

Dear **2019 WPLF Summer Training Conference** Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **2019 WPLF Summer Training Conference**, being held at **KI Center, August 5 - 6, 2019**. 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.

For your convenience Valley Expo & Displays offers online ordering. You can order your Valley services, view show schedule, review previous and current account information, and print invoices.

To place online orders you will be required to register with Valley Online:

- If you received this Exhibitor Service Kit in the “Ordering Open” email, a direct link and your temporary password to online ordering were included within that email. Click on the link to be directed to our website and begin ordering. (<https://valleyexpodisplays.boomerecommerce.com>)
- If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password on Valley’s online ordering website (<https://valleyexpodisplays.boomerecommerce.com>). If you have forgotten your password, press "Forgot Password" to receive a new temporary password.
- To register online for access visit <https://valleyexpodisplays.boomerecommerce.com> press “Register Now” and complete your registration setup, once complete an email will be sent with your login credentials.

**Valley
Online
Ordering**

- Order early and take advantage of the advance 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.

**Helpful
Hints**

Valley Expo & Displays does not take orders over the phone. All pre show orders must be entered online at (<https://valleyexpodisplays.boomerecommerce.com>), faxed to (815-873-1544), or emailed to (events@valleyexpodisplays.com) by **July 29, 2019**. 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.

**Ordering
Information**

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



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valleyexpodisplays.com



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

**GENERAL
SHOW
INFORMATION**

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

DISCOUNT PRICE DEADLINE:
July 14, 2019

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

- Floyd "Pete" Peters
- 715.364.2367
- peters3006@gmail.com

Booth Package

A standard 8' x 10' booth will include:

- Green & White 8' Back Drape and 3' Side Drape
- (1) 8' x 30" Black Skirted Table
- (2) Folding Chairs
- (1) 7" x 44" Identification Sign

Hall C is **NOT** carpeted with facility carpeting.

Meeting Room B is carpeted with facility carpeting.

Exhibitor Schedule

Exhibitor Move-In:	Sunday	August 4, 2019	12:00PM - 6:00PM
	Monday	August 6, 2019	7:00AM - 9:00AM

Show Hours:	Monday	August 5, 2019	9:00AM - 4:30PM
	Tuesday	August 6, 2019	9:00AM - 3:00PM

Exhibitor Move Out:	Tuesday	August 6, 2019	3:00PM - 5:00PM
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- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by: **5:00PM on 8/6/2019.**

Shipping Addresses

Advance to Warehouse

Receiving Dates:

7/18/2019 thru 8/1/2019

Receiving Hours:

Mon-Fri 9:00AM-3:00PM

TO: Exhibiting Company Name and Booth #
FOR: **2019 WPLF Summer Training Conference**

C/O Valley Expo & Displays
YRC Freight
2230 Holland Road
Appleton, WI 54911

Direct to Show Site

Receiving Dates and Times:

8/4/2019; 12:00PM - 6:00PM

8/5/2019; 7:00AM - 9:00AM

TO: Exhibiting Company Name and Booth #

FOR: **2019 WPLF Summer Training Conference**

C/O Valley Expo & Displays
KI Center
333 Main St
Green Bay, WI 54301





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

GENERAL SHOW INFORMATION

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

DISCOUNT PRICE DEADLINE:
July 14, 2019

Important Deadlines

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

Discount Price Deadline

Sunday, July 14, 2019

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

Advance Shipments receiving dates : 7/18/2019 thru 8/1/2019

Advance Shipments receiving times : Mon - Fri 9:00AM - 3:00PM

Show Site Shipments receiving dates & times: 8/4/2019; 12:00PM - 6:00PM
8/5/2019; 7:00AM - 9:00AM

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.

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 pre show 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.





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 FAX: 815.873.1544

**RECAP OF
 COST &
 PAYMENT**

**DISCOUNT PRICE DEADLINE:
 July 14, 2019**

**2019 WPLF Summer Training Conference
 KI Center, August 5 - 6, 2019**

This form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays. Discount prices apply **only** to orders received with payment in full by the discount 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
- Sign & Banner Order Form
- Exhibit & Booth Porter Service 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)
<input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Card Number Exp. Date ____/____/____ CVCS ____		
X Cardholder Signature		Cardholder's Name (please print)



EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



GREEN BAY

NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Form Submission – Email completed forms to: trent.jameson@psav.com.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

MONITORS

	PRICE	QTY	TOTAL
<input type="checkbox"/> 22" Multi sync monitor <input type="checkbox"/> Single-pole stand	\$ 130	_____	\$ _____
<input type="checkbox"/> 32" LCD monitor <input type="checkbox"/> Table stand <input type="checkbox"/> Speakers	\$ 160	_____	\$ _____
<input type="checkbox"/> 46" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ 320	_____	\$ _____
<input type="checkbox"/> 55" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ 445	_____	\$ _____
<input type="checkbox"/> 70" LCD monitor <input type="checkbox"/> Dual-post stand <input type="checkbox"/> Speakers	\$ 845	_____	\$ _____

POWER

	PRICE	QTY	TOTAL
<input type="checkbox"/> 120V – 5 AMP	\$ 75	_____	\$ _____
<input type="checkbox"/> 120V – 10 AMP	\$ 90	_____	\$ _____
<input type="checkbox"/> 120V – 20 AMP	\$ 110	_____	\$ _____
<input type="checkbox"/> 208V Three Phase – 20 AMP	\$ 165	_____	\$ _____
<input type="checkbox"/> 208V Three Phase – 30 AMP	\$ 265	_____	\$ _____
<input type="checkbox"/> 208V Three Phase – 60 AMP	\$ 385	_____	\$ _____
<input type="checkbox"/> 208V Three Phase – 100 AMP	\$ 645	_____	\$ _____
<input type="checkbox"/> 208V Three Phase – 200 AMP	\$ 1,290	_____	\$ _____
<input type="checkbox"/> 208V Three Phase – 300 AMP	\$ 1,815	_____	\$ _____
<input type="checkbox"/> 208V Three Phase – 400 AMP	\$ 2,575	_____	\$ _____

INTERNET

Wireless Internet connection	\$10 - 8 MBPS	_____	\$ _____
Hardline Internet connections	\$100 - 10 MBPS	_____	\$ _____

****\$25 Service charge for day-of additions**

SPECIAL REQUESTS

Please add any items not listed above that you require.

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS

	PRICE	QTY	TOTAL
<input type="checkbox"/> _____	\$ _____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	\$ _____
<input type="checkbox"/> _____	\$ _____	_____	\$ _____

Trent Jameson

Director, Event Technology - PSAV®

Hyatt Regency Green Bay

333 Main St., Green Bay, WI 54301

office: 920.321.5083 email:

trent.jameson@psav.com



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**THIRD
PARTY
BILLING**

2019 WPLF Summer Training Conference

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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



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FAX: 815.873.1544

**EXHIBITOR
APPOINTED
CONTRACTOR**

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

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





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

TABLES & CHAIRS ORDER FORM

2019 WPLF Summer Training Conference
KI Center, August 5 - 6, 2019

DISCOUNT PRICE DEADLINE:
 July 14, 2019

Orders with payment in full must be received by July 14, 2019, for Discount Prices.

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:

- Black
 Blue
 Burgundy
 Red
 Teal
 Silver
 Purple
 White
 Gold
 Green

	Description	Quantity	Advance	Floor	Total
Skirted Tables	4' L x 30" H	_____	\$ 126.30	\$ 164.20	_____
	6' L x 30" H	_____	\$ 149.85	\$ 194.85	_____
	8' L x 30" H	_____	\$ 168.35	\$ 218.90	_____
	4' L x 42" H	_____	\$ 132.45	\$ 172.20	_____
	6' L x 42" H	_____	\$ 164.10	\$ 213.35	_____
	8' L x 42" H	_____	\$ 192.00	\$ 249.60	_____
4th Side Skirting & Drape	30" x 13' Skirting Only (4th Side)	_____	\$ 61.35	\$ 79.80	_____
	42" x 13' Skirting Only (4th Side)	_____	\$ 70.85	\$ 92.15	_____
	3' Drape (Side) per LnFt	_____	\$ 9.20	\$ 12.00	_____
	8' Drape (Back) per LnFt	_____	\$ 12.90	\$ 16.80	_____
Plain Tables	4' L x 30" H	_____	\$ 56.75	\$ 73.80	_____
	6' L x 30" H	_____	\$ 83.40	\$ 108.45	_____
	8' L x 30" H	_____	\$ 99.65	\$ 129.55	_____
	4' L x 42" H	_____	\$ 76.70	\$ 99.75	_____
	6' L x 42" H	_____	\$ 102.95	\$ 133.85	_____
	8' L x 42" H	_____	\$ 118.60	\$ 154.20	_____
	White Vinyl, 8' Long (tabletop covering)	_____	\$ 11.50	\$ 14.95	_____
Cocktail Tables	30" Round, 30" High	_____	\$ 99.75	\$ 124.50	_____
	30" Round, 42" High	_____	\$ 107.00	\$ 139.10	_____
Chairs	Folding Chair	_____	\$ 25.00	\$ 32.50	_____
	Side Chair	_____	\$ 51.45	\$ 66.90	_____
	Padded Chair	_____	\$ 64.00	\$ 83.20	_____
	Bar Stool with Back	_____	\$ 79.70	\$ 103.65	_____

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

Must include Recap of Cost and Payment Form along with order form.

Exhibiting Company Name: _____

Booth Number(s) _____





Register Here for Online Ordering...
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 FAX: 815.873.1544

ACCESSORIES ORDER FORM

2019 WPLF Summer Training Conference
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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.

Accessories

Description	Quantity	Advance	Floor	Total
Tripod Adjustable Easel	_____	\$ 32.80	\$ 42.65	_____
Garment Rack	_____	\$ 37.10	\$ 48.25	_____
Bag Stand	_____	\$ 90.45	\$ 117.60	_____
Literature Stand	_____	\$ 111.95	\$ 145.55	_____
Wastebasket	_____	\$ 16.50	\$ 21.45	_____
8' Upright with Base	_____	\$ 15.55	\$ 20.25	_____
Crossbar	_____	\$ 10.35	\$ 13.50	_____
Table Riser 1'x1'x4 White Skirted	_____	\$ 70.20	\$ 91.30	_____
Posterboard 4' x 8'	_____	\$ 165.45	\$ 215.10	_____
Horizontal / Vertical (Circle one)				

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 4' H Panel	_____	\$ 38.85	\$ 50.55	_____
2' W x 6' H Panel	_____	\$ 45.00	\$ 58.50	_____
2' W x 8' H Panel	_____	\$ 57.05	\$ 74.20	_____
"T" Base, per set	_____	\$ 26.80	\$ 34.85	_____
24" Shelf Bracket	_____	\$ 14.65	\$ 19.05	_____
48" Shelf Bracket	_____	\$ 20.80	\$ 27.05	_____
6 Ball Waterfall	_____	\$ 9.80	\$ 12.75	_____
Hang Rail	_____	\$ 11.05	\$ 14.40	_____
Picture Hanger	_____	\$ 2.60	\$ 3.40	_____
Hat Display	_____	\$ 6.20	\$ 8.10	_____
Peg Hook	_____	\$ 2.60	\$ 3.40	_____
4", 6", 12" (circle one)				

Exhibiting Company Name: _____

Booth Number(s) _____

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

Must include Recap of Cost and Payment Form along with order form.





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BOOTH CARPET ORDER FORM

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DISCOUNT PRICE DEADLINE:
 July 14, 2019

Orders with payment in full must be received by July 14, 2019, for Discount Prices.

If 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 then 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

Due to color match issues Standard Booth Carpet CAN NOT be ordered in multiples. If your booth space is larger then 300sq feet you must order Custom or Luxury Carpeting from below

Standard Booth Carpet	Description	Quantity	Advance	Floor	Total
	9' x 10'	_____	\$ 182.30	\$ 237.00	_____
	9' x 20'	_____	\$ 356.10	\$ 462.95	_____
	9' x 30'	_____	\$ 547.35	\$ 711.60	_____

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 _____	_____	\$ 4.35 sq ft	\$ 5.70 sq ft	_____

Color Selection for Luxury Carpeting

- Blue
 Green
 Black
 Burgundy
 Red
 Gray

Luxury carpet is cut specifically to your booth measurements. 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 _____	_____	\$ 5.70 sq ft	\$ 7.45 sq ft	_____

Padding Visqueen Taping	Description	Square Foot	Advance	Floor	Total
	Padding	_____	\$ 1.80 per sq ft	\$ 2.35 per sq ft	_____
	Visqueen (plastic covering)	_____	\$ 0.90 per sq ft	\$ 1.20 per sq ft	_____
	Additional taping	_____	\$ 1.80 per sq ft	\$ 2.35 per sq ft	_____

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

Must include Recap of Cost and Payment Form along with order form.



Exhibiting Company Name: _____

Booth Number(s) _____

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

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
**2019 WPLF SUMMER TRAINING CON-
 FERENCE**
 YRC FREIGHT
 C/O VALLEY EXPO & DISPLAYS
 2230 HOLLAND ROAD
 APPLETON, WI 54911

- 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 9:00AM - 3:00PM
- 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: **7/18/2019**

Last day freight will be accepted: **8/1/2019**

Direct to Show Site Shipping Address

EXHIBITING COMPANY NAME
 BOOTH NUMBER
**2019 WPLF SUMMER TRAINING CON-
 FERENCE**
 KI CENTER
 C/O VALLEY EXPO & DISPLAYS
 333 MAIN ST
 GREEN BAY, WI 54301

- 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 to the show site.
The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: **8/4/2019; *12:00PM - 6:00PM**
8/5/2019; 7:00AM - 9:00AM

**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

2019 WPLF SUMMER TRAINING CONFERENCE

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC FREIGHT
2230 HOLLAND ROAD
APPLETON WI 54911

Shipment Should Arrive Between:
July 18, 2019 thru August 1, 2019

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 pm to be guaranteed same day unloading.

Carrier

Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

2019 WPLF SUMMER TRAINING CONFERENCE

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC FREIGHT
2230 HOLLAND ROAD
APPLETON WI 54911

Shipment Should Arrive Between:
July 18, 2019 thru August 1, 2019

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 pm to be guaranteed same day unloading.

Carrier

Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2019 WPLF SUMMER TRAINING CONFERENCE

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
KI CENTER
333 MAIN ST
GREEN BAY WI 54301

Shipment Should Arrive:
August 4, 2019; 12:00PM - 6:00PM
August 5, 2019; 7:00AM - 9:00AM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

Carrier _____
Number of pieces _____

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2019 WPLF SUMMER TRAINING CONFERENCE

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
KI CENTER
333 MAIN ST
GREEN BAY WI 54301

Shipment Should Arrive:
August 4, 2019; 12:00PM - 6:00PM
August 5, 2019; 7:00AM - 9:00AM

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





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ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

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 **7/18/2019** thru **8/1/2019**.
- To ensure timely arrival of your materials at show site, freight should arrive by **8/1/2019**. 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	\$ 89.95	\$ 179.90
	Special Handling	\$ 116.80	\$ 233.60

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	\$ 61.40
Each Additional Carton	\$ 14.85

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 \$14.85			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Total Estimated \$



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**DIRECT SHIPMENT
 FREIGHT HANDLING
 ORDER FORM**

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

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: **8/4/2019; 12:00PM - 6:00PM, 8/6/2019; 7:00AM - 9:00AM**
- Do not ship to the facility prior to **8/4/2019**. 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)

Rates	Rate Classifications	Price Per CWT	200lb Minimum
	Crated or Skidded	\$ 85.25	\$ 170.50
	Special Handling	\$ 110.75	\$ 221.50
	Uncrated	\$ 132.45	\$ 264.90

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	\$ 61.40
Each Additional Carton	\$ 14.85

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 \$14.85			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Total Estimated \$



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FREIGHT SERVICE QUESTIONNAIRE

2019 WPLF Summer Training Conference
KI Center, August 5 - 6, 2019

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) _____



2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

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 **3:00PM** on **8/6/2019**. Please do not tear down prior to the close of the show.

**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 responsibly 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: 8/6/2019; 5:00PM

**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	\$ 75.00 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	\$ 1.25 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.



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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.

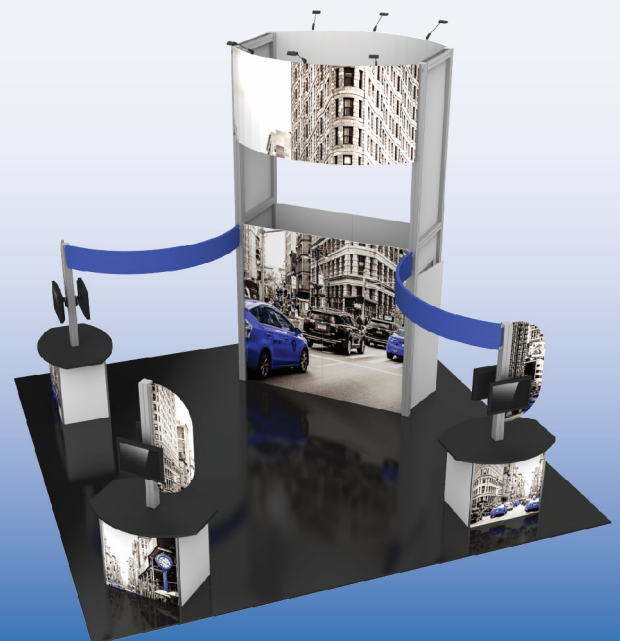
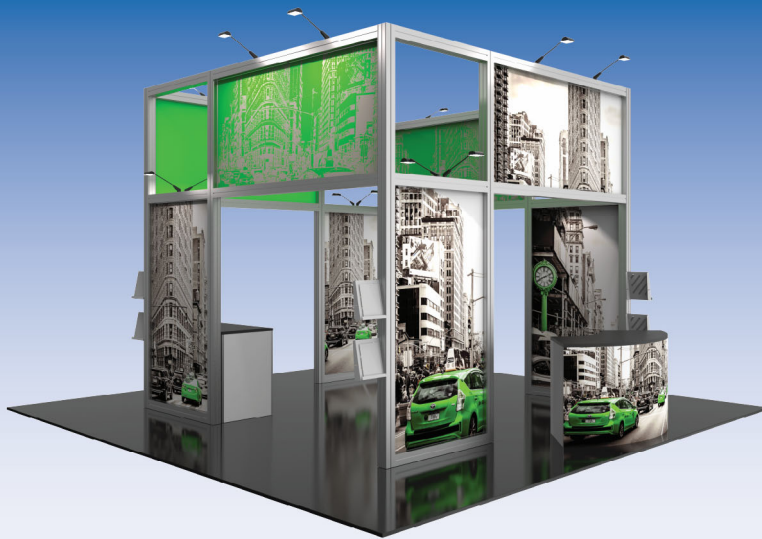




RENTAL EXHIBITS

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!





2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

Counter Kit 129 Fan Counter



- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Overall dimensions approximately: 64.75"wide x 33.407"deep x 40" high
- Rentals include: Graphic, Material handling, installation and dismantle of exhibit only.

Counter Kit 135 Rectangle Counter



- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 48"wide x 24" deep x 40"high
- Rentals include: Graphic, Material handling, installation and dismantle of exhibit only.

Counter Kit 137 Rectangle Counter with Display Case Top



- Freestanding counter constructed of aluminum extrusion gray base panels and a clear plex top section and locking storage.
- Dimensions: 38.25"wide x 18.875"deep x 40"high
- Rentals include: Graphic, Material handling, installation and dismantle of exhibit only.



2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

Counter Kit 138 Full View Display Case



- Freestanding case has plex top, front, sides with two interior plexi shelves, lights and locks.
- Dimensions approximately: 72"wide x 24"deep x 40"high
- Rentals include: Material handling, installation and dismantle of exhibit only.

Hybrid Pro Modular Counter 01



Featuring accessible storage with locking doorstop laminated accent panel cover.

- Dimensions approximately: 39.38"W x 39.38"H x 17.75"D
301 lbs
- Rentals include: Graphic, Material handling, installation and dismantle of exhibit only.

Hybrid Pro Modular Counter 02



Featuring accessible storage with locking doors, white laminate siding and center backlit cabinet

- Dimensions approximately: 70.88"W x 39.38"H x 23.63"D
489 lbs
- Rentals include: Graphic, Material handling, installation and dismantle of exhibit only.



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MISCELLANEOUS

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

Hybrid Pro Modular Counter 09



Featuring accessible storage with locking doors, white laminate exterior with center backlit vinyl graphic.

- Dimensions approximately: 46"W x 37.5"H x 23"D 370 lbs.
- Rentals include: Graphic, Material handling, installation and dismantle of exhibit only.

Hybrid Pro Modular Counter 10



Featuring accessible storage with locking doors, white laminate exterior with center backlit vinyl graphic.

- Dimensions approximately: 64"W x 37.5"H x 30"D 486 lbs.
- Rentals include: Graphic, Material handling, installation and dismantle of exhibit only.



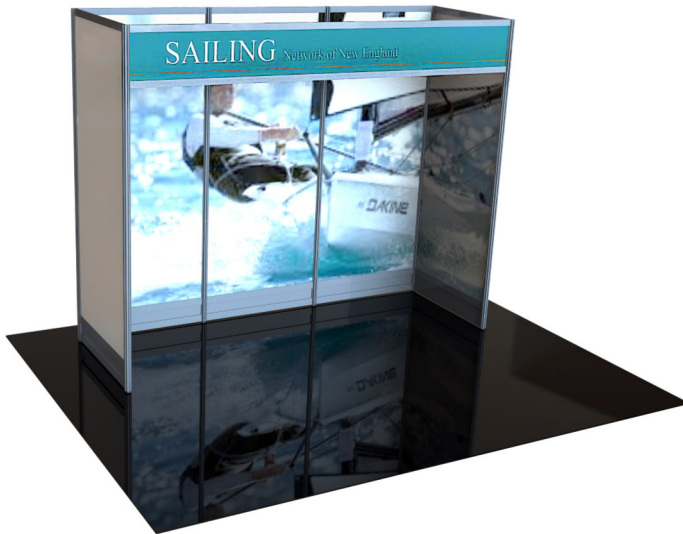


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10FT DISPLAYS

2019 WPLF Summer Training Conference
 KI Center, August 5 - 6, 2019

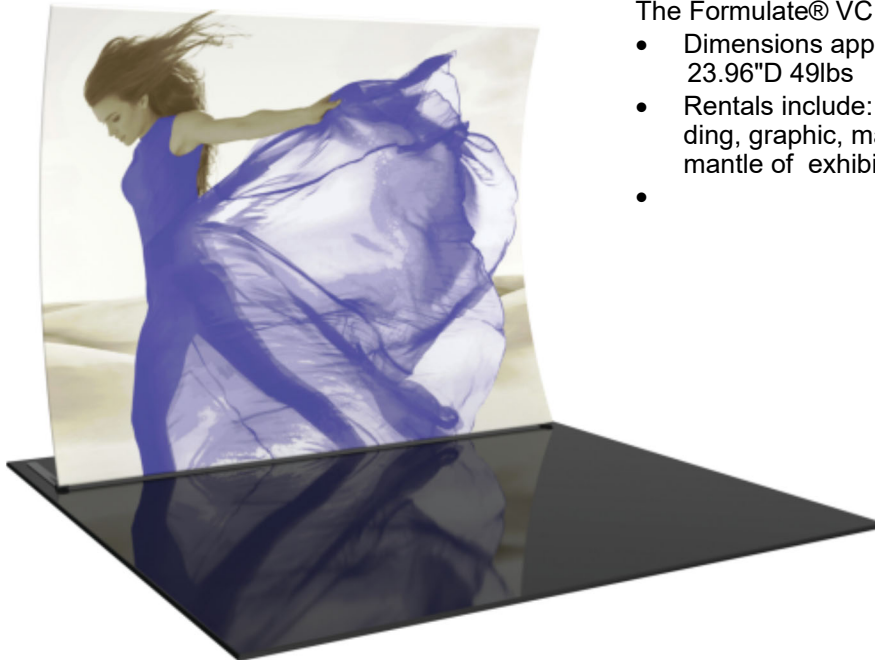
Inline Kit 1102 (DK 102) Floor Standing Hardwall Display



Aluminum extrusion frame with cool gray sintra infill panels

- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

Formulate Master 10ft VC1 Vertical Curve Fabric Backwall



The Formulate® VC1 Vertical Curve 10ft Fabric Display

- Dimensions approximately: 114.07"W x 92.08"H x 23.96"D 49lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.
-



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10FT DISPLAYS

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

Vector Frame Master 10Ft Modular Backwall Kit 15



Kit 15 features push-fit fabric graphics, an easy-to-assemble extrusion frame with curved corners and rigid graphic wing accents. The center panel is ILLUMINATED

- Dimensions approximately: 112"W x 95"H x 19.75"D 111 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

Hybrid Pro 10ft Modular Backwall Kit 03



Hybrid Pro™ Modular Kit 03 features high quality, push-fit graphics created with top-of-the-line technology, coupled with sturdy aluminum frames that are built to last. This display kit features a monitor mount and locking storage counter that can be further customized with graphics, as well as a fabric canopy and an illuminated panel to capture the attention of your audience.

- Dimensions approximately: 111.63"W x 94.75"H x 30.38"D 396 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.



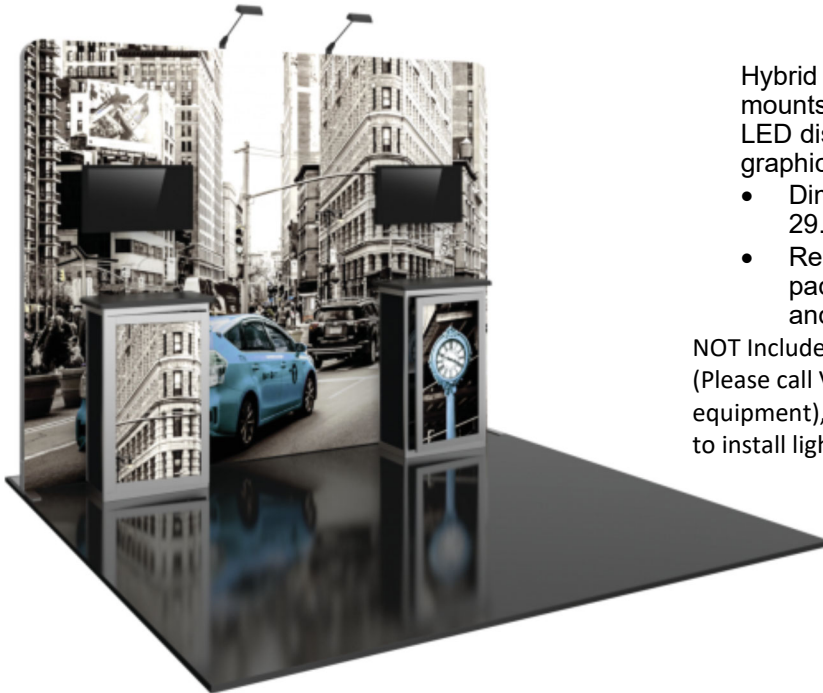


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10FT DISPLAYS

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Hybrid Pro 10ft Modular Backwall Kit 06



Hybrid Pro™ Modular Kit 06 features two monitor mounts, backwall counters with lockable storage, and LED display lighting to illuminate custom, push-fit SEG graphics.

- Dimensions approximately: 118.63"W x 94.75"H x 29.5"D 282 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.



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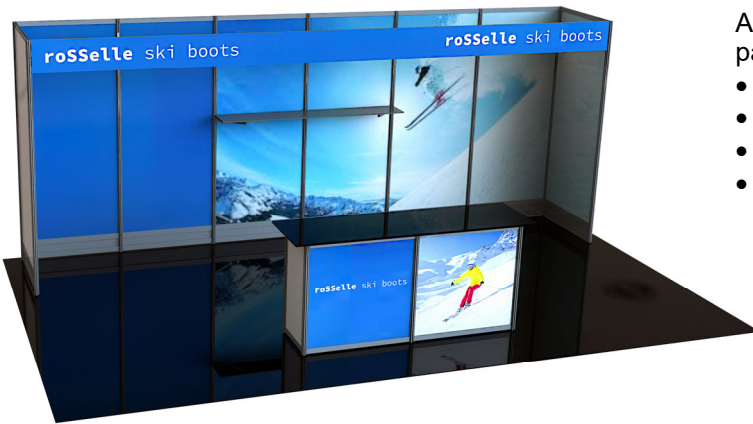


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20FT DISPLAYS

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KI Center, August 5 - 6, 2019

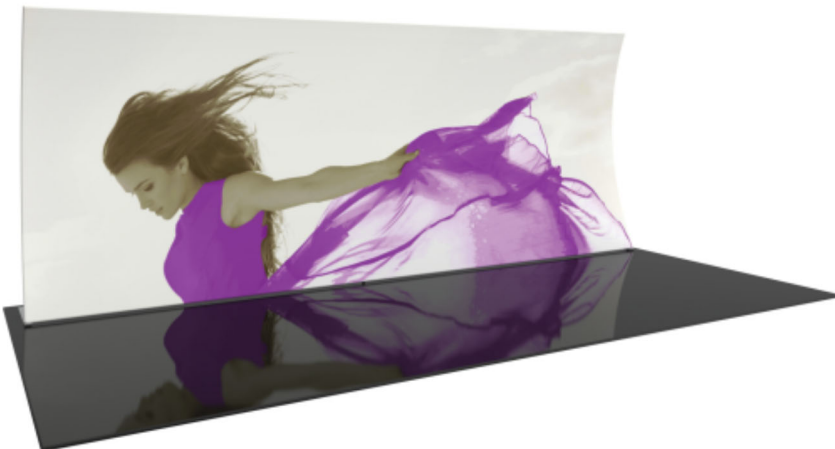
Inline Kit 2367 (DK367) 20ft Hardwall Display



Aluminum extrusion frame with cool gray sintra infill panels

- 2 meter back wall counter with sliding doors
- (2) 2 meter shelves
- Dimensions approximately: 20ft wide x 8ft high
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

Formuate Master 20ft WV1 Vertical Curve Fabric Backwall



Formulate 20 WV1 combines a stretch zipper pillowcase fabric graphic with a simple aluminum tube frame to provide unique design.

- Dimensions approximately: 231.99"W x 92.11"H x 23.87"D 150 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.



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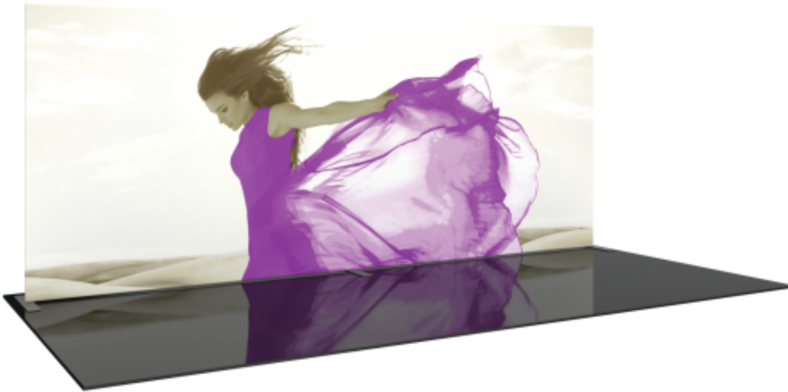
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20FT DISPLAYS

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

Formulate Master 20ft WV1 Vertical Straight Fabric Backwall



The Formulate® 20ft Master Straight backwall incorporates a sleek, straight aluminum frame with a zipper pillowcase fabric graphic to create a sharp, bold backwall

- Dimensions approximately: 235"W x 92.49"H x 17.72"D 117 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

Hybrid Pro 20ft Modular Backwall Kit 11



Hybrid Pro™ Modular Kit 11 combines sturdy aluminum frames, custom SEG graphics and monitor mounts with backwall counters with locking storage.

- Dimensions approximately: 222.75"W x 94.75"H x 19.63"D 835lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.





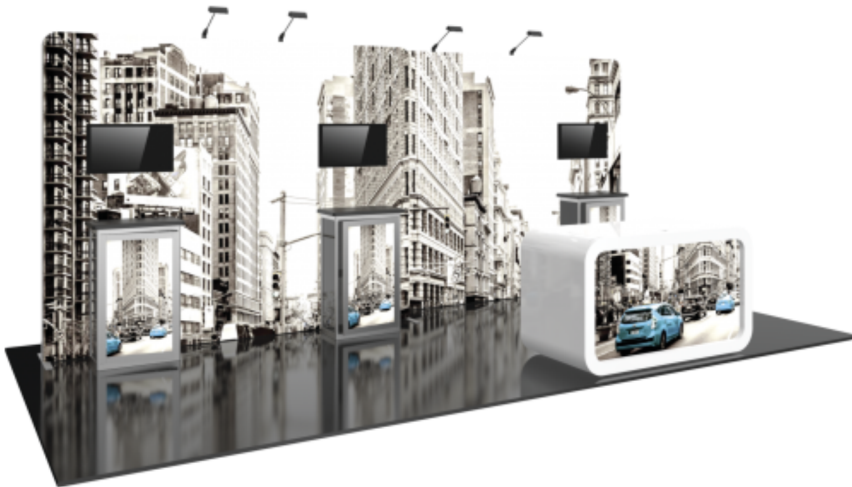
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20FT DISPLAYS

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

Hybrid Pro 20ft Modular Backwall Kit 14



Hybrid Pro™ Modular Kit 14 features monitor mounts and backwall counters with locking storage.

- Dimensions approximately: 225.13"W x 94.75"H x 41.69"D 464 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.
 NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

Hybrid Pro 20ft Modular Backwall Kit 16



Hybrid Pro™ Modular Kit 16 features a heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. Monitor mounts and backwall counters add functionality and locking storage, while dual slot wall features provide ample room for displaying products. LED display lighting accent the slot walls and illuminate the display

- Dimensions approximately: 232.38"W x 94.5"H x 37.5"D 658 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.





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**20 x 20 ISLAND
 DISPLAYS**

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KI Center, August 5 - 6, 2019

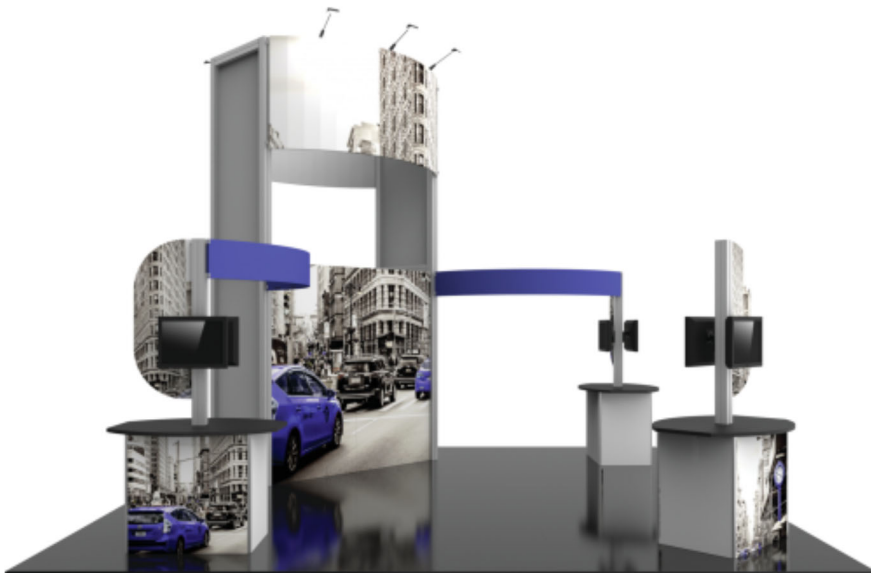
Island Kit 4087 20ft x 20ft Island Display (Innovative Control Solutions)



Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels. Includes six stem lights, one counter kit 129

- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling
- NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Install & Dismantle labor

Hybrid Pro 20 x 20 Modular Island Kit 17



Hybrid Pro™ Modular Kit 17 features a heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. A 15' 9" central tower, and two curved side arms. A trio of kiosks combining dual monitor mounts, rigid display panels and counters with locking storage. LED display lighting atop the central tower illuminates.

- Dimensions approximately: 240"W x 189"H x 240"D 1353 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling
- NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Install & Dismantle labor





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**20 x 20 ISLAND
DISPLAYS**

2019 WPLF Summer Training Conference

KI Center, August 5 - 6, 2019

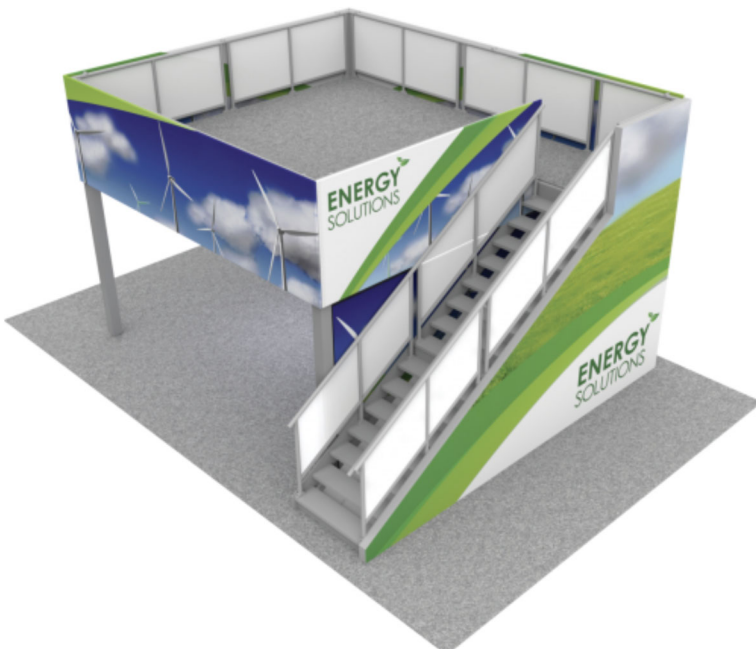
Hybrid Pro 20x20 Modular Island Kit 18



Hybrid Pro™ Modular Kit 18 ifeatures a square-shaped, heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. The structure, standing 11' 10" tall and topped with LED display lights. A counter with locking storage and literature.

- Dimensions approximately: 153.5"W x 141.75"H x 153.5"D 1083 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling
- NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Install & Dismantle labor

Double Deck System



Hybrid Pro™ Modular Kit 18 features a square-shaped, heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. The structure, standing 11' 10" tall and topped with LED display lights. A counter with locking storage and literature racks provide functionality and room to display literature and sales pieces.

- Dimensions approximately: 153.5"W x 141.75"H x 153.5"D 1083 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling
- NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Install & Dismantle labor





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20 x 20 ISLAND
 DISPLAYS

2019 WPLF Summer Training Conference
 KI Center, August 5 - 6, 2019

Tree House Room



The Formulate™ Tree House is 15 ft in diameter, 8ft tall and features two 7 ft tall doorways, encouraging traffic flow through the structure.

- Dimensions approximately: 180"W x 96"H 230 lbs
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling
- NOT Included: Electronic/audio visual equipment, electrical service and electrical labor to install lights. Install & Dismantle labor





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**PORTABLE MODULAR
 DISPLAY ORDER FORM**

2019 WPLF Summer Training Conference
KI Center, August 5 - 6, 2019

ORDERING DEADLINE
 July 14, 2019







Orders with payment in full must be received by July 14, 2019,

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	\$ 1,465.55
	135	Rectangle Counter	\$ 928.10
	137	Rectangle Counter w/Display	\$ 1,021.50
	138	Full View Display Counter	\$ 1,007.50
	001	Hybrid Pro Modular Counter 01	\$ 2,155.85
	002	Hybrid Pro Modular Counter 02	\$ 2,927.70
	009	Hybrid Pro Modular Counter 09	\$ 2,489.00
	010	Hybrid Pro Modular Counter 10	\$ 3,482.95
10FT Displays	1102	Inline Floor Standing Hardwall	\$ 2,435.70
	1105	Formulate Master 10ft VC1 Vertical Curve Fabric Backwall	\$ 1,219.35
	1115	Vector Frame Master 10Ft Modular Backwall Kit 15	\$ 3,621.90
	1103	Hybrid Pro 10ft Modular Backwall Kit 03	\$ 9,840.25
	1106*	Hybrid Pro 10ft Modular Backwall Kit 06	\$ 5,593.55
20FT Displays	2367	Inline 20 Ft Hardwall w/Counter	\$ 5,921.50
	2390	Formuate Master 20ft WV1 Vertical Curve Fabric Backwall	\$ 1,896.45
	2395	Formuate Master 20ft WV1 Vertical Straight Fabric Backwall	\$ 2,691.10
	2311	Hybrid Pro 20ft Modular Backwall Kit 11	\$ 18,932.35
	2314*	Hybrid Pro 20ft Modular Backwall Kit 14	\$ 13,198.75
	2316*	Hybrid Pro 20ft Modular Backwall Kit 16	\$ 14,905.00
20' x 20' Displays	4087*	Island 20 x 20 Ft Display	\$ 14,883.35
	4017*	Hybrid Pro 20s20 Modular Island Kit 17	\$ 17,736.50
	4018*	Hybrid Pro 20x20 Modular Island Kit 18	\$ 16,579.50
	DDS	Double Deck System	\$ 55,417.00
	THR	Tree House Room	\$ 15,704.20

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

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

Must include Recap of Cost and Payment Form along with order form.

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Exhibiting Company Name: _____

Booth Number(s) _____



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EVENT LABOR EXHIBITOR SUPERVISED ORDER FORM

2019 WPLF Summer Training Conference
KI Center, August 5 - 6, 2019

DISCOUNT PRICE DEADLINE:
 July 14, 2019

Orders with payment in full must be received by July 14, 2019, for Discount Prices.

All installation and dismantling work will be preformed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to supervised work preformed, please complete the Valley Supervised Labor form.

Rate Information

Description	Advance	Floor
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 103.50	\$ 134.55
Overtime - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 155.25	\$ 201.82
Double time - All day Sunday and holidays	\$ 207.00	\$ 269.10

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 Valle 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

<u>Move In Dates & Times</u>	<u>Move Out Dates & Times</u>
8/4/2019; 12:00PM - 6:00PM 8/6/2019; 7:00AM - 9:00AM	8/6/2019; 3:00PM -5:00PM

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) _____



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**EVENT LABOR
 VALLEY SUPERVISED
 ORDER FORM**

**2019 WPLF Summer Training Conference
 KI Center, August 5 - 6, 2019**

DISCOUNT PRICE DEADLINE:
 July 14, 2019

Orders with payment in full must be received by July 14, 2019, for Discount Prices.

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.

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 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: _____

Ship to: _____

Inbound Shipping & Set Up Information

Outbound Shipping Information

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	Advance	Floor
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 129.40	\$ 168.25
Overtime - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 194.10	\$ 252.37
Double time - All day Sunday and holidays	\$ 258.80	\$ 336.50

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.



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FORKLIFT SERVICE ORDER FORM

2019 WPLF Summer Training Conference KI Center, August 5 - 6, 2019

DISCOUNT PRICE DEADLINE:
 July 14, 2019

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

Important Information & Rates

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.

Description	Advance Rate (per hour)	Floor Rate (per hour)
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 271.00	\$ 352.30
Overtime - before 8:00 am and after 4:30 pm on weekdays and all day Saturday	\$ 406.50	\$ 528.45
Double time - All day Sunday and holidays	\$ 542.00	\$ 704.60

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

8/4/2019; 12:00PM - 6:00PM
 8/6/2019; 7:00AM - 9:00AM

Move Out Dates & Times

8/6/2019; 3:00PM -5:00PM

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

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



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**BOOTH & EXHIBIT
 PORTER SERVICE
 ORDER FORM**

2019 WPLF Summer Training Conference
KI Center, August 5 - 6, 2019

DISCOUNT PRICE DEADLINE:
 July 14, 2019

Orders with payment in full must be received by July 14, 2019, for Discount Prices.

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 (8' x 10') = Square Footage (80 square feet per booth)

**Carpet
 Vacuuming**

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.

	Sq. Ft.	X	Advance	Floor	=	Total
Once Prior to Show Opening	_____		\$ 0.55	\$ 0.75		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.05	\$ 1.40		_____

**Porter
 Service**

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

	Sq. Ft.	X	Advance	Floor	=	Total
Once Prior to Show Opening	_____		\$ 0.60	\$ 0.80		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.15	\$ 1.50		_____

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

Must include Recap of Cost and Payment Form along with order form.



Exhibiting Company Name: _____

Booth Number(s) _____



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**SIGN &
 BANNER
 ORDER FORM**

2019 WPLF Summer Training Conference
KI Center, August 5 - 6, 2019

ORDERING DEADLINE:
 July 14, 2019

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 **July 14, 2019**, 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 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: _____

Exhibiting Company Name: _____

	Description	Quantity	Price	Total
Foamcore Signs White Background	11' x 14'	_____	\$ 67.50	_____
	14' x 22'	_____	\$ 98.05	_____
	22" x 28"	_____	\$ 153.40	_____
	28" x 44"	_____	\$ 198.30	_____
Vinyl Banners White Background Only	2' X 4'	_____	\$ 164.60	_____
	2' X 6'	_____	\$ 198.50	_____
	2' X 8'	_____	\$ 290.00	_____
	Grommets for hanging are included			
Miscellaneous	Easel Back	_____	\$ 12.90	_____
	Sign Grommets	_____	\$ 5.00	_____
	Color Background	_____	\$ Add 25%	_____

Booth Number(s) _____

Sign copy to be arranged: Horizontally Vertically

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

Must include Recap of Cost and Payment Form along with order form.



VALLEY
BETTER IDEAS. BETTER RESULTS.
valleyexpodisplays.com



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

**SUPPLIED DIGITAL
ART STANDARDS**

2019 WPLF Summer Training Conference
KI Center, August 5 - 6, 2019

DISCOUNT PRICE DEADLINE:
July 14, 2019

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

