



Wisconsin Expo Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

Phone: 262-670-1300 | Fax: 262-670-1360 | Email: orders@wi-expo.com

Dear Exhibitor:

Welcome to the WSTA Fall Conference & Exhibits!

Your show will be held at the Holiday Inn-Stevens Point in Stevens Point, WI on October 21-22, 2019.
As your official service contractor our goal is to provide support as well as booth necessities!

The following service packet includes forms describing the variety of services we can provide. Please fill out forms that are applicable to your needs and send them to Wisconsin Expo, Inc.
If you have any questions or concerns, please contact us at 262-670-1300.

Provided Booth Equipment 8'x10':

- 8' high background drape – Black and Red
- 3' high side rail drape - Black
- 1 - 2' x 8' x 30" high table skirted - Red
- 2 – black folding chairs
- 1 – 500 watt electrical outlet
- 1 - 7"x 44" booth identification sign

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

Wisconsin Expo additional equipment and services to order:

- Advanced Freight Shipping to Warehouse Facility Form
- Advanced Warehouse Shipping Labels
- Outbound Shipping Procedure
- Bill of Lading
- Booth Furnishings Order Form
- Chairs, Accessories & Carpet Order Form
- Insurance and Security Information
- Payment Authorization Form

****The exhibit floor has standard ballroom carpet. For your added comfort and booth appearance, additional carpet and padding may be ordered using Page 6 of this packet.**

Watch submit dates carefully! Send your order with payment authorization form by October 14, 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 14, 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 FREIGHT SHIPPING
 TO WAREHOUSE FACILITY**

**TO RECEIVE ADVANCED PRICING,
 SUBMIT ORDER AND PAYMENT
 FORMS BY OCTOBER 14, 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: TO: EXHIBITING COMPANY NAME & BOOTH # c/o Wisconsin Expo, Inc. N113 W18750 Carnegie Drive Germantown, WI 53022 WSTA Fall Conf & Exhibits	FIRST ADVANCED FREIGHT DATE	September 16, 2019
	LAST ADVANCED FREIGHT DATE	October 14, 2019
	RECEIVING DOCK HOURS	MONDAY – FRIDAY 8:00 AM - 3:30 PM

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.	\$ 85.95/cwt	\$ 171.90
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)	\$ 49.00 first carton	Each additional carton = \$ 15.00

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

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 1st pkg and \$15 for each additional pkg).

NAME OF SHOW: WSTA FALL CONFERENCE & EXHIBITS / OCTOBER 21-22, 2019

COMPANY NAME: _____ **BOOTH #:** _____

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

Advanced Warehouse Shipping Labels

WAREHOUSE

DEADLINE DATE: OCTOBER 14, 2019

TO: _____
EXHIBITOR NAME

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

WSTA FALL CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: OCTOBER 14, 2019

TO: _____
EXHIBITOR NAME

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

WSTA FALL CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: OCTOBER 14, 2019

TO: _____
EXHIBITOR NAME

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

WSTA FALL CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: OCTOBER 14, 2019

TO: _____
EXHIBITOR NAME

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

WSTA FALL CONFERENCE

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES



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**TO RECEIVE ADVANCED PRICING,
SUBMIT ORDER AND PAYMENT
FORMS BY OCTOBER 14, 2019.**

OUTBOUND SHIPPING PROCEDURE

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 Tuesday, October 22, 2019 at 12:30pm.

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

Holiday Inn-Stevens Point, 1001 Amber Avenue, Stevens Point, WI 54482.

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 23, 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.

If you have any questions, contact Wisconsin Expo, Inc. at 262-670-1300 or by email at orders@wi-expo.com.



BILL OF LADING

You must complete a Bill of Lading for each different destination. You may submit your completed BOL via email to orders@wi-expo.com or fax 1-262-670-1360. **CRITICAL:** Even if you submit your BOL ahead of your show, you MUST still find a Wisconsin Expo, Inc rep or go to the Service Desk to let the rep know your freight is packed, labeled and ready to be picked up by your carrier. If you fail to go to the Service Desk, we will turn away your carrier and send your freight out using our Preferred Carrier, from whom you will receive an invoice.

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

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				

BILL FREIGHT CHARGES TO:		Company Name:		Street Address:			
Contact Name:		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's choice to provide transportation and charge credit card, or invoice according to Wisconsin Expo, Inc 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 OPTION ABOVE WILL RESULT IN ROUTING AT WISCONSIN EXPO, INC'S DISCRETION. APPLICABLE TRANSPORTATION CHARGES WILL APPLY)

By receiving this bill of lading Wisconsin Expo 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. WI Expo assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shippers 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, including those on the back thereof, 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>SHIPPER SIGNATURE: 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>CARRIER SIGNATURE:</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. Give signed form to an on-site representative or go to the Wisconsin Expo, Inc. Service Desk

**Wisconsin Expo, Inc.**

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 Germantown, WI 53022
 262.670.1300 | orders@wi-expo.com

BOOTH FURNISHINGS ORDER FORM

**TO RECEIVE ADVANCED PRICING,
SUBMIT ORDER AND PAYMENT
FORMS BY OCTOBER 14, 2019.**

QTY		ADVANCED RATE	STANDARD RATE	TOTAL	
Unskirted Table (all tables are 24" wide)					
_____	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	_____	
Skirted Table (all tables are 24" wide)					
_____	Skirted Table 4'L x 30"H	\$ 95.00	\$ 125.00	_____	<p>Select Skirt Color:</p>  <p> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GOLD <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE </p>
_____	Skirted Table 6'L x 30"H	\$ 110.00	\$ 140.00	_____	
_____	Skirted Table 8'L x 30"H	\$ 130.00	\$ 165.00	_____	
_____	4 th 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 th Side Skirted Counter 6'L or 8'L x 42" H	\$ 45.00	\$ 60.00	_____	
TABLE TOP RISERS (all risers are 9" wide)					
_____	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					
_____	Square Short Table 24"W x 18"H	\$ 69.00	\$ 83.00	_____	 <p>All pedestal tables are designed to be covered with a linen or other table covering.</p>
_____	Square Pedestal Table 24"W x 30"H	\$ 69.00	\$ 83.00	_____	
_____	Square Pedestal Table 24"W x 40"H	\$ 69.00	\$ 83.00	_____	
_____	Round Short Table 24"W x 18"H	\$ 69.00	\$ 83.00	_____	
_____	Round Pedestal Table 24"W x 30"H	\$ 69.00	\$ 83.00	_____	
_____	Round Pedestal Table 24"W x 40"H	\$ 69.00	\$ 83.00	_____	
_____	Round Short Table 30"W x 18"H	\$ 75.00	\$ 90.00	_____	
_____	Round Pedestal Table 30"W x 30"H	\$ 75.00	\$ 90.00	_____	
_____	Round Pedestal Table 30"W x 40"H	\$ 75.00	\$ 90.00	_____	
_____	Round Short Table 36"W x 18"H	\$ 79.00	\$ 95.00	_____	
LINENS					
_____	90" Round Linen (select color)	\$ 39.00	\$ 49.00	_____	Select linen color: <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE
_____	108" Round Linen (select color)	\$ 49.00	\$ 59.00	_____	
_____	120" Round Linen - ONLY FOR 36"Wx40"H	\$ 59.00	\$ 69.00	_____	

Subtotal	= \$	Sales Tax 5.5%	= \$	Total	= \$
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NAME OF SHOW: WSTA FALL CONFERENCE & EXHIBITS / OCTOBER 21-22, 2019

COMPANY NAME: _____ **BOOTH #:** _____

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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CHAIRS, ACCESSORIES & CARPET ORDER FORM

**TO RECEIVE ADVANCED PRICING,
SUBMIT ORDER AND PAYMENT
FORMS BY OCTOBER 14, 2019.**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
CHAIRS & SEATING					
_____	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	_____	
ACCESSORIES					
_____	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	_____	
DRAPE-Select Drape Color					
_____	Ft. of 3' high drape, includes hardware	\$ 8.00/ft	\$ 11.00/ft	_____	Select Drape Color: <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	_____	
STANDARD CARPETING – Select Carpet Color					
_____	8' X 10' Standard Carpet	\$ 135.00	\$ 175.00	_____	Booths 399 sq. ft. or Over Must Order Custom Cut Carpet. Select Carpet Color: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED Custom Plush Carpet is available at \$3.75 per sq. ft. Please contact us for color options. Custom Plush carpet must be ordered by September 16, 2019.
_____	8' X 20' Standard Carpet	\$ 270.00	\$ 350.00	_____	
_____	8' X 30' Standard Carpet	\$ 405.00	\$ 525.00	_____	
_____	8' X 40' Standard Carpet	\$ 540.00	\$ 700.00	_____	
_____	Custom Cut Carpet (per square foot)	\$ 3.00	\$ 4.25	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
CARPET PADDING					
_____	8' X 10' Carpet Padding	\$ 90.00	\$ 120.00	_____	Custom Plush Carpet is available at \$3.75 per sq. ft. Please contact us for color options. Custom Plush carpet must be ordered by September 16, 2019.
_____	8' X 20' Carpet Padding	\$ 180.00	\$ 240.00	_____	
_____	8' X 30' Carpet Padding	\$ 270.00	\$ 360.00	_____	
_____	8' X 40' Carpet Padding	\$ 360.00	\$ 480.00	_____	
_____	Custom Cut Carpet Padding (per square foot)	\$ 1.75	\$ 2.00	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
_____	Plastic Covering / Visqueen (per square foot)	\$ 0.75	\$ 0.99	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	

Subtotal	= \$	Sales Tax 5.5%	= \$	Total	= \$
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NAME OF SHOW: WSTA FALL CONFERENCE & EXHIBITS / OCTOBER 21-22, 2019

COMPANY NAME: _____ **BOOTH #:** _____

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

INSURANCE AND SECURITY

Nothing will ruin an otherwise successful exposition experience more quickly than the loss or theft of expensive equipment or products. Here are some basic steps you can take to prevent theft.

- Show management, the building operator, the general contractor, and the security company provide some measure of protection, but ultimately you and your staff are responsible for your valuables. Show management, the building operator, the general contractor, and the security company are NOT responsible for your valuables.
- Don't identify the product or manufacturer on the outside of freight cartons. Cartons showing a picture of a TV, projector or computer on the outside are more likely to disappear than unmarked ones. Label the cartons to indicate the total number being shipped (e.g. 1 of 6). Include your company's name and booth number on your cartons. Furnish your third-party carrier with an accurate and complete Bill of Lading.
- Escort your goods to your booth, if possible. The greatest risks of theft or loss occur during set-up and tear-down. Be especially alert during these times.
- Treat especially valuable goods, such as prototypes, as irreplaceable. If your goods are truly one-of-a-kind, hire your own security. Under no circumstances should such goods ever be left unattended. DVD's, televisions, laptops/tablets and other electronic devices are particularly vulnerable to theft.
- At the close of business each day, cover all display tables. This helps to prevent would-be thieves from selecting items to steal. Store excess supplies and merchandise with the general contractor or in a facility outside the hall. Video equipment, personal computers, or any materials of a desirable or compact nature must be removed or secured nightly.
- During tear-down, stay with your exhibit, materials and supplies until your empty cartons are delivered to your booth and your goods are packed, sealed and properly labeled.
- Obtain proper insurance coverage against damage & loss to include injury to person(s) and property. Exhibit materials must be covered from the time your exhibit shipment is in transit, during move-in, during the Expo, during move-out and until all materials have been returned to point of origin. Request a Certificate of Liability Insurance from your own insurance agent. Our objective is to make your show experience as rewarding as it can be. Following these simple security recommendations will go a long way towards ensuring your success.
- Exhibitors may also consider adding a security guard to their booth at the exhibitor's own expense.
- **Note:** For a nominal fee, riders can be attached to your insurance policy to cover the loss, theft and/or damage to "attractive" materials and equipment.



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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!

Send Wisconsin Expo, Inc. completed order forms to orders@wi-expo.com.

SHOW NAME: WSTA FALL CONFERENCE & EXHIBITS / OCTOBER 21-22, 2019

SHOW DATE(S): OCTOBER 21-22, 2019

Company Name: _____ Booth #: _____

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: _____

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