



Exhibitor Services Kit

Dear 2021 Madison Home Improvement Store Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming 2021 Madison Home Improvement Store, being held at Monona Terrace, February 19-21, 2021. 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.

Valley Ordering Information

Valley Expo & Displays does take orders over the phone at this time. All preshow orders can be called in, faxed to (815-873-1544), or emailed to (events@valleyexpodisplays.com) by **1/04/2021**. 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.

Helpful Hints

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

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; press 1 or email: events@valleyexpodisplays.com with any questions you may have.



VALLEY

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

**GENERAL
SHOW
INFORMATION****2021 Madison Home Improvement Store**

Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:

1/27/2021

**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**

- Steven Meredith (Onsite) - 952-406-0548 | stevemeredith@homeshowcenter.com
- Deana Escudero (Sales) - 800-374-6463 | deana@homeshowcenter.com

**Booth
Package**

A standard 10'x10' booth will include:

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

The Madison Ballroom, Hall of Ideas, Grand Terrace and Community Terrace are carpeted with facility carpet. The Expo Hall is **NOT** carpeted with facility carpeting.

**Exhibitor
Schedule**

Exhibitor Move-In:	Wednesday	2/17/2021	12:00pm-6:00pm
	Thursday	2/18/2021	10:00am-6:00pm
	Friday*	2/19/2021	10:00am-2:00pm
	<i>**Booths 1F-23F must move in Friday morning prior to show open</i>		

Show Hours:	Friday	2/19/2021	2:00pm-8:00pm
	Saturday	2/20/2021	10:00am-8:00pm
	Sunday	2/21/2021	10:00am-5:00pm

Exhibitor Move Out:	Sunday*	2/21/2021	5:00pm-8:00pm
	<i>*Booths 1F-23F must move out on Sunday night</i>		
	Monday	2/22/2021	8:00am-2:00pm

- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by: **2/22/2021 on 10:00am.**

**Shipping
Addresses****Advance to Warehouse**

Receiving Dates:
1/25/2021 thru 2/15/2021
 Receiving Hours:
 Mon-Fri 7:30AM-2:30PM

TO: Exhibiting Company Name and Booth #
 FOR: 2021 Madison Home Improvement Store
 C/O Valley Expo & Displays
 YRC Freight
 2573 Progress Road
 Madison WI 53716

Direct to Show Site

Receiving Dates and Times:
2/17/2021; 12:00pm-6:00pm
2/18/2021; 10:00am-6:00pm
2/19/2021; 10:00am-2:00pm

TO: Exhibiting Company Name and Booth #
 FOR: 2021 Madison Home Improvement Store
 C/O Valley Expo & Displays
 Monona Terrace
 One John Nolen Drive
 Madison WI 53703



VALLEY

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

**SHOW
SPECIAL**

2021 Madison Home Improvement Store
 Monona Terrace, February 19-21, 2021

DEADLINE DATE:
 January 27, 2021

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 27, 2021** 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		\$ 197.90	\$

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

ORDER WITH PAYMENT MUST BE RECEIVED BY January 27, 2021

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)
<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Amex Card Number _____ Exp. Date ___/___ CVC2 _____ <small>3 digit or 4 digit code</small>		
(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)		
X _____		
Cardholder Signature	Cardholder's Name (please print)	



VALLEY

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

**GENERAL
SHOW
INFORMATION****2021 Madison Home Improvement Store**

Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:

1/27/2021

**Important
Deadlines**

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

Discount Price Deadline 1/27/2021

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

Advance Shipments receiving dates : 1/25/2021 thru 2/15/2021**Advance Shipments receiving times :** Mon - Fri 7:30AM-2:30PM

Show Site Shipments receiving dates & times: 2/17/2021; 12:00pm-6:00pm
 2/18/2021; 10:00am-6:00pm
 2/19/2021; 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. When paying by wire transfer a 3% surcharge will apply.

**Cancellations
&
Adjustments**

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

**Tax
Exemption**

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

**Third Party
Payment
Billing
Exhibitor
Appointed
Contractor**

- 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.
- The show aisles and public space are not a part of exhibitor's booth space and must be kept clear.





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

RECAP OF COST & PAYMENT

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:

1/27/2021

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

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

Terms

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

SERVICES AND EQUIPMENT ORDERED

Order Summary

\$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Booth Furniture Order Form
 Accessories Order Form
 Booth Carpet 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
 Electrical Service Order Form
 Specialty Furniture 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) _____



VALLEY

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

**THIRD
PARTY
BILLING****2021 Madison Home Improvement Store**

Monona Terrace, February 19-21, 2021

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

VALLEY

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

**EXHIBITOR
APPOINTED
CONTRACTOR****2021 Madison Home Improvement Store**

Monona Terrace, February 19-21, 2021

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 performed: _____

**Contractor
Information**

VALLEY

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

**TABLES & CHAIRS
ORDER FORM****2021 Madison Home Improvement Store**

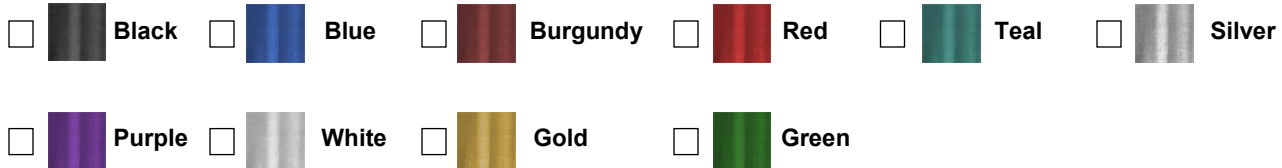
Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:

1/27/2021

Orders must be placed by **1/27/2021** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

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	Discount	Standard	Total
Skirted Tables	4' L x 30" H	_____	\$ 142.12	\$ 184.80	_____
	6' L x 30" H	_____	\$ 168.58	\$ 219.19	_____
	8' L x 30" H	_____	\$ 189.42	\$ 246.28	_____
	4' L x 42" H	_____	\$ 149.01	\$ 193.73	_____
	6' L x 42" H	_____	\$ 184.64	\$ 240.08	_____
	8' L x 42" H	_____	\$ 216.03	\$ 280.82	_____
4th Side Skirting & Drape	30" x 13' Skirting Only (4th Side)	_____	\$ 69.09	\$ 89.83	_____
	42" x 13' Skirting Only (4th Side)	_____	\$ 79.75	\$ 103.69	_____
	3' Drape (Side) per LnFt	_____	\$ 10.40	\$ 13.55	_____
	8' Drape (Back) per LnFt	_____	\$ 14.60	\$ 19.01	_____
Plain Tables	4' L x 30" H	_____	\$ 63.89	\$ 83.74	_____
	6' L x 30" H	_____	\$ 93.87	\$ 122.06	_____
	8' L x 30" H	_____	\$ 112.14	\$ 145.79	_____
	4' L x 42" H	_____	\$ 86.31	\$ 112.25	_____
	6' L x 42" H	_____	\$ 115.87	\$ 150.68	_____
	8' L x 42" H	_____	\$ 133.46	\$ 173.51	_____
	White Vinyl, 8' Long (tabletop covering)	_____	\$ 13.02	\$ 16.96	_____
Cocktail Tables	30" Round, 30" High	_____	\$ 107.73	\$ 140.07	_____
	30" Round, 42" High	_____	\$ 120.38	\$ 156.50	_____
Chairs	Folding Chair	_____	\$ 28.14	\$ 36.59	_____
	Side Chair	_____	\$ 57.96	\$ 75.39	_____
	Padded Chair	_____	\$ 72.03	\$ 93.66	_____
	Bar Stool with Back	_____	\$ 89.67	\$ 116.60	_____

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



VALLEY

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

**ACCESSORIES
ORDER FORM****2021 Madison Home Improvement Store**

Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:

1/27/2021

Orders must be placed by **1/27/2021** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

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

	Description	Quantity	Discount	Standard	Total
Accessories	Tripod Adjustable Easel	_____	\$ 36.96	\$ 48.09	_____
	Garment Rack	_____	\$ 41.79	\$ 54.34	_____
	Bag Stand	_____	\$ 101.80	\$ 132.35	_____
	Literature Stand	_____	\$ 125.95	\$ 163.75	_____
	Wastebasket	_____	\$ 18.64	\$ 24.26	_____
	8' Upright with Base	_____	\$ 17.54	\$ 22.84	_____
	Crossbar	_____	\$ 11.71	\$ 15.23	_____
	Table Riser 1'x1'x4" White Skirted	_____	\$ 79.01	\$ 102.74	_____
	Posterboard 4' x 8' Horizontal / Vertical (Circle one)	_____	\$ 186.17	\$ 242.03	_____

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 8' H Panel	_____	\$ 64.21	\$ 83.48	_____
	"T" Base, per set	_____	\$ 30.19	\$ 39.27	_____
	24" Shelf Bracket	_____	\$ 16.54	\$ 21.53	_____
	48" Shelf Bracket	_____	\$ 23.42	\$ 30.45	_____
	6 Ball Waterfall	_____	\$ 11.08	\$ 14.44	_____
	Hang Rail	_____	\$ 12.44	\$ 16.22	_____
	Picture Hanger	_____	\$ 3.01	\$ 3.94	_____
	Hat Display	_____	\$ 6.98	\$ 9.08	_____
	Peg Hook 4", 6", 12" (circle one)	_____	\$ 3.01	\$ 3.94	_____

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



Exhibiting Company Name: _____

Booth Number(s) _____



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

BOOTH CARPET ORDER FORM

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:
 1/27/2021

Orders must be placed by **1/27/2021** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

Your area is carpeted with facility carpet, any carpet ordered will go on top of existing carpet. Prices include installation, front edge taping and pickup at the close of the show. If your carpet order is different than 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 for instructions on how to attach a file on-line.

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

Color Selection for Standard Carpeting

- Blue
 Green
 Black
 Burgundy
 Red
 Gray

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

Standard Booth Carpet	Description	Quantity	Advance	Floor	Total
	9' x 10'	_____	\$ 205.70	\$ 266.60	_____
	9' x 20'	_____	\$ 400.58	\$ 520.75	_____
	9' x 30'	_____	\$ 615.67	\$ 800.42	_____

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 _____	_____	\$ 4.94 sq ft	\$ 6.46 sq ft	_____

Color Selection for Luxury Carpeting

- Blue
 Green
 Black
 Burgundy
 Red
 Gray

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

Luxury Booth Carpet	Carpet Dimension	Square Foot	Advance	Floor	Total
	_____ x _____	_____	\$ 6.46 sq ft	\$ 8.40 sq ft	_____

Padding Visqueen Taping	Description	Square Foot	Advance	Floor	Total
	Padding	_____	\$ 2.10 per sq ft	\$ 2.73 per sq ft	_____
	Visqueen (plastic covering)	_____	\$ 1.05 per sq ft	\$ 1.37 per sq ft	_____
	Additional taping	_____	\$ 2.10 per sq ft	\$ 2.73 per sq ft	_____

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



Exhibiting Company Name: _____

Booth Number(s) _____

VALLEY

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

**SHIPPING
ADDRESSES &
RECEIVING DATES**

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

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
**2021 MADISON HOME IMPROVEMENT
 STORE**
 YRC FREIGHT
 C/O VALLEY EXPO & DISPLAYS
 2573 PROGRESS ROAD
 MADISON WI 1/24/2047

- 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: **1/25/2021**

Last day freight will be accepted: **2/15/2021**

Direct to Show Site Shipping Address

EXHIBITING COMPANY NAME
 BOOTH NUMBER
**2021 MADISON HOME IMPROVEMENT
 STORE**
 MONONA TERRACE
 C/O VALLEY EXPO & DISPLAYS
 ONE JOHN NOLEN 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 2/17/2021 to the show site.

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

Days freight will be accepted at show site: **2/17/2021; *12:00pm-6:00pm**

2/18/2021; *10:00am-6:00pm

2/19/2021; *10:00am-2:00pm

****Drivers must check in by an 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.



RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

2021 MADISON HOME IMPROVEMENT STORE

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC FREIGHT
2573 PROGRESS ROAD
MADISON WI 1/24/2047

Shipment Should Arrive Between:
1/25/2021 thru 2/15/2021

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

2021 MADISON HOME IMPROVEMENT STORE

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC FREIGHT
2573 PROGRESS ROAD
MADISON WI 1/24/2047

Shipment Should Arrive Between:
1/25/2021 thru 2/15/2021

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:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2021 MADISON HOME IMPROVEMENT STORE

SHOW NAME

BOOTH NUMBER

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

Shipment Should Arrive:
2/17/2021; 12:00pm-6:00pm
2/18/2021; 10:00am-6:00pm
2/19/2021; 10:00am-2:00pm

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. .

Carrier _____

Number of pieces _____

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2021 MADISON HOME IMPROVEMENT STORE

SHOW NAME

BOOTH NUMBER

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

Shipment Should Arrive:
2/17/2021; 12:00pm-6:00pm
2/18/2021; 10:00am-6:00pm
2/19/2021; 10:00am-2:00pm

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

Carrier _____

Number of pieces _____



Exhibit Services

Reliable trade show shipping services





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

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered:

yrcfreight.com | 800.531.EXPO (3976) |  Live Chat





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

ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

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 **1/25/2021** thru **2/15/2021**.
- To ensure timely arrival of your materials at show site, freight should arrive by **2/15/2021**. 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
Rates	Crated or Skidded	\$ 101.22	\$ 202.44
	Special Handling	\$ 131.41	\$ 262.82

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	\$ 69.14
Each Additional Carton	\$ 16.75

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 =		\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$16.75			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Total Estimated \$

VALLEY

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

**DIRECT SHIPMENT
 FREIGHT HANDLING
 ORDER FORM**

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

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: **2/17/2021; 12:00pm-6:00pm & 2/18/2021; 10:00am-6:00pm & 2/19/2021; 10:00am-2:00pm.**
- Do not ship to the facility prior to **2/17/2021**. 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
Rates	Crated or Skidded	\$ 95.97	\$ 191.94
	Special Handling	\$ 124.64	\$ 249.27
	Uncrated	\$ 149.01	\$ 298.01

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	\$ 69.14
Each Additional Carton	\$ 16.75

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 =		\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$16.75			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Total Estimated \$



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

**FREIGHT SERVICE
 QUESTIONNAIRE**

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

**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) _____



VALLEY

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

**OUTBOUND
SHIPPING
INFORMATION****2021 Madison Home Improvement Store**

Monona Terrace, February 19-21, 2021

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-8:00pm on 2/21/2021**. 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: 10:00am; 2/22/2021**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	\$ 84.37 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	\$ 1.42 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.





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

OUTBOUND BILL OF LADING INSTRUCTION

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 booth number 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 company name you are exhibiting under. The name of this convention center or exhibit hall, including city and state.

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.

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

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

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.

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.

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.





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

VEHICLE PLACEMENT ORDER FORM

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

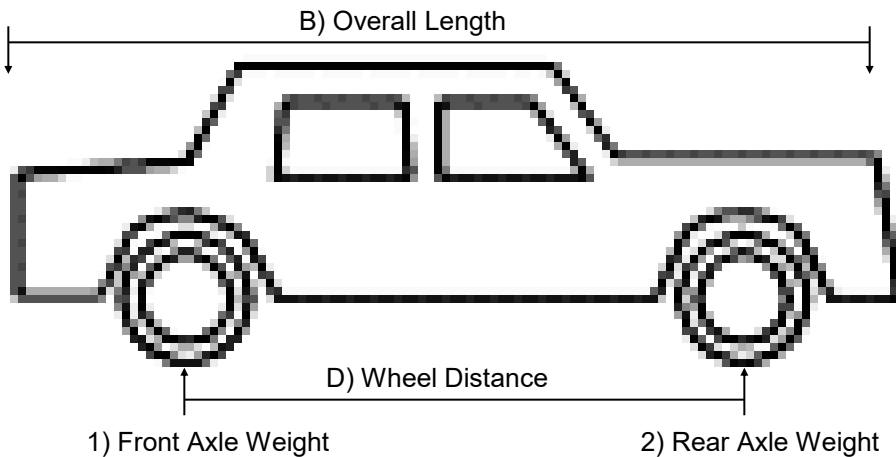
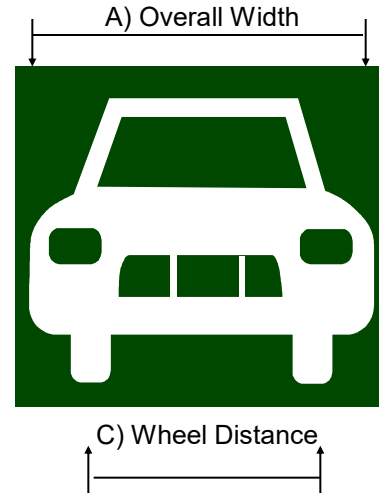
DISCOUNT PRICE DEADLINE:
 1/27/2021

Valley Expo & Displays charges a round-trip fee of **\$175.00 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

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

Total Due

\$ _____

Booth Number(s) _____

Please indicate expected date and time vehicle will be arriving at the showsite	
Date	Time
	AM or PM
	AM or PM





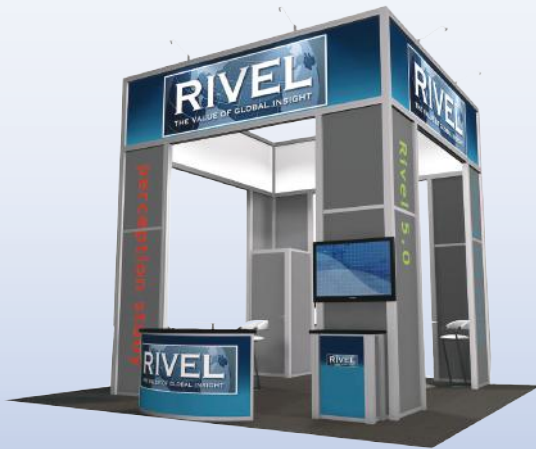
RENTAL EXHIBITS

RENTAL EXHIBITS THAT INSPIRE

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

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

Click on Link: [Valley Rental Exhibits Brochure & Pricing](#)





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

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

Orders must be placed by **1/27/2021** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

All orders subject to availability of equipment. All display rentals include graphic. All 10Ft, 20Ft and 20 x 20 Displays include standard carpeting, visqueen, padding, and material handling. Electrical service and labor to install lights are not included. Graphic taxes and outbound shipping of your purchased graphic from the event are not included. 20' x 20 Displays do not included labor to install or dismantle, please refer to the labor order form in this kit for cost and to order.

	Kit#	Description	Rental Price
Counters	129	Fan Counter	\$ 1,600.41
	135	Rectangle Counter	\$ 1,013.51
	137	Rectangle Counter w/Display	\$ 1,115.52
	040	Square Counter	\$ 1,325.10
	1573	Backlit Counter	\$ 1,654.01
	1540	Backlit Counter w/Accent	\$ 1,579.52
	138	Full View Display Counter	\$ 1,100.19
	095	Long Rectangle Counter	\$ 2,060.10
Miscellaneous	CT01	Charging Table	\$ 1,167.60
	0303	3' BeMatrix Lightbox	\$ 1,902.60
10FT Displays	1102	Inline Floor Standing Hardwall	\$ 2,659.81
	1024*	10' Fabric Graphic Backwall	\$ 4,211.13
	1055*	10" Fabric Graphic Backwall w/Accents Wings	\$ 2,807.49
	1018*	Fabric Graphc Backwall w/ECO-Glass Stand Off Accents	\$ 2,873.64
	1058	BeMatrix Backwall	\$ 3,876.60
	1023	BeMatrix LightBox wall	\$ 5,505.15
20FT Displays	2367	Inline 20 Ft Hardwall w/Counter	\$ 6,466.32
	2056*	20' Fabric Graphic Backwall	\$ 4,401.60
	2395	Formuate Master 20ft WV1 Vertical Straight Fabric Backwall	\$ 2,938.69
	2389	20' Fabric Backwall w/Counter	\$ 7,375.20
	2053	Inline Lightbox Graphic Backwall w/Counters	\$ 7,750.16
	2028*	20' Fabric Backwall w/Canopies	\$ 7,396.41
20' x 20' Displays	4087*	Island 20 x 20 Ft Display	\$ 16,252.64
	9049*	Island 20 x 20 Display w/Connecting Accents	\$ 12,746.48
	9024*	Island 20 x 20 Display w/Header Graphics	\$ 22,899.98
	9020	Deck Island	Call For Quote

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

- Blue
 Green
 Black
 Burgundy
 Red
 Gray

Kit #	Qty	Price
		\$

*Kit that include lighting, Electrical service and labor to install lights are not included.

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



Exhibiting Company Name: _____

Booth Number(s) _____



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

**AUDIO VISUAL
ORDER FORM**

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

All Audio Visual rental includes; deliver and setup of equipment, HDMI cord, TV remote, power strip and pickup of equipment at close of show. Orders must be placed by

Item Description	Event Rental
<u>LED Displays</u>	
75" Led Display	\$1,800.00
65" Led Display	\$1,350.00
55" Led Display	\$1,000.00
49" Led Display	\$ 775.00
40" Led Display	\$ 600.00
32" Led Display	\$ 425.00
24" Led Display	\$ 275.00
<u>Display Accessories</u>	
Dual Pole Floor Stand with Shelf	\$ 175.00
<u>Multi Media Solutions</u>	
Blu Ray Player	\$ 125.00
Media Player	\$ 125.00

Please indicate: Table Top Stand Wall Mount Floor Stand

Please call for quote if you are looking for other AV offerings.

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

Please write down description below of item ordering below:

Item Description	QTY

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



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 EXHIBITOR SUPERVISED ORDER FORM

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:

1/27/2021

Orders must be placed by **1/27/2021** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

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 supervise work performed, please complete the Valley Supervised Labor form.

Rate Information

Description	Discount	Standard
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 116.45	\$ 151.41
Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 174.67	\$ 227.12
Double time - All day Sunday and holidays	\$ 232.89	\$ 302.82

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

2/17/2021; 12:00pm-6:00pm
 2/18/2021; 10:00am-6:00pm
 2/19/2021; 10:00am-2:00pm

Move Out Dates & Times

2/21/2021; 5:00pm-8:00pm
 2/22/2021; 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**

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:

1/27/2021

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 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.

Inbound Shipping & Set Up Information

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 To be sent with Exhibit, in crate # _____ Sent to 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: _____

Outbound Shipping Information

Ship to: _____

 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	Discount	Standard
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 145.58	\$ 189.26
Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 218.38	\$ 283.90
Double time - All day Sunday and holidays	\$ 291.17	\$ 378.53

Description of labor requested

Exhibiting Company Name: _____

Booth Number(s) _____

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.



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

FORKLIFT SERVICE ORDER FORM

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:

1/27/2021

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

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

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

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

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

Important Information & Rates

Description	Discount Rate (per hour)	Standard Rate (per hour)
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 304.87	\$ 396.38
Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 457.31	\$ 594.56
Double time - All day Sunday and holidays	\$ 609.74	\$ 792.75

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

Hours of Operation

Move In Dates & Times

2/17/2021; 12:00pm-6:00pm
 2/18/2021; 10:00am-6:00pm
 2/19/2021; 10:00am-2:00pm

Move Out Dates & Times

2/21/2021; 5:00pm-8:00pm
 2/22/2021; 8:00am-2:00pm

Required Information

Does the weight exceed 5,000lbs No Yes, _____ total weight

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

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

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

Other: Please describe work

Total

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

Please Indicate Service to be provided:
 Recrating Dismantling Recrating Other

Other: Please describe work

Total



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

**BOOTH & EXHIBIT
 PORTER SERVICE
 ORDER FORM**

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:

1/27/2021

Orders must be placed by **1/27/2021** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

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'x10') = 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	Discount	Standard	=	Total
Once Prior to Show Opening	_____		\$ 0.68	\$ 0.89		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 0.74	\$ 1.58		_____
3 Days - Prior to Show Opening Each Day	_____		\$ 1.89	\$ 2.47		_____
4 Days - Prior to Show Opening Each Day	_____		\$ 2.42	\$ 3.15		_____

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

**Porter
 Service**

	Sq. Ft.	X	Discount	Standard	=	Total
Once Prior to Show Opening	_____		\$ 0.74	\$ 1.01		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.31	\$ 1.73		_____
3 Days - Prior to Show Opening Each Day	_____		\$ 2.05	\$ 2.68		_____
4 Days - Prior to Show Opening Each Day	_____		\$ 2.63	\$ 3.41		_____

Exhibiting Company Name: _____

Booth Number(s) _____

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





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

**SIGN &
 BANNER
 ORDER FORM**

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

ORDERING DEADLINE:
 1/27/2021

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 **1/27/2021** to guarantee delivery.

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

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

Upload your artwork to: <http://ftp.hostedftp.com/~valleyexpo> **Or email to** events@valleyexpodisplays.com **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"	_____	\$ 75.97	_____
	14" x 22"	_____	\$ 110.36	_____
	22" x 28"	_____	\$ 134.82	_____
	28" x 44"	_____	\$ 183.38	_____
Vinyl Banners White Background Only	2' X 4'	_____	\$ 185.17	_____
	2' X 6'	_____	\$ 223.28	_____
	2' X 8'	_____	\$ 326.18	_____
	Grommets for hanging are included			
Miscellaneous	Easel Back	_____	\$ 14.60	_____
	Sign Grommets	_____	\$ 5.67	_____
	Color Background	_____	\$ Add 25%	_____

Sign copy to be arranged: Horizontally Vertically

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



Exhibiting Company Name: _____

Booth Number(s) _____

VALLEY

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

**SUPPLIED DIGITAL
ART STANDARDS**

2021 Madison Home Improvement Store

Monona Terrace, February 19-21, 2021

DISCOUNT PRICE DEADLINE:

1/27/2021

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

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





Valley Expo & Displays
Specialty Furnishings



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

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

COVID PREVENTION SERVICE KIT



**Click the icon below to learn more about the different COVID prevention items available to exhibitors.
Masks, sneeze guards, sanitizer,
booth disinfection and more!**





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).

Jan 2021



Electrical Notice

Please be advised that power is not provided with your booth space. Each exhibitor is responsible for ordering and 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



If you prefer, you may email, mail or fax the completed form to Monona Terrace:
*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) 261-4049
exinfo@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 608 261-4049

2021 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 (Full payment must be received no less than 15 days prior to event move-in date)	(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	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check attached
<input type="checkbox"/> Phone 608-261-4000 to provide credit card information.	
<input type="checkbox"/> Email a link to pay online with a credit card (Visa, MC, DISC, Amer Exp) to:	
<input type="checkbox"/> 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	
Organization Name	Phone No.	Booth No. (if known)	
Organization 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) 261-4049 or email to ExInfo@mononaterrace.com. To securely place your order online, go to 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) 261-4000 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.**