

GBES

Green Bay Exposition Services, Inc.

598 Borvan Ave

Green Bay, WI 54304

Phone: 920-405-0100

Email: gbes12@gmail.com

Include company name and show
Name in subject Line

Quick Facts

Show: Fox Cities Home and Garden Show

February 14-16, 2020

Fox Cities Exhibition Center

Appleton, Wisconsin

Discount Deadline Date: January 31, 2019

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SERVICE CONTRACTOR CONTACTS:

GREEN BAY EXPOSITION SERVICES, INC.

598 Borvan Ave

Green Bay, WI 54304

Phone: 920-405-0100

*****IMPORTANT NOTE*****

**ALL EXHIBITOR SHIPMENTS
MUST BE DELIVERED TO THE
GBES WAREHOUSE PRIOR TO
FEBRUARY 7, 2020. THE FOX
CITIES EXHIBITION CENTER DOES
NOT HAVE SPACE AVAILABLE FOR
STORAGE.**

BOOTH EQUIPMENT: Each 10' x 10' booth will include:

- (1) 8' backdrop (Black)
- (1) 3' side drape (Black)
- (1) 3" x 44" identification sign

The above items will automatically be placed in your booth. If other furnishings are needed, please see the enclosed Price List and place your order using the Furnishings and Accessories section of the order form.

EXHIBIT HALL CARPET

The entire exhibit area is **cement**. Booth carpeting (**black, burgundy, green, royal blue, gray**) are available to rent.

DISCOUNT PRICE DEADLINE DATE

To receive the advanced order discount rates for the Booth Package and for items listed on the Price List; *we must receive your order with full payment by January 31, 2019.*

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Thursday, February 13th 10am-6pm

Friday, February 14th 9am-11:30am

EXHIBIT HOURS

Friday, February 14th Noon-7pm

Saturday, February 15th 10am-7pm

Sunday, February 16th 11am-5pm

EXHIBITOR MOVE-OUT

Sunday, February 16th 5pm-8pm

Monday, February 17th 8am-1pm

GBES SERVICE CENTER HOURS

Thursday, February 13th 10am-6pm

Friday, February 14th 9am-11:30am

Sunday, February 16th 5pm-8pm

SHIPPING INFORMATION

All exhibition materials (boxes, display cases, etc.) will be charged an incoming material handling fee of \$90.00 (\$45.00/100 lbs. Minimum charge of \$90.00) (Please refer to attached Material handling Order Form for crated, uncrated and oversized material handling rates; Item numbers 1175, 1176, 1177).

Green Bay Exposition Services will accept crated, boxed or skidded materials beginning January 31, 2019, to the warehouse address. To avoid additional after deadline charges, materials must arrive by February 7, 2020. If materials are sent to the warehouse location after February 7, 2020 an additional \$50.00 handling fee will apply.

The Fox Cities Exhibition Center *will not accept* any exhibition materials. Any items sent to the Exhibition Center will be charged an additional \$50.00 over and above the \$90.00 minimum handling charge.

If you do need to send your exhibition materials directly to the show site, shipments will be accepted during the GBES Service Center hours only. *The minimum \$90.00 material handling fee will be charged along with the \$50.00 additional handling fee.*

⇒Any inbound exhibit materials received by GBES without payment will not be delivered to your booth until payment is made.

⇒Any outbound exhibit materials left in your booth without contracting of material handling through GBES will be held at our warehouse until payment is made.

Warehouse shipping address:

Fox Cities Home and Garden Show
Exhibiting Company Name and phone number
Booth# _____
C/O Green Bay Exposition Services, Inc.
598 Borvan Avenue
Green Bay, WI 54304

Warehouse receiving hours: 8:00 a.m. to 3:00 p.m., Monday through Friday

ASSISTANCE: Please call our Exhibitor Service Department at (920) 405-0100 for further assistance.

Green Bay Exposition Services Price List

Discount Deadline Date: January 31, 2019

Item Number	Description	Discount Price (Advance)	Floor Price
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Item Number	Description	Discount Price (Advance)	Floor Price
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SKIRTED TABLES (includes table, cover, skirt)

1001	4' x 30" high skirted tables	\$60.00	\$75.00
1002	6' x 30" high skirted tables	\$70.00	\$85.00
1003	8' x 30" high skirted tables	\$80.00	\$95.00
1004	4' x 42" high skirted tables	\$65.00	\$80.00
1005	6' x 42" high skirted tables	\$80.00	\$95.00
1006	8' x 42" high skirted tables	\$90.00	\$105.00

PLAIN TABLES

1025	4' x 30" high	\$40.00	\$55.00
1026	6' x 30" high	\$45.00	\$60.00
1027	8' x 30" high	\$50.00	\$65.00
1028	4' x 42" high	\$50.00	\$65.00
1029	6' x 42" high	\$55.00	\$70.00
1030	8' x 42" high	\$60.00	\$75.00

SKIRTING ONLY

1050	30" x 13'	\$30.00	\$40.00
1051	42" x 13'	\$30.00	\$40.00

WHITE VINYL TABLE COVER

1075	8' Long	\$10.00	\$15.00
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30" ROUND COCKTAIL TABLES

1100	30" round 30" high	\$55.00	\$55.00
1101	30" round 42" high	\$60.00	\$75.00

MISCELLANEOUS

1125	Tripod Easel	\$15.00	\$25.00
1126	Wastebasket	\$5.00	\$10.00
1127	3-1/2" x 44" I.D. Sign	\$15.00	N/A
1128	Popcorn Machine/Popcorn	\$55.00	\$100.00
1229	Dart Board	\$15.00	\$25.00
1130	24ec Bottled water (16oz) *Cooler and ice included	\$33.00	\$40.00
	32" Flat TV Monitor	\$325.00	N/A
	6 Ft Protection Screen	\$100.00	N/A
9026	Retractable Stanchion	\$45.00	\$59.00
	90" Round Linen	\$25.00	\$32.00

CHAIRS

1150	Folding Chair	\$12.00	\$22.00
1151	Padded Arm Chair	\$35.00	\$45.00
1152	Bar Stool with Back	\$40.00	\$55.00

INBOUND/OUTBOUND MATERIALS HANDLING RATES

Rate per 100 lbs. (200 lbs/ Minimum Inbound)

Inbound Crated, palletized, uncrated materials, display cases			
1175	Inbound	\$45.00	(\$90.00 min. charge)
Outbound Crated, palletized, uncrated materials, display cases			
1176	Outbound	\$45.00	
Freight larger than 4' x 4' x 4' or over 400 lbs.			
1177		\$68.00	(per 100lbs)
1178	Forklift Service	\$75.00/hr	(1 hour minimum)

DISPLAY INSTALLATION/DISMANTLE LABOR

Installation & Dismantling (straight time)

1200	Advance	\$45.00	per man hour
1201	Floor	\$55.00	per man hour

Installation & Dismantling (overtime)

1202	Advance	\$70.00	per man hour
1203	Floor	\$80.00	per man hour

BOOTH AND EXHIBIT CLEANING

Vacuuming (rate per day)

1225	10' x 10' Standard Booth	\$15.00	\$25.00
1226	10' x 20' Booth	\$30.00	\$50.00
1227	10' x 30' Booth	\$45.00	\$65.00
1228	10' x 40' Booth	\$60.00	\$100.00

Carpet Shampooing (rate per day)

1250	10' x 10' Standard Booth	\$30.00	\$45.00
1251	10' x 20' Booth	\$60.00	\$90.00
1252	10' x 30' Booth	\$90.00	\$120.00
1253	10' x 40' Booth	\$120.00	\$150.00

BOOTH CARPETING

1271	7' x 10'	\$80.00	\$95.00
1272	7' x 20'	\$160.00	\$190.00
1273	7' x 30'	\$240.00	\$285.00
1274	7' x 40'	\$320.00	\$380.00

CUSTOM AND CARPET PADDING

1300	Custom Size Carpet	\$20/sq.yd	\$30/sq.yd
1301	7' x 10' Carpet Padding	\$20.00	\$40.00
1302	7' x 20' Carpet Padding	\$40.00	\$60.00
1325	Astro Turf	\$4/sq.yd	\$6/sq.yd

GBES

Green Bay Exposition Services

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Phone : 920-405-0100

Email: Gbes12@gmail.com

Include company name and show
Name in subject Line

Order Form

Show: Fox Cities Home and Garden Show

February 14-16, 2020

Fox Cities Exhibition Center

Appleton, WI

Discount Deadline Date: January 31, 2019

COMPANY NAME:

BOOTH#

ADDRESS:

PHONE #:

FAX:

EMAIL:

ORDERED BY:

PRINT NAME:

DATE:

METHOD OF PAYMENT: *YOUR SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL ATTACHED TERMS AND CONDITIONS* *The attached terms and conditions become part of the contractual agreement between GBES and the undersigned party.

COMPANY CHECK

Please make check payable to: Green Bay Exposition Services, Inc..
Checks must be in U.S. funds drawn on a U.S. or Canadian bank.
("U.S. Funds" Must be Pre-Printed on Canadian Checks)

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Green Bay Exposition Services, Inc. charges or any charges which Green Bay Exposition Services, Inc. may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS

DISCOVER

MASTERCARD

VISA

Account No.:

Exp. Date:

CVC:

Personal Credit Card Company Credit Card

Cardholder Name: (Please Print)

Signature:

Cardholder Billing Address:

Phone:

City/State/Zip:

Furnishings Accessories	Cleaning	Installation Labor	Dismantle Labor	Material Handling	Grand Total

⇒ Orders received without payment or after the discount price deadline date will be charged at the standard price.

Show: Fox Cities Home and Garden Show

February 14-16, 2020

COMPANY NAME:

BOOTH#

FURNISHINGS & ACCESSORIES

Item #	Description	Color	Qty.	Unit Price	Total Price
				Sub-Total	
				5.5% Tax	
				Total	

BOOTH CLEANING/SHAMPOOING

Item #	Description / # of Days	Booth Size	Unit Price	Total Price
		x		
		x		
			Total	

DISPLAY LABOR (One Hour Minimum per Worker)

Straight Time – 8:00 a.m. to 5:00 p.m. Monday through Friday

Overtime - 5:00 p.m. to 8:00 a.m. Monday through Friday

ALL DAY Saturday, Sunday and Holidays

- Start time guaranteed only at start of working day.
- Labor must be canceled in writing, 24 hours in advance to avoid a one(1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- *GBES supervised jobs will be completed at our discretion prior to show opening. **Please include setup plan/photo, special instructions and inbound shipping information with this order.**

INSTALLATION LABOR

Item #	Description	Date*	Start* Time	# of people	Approx Hrs/person	Total Hours	Hourly Rate	Estimated Total Cost
							Total	

DISMANTLE LABOR

Item #	Description	Date*	Start* Time	# of people	Approx Hrs/person	Total Hours	Hourly Rate	Estimated Total Cost
							Total	

GBES Supervised Labor

The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00
 GBES is not responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Exhibitor Supervised Labor

Show Site Contact: _____
 Telephone #: _____
 • Supervisor must check in at Service Desk to pick up labor

GBES MATERIAL HANDLING ORDER FORM

Show: *Fox Cities Home and Garden Show*

February 14-16, 2020

COMPANY NAME: _____

BOOTH# _____

INBOUND & OUTBOUND MATERIAL HANDLING RATES

Rates are charged per 100 lbs.

Inbound Material Handling has a **minimum charge of \$90.00 for any materials from 1 lb. To 200 lbs.**

Item #	Description	Price
1175	Crated, palletized freight, carpet bags and display cases	\$45.00 (\$90.00 Minimum inbound)
1176	Uncrated materials	\$45.00 (\$90.00 Minimum inbound)
1177	Oversized Materials larger than 4' x 4' x 4' or over 400 lbs.	\$68.00 (per 100 lbs.)

INBOUND MATERIAL HANDLING SERVICES

Part #	Description	Total Weight	CWT	Unit Price	Estimated Total Cost
	<i>Example</i>	<u>1200</u>	$\div 100 =$	<u>12</u>	<u>\$45.00</u>
				Total	

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 **YES, I WOULD LIKE TO ORDER OUTBOUND MATERIAL HANDLING SERVICES.** Please see our representative at the show. Name: \_\_\_\_\_ Booth# \_\_\_\_\_  
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OUTBOUND MATERIAL HANDLING SERVICES

Part #	Description	Total Weight	CWT	Unit Price	Estimated Total Cost
	<i>Example</i>	<u>1200</u>	$\div 100 =$	<u>12</u>	<u>\$45.00</u>
				Total	

METHOD OF SHIPMENT: (Circle desired Carrier and Fill in following information)

UPS
 FEDERAL EXPRESS
 AIRBORNE EXPRESS
 OTHER

Carrier: _____	Phone: _____
Account # _____	Labels attached: YES NO

SHIP TO: Company Name: _____
 Attention: _____
 Delivery Address: _____

 City/State/Zip: _____
 Special Instructions: _____