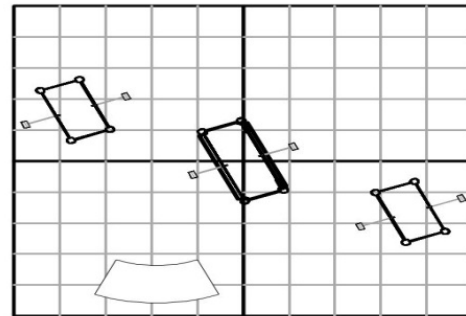
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 4087 & 4541

### Madison Build, Remodel & Landscape Show 2019

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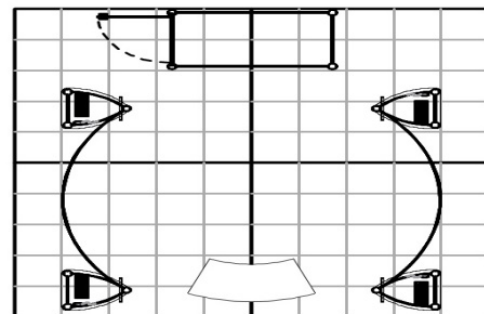
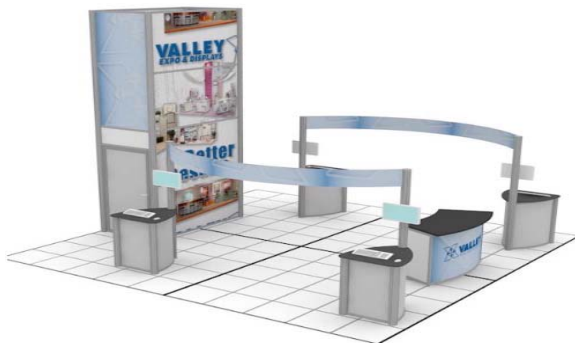
#### **Island Kit 4087 20ft x 20ft Island Display (Innovative Control Solutions)**

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



#### **Island Kit 4541 20ft x 20ft Island Display**

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





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

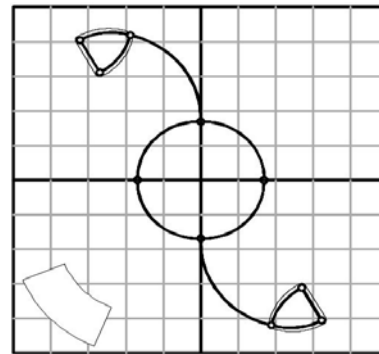
## PORTABLE MODULAR DISPLAY DESCRIPTION KIT 4744

### Madison Build, Remodel & Landscape Show 2019

Monona Terrace, February 15-17, 2019

#### Island Kit 4744 20ft x 20ft Island Display

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





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 FAX: 815.873.1544

## EVENT LABOR EXHIBITOR SUPERVISED ORDER FORM

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

ADVANCE PRICE DEADLINE:  
 January 23, 2019

**Orders with payment in full must be received by January 23, 2019, for Advance Prices.**

All installation and dismantling work will be performed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to supervised work performed, please complete the Valley Supervised Labor form.

### Rate Information

Description	Advance	Floor
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 103.50	\$ 134.55
<b>Overtime</b> - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 155.25	\$ 201.82
<b>Double time</b> - All day Sunday and holidays	\$ 207.00	\$ 269.10

**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.

### 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.

### Hours of Operation

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

#### Move In Dates & Times

2/13/2019; 12:00pm-6:00pm  
 2/14/2019; 10:00am-6:00pm  
 2/15/2019; 10:00am-2:00pm

#### Move Out Dates & Times

2/17/2019; 5:00pm-8:00pm  
 2/18/2019; 8:00am-2:00pm

### Requesting Times

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 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)

### 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

## EVENT LABOR VALLEY SUPERVISED ORDER FORM

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

**ADVANCE PRICE DEADLINE:**  
 January 23, 2019

**Orders with payment in full must be received by January 23, 2019, for Advance Prices.**

### Information & Requirements

- All work is preformed 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 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. 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.

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Freight will be shipped to: ☐ Advance Warehouse ☐ Direct to Show Site

Date Shipped: \_\_\_\_\_ Inbound Carrier: \_\_\_\_\_

Total # of: Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Fiber Cases \_\_\_\_\_ Other \_\_\_\_\_

Setup Plans/Photo: ☐ Attached to order ☐ Sent to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

Flooring/Carpet: ☐ With exhibit ☐ Rented from Valley

Electrical Placement: ☐ Electrical under carpet ☐ Electrical in back of booth ☐ Other, must provide floor plan

Graphic: ☐ With exhibit ☐ Shipped separately

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

Ship to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Outbound Shipping Information

Method of shipment\*: ☐ Common Carrier ☐ UPS ☐ FedEx ☐ Show Carrier

*\*If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.*

If labels are provided where will they be: \_\_\_\_\_

Freight Charges: ☐ Prepaid ☐ Collect

Bill to: \_\_\_\_\_

\_\_\_\_\_

### 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.

Description	Advance	Floor
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 129.40	\$ 168.25
<b>Overtime</b> - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 194.10	\$ 252.37
<b>Double time</b> - All day Sunday and holidays	\$ 258.80	\$ 336.50

### Description of labor requested

\_\_\_\_\_  
 \_\_\_\_\_

### 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) \_\_\_\_\_





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 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM  
 FAX: 815.873.1544

## FORKLIFT SERVICE ORDER FORM

### Madison Build, Remodel & Landscape Show 2019 Monona Terrace, February 15-17, 2019

ADVANCE PRICE DEADLINE:  
 January 23, 2019

**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	Advance Rate (per hour)	Floor Rate (per hour)
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 271.00	\$ 352.30
<b>Overtime</b> - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 406.50	\$ 528.45
<b>Double time</b> - All day Sunday and holidays	\$ 542.00	\$ 704.60

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

#### Move In Dates & Times

2/13/2019; 12:00pm-6:00pm  
 2/14/2019; 10:00am-6:00pm  
 2/15/2019; 10:00am-2:00pm

#### Move Out Dates & Times

2/17/2019; 5:00pm-8:00pm  
 2/18/2019; 8:00am-2:00pm

#### Hours of Operation

#### 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:					Total	
<input type="checkbox"/> Uncrating <input type="checkbox"/> Leveling <input type="checkbox"/> Unskidding <input type="checkbox"/> Positioning <input type="checkbox"/> Exhibit Construction (describe work below) <input type="checkbox"/> Other						
Other: Please describe work						
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:					Total	
<input type="checkbox"/> Recrating <input type="checkbox"/> Dismantling <input type="checkbox"/> Recrating <input type="checkbox"/> Other						
Other: Please describe work						



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

## BOOTH & EXHIBIT PORTER SERVICE ORDER FORM

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

ADVANCE PRICE DEADLINE:  
January 23, 2019

**Orders with payment in full must be received by January 23, 2019, for Advance 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 ( 10' x 10' ) = Square Footage ( 100 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	Advance	Floor	=	Total
Once Prior to Show Opening	_____		\$ 0.55	\$ 0.75		_____
3 Days - Prior to Show Opening Each Day	_____		\$ 1.60	\$ 2.10		_____

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

### Porter Service

	Sq. Ft.	X	Advance	Floor	=	Total
Once Prior to Show Opening	_____		\$ 0.60	\$ 0.80		_____
3 Days - Prior to Show Opening Each Day	_____		\$ 1.75	\$ 2.30		_____

**Subtotal** \$

**5.5% Sales Tax** \$

**Total** \$

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

**Register Here for Online Ordering... [www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)**



4950 AMERICAN ROAD · ROCKFORD, IL 61109 · PHONE: 815.873.1500 · FAX: 815.873.1544

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

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



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<http://valleyexpodisplays.com/page/register>  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

## SIGN & BANNER ORDER FORM

ORDERING DEADLINE:  
January 23, 2019

### Madison Build, Remodel & Landscape Show 2019 Monona Terrace, February 15-17, 2019

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 23, 2019**, 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 [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'	_____	\$ 67.50	_____
	14' x 22'	_____	\$ 98.05	_____
	22" x 28"	_____	\$ 119.85	_____
	28" x 44"	_____	\$ 163.00	_____
Vinyl Banners White Background Only	2' X 4'	_____	\$ 164.60	_____
	2' X 6'	_____	\$ 198.50	_____
	2' X 8'	_____	\$ 290.00	_____
	Grommets for hanging are included	_____		_____
Miscellaneous	Easel Back	_____	\$ 12.90	_____
	Sign Grommets	_____	\$ 5.00	_____
	Color Background	_____	\$ Add 25%	_____

Sign copy to be arranged: ☐ Horizontally ☐ Vertically

Subtotal	\$
5.5% Sales Tax	\$
<b>Total</b>	<b>\$</b>

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

Register Here for Online Ordering... [www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)



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

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



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

## SUPPLIED DIGITAL ART STANDARDS

**Madison Build, Remodel & Landscape Show 2019**  
**Monona Terrace, February 15-17, 2019**

ADVANCE PRICE DEADLINE:  
 January 23, 2019

### Supplied Digital Art Standards

In an effort to provide you with the best graphics for your display, Valley requests that you review these file and media requirements when you supply digital art. Supplying the proper files insures that your output will look the way you expect, and keep additional charges to a minimum. If you have questions about file formats, resolution, or other graphics concerns, please call us at **815-873-1500** or e-mail [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

#### Raster (Pixel-based) Art -

Raster art is the way most continuous tone images are produced. Scanned images, Photoshop files, tif, jpg, & bmp are examples of raster or pixel-based art. Resolution for these files should be at least 300dpi *at output size*. For example, a file for 16 x 20 inch output should be 4800 pixels by 6000 pixels. Both cmyk and rgb are acceptable but **cmyk is preferred**. **Its helpful if all your files are consistently one or the other.**

#### Use for:

**Photographic or continuous tone images.**

#### Vector Art -

Vector art is 'resolution independent', meaning it can be scaled to any size with no loss of quality. Illustrations created in Adobe Illustrator or Freehand are vector art. EPS files are the most common format for vector art.

**NOTE:** A Raster image imported or placed, and then saved in these programs is not changed into vector art...*it is still a raster image* and may not be suitable for some output options.

Logos & illustrations produced as cut vinyl **MUST** be vector art. If you cannot supply vector art, you may be charged for the time required to convert/recreate your art in the proper format.

#### Use for:

**Cut vinyl, large format text, logos, graphic elements.**

**Art Size:** Art files should be submitted with at least 0.5" bleed. (ex. 22" x 28" sign would be 22.5" x 28.5")

**Raster Art** can be supplied as Photoshop, jpg, tif, eps, bmp or other standard raster formats.

**Vector Art** should be **Adobe Illustrator (.ai), InDesign (.indd) or .eps (from Illustrator or InDesign)** files with text converted to paths. Include all linked files. If text is not converted to paths, all fonts must be included. When sending vector art use the package option in Illustrator or InDesign to properly export all necessary files.

**QuarkExpress** users, supply eps files with fonts embedded. Native Quark files are no longer supported.

**Media:** CD or DVD. For FTP access contact your Valley representative.

**Please include a color hardcopy or pdf. Critical PMS colors should be indicated on the hardcopy.**

### Still have questions?

Call 815-873-1500

or

E-mail: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)





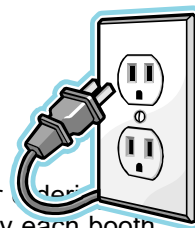


Jan 2019

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

## Electrical Notice

**Please be advised that power is not provided with your booth space.** Each exhibitor is responsible for paying for all electrical hookups. An electrical inventory is conducted to determine if power is being used by each booth. **Plugging into an outlet constitutes an order and you will be charged accordingly.**



Standard 20-amp service provides two outlets suitable for most booth lighting, small appliances and electronic devices. Please check your appliance for electrical requirements.

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



## Internet Notice

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

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

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



## General Information

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

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

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

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

**Or, \*Email, mail or fax completed form to:**



**\*These methods of delivery are not secure.** Please provide only the last 4 digits of your credit card number. We will phone you upon receipt to obtain the complete number.

**Monona Terrace  
One John Nolen Drive  
Madison, WI 53703  
Fax: (608) 261-4050**

**[amiller@mononaterrace.com](mailto:amiller@mononaterrace.com)**



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



# MONONA TERRACE COMMUNITY AND CONVENTION CENTER

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

## 2019 EXHIBITOR SERVICE ORDER

Qty	Utilities/Internet/AudioVisual	Rate	Ext
	20 Amp. Electrical Outlet 2000 Watt 120V	87.50/event	
Power is delivered via duplex end cord			
	30 Amp. 120/208V	\$ 212.50/event	
	Extension Cord	\$ 6.25/event	
	Power Strip	\$ 6.25/event	
	Water Hookup	\$ 87.50/event	
	Telephone Analog Line	\$ 187.50/event	
	High Speed Internet Connection 30 Mbps	\$ 243.75/event	
	24" Flat Panel Computer Monitor	\$ 68.75/day	
	32" LCD Screen on Cart	\$ 100.00/day	
	48" LCD Screen on Stand	\$ 218.75/day	
	Misc		
	Misc		
	Misc		
	Misc		

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

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

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

### PAYMENT

☐ Cash   ☐ Check attached  
☐ Phone me for credit card #  
 EXP. DATE  AM V MC DI  
 Credit Card # Last 4 digits only   
 \_\_\_\_\_  
 Cardholder Name (please print legibly)  
 \_\_\_\_\_  
 Authorized Signature of Cardholder  
☐ WI State Sales Tax Exempt # \_\_\_\_\_  
 See Terms and Conditions #5

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

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

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

# Terms and Conditions

## SERVICE ORDER REQUEST AND PAYMENT

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

## SERVICE/EQUIPMENT REQUIREMENTS AND RESTRICTIONS

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