



# Wisconsin Expo Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

Phone: 262-670-1300 | Email: orders@wi-expo.com

**Dear Exhibitor:**

Welcome to the **2019 Wisconsin Solo & Small Firm Conference!**

The Legal Expo will be held at Kalahari Resort in Wisconsin Dells, WI October 24-25, 2019.

As your official exhibitor service contractor, our goal is to provide support as well as booth necessities! The following service packet includes forms detailing the variety of services we can provide.

**Your 8' x 10' booth includes:**

- 8' high background drape – BLACK/WHITE
- 3' high side rail drape - BLACK
- 1 - 2' x 8' x 30" high table skirted – BURGUNDY
- 1 - Wastebasket
- 1 - 7"x 44" booth identification sign

**\*No substitutions will be accepted for the provided list above.**

**Optional Wisconsin Expo equipment and services available:**

- Advanced to Warehouse Facility Freight Shipping Form
- Advanced Warehouse Freight Shipping Labels
- Direct to Show Freight Shipping Form
- Direct to Show Freight Shipping Labels
- Outbound Shipping Information
- Blank Bill of Lading
- Tables/Risers/Linens Order Form
- Chairs, Accessories & Carpet Order Form
- Cleaning Service Order Form
- Payment Authorization Form

**\*\*The exhibit floor has standard ballroom carpet. For added comfort, booth carpet and padding may be ordered from the "Chairs, Accessories & Carpet Order Form" included in this packet. Do not order padding without ordering carpet, as we can't put padding under the existing facility carpet.**

**Watch submit dates carefully! Send your order with payment authorization form by October 16, 2019.**

Please choose carefully. Additional equipment ordered and delivered to your booth will be invoiced. For example: You ordered an additional 8' table (not the 8' included in your booth package) but on show site you determined a 6' table fits instead, you will be charged for both the 8' & the 6' tables unless you change/cancel your order by **October 16, 2019**.

**Wisconsin Expo, Inc. looks forward to meeting you at the show!**



**Wisconsin Expo, Inc.**  
 N113 W18750 Carnegie Drive  
 Germantown, WI 53022  
 262.670.1300 | orders@wi-expo.com

**ADVANCED TO WAREHOUSE FACILITY  
 FREIGHT SHIPPING FORM**

**TO RECEIVE ADVANCED PRICING,  
 SUBMIT ORDER AND PAYMENT  
 FORMS BY OCTOBER 16, 2019.**

**This option allows you the flexibility to ship your materials, crates, cases, cartons, or skids well in advance of the show move-in dates. Your freight will be in your booth prior to general exhibitor move-in.**

ADVANCED WAREHOUSE FREIGHT ADDRESS	ADVANCED WAREHOUSE FREIGHT DEADLINES	
*Label each piece of your shipment(s) as follows: <b>TO: EXHIBITING COMPANY NAME &amp; BOOTH #</b> <b>c/o Wisconsin Expo, Inc.</b> <b>N113 W18750 Carnegie Drive</b> <b>Germantown, WI 53022</b> <b>2019 WI Solo &amp; Small Firm Conference</b>	<b>FIRST ADVANCED FREIGHT DATE</b>	<b>September 9, 2019</b>
	<b>LAST ADVANCED FREIGHT DATE</b>	<b>October 16, 2019</b>
	<b>RECEIVING DOCK HOURS</b>	<b>MONDAY – FRIDAY 8:00 AM - 3:30 PM</b>

**SHIPPING INFORMATION**

- All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
- No shipments will be received on weekends or holidays. Freight will be stored at the warehouse until **the day of the show**.
- Please be advised that any shipments sent to the advanced warehouse after the deadline may be refused and redirected to the direct shipping address (carriers such as UPS/Fed-Ex and van lines may not redirect shipments).
- An additional \$150 fee will be assessed to shipments received after the published dates and times listed.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Wisconsin Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to Wisconsin Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed.

CATEGORY	DESCRIPTION	RATE / 100 LBS	200 LB MIN Cat A
A	Crated or skidded shipments via common carrier: YRC, ABF, UPS, Van Lines etc.	<b>\$ 85.95/cwt</b>	<b>\$ 171.90</b>
B	Small Package Shipments NOT EXCEEDING 30 LBS PER SHIPMENT: (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	<b>\$ 49.00 first carton</b>	<b>Each additional carton = \$ 15.00</b>

Calculation:	Category	Qty of Pieces	Weight 200 lb Min Cat A	Rate / 100 lbs	Total Cost
Shipment 1	_____	_____	_____ lbs	x _____	= \$ _____
Shipment 2	_____	_____	_____ lbs	x _____	= \$ _____
<b>Total Due</b>					<b>= \$ _____</b>

CWT stands for per hundred weight. There is a 200 lb minimum for handling freight, regardless of how many pieces are in the shipment. Example: If you are shipping freight weighing 98 lbs, you will be charged \$171.90 (\$85.95 x 2 cwt). If you are shipping 475 lbs, you will be charged \$429.75 (\$85.95 x 5 cwt). Always round your weight to the next 100 lbs. If you are shipping freight with a total weight less than 30 lbs, you qualify for the "Small Package" rate as long as all of your packages total less than 30 lbs, are received on the same day from the same shipper and delivered by the same carrier. Example: we receive 5 boxes (2 lbs each) totaling 10 lbs-you will be charged \$109 (\$49 for the 1<sup>st</sup> pkg and \$15 for each additional pkg).

**NAME OF SHOW:** **2019 WI SOLO & SMALL FIRM CONFERENCE / OCTOBER 24-25, 2019**

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Send form & payment to: **Wisconsin Expo, Inc.**  
**N113 W18750 Carnegie Drive | Germantown, WI 53022**  
**Phone: 262.670.1300 | Email: orders@wi-expo.com**

# WAREHOUSE

DEADLINE DATE: OCTOBER 16, 2019

TO: \_\_\_\_\_  
EXHIBITOR NAME

c/o WISCONSIN EXPO, INC.  
N113 W18750 CARNEGIE DRIVE  
GERMANTOWN, WI 53022

2019 WI SOLO & SMALL FIRM CONF

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

# WAREHOUSE

DEADLINE DATE: OCTOBER 16, 2019

TO: \_\_\_\_\_  
EXHIBITOR NAME

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CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

**Wisconsin Expo, Inc.**

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## DIRECT TO SHOW FREIGHT SHIPPING FORM

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY OCTOBER 16, 2019.**

DIRECT TO SHOW FREIGHT ADDRESS	DIRECT TO SHOW FREIGHT DEADLINE	
<b>*Label each piece of your shipment(s) as follows:</b> <b>TO: YOUR COMPANY NAME</b> <b>Kalahari Resort</b> <b>c/o Wisconsin Expo, Inc.</b> <b>1305 Kalahari Drive</b> <b>Wisconsin Dells, WI 53965</b> <b>2019 WI Solo &amp; Small Firm Conference</b>	<b>FIRST DIRECT TO SHOW FREIGHT DATE</b>	<b>October 24, 2019</b> 8:00AM – 4:00PM
	<b>LAST DIRECT TO SHOW FREIGHT DATE</b>	<b>October 25, 2019</b> 8:00AM – 4:00PM

**SHIPPING INFORMATION**

- All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
- Any shipments arriving prior to the first day of scheduled move in will be refused and returned to the local trucking terminal.
- It is your responsibility to instruct your carrier of the proper dates and time for direct deliveries to the convention facility.
- An additional \$150 will be assessed to shipments received after the published dates and times listed.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Wisconsin Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to Wisconsin Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed.

CATEGORY	DESCRIPTION	RATE / 100 LBS	200 LB MIN Cat A
A	Boxed, Crated or skidded shipments via common carrier: YRC, ABF, UPS, FedEx, Van Lines etc.	<b>\$ 80.95/cwt</b>	<b>\$ 161.90</b>
B	Small Package Shipments NOT EXCEEDING 30 LBS PER SHIPMENT: (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	<b>\$49.00 first carton</b>	<b>Each additional carton = \$15.00</b>

Calculation:	Category	Qty of Pieces	Weight 200 lb Min Cat A	Rate / 100 lbs	Total Cost
Shipment 1			lbs	x	=\$
Shipment 2			lbs	x	=\$
<b>Total Due</b>					<b>=\$</b>

CWT stands for per hundred weight. There is a 200 lb minimum for handling freight, regardless of how many pieces are in the shipment. Example: If you are shipping freight weighing 98 lbs, you will be charged \$171.90 (\$85.95 x 2 cwt). If you are shipping 475 lbs, you will be charged \$429.75 (\$85.95 x 5 cwt). Always round your weight to the next 100 lbs. If you are shipping freight with a total weight less than 30 lbs, you qualify for the "Small Package" rate as long as all of your packages total less than 30 lbs, are received on the same day from the same shipper and delivered by the same carrier. Example: we receive 5 boxes (2 lbs each) totaling 10 lbs-you will be charged \$109 (\$49 for the 1<sup>st</sup> pkg and \$15 for each additional pkg).

**NAME OF SHOW:** 2019 WI SOLO & SMALL FIRM CONFERENCE / OCTOBER 24-25, 2019

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Send form & payment to: **Wisconsin Expo, Inc.**  
**N113 W18750 Carnegie Drive | Germantown, WI 53022**  
**Phone: 262.670.1300 | Email: orders@wi-expo.com**

# SHOW SITE

NOT BEFORE: OCTOBER 24, 2019

TO: \_\_\_\_\_  
EXHIBITOR NAME

KALAHARI RESORT  
c/o WISCONSIN EXPO, INC.  
1305 KALAHARI DRIVE  
WISCONSIN DELLS, WI 53965

2019 WI SOLO & SMALL FIRM CONF

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

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2019 WI SOLO & SMALL FIRM CONF

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## OUTBOUND SHIPPING INFORMATION

**TO RECEIVE ADVANCED PRICING,  
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In preparation for the show closing, please carefully read the following information for an organized, easy and safe move out. Please remember that shipping is not an automatic process and you must complete the required paperwork and telephone calls to your third-party carrier to ensure the safe and timely return of your freight/packages.

Exhibits officially close Friday, October 25, 2019 at 2:00pm.

The pickup location address for your third-party carrier is:

Kalahari Resort, 1305 Kalahari Drive, Wisconsin Dells, WI 53965.

### **Freight that is not picked up by your third-party carrier after the show will be taken back to the Wisconsin Expo, Inc. warehouse at the exhibitor's expense.**

Please call your third-party carrier and schedule your pick up at our address instead:

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

Freight from the show will be unloaded and ready for pick up on or after October 28, 2019 from 8:00 am-3:30 pm.

- Show site participants are required to pack and secure the freight/packages for outbound shipment. Your freight/packages can be left in your booth but **MUST BE** properly labeled and a completed Bill of Lading (see bullet point below) will need to be with your freight/packages.
- Third-party labels are required on all pieces of freight if you use FedEx, UPS, etc.-these labels are either provided by your third-party carrier or you are required to generate them yourself. These labels must be attached, by you, to all freight prior to removal from the exhibit hall.
- A Bill of Lading is also required for all freight/packages. The Bill of Lading is the details of the shipment being loaded. These important details give the carrier the necessary information to ship your freight/packages correctly. You must sign the Bill of Lading **prior** to leaving your booth/show. The Bill of Lading should be turned in to the Wisconsin Expo, Inc. service desk or onsite representative.  
**NOTE:** if your freight/packages are going to multiple destinations you will need to complete a Bill of Lading for each destination.

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**SEE OUTBOUND SHIPPING PROCEDURE** for further instructions. You must complete a bill of lading for each outbound separate destination. At the close of the show, exhibitors must find a Wisconsin Expo member or go to the Service desk and sign each bill of lading prior to leaving the show. All bills of lading can be submitted via email at [orders@wi-expo.com](mailto:orders@wi-expo.com).

SHIP FROM		SHIP TO	
Exhibiting Company:	Booth#	Company Name:	
Show:		Attention:	
Venue:		Phone #:	
Address:		Destination Address:	
City :	State:	City:	State:
	Zip:		Zip:
Number of Separate Destinations:	1 2 3 4 OR MORE	Special Instructions:	
Carrier:	Scheduled Pick up Date:	Scheduled Pick up Time:	

QTY	DESCRIPTION OF ITEMS	WEIGHT (lbs)	Dimensions L x W x H	FOR WI EXPO USE ONLY	
	Crates (wooden) Exhibition Materials			Dock #:	
	Cartons (cardboard boxes)			Date/Time Loaded:	
	Fiber Cases/ Trunks			Loaded by:	
	Skids/Pallets			Trailer #:	
	Carpets (color _____)			Terms of Payment (check appropriate box) <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect	
	Padded Display				
	Machines				
	TOTAL				

<b>BILL FREIGHT CHARGES TO:</b>	Company Name:	Contact Name:
Street Address:	City:	State:
		Zip:

**IN THE EVENT THE SHIPMENT HAS NOT BEEN PICKED UP BY THE SHOW DEADLINE, WISCONSIN EXPO, INC. IS AUTHORIZED TO:**

1) Use carrier of Wisconsin Expo, Inc. choice to provide transportation and charge credit card, or invoice according to Wisconsin Expo payment policy.

2) Return shipment to warehouse, assess all associated charged and charge credit card, or invoice according to Wisconsin Expo, Inc. payment policy.

(FAILURE TO SELECT AN OPTION WILL RESULT IN ROUTING AT WISCONSIN EXPO'S DISCRETION. ALL APPLICABLE TRANSPORTATION CHARGES WILL APPLY)

By receiving this bill of lading Wisconsin Expo, Inc. assumes no responsibility for shipments left in booth by the exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Wisconsin Expo, Inc. assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the National Motor Freight Classification Commodity Description; otherwise shipment shall be described as Exhibition Materials.

**RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading**, the property described above in apparent good order, except as noted (contents & condition of contents package unknown), marked consigned, and destined as indicated above, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery as said destination. If on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms & conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or rail-water shipment, or (2) in the motor carrier classification or tariff if this is a motor carrier shipment. **Shipper hereby certifies that he is familiar with all the terms & conditions of the said bill of lading, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms & conditions are hereby agreed to by the shipper and accepted for himself and his assigns.**

**Payment Policy:** We accept checks (payable to Wisconsin Expo, Inc.) or credit cards for payment. Please complete the information below and send completed information to Wisconsin Expo, Inc. offices, payments must accompany orders. No credit will be given after close of event on items or services ordered, but not received.

<p><b>SHIPPER SIGNATURE:</b></p> <p>This is to certify that the above named articles are properly packaged, marked and labeled, and are in proper condition for transportation according to applicable international and national government regulations.</p> <p>X _____</p> <p>Print Name _____ Date: _____</p>	<p><b>CARRIER SIGNATURE:</b></p> <p>X _____</p> <p>Print Name _____ Date: _____</p>
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**Do not sign until all items are packed and ready to ship. Find a Wisconsin Expo, Inc. team member or go to the Service Desk to turn in completed form.**

**Wisconsin Expo, Inc.**

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 262.670.1300 | orders@wi-expo.com

## TABLES / RISERS / LINENS ORDER FORM

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY OCTOBER 16, 2019.**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
<b>Unskirted Table (all tables are 24" wide)</b>				
_____	Unskirted Table 4'L x 30"H	\$ 55.00	\$ 66.00	_____
_____	Unskirted Table 6'L x 30"H	\$ 60.00	\$ 79.00	_____
_____	Unskirted Table 8'L x 30"H	\$ 72.00	\$ 86.00	_____
_____	Unskirted Counter 4'L x 42"H	\$ 60.00	\$ 72.00	_____
_____	Unskirted Counter 6'L x 42"H	\$ 75.00	\$ 90.00	_____
_____	Unskirted Counter 8'L x 42"H	\$ 85.00	\$ 105.00	_____

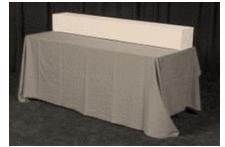


<b>Skirted Table (all tables are 24" wide)</b>				
_____	Skirted Table 4'L x 30"H	\$ 95.00	\$ 125.00	_____
_____	Skirted Table 6'L x 30"H	\$ 110.00	\$ 140.00	_____
_____	Skirted Table 8'L x 30"H	\$ 130.00	\$ 165.00	_____
_____	4 <sup>th</sup> Side Skirted Table 6'L or 8'L x 30"H	\$ 45.00	\$ 60.00	_____
_____	Skirted Counter 4'L x 42"H	\$ 100.00	\$ 130.00	_____
_____	Skirted Counter 6'L x 42"H	\$ 120.00	\$ 155.00	_____
_____	Skirted Counter 8'L x 42"H	\$ 140.00	\$ 170.00	_____
_____	4 <sup>th</sup> Side Skirted Counter 6'L or 8'L x 42" H	\$ 45.00	\$ 60.00	_____

**Select Skirt Color:**

- BLACK    BLUE  
 BURGUNDY    GOLD    GREEN    RED  
 SILVER    WHITE

<b>TABLE TOP RISERS (all risers are 9" wide)</b>				
_____	Uncovered Single Step Riser 4'L x 9"H	\$ 40.00	\$ 50.00	_____
_____	Uncovered Single Step Riser 6'L x 9"H	\$ 40.00	\$ 50.00	_____
_____	Uncovered Single Step Riser 8'L x 9"H	\$ 40.00	\$ 50.00	_____
_____	Covered Single Step Riser 4'L x 9"H	\$ 55.00	\$ 65.00	_____
_____	Covered Single Step Riser 6'L x 9"H	\$ 57.00	\$ 68.00	_____
_____	Covered Single Step Riser 8'L x 9"H	\$ 59.00	\$ 70.00	_____



	PEDESTAL TABLE		LINEN NOT INCLUDED WITH TABLE	
_____	Square Short Table 24"W x 18"H	\$ 69.00	\$ 83.00	None
_____	Square Pedestal Table 24"W x 30"H	\$ 69.00	\$ 83.00	90"
_____	Square Pedestal Table 24"W x 40"H	\$ 69.00	\$ 83.00	108"
_____	Round Short Table 24"W x 18"H	\$ 69.00	\$ 83.00	None
_____	Round Pedestal Table 24"W x 30"H	\$ 69.00	\$ 83.00	90"
_____	Round Pedestal Table 24"W x 40"H	\$ 69.00	\$ 83.00	108"
_____	Round Short Table 30"W x 18"H	\$ 75.00	\$ 90.00	None
_____	Round Pedestal Table 30"W x 30"H	\$ 75.00	\$ 90.00	90"
_____	Round Pedestal Table 30"W x 40"H	\$ 75.00	\$ 90.00	108"
_____	Round Short Table 36"W x 18"H	\$ 79.00	\$ 95.00	None
_____	Round Pedestal Table 36"W x 30"H	\$ 79.00	\$ 95.00	90"
_____	Round Pedestal Table 36"W x 40"H	\$ 79.00	\$ 95.00	120"



**All pedestal tables are designed to be covered with a linen or other table covering.**

<b>LINENS</b>				
_____	90" Round Linen (select color)	\$ 39.00	\$ 49.00	_____
_____	108" Round Linen (select color)	\$ 49.00	\$ 59.00	_____
_____	120" Round Linen (select color)	\$ 59.00	\$ 69.00	_____

Select linen color:  BLACK    WHITE

<b>Subtotal</b>	= \$ _____	<b>Sales Tax 5.5%</b>	= \$ _____	<b>Total</b>	= \$ _____
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**NAME OF SHOW:** 2019 WI SOLO & SMALL FIRM CONFERENCE / OCTOBER 24-25, 2019

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Send form & payment to: **Wisconsin Expo, Inc.**  
 N113 W18750 Carnegie Drive | Germantown, WI 53022  
 Phone: 262.670.1300 | Email: orders@wi-expo.com





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## CHAIRS, ACCESSORIES & CARPET ORDER FORM

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY OCTOBER 16, 2019.**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
<b>CHAIRS &amp; SEATING</b>					
_____	Padded Stool with back	\$ 60.00	\$ 79.00	_____	
_____	Padded Side Chair	\$ 40.00	\$ 50.00	_____	
_____	Grey Padded Arm Chair	\$ 48.00	\$ 62.00	_____	
_____	Executive Chair	\$ 75.00	\$ 95.00	_____	
<b>ACCESSORIES</b>					
_____	Chrome Sign Holder (22"x28")	\$ 45.00	\$ 60.00	_____	
_____	Chrome Floor Standing Easel	\$ 28.00	\$ 40.00	_____	
_____	Floor Standing Literature Rack	\$ 85.00	\$ 105.00	_____	
_____	Bag Stand	\$ 65.00	\$ 85.00	_____	
_____	Chrome Stanchions w/ rope	\$ 45.00	\$ 65.00	_____	
_____	Black Retractable Belt Stanchions	\$ 45.00	\$ 65.00	_____	
_____	Wastebasket	\$ 15.00	\$ 20.00	_____	
<b>DRAPE-Select Drape Color</b>					
_____	Ft. of 3' high drape, includes hardware	\$ 8.00/ft	\$ 11.00/ft	_____	<b>Select Drape Color:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED
_____	Ft. of 8' high drape, includes hardware	\$ 12.00/ft	\$ 16.00/ft	_____	
<b>STANDARD CARPETING – Select Carpet Color</b>					
_____	8' X 10' Standard Carpet	\$ 135.00	\$ 175.00	_____	<b>Booths 399 sq. ft. and Over Must Order Custom Cut Carpet.</b>  <b>Select Carpet Color:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED  <b>Custom Plush Carpet is available at \$3.75 per sq. ft.</b> Please contact us for color options. Custom Plush carpet must be ordered by <b>September 16, 2019.</b>
_____	8' X 20' Standard Carpet	\$ 270.00	\$ 350.00	_____	
_____	8' X 30' Standard Carpet	\$ 405.00	\$ 525.00	_____	
_____	<b>Custom Cut Carpet</b> (per square foot)	\$ 3.00	\$ 4.25	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
<b>CARPET PADDING</b>					
_____	8' X 10' Carpet Padding	\$ 90.00	\$ 120.00	_____	<b>Custom Plush Carpet is available at \$3.75 per sq. ft.</b> Please contact us for color options. Custom Plush carpet must be ordered by <b>September 16, 2019.</b>
_____	8' X 20' Carpet Padding	\$ 180.00	\$ 240.00	_____	
_____	8' X 30' Carpet Padding	\$ 270.00	\$ 360.00	_____	
_____	<b>Custom Cut Carpet Padding</b> (per square foot)	\$ 1.75	\$ 2.00	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
_____	<b>Plastic Covering / Visqueen</b> (per square foot)	\$ 0.75	\$ 0.99	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
<b>Subtotal</b> = \$ _____ <b>Sales Tax 5.5%</b> = \$ _____ <b>Total</b> = \$ _____					

**NAME OF SHOW:** 2019 WI SOLO & SMALL FIRM CONFERENCE / OCTOBER 24-25, 2019

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_    **CITY:** \_\_\_\_\_    **STATE:** \_\_\_\_\_    **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_    **FAX:** \_\_\_\_\_    **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_    **SIGNATURE:** \_\_\_\_\_    **DATE:** \_\_\_\_\_

Send form & payment to: **Wisconsin Expo, Inc.**  
 N113 W18750 Carnegie Drive | Germantown, WI 53022  
 Phone: 262.670.1300 | Email: orders@wi-expo.com

**Wisconsin Expo, Inc.**

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**CLEANING SERVICE  
ORDER FORM**

**TO RECEIVE ADVANCED PRICING,  
 SUBMIT ORDER AND PAYMENT  
 FORMS BY OCTOBER 16, 2019.**

Carpet is clean upon installation, but to ensure your booth is show ready we recommend ordering vacuuming once prior to your show opening.

- Carpet vacuuming and shampooing charges are based on the total square footage of your booth (see sq. ft. calculator below for assistance)
- Exhibit cleaning rates are hourly

**EXHIBIT SPACE SQUARE FOOTAGE** = (L) \_\_\_\_\_ x (W) \_\_\_\_\_ = \_\_\_\_\_ square feet  
**100 sq. ft. minimum** for vacuuming and shampooing

**VACUUMING**

Sq Footage	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
	Booth Vacuuming – Once prior to show opening	\$ 0.50	\$ 0.60	

**SHAMPOOING**

Sq Footage	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
	Shampoo Carpet – Once prior to show opening	\$ 1.50	\$ 1.75	

**EXHIBIT CLEANING**

Quantity of Hours	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
	Exhibit Cleaning – Hourly Rate – Straight Time	\$ 80.00	\$ 90.00	
	Exhibit Cleaning – Hourly Rate – Over Time	\$ 120.00	\$ 135.00	

**Straight Time:** 8:00 AM to 4:30 PM Monday thru Friday  
**Overtime:** 6:00 AM to 8:00 AM & 4:30 PM to 12:00 midnight Monday thru Friday,  
 ALL DAY SATURDAY, SUNDAY & HOLIDAYS

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

**NAME OF SHOW:** 2019 WI SOLO & SMALL FIRM CONFERENCE / OCTOBER 24-25, 2019

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**PAYMENT AUTHORIZATION FORM**

**INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER**

You may send a check made out to Wisconsin Expo, Inc. or fill out the Credit Card information below.

Thank you for your business!

**Email:** [orders@wi-expo.com](mailto:orders@wi-expo.com)

**SHOW NAME:** 2019 WISCONSIN SOLO & SMALL FIRM CONFERENCE

**SHOW DATE(S):** OCTOBER 24-25, 2019

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

Billing Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

American Express       MasterCard       Visa

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

**3 Digit Card Security Code:** \_\_\_\_\_ (MasterCard and Visa) back of card

**4 Digit Card Security Code:** \_\_\_\_\_ (American Express) front of card

Cardholder's Address (if different than above): \_\_\_\_\_

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

Cardholder's Name (print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

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