



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 Lake Geneva and the **2016 Geneva Convention**. Your show will be held **September 13-15, 2016** at the Grand Geneva Resort & Spa. Wisconsin Expo is excited to be selected as your official service contractor. The following pages of this kit include information on the services we provide as well as order forms to fill out. Please read through and let us know if you have any questions. Our goal is to make your participation in this show absolute perfection!

Booth Information

Each 8' deep x 10' wide booth space will include the following:

- 8' high background drapes & 3' high side rails
- 1 – 2'x8'x30" high table skirted in show colors
- 1 – 7" x 44" booth identification sign
- 2 – chairs

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

*** All electrical orders are handled by the Grand Geneva (form included)**

Wisconsin Expo additional equipment and services include:

- Shipping to Warehouse/freight handling
- Carpet with carpet padding
- Tables – 4' , 6' & 8' also have 42" counter height tables
- Cocktail tables – 24", 30" & 36" round
- Seating – chairs & stools
- Display panels and easels
- Display installation/dismantle labor

****The exhibit floor has standard ballroom carpet. For your added comfort & professional appearance, booth carpet may be ordered from the "Booth Furniture Order Form" included in this packet.**

Please take advantage of our substantial advance order price discounts! All you have to do is submit your order with payment by September 2, 2016 and use the "ADVANCE ORDER" price.

If there are any other services not listed or questions you may have, please call our Exhibitor Services Department at 262-670-1300.

Sincerely,

Wisconsin Expo, Inc



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

ADVANCE WAREHOUSE

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE SEPTEMBER 2, 2016

This option allows you the flexibility to ship your materials, i.e. 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.

SHIPPING INFORMATION	ADVANCE WAREHOUSE ADDRESS
<ol style="list-style-type: none"> 1. All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading. 2. Shipments must arrive, at the warehouse, Aug 10 – Sep 9, 2016 between 8:00 AM-3:30 PM, Monday thru Friday ONLY. No shipments will be received at the warehouse on weekends or holidays. 3. Please be advised that any shipments sent to the advance 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). 4. An additional \$150 fee will be assessed to shipments received after the published dates and times listed. 5. 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. WI Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to WI 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. 	<p>*Label each piece of your shipment(s) as follows:</p> <p style="margin-left: 40px;">TO: (EXHIBITING COMPANY NAME & BOOTH #) Geneva Convention c/o Wisconsin Expo, Inc. N113W18750 Carnegie Dr. Germantown, WI 53022</p> <p>Receiving Dates : August 10 – September 9, 2016 MONDAY – FRIDAY ONLY 8:00 AM - 3:30 PM</p>
IMPORTANT DATE REMINDERS	
<p>First date to ship to ADVANCED WAREHOUSE w/o added storage fees: August 10, 2016</p> <p>Last date to ship to ADVANCED WAREHOUSE: September 9, 2016</p>	

INSURANCE

Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverages "riders" through your existing policies. **WI Expo, Inc. is not responsible for the security of items after they are delivered to each booth or until items are picked up at the booth for reloading at the close of the show. Please take all necessary precautions.**

DRAYAGE RATE SCHEDULE

Rates below include receipt of your freight on straight time, storage at warehouse for up to 10 working days, delivery to booth at the convention site, storage and return of empty containers, reloading of materials on outbound carrier at the close of show. **200 lb. minimum per shipment applies**

CATEGORY	DESCRIPTION	RATE / 100 LBS.	200 LB. MINIMUM
A	Crated, skidded, packaged shipments via common carrier ie: YRC, ABF, UPS, FEDEX etc.	\$60.00/cwt	\$120.00
B	Special handling shipments-requires additional handling ie: ground unloading, stacked/constricted space unloading, pad wrapped, unskidded	\$69.00/cwt	\$138.00
C	Small package Shipments NOT EXCEEDING 30 LBS PER SHIPMENT: (Shipment totaling any number of pieces with a combined weight, not to exceed 30 lbs., that is received on same day, from same shipper & delivered by same carrier.)	\$39.99 first carton	Each additional carton = \$15.00

DRAYAGE PAYMENT CALCULATION

	Category	Qty Pieces	Weight (Min. 200 lbs)	Rate/ 100 lbs	Total Cost
Shipment 1	_____	_____	_____ lbs.	x _____	= \$ _____
Shipment 2	_____	_____	_____ lbs.	x _____	= \$ _____
Total Due					= \$ _____

NAME OF SHOW: GENEVA CONVENTION / SEPTEMBER 13-15, 2016

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

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ORDERED BY: _____ **SIGNATURE:** _____ **DATE:** _____

Send form & payment to: Wisconsin Expo, Inc.
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Phone: 262.670.1300 × Fax: 262.670.1360 × Email: orders@wi-expo.com

WAREHOUSE

DEADLINE DATE: SEPTEMBER 9, 2016

TO: _____
EXHIBITOR NAME

**WISCONSIN EXPO INC.
N113 W18750 Carnegie Dr.
Germantown, WI 53022**

Geneva Convention

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: SEPTEMBER 9, 2016

TO: _____
EXHIBITOR NAME

**WISCONSIN EXPO INC.
N113 W18750 Carnegie Dr.
Germantown, WI 53022**

Geneva Convention

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: SEPTEMBER 9, 2016

TO: _____
EXHIBITOR NAME

**WISCONSIN EXPO INC.
N113 W18750 Carnegie Dr.
Germantown, WI 53022**

Geneva Convention

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: SEPTEMBER 9, 2016

TO: _____
EXHIBITOR NAME

**WISCONSIN EXPO INC.
N113 W18750 Carnegie Dr.
Germantown, WI 53022**

Geneva Convention

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES



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BOOTH FURNISHINGS

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE SEPTEMBER 2, 2016

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
Unskirted Tables (all tables are 24" wide)				
_____	Unskirted Table 4'L x 30"H	\$ 45.00	\$ 58.00	_____
_____	Unskirted Table 6'L x 30"H	\$ 55.00	\$ 70.00	_____
_____	Unskirted Table 8'L x 30"H	\$ 60.00	\$ 75.00	_____
_____	Unskirted Counter 4'L x 42"H	\$ 56.00	\$ 72.00	_____
_____	Unskirted Counter 6'L x 42"H	\$ 66.00	\$ 85.00	_____
_____	Unskirted Counter 8'L x 42"H	\$ 75.00	\$ 97.00	_____
Skirted Tables (all tables are 24" wide)				
_____	Skirted Table 4'L x 30"H	\$ 85.00	\$113.00	_____
_____	Skirted Table 6'L x 30"H	\$ 95.00	\$123.00	_____
_____	Skirted Table 8'L x 30"H	\$105.00	\$ 135.00	_____
_____	4 th Side Skirted Table 6'L or 8'L x 30"H	\$ 35.00	\$ 45.00	_____
_____	Skirted Counter 4'L x 42"H	\$ 99.00	\$125.00	_____
_____	Skirted Counter 6'L x 42"H	\$ 115.00	\$145.00	_____
_____	Skirted Counter 8'L x 42"H	\$ 125.00	\$155.00	_____
_____	4 th Side Skirted Counter 6'L or 8'L x 42" H	\$ 35.00	\$ 45.00	_____
TABLE TOP RISERS (all risers are 9" wide)				
_____	Uncovered Single Step Riser 4'L x 9"H	\$ 30.00	\$ 45.00	_____
_____	Uncovered Single Step Riser 6'L x 9"H	\$ 30.00	\$ 45.00	_____
_____	Uncovered Single Step Riser 8'L x 9"H	\$ 30.00	\$ 45.00	_____
_____	Covered Single Step Riser 4'L x 9"H	\$ 45.00	\$ 59.00	_____
_____	Covered Single Step Riser 6'L x 9"H	\$ 45.00	\$ 59.00	_____
_____	Covered Single Step Riser 8'L x 9"H	\$ 45.00	\$ 59.00	_____
PEDESTAL TABLES				
_____	Square Short Table 24"W x 18"H	\$ 55.00	\$70.00	_____
_____	Square Café Table 24"W x 30"H	\$ 55.00	\$70.00	_____
_____	Square Cocktail Table 24"W x 40"H	\$ 55.00	\$70.00	_____
_____	Round Short Table 24"W x 18"H	\$ 55.00	\$70.00	_____
_____	Round Café Table 24"W x 30"H	\$ 55.00	\$70.00	_____
_____	Round Cocktail Table 24"W x 40"H	\$ 55.00	\$70.00	_____
_____	Round Short Table 30"W x 18"H	\$ 60.00	\$75.00	_____
_____	Round Café Table 30"W x 30"H	\$ 60.00	\$75.00	_____
_____	Round Cocktail Table 30"W x 40"H	\$ 60.00	\$75.00	_____
_____	Round Short Table 36"W x 18"H	\$ 70.00	\$90.00	_____
_____	Round Café Table 36"W x 30"H	\$ 70.00	\$90.00	_____
_____	Round Cocktail Table 36"W x 40"H	\$ 70.00	\$90.00	_____
LINENS				
_____	90" Round Linen (select color)	\$ 25.00	\$ 32.00	_____
_____	108" Round Linen (select color)	\$ 28.00	\$ 36.00	_____
Subtotal	= \$	Sales Tax 5.5%	= \$	Total = \$



Select skirt color: BLACK BLUE
 BURGUNDY GOLD GREEN RED
 SILVER TEAL WHITE



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

Select linen color: BLACK WHITE

NAME OF SHOW: GENEVA CONVENTION - SEPTEMBER 13-15, 2016

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

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

ORDERED BY: _____ **SIGNATURE:** _____ **DATE:** _____

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CHAIRS, ACCESSORIES & CARPET

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE SEPTEMBER 2, 2016

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
CHAIRS & SEATING					
_____	Black Plastic Folding Chair	\$ 20.00	\$ 26.00	_____	
_____	Padded Stool with back	\$ 55.00	\$ 71.00	_____	
_____	Padded Side Chair	\$ 40.00	\$ 52.00	_____	
_____	Grey Padded Arm Chair	\$ 45.00	\$ 59.00	_____	
_____	Executive Chair	\$ 65.00	\$80.00	_____	
ACCESSORIES					
_____	Chrome Sign Holder (22"x28")	\$ 55.00	\$ 77.00	_____	
_____	Chrome Floor Standing Easel	\$ 20.00	\$ 30.00	_____	
_____	Floor Standing Literature Rack	\$ 75.00	\$85.00	_____	
_____	Bag Stand	\$ 55.00	\$ 77.00	_____	
_____	Chrome Stanchions w/ rope	\$ 45.00	\$ 59.00	_____	
_____	Black Retractable Belt Stanchions	\$ 45.00	\$ 59.00	_____	
_____	Wastebasket	\$ 12.00	\$ 16.00	_____	
DRAPE					
_____	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 <input type="checkbox"/> TEAL
_____	Ft. of 8' high drape, includes hardware	\$ 12.00/ft	\$ 16.00/ft	_____	
STANDARD CARPETING					
_____	10' X 10' Standard Carpet	\$ 115.00	\$149.00	_____	**Booths over 400 sq. ft. 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 <input type="checkbox"/> TEAL Custom Plush carpet is available at \$3.15 per sq. ft. Please contact us for color options. Custom Plus carpet must be ordered by August 28, 2015.
_____	10' X 20' Standard Carpet	\$230.00	\$298.00	_____	
_____	10' X 30' Standard Carpet	\$345.00	\$447.00	_____	
_____	10' X 40' Standard Carpet	\$460.00	\$596.00	_____	
_____	Custom Cut Carpet (per square foot)	\$1.40/ sq. ft	\$ 1.85 sq. ft	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
CARPET PADDING					
_____	10' X 10' Carpet Padding	\$104.00	\$144.00	_____	Custom Plush carpet is available at \$3.15 per sq. ft. Please contact us for color options. Custom Plus carpet must be ordered by August 28, 2015.
_____	10' X 20' Carpet Padding	\$208.00	\$288.00	_____	
_____	10' X 30' Carpet Padding	\$312.00	\$432.00	_____	
_____	10' X 40' Carpet Padding	\$146.00	\$576.00	_____	
_____	Custom Cut Carpet Padding (per square foot)	\$1.04	\$1.44	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
_____	Plastic Covering / Visqueen (per square foot)	\$.65	\$.91	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
Subtotal	= \$	Sales Tax 5.6%	= \$	Total	= \$

NAME OF SHOW: GENEVA CONVENTION / SEPTEMBER 13-15, 2016

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

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INSTALLATION & DISMANTLE LABOR

**INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE: SEPTEMBER 2, 2016**

DISPLAY LABOR

- Start time only guaranteed at the start of the working day.
- Rates are per person per hour with a one hour minimum per person – thereafter charged in ½ hour increments.
- Representative must check in at the service desk to pick up labor and must return to the service desk upon completion of work.
- Labor must be cancelled 24 hours in advance of start date and time to avoid a cancellation fee of one hour per worker scheduled.

Straight Time: 8:00 AM to 4:30 PM Monday thru Friday

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

Exhibitor Supervised Labor: Requires an on-site representative to supervise the installation and/or dismantle or the exhibit.

Wisconsin Expo Supervised Labor: Installation of your exhibit will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plans, photos, special instructions and inbound shipping information.

Labor	Advance Rate	Show Site Rate
Exhibitor Supervised Labor ST (per person per hour)	\$ 68.00	\$ 78.00
Wisconsin Expo Supervised Labor ST (per person per hour)	\$ 78.00	\$ 90.00
Exhibitor Supervised Labor OT (per person per hour)	\$ 99.00	\$ 115.00
Wisconsin Expo Supervised Labor OT (per person per hour)	\$ 128.00	\$ 140.00

INSTALLATION LABOR

Date	Start Time	Qty People	Approx. Hrs. Per Person	Total Hours	Hourly Rate	Estimated Total Cost
_____	_____	_____	_____	_____	x	=\$
_____	_____	_____	_____	_____	x	=\$
_____	_____	_____	_____	_____		=\$
						=\$

DISMANTLE LABOR

- When scheduling dismantle labor be sure to allow adequate time for empty containers to be returned to your booth prior to scheduling your labor start time.

Date	Start Time	Qty People	Approx. Hrs. Per Person	Total Hours	Hourly Rate	Estimated Total Cost
_____	_____	_____	_____	_____	x	=\$
_____	_____	_____	_____	_____	x	=\$
_____	_____	_____	_____	_____		=\$
						=\$

NAME OF SHOW: GENEVA CONVENTION / SEPTEMBER 13-15, 2016

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

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

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**SELF-STANDING
 DISPLAYS**

**INCLUDE THE WI EXPO PAYMENT
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 ORDER DUE: SEPTEMBER 2, 2016**

QTY	DISPLAY PANEL TYPE	ADVANCE ORDER ONLY	TOTAL
	4'x 8' SELF STANDING VELCRO PANEL (grey) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$150.00	
	4'x 8' SELF STANDING TACKBOARD PANEL (grey) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$150.00	
	4'x 8' SELF STANDING PEGBOARD (GREY ¼" HOLES) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$150.00	
	1 METER SELF STANDING VELCRO PANEL (black) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$150.00	
	½ METER SELF STANDING VELCRO PANEL (BLACK) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$85.00	
	2'x 6' VERTICAL WIRE GRID-WALL PANELS (BLACK)	\$35.00	
	FLAT SHELVES (WHITE) (used w/vertical 1 meter velcro panels)	\$30.00	
	ANGLE SHELVES (WHITE) (used w/vertical 1 meter velcro panels)	\$35.00	
	DISPLAY LIGHTS (need to order electrical service)	\$35.00	

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

NAME OF SHOW: GENEVA CONVENTION / SEPTEMBER 13-15, 2016

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

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

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CLEANING SERVICES

**INCLUDE THE WI EXPO PAYMENT
 AUTHORIZATION FORM WITH YOUR
 ORDER DUE: SEPTEMBER 2, 2016**

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

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

EXHIBIT SPACE SQUARE FOOTAGE = (L) _____ x (W) _____ = _____ square ft.
Standard Booth Size: 8'x 10' = 80 square ft.

VACUUMING

Selection	DESCRIPTION	ADVANCE RATE	STANDARD RATE	TOTAL
_____	Booth Vacuuming – Once prior to show opening	\$.36	\$.43	_____

SHAMPOOING

Selection	DESCRIPTION	ADVANCE RATE	STANDARD RATE	TOTAL
_____	Shampoo Carpet – Once prior to show opening	\$ 1.46	\$ 1.75	_____

EXHIBIT CLEANING

Selection	DESCRIPTION	ADVANCE RATE	STANDARD RATE	TOTAL
_____	Exhibit Cleaning – Hourly Rate – Straight Time	\$ 60.00	\$ 70.00	_____
_____	Exhibit Cleaning – Hourly Rate – Over Time	\$ 99.00	119.00	_____
			Subtotal	_____
			Sales Tax 5.5%	_____
			Total	_____

NAME OF SHOW: GENEVA CONVENTION / SEPTEMBER 13-15, 2016

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

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

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**WISCONSIN EXPO, INC.
PAYMENT AUTHORIZATION FORM**



**Geneva Convention
September 13-15, 2016
Grand Geneva Resort & Spa – Lake Geneva, WI**

To guarantee the services you desire, please fax your order along with the completed credit card authorization form below. We accept checks (payable to Wisconsin Expo, Inc.) or credit cards for payments. To keep expenses manageable, for all parties concerned, we prefer payment by company check. Please indicate your intentions below:

- Yes**, we will be mailing a check, along with order(s), to arrive on or before **September 2, 2016**.
Please do not process the credit card information listed below.
- No**, we prefer to pay for the indicated services with the credit card information provided.

CREDIT CARD AUTHORIZATION



Company Name: _____ Booth #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

American Express MasterCard Visa

Card Number: _____

Expiration Date: _____ / _____ Card Security Code: _____

Cardholder's Address (if different than above) _____

City: _____ State: _____ Zip: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

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Grand Geneva Resort & Spa
Lake Geneva, WI

Exhibitor Request Form

24% Service Charge added to all Orders. All Charges listed below are Per Room, Per Day.

Convention Name: _____

Company Name: _____

Booth # & Location: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone & Fax #: _____

Contact Physical Address: _____

Install Date/Time: _____ End Date/Time: _____

HSIA and Phone:

Wireless Internet is complimentary in all meeting spaces and guest rooms.

<u>Quantity</u>	<u>item</u>	<u>price per day</u>	<u>subtotal</u>
_____	Hard-Wired Internet Line	\$150 for the first Wired connection	\$ _____
_____		\$100 per additional Wired connection	\$ _____
_____	Telephone Line	\$75.00	\$ _____

Power:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	20 amp circuit	\$35.00	\$50.00	\$ _____
<i>(single extension cord & power strip included with a 20 amp circuit)</i>				
_____	60 amp circuit	\$370.00	\$400.00	\$ _____

**Additional services available. Contact PSAV directly for pricing.*

Video/Data Projectors:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	LCD Projector Package	\$595.00	\$650.00	\$ _____
_____	19" Flat Panel Monitor	\$150.00	\$175.00	\$ _____
_____	55" TV Monitor	\$525.00	\$540.00	\$ _____
_____	6'-25' Computer Cable	\$25.00	\$35.00	\$ _____
_____	Video Cart (32" or 52" skirted)	\$35.00	\$45.00	\$ _____

Computer/Printers:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	Laptop	\$250.00	\$299.00	\$ _____
_____	Laser Printer B&W	\$200.00	\$300.00	\$ _____
_____	Fax Machine	\$90.00	\$110.00	\$ _____

PSAV

Grand Geneva Resort & Spa
7036 Grand Geneva Way, Lake Geneva, WI 53147
■ office: 262-249-4727 ■ fax: 262-245-7506

Screens:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	6' Tripod Screen	\$75.00	\$95.00	\$ _____
_____	8' Tripod Screen	\$75.00	\$95.00	\$ _____
_____	White Board w/Markers	\$60.00	\$75.00	\$ _____
_____	Flipchart w/Markers	\$55.00	\$75.00	\$ _____

Video Tape Player:

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	VHS Player W/DVD	\$70.00	\$90.00	\$ _____
_____	DVD Player	\$90.00	\$110.00	\$ _____

Sound Systems

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>subtotal</u>
_____	Powered Speaker	\$115.00	\$ _____

**Custom systems available please call for quote*

Microphone Selection for Sound System Above

<u>quantity</u>	<u>item</u>	<u>price per day</u>	<u>same day price</u>	<u>subtotal</u>
_____	Wired Microphone :(select one) Handheld, Lavalier	\$65.00	\$95.00	\$ _____
_____	Wireless Microphone: (select one) Handheld, Lavalier	\$165.00	\$190.00	\$ _____
_____	Basic 4 channel Mixer	\$75.00	\$95.00	\$ _____

(Mixer required to control the volume of any microphone.)

Additional comments or instructions:

Order Total

Equipment Total		\$ _____
Service Charge/Delivery	(24% of Equipment Total)	\$ _____
Subtotal	(Equipment plus Service Charge/Delivery)	\$ _____
Tax	(5.5% of the Subtotal)	\$ _____
Grand Total		\$ _____

***ORDERS WITHOUT SERVICE CHARGE AND TAX PROPERLY CALCULATED WILL NOT BE ACCEPTED.**

***SEE CREDIT CARD AUTHORIZATION AND ADDITIONAL INSTRUCTIONS ON PAGE.**



***IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.**

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

1. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal of 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of delivery date will be charged a cancellation fee equal to one day's rental plus handling prices.

2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost damaged, or stolen while in the Lessee's care or possession will result in being charged for replacement cost, labor or parts for repair, as the case may be.

3. Insurance for the subject equipment is the Lessee's responsibility.

4. ALL CHARGES LISTED ON THIS DOCUMENT ARE PER DAY.

5. It is the responsibility of the exhibitor to advise a Presentation Services representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

6. 24% Service Charge needs to be added to all orders.

**Please complete this Credit Card Authorization Form
and fax it back to the secured number below.
For your protection this number goes directly to our
PSAV office: 262-245-7506 You may also email your
request to: ggav@grandgeneva.com**

An estimated total charge for the services arranged by your organization will be billed in full to your credit card ten to fourteen days prior to arrival.

Credit Card Type: American Express Visa MC Diners Discover

Credit Card Number: _____

Expiration Date: _____

Security Number (back of card): _____

Cardholder's Zip Code: _____

Cardholder's Name: _____

Signature of Cardholder: _____

PSAV
Grand Geneva Resort & Spa
7036 Grand Geneva Way, Lake Geneva, WI 53147
■ office: 262-249-4727 ■ fax: 262-245-7506

