

**VALLEY**  
**EXPO & DISPLAYS**  
 BETTER IDEAS. BETTER RESULTS.  
 valleyexpodisplays.com



WWW.VALLEYEXPODISPLAYS.COM  
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM  
 PHONE: 815.873.1500

**GENERAL  
 SHOW  
 INFORMATION**

## Wisconsin Library Association Annual Conference 2008

Madison Marriott West, November 5-6, 2008

ADVANCED PRICE DEADLINE:  
 October 21, 2008

**Valley Expo & Displays** is the official general service contractor for this event. We will have clearly identifiable representatives on the show floor during set up to answer your questions. Prior to set up, please direct your questions to our exhibitor services department in our main office listed below. Our goal is to help you make your participation in this event a success!

This **Exhibitor Information Packet** contains shipping instructions for this event. **You can guarantee a smooth installation by completing these forms and sending them with payment to Valley Expo & Displays as soon as possible.**

Please read each form carefully, and return them to the address shown on **each** form. Sometimes other suppliers are used for some services (i.e.: electrical), and orders with payment should be sent separately to them for those services.

**Please note:** *We strongly recommend that you pay for your services in advance using a credit card. This allows your representative at the show site to order additional needed furniture and equipment without having to arrange for payment on the show floor. Valley Expo & Displays will accept no orders without payment in full.*

<b>Official Contractor:</b>	Valley Expo & Displays 4950 American Road Rockford, IL 61109	phone: (877) 332-4292 fax: (815) 873-1544 e-mail: events@valleyexpodisplays.com
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**Booth Package:** A standard 10'W x 8'D booth will include:

- Blue and White 8' Back Drape and 3' Side Drape
- (1) 8' x 30" Skirted Table
- (2) Chairs
- (1) Wastebasket
- (1) 7" x 44" Identification Sign

Your exhibit area is carpeted with facility carpet.  
 Additional equipment and services may be ordered using the attached forms.

### Important Schedule Information:

Advance Price Deadline:	Tuesday, October 21, 2008	
Exhibitor Move In:	Tuesday, November 4, 2008	NOON - 8:00 PM
	Wednesday, November 5, 2008	7:00 AM - 9:30 AM
Show Hours:	Wednesday, November 5, 2008	10:00 AM - 5:00 PM
	Thursday, November 6, 2008	8:30 AM - 4:00 PM
Exhibitor Move Out:	Thursday, November 6, 2008	4:30 PM - 6:30 PM

\*Carrier must check in by 5:30 PM

**All the information you need is contained on the attached forms. If at any time you have questions, please call our Exhibitor Services Department at (877) 332-4292.**



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**RECAP OF COST & PAYMENT**

**Wisconsin Library Association Annual Conference 2008**

ADVANCED PRICE DEADLINE:  
 October 21, 2008

**Madison Marriott West, November 5-6, 2008**

One copy of this form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays at the address below. Advance prices apply only to orders received with payment in full by the advance price deadline date listed on the General Show Information sheet. All orders received afterward, or at the show site will be subject to floor rates. We cannot accept phone orders, however, you may fax your order to us, provided we have your complete, valid credit card information. No invoice or statement will be issued.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services by your show site representative will be billed to your card. In any event, no services will be rendered until payment in full has been received.

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. **50% Surcharge on all refunds. No refunds will be issued after 14 days from the last day of the event. NO EXCEPTIONS!**

**Please complete all the blanks below:**

**SERVICES AND EQUIPMENT ORDERED**

- \$ \_\_\_\_\_ Booth Furniture Order Form
- \$ \_\_\_\_\_ Booth Carpet Order Form
- \$ \_\_\_\_\_ Freight Handling Order Form
- \$ \_\_\_\_\_ Portable/Modular Display Rental Order Form
- \$ \_\_\_\_\_ Event Labor Order Form
- \$ \_\_\_\_\_ Booth & Exhibit Porter Service Order Form
- \$ \_\_\_\_\_ Sign & Banner Order Form
- \$ \_\_\_\_\_ *TO RECEIVE WRITTEN CONFIRMATION OF ORDER (add \$5.00)*

**\$ \_\_\_\_\_ Total Now Due**

Please provide the following information so we may credit your account properly.

Company Name	Booth #	Date
Billing Address	City & State	Zip
E-Mail Address	Name (please print)	
Phone	Fax	Check No.

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex Card Number \_\_\_\_\_ Exp. Date \_\_\_/\_\_\_/\_\_\_ CVC2 \_\_\_\_\_  
Last 3 digits on back of card

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)

X \_\_\_\_\_  
 Cardholder Signature Cardholder's Name (please print)

**Please retain copies of all paperwork...no invoices or receipts will be mailed unless requested above.**

BOOTH NUMBER: \_\_\_\_\_

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





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**THIRD  
 PARTY  
 BILLING**

**Wisconsin Library Association Annual Conference 2008**

**Madison Marriott West, November 5-6, 2008**

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 Costs Payment Form should be completed by the Third Party to be billed for services, **however, we must also 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 the Exhibiting Company 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.**

**All information below must be completed by the respective parties:**

**Third Party Information**

**Exhibiting Company Information**

\_\_\_\_\_  
Third Party

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

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

\_\_\_\_\_  
Phone                                  Fax

**X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Authorized Name

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
Exhibiting Company

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

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

\_\_\_\_\_  
Phone                                  Fax

**X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Authorized Signature

\_\_\_\_\_  
EMAIL ADDRESS

BOOTH NUMBER: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_

Please indicate any services that should **not** be billed to the Third Party:

\_\_\_\_\_

\_\_\_\_\_

**Exhibiting Company's credit card information:**

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex \_\_\_/\_\_\_ Exp. Date      \_\_\_ CVC2  
Last 3 digits on back of card

Account #: \_\_\_\_\_

**X** \_\_\_\_\_  
Cardholder's Signature                                  Print Cardholder's Name

\_\_\_\_\_  
Cardholder's Billing Address                                  City                                  State                                  Zip

**Third Party billing cannot be arranged without the Exhibiting Company's complete credit card information!**



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EXHIBITOR  
APPOINTED  
CONTRACTOR

### Wisconsin Library Association Annual Conference 2008

Madison Marriott West, November 5-6, 2008

AUTHORIZATION FORM

NAME OF SHOW \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(STREET) (CITY) (STATE) (ZIP)

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ORDERED BY \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

If your company plans to use a contractor, which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: \_\_\_\_\_ Booth No: \_\_\_\_\_

Contact At Show: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of Service to be performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inform your **Exhibitor Appointed Contractor** 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.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulation of this event.

BOOTH NUMBER: \_\_\_\_\_

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



## Wisconsin Library Association Annual Conference 2008

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### EXHIBITOR APPOINTED CONTRACTORS

*Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:*

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. **Valley Expo & Displays and Show Management must be named as additional insureds.**
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 of 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.




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 ADVANCED PRICE DEADLINE:  
 October 21, 2008

**Orders with payment in full must be received by October 21, 2008, for Advance Prices.**

 All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

Skirted Tables	Quantity	Color	Advance	Floor	Total
4' x 30" high			\$ 83.95	\$ 110.75	
6' x 30" high			99.65	123.35	
8' x 30" high			112.00	139.60	
4' x 42" high			88.10	114.10	
6' x 42" high			109.20	135.20	
8' x 42" high			127.75	154.75	

*Make sure to indicate skirting color . Orders received without color indicated will receive show color. Available colors listed below.*

**Skirting Color Choices:** blue white gold green black burgundy red teal silver purple

Plain Tables	Quantity	Advance	Floor	Total
4' x 30" high		\$ 37.60	\$ 53.60	
6' x 30" high		55.40	80.35	
8' x 30" high		66.20	92.70	
4' x 42" high		50.90	67.00	
6' x 42" high		68.25	93.25	
8' x 42" high		78.80	105.35	

Skirting Only (4th Side)	Quantity	Color	Advance	Floor	Total
30" x 13'			\$ 40.70	\$ 54.35	
42" x 13'			47.15	60.75	

<b>White table vinyl, 8' long</b>			7.50	11.00	
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30" Round Cocktail Tables	Quantity	Advance	Floor	Total
30" round, 30" high		\$ 63.60	\$ 78.55	
30" round, 42" high		71.10	86.00	
Tripod Adjustable Easel		21.65	30.40	
Wastebasket		10.80	16.25	
Garment Rack		24.50	29.10	
3' drape (side drape)		5.95/LnFt	9.55/LnFt	
8' drape (back drape)		8.50/LnFt	13.90/LnFt	
Literature Stand		114.60	140.85	
*6' Full View Showcase (with; lights, locks, 2 shelves)		430.30	447.55	

**\*Showcase Not Available at Show Site**

Table Risers	Quantity	Color	Advance	Floor	Total
1' x 1' x 4' skirted		white only	46.60	62.05	

<b>Posterboard (4'x8') Horizontal or Vertical (Circle One)</b>			144.70	166.10	
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Includes free standing frame

Chairs	Quantity	Advance	Floor	Total
Folding chair		\$ 16.50	\$ 30.40	
Padded arm chair		42.50	57.45	
Bar stool w/back		53.60	82.40	

1. Total All Items Ordered:	\$	
2. Add 5.5% WI Sales Tax:	\$	
3. Total Due This Page:	\$	

BOOTH NUMBER:

COMPANY NAME:





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**BOOTH  
 CARPET**

**Wisconsin Library Association Annual Conference 2008**

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 October 21, 2008

**Madison Marriott West, November 5-6, 2008**

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All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

**Standard Booth Carpeting**

Rental includes installation, front edge taping and pickup at the close of the show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match. **Carpet orders received without color indicated will receive show color.**

Please mark your color selection: Circle One Blue Red Gray Green Teal Burqundy Black

Standard	Quantity	Advance	Floor	Total
9' x 10'		\$ 121.30	\$157.85	
9' x 20'		243.10	311.10	
9' x 30'		364.35	468.40	

\*Custom carpet recommended for booths larger than 30'

Prices above include taping front aisle edge only.

\_\_\_\_\_ Feet of additional taping Price/linear foot \$1.05 \$1.90

**Custom Size Booth Carpet:** Available in 10' widths only. This carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, and pick up at the close of the show. Include a layout for carpet installation if our carpet size is different from your booth size. If you require additional carpet to cover steps, skids and display fixtures, include a floor plan, and a quotation will be forwarded to you before we proceed.

Convert to Square Feet			Total
Carpet Size	x	=	2.85 sq.ft. 3.50 sq.ft.

**Luxury Booth Carpeting**

This luxurious carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, plastic covering for protection and pickup at the close of the show. Include a layout for carpet installation if your carpet is different from your booth size. If you require additional carpet to cover steps, skids display fixtures, include a floor plan, and a quotation will be forwarded to you before we proceed. Purchase options are available. Samples are available on request.

Please mark your color selection: Blue Red Gray Green Teal Burqundy Black

Luxury	Quantity	Advance	Floor	Total
Carpet Size	x	=	3.05 sq.ft.	4.50 sq.ft.

**Foam Padding and Visqueen**

	Quantity	Advance	Floor	Total
Padding	sq.ft.	1.05 sq.ft.	1.80 sq.ft.	
Visqueen	sq.ft.	.45 sq.ft.	.55 sq.ft.	

**CALCULATION OF ORDER— Include Sales and/or Use Taxes as indicated. Make payments in U.S. funds drawn on a U.S. bank. Orders confirmed only upon request.**

1. Total All Items Ordered:	\$	_____
2. Add 5.5% WI Sales Tax:	\$	_____
3. Total Due This Page:	\$	_____

BOOTH NUMBER: \_\_\_\_\_

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



## Wisconsin Library Association Annual Conference 2008

Madison Marriott West, November 5-6, 2008

**Please read this information carefully, and call us if you have questions.**

**Freight Handling Charges:** Valley Expo & Displays is prepared to receive your freight in advance at one of our warehouse locations, or directly at the show site. **All shipments must be sent prepaid; collect freight shipments will be refused.** Valley Expo freight handling charges are based on incoming weight, rounded up to the nearest 100 lbs. For rates and schedule information that apply to this convention, please refer to the **Freight Handling Order Form**.

**Exhibitors are responsible for crating and uncrating of their own product.**

**Advance Shipments:**

- A. Receiving at our warehouse up to 30 days prior to the first day of move in
- B. Delivery to your exhibit booth
- C. Storage of empty containers, and return of empty containers to your booth
- D. Reloading freight for outbound shipping

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME BOOTH NUMBER <b>WISCONSIN LIBRARY ASSOCIATION</b> YELLOW FREIGHT C/O VALLEY EXPO & DISPLAYS 3466 CAPITOL DRIVE SUN PRAIRIE, WI 53590	First day freight will be accepted at advance location: <b>10/13/08</b>  Last day freight will be accepted: <b>10/30/08</b>  <i>A 20% surcharge of \$11.60 cwt will be added to all shipments that arrive at the Advance Warehouse after 10/30/08.</i>
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**Direct Shipments to the Show Site:**

- A. Receiving at the show site, and delivery to your exhibit booth
- B. Storage of empty containers
- C. Return of empty containers to your booth
- D. Reloading for outbound shipment

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME BOOTH NUMBER <b>WISCONSIN LIBRARY ASSOCIATION</b> C/O VALLEY EXPO & DISPLAYS MADISON MARRIOTT WEST 1313 JOHN Q. HAMMONS DRIVE MIDDLETON, WI 53562	<p style="text-align: center;"><b><u>Do not send shipments in advance of 11/4/08 to the show site.</u></b></p> <p><u>The facility has no means of storage and may refuse your shipment or may impose additional material handling/storage fees in addition to Valley's.</u></p> Days freight will be accepted at show site: <b>11/4; NOON - 8PM AND 11/5; 7AM - 9:30AM</b> <i>*Drivers must check in by 6PM ON 11/4 &amp; 9AM ON 11/5.</i>
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**Authorization To Provide Freight 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.

Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.

**The Freight Handling Order Form must be completed and returned with payment to Valley Expo & Displays before exhibit freight will be handled!**



# RUSH

EXHIBITOR MATERIAL

FROM:

# RUSH

EXHIBITOR MATERIAL

FROM:

## ADVANCE SHIPMENT

TO: \_\_\_\_\_  
*EXHIBITING COMPANY*

**Wisconsin Library Association**  
\_\_\_\_\_  
*SHOW NAME*

\_\_\_\_\_  
*BOOTH NUMBER*

C/O VALLEY EXPO & DISPLAYS  
YELLOW TRANSPORTATION  
3466 CAPITAL DRIVE  
SUN PRAIRIE, WI 53590

***Shipment Should Arrive Between:***  
*October 13 – October 30, 2008*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 3:30pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 8:00am - 4:00pm.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

## ADVANCE SHIPMENT

TO: \_\_\_\_\_  
*EXHIBITING COMPANY*

**Wisconsin Library Association**  
\_\_\_\_\_  
*SHOW NAME*

\_\_\_\_\_  
*BOOTH NUMBER*

C/O VALLEY EXPO & DISPLAYS  
YELLOW TRANSPORTATION  
3466 CAPITAL DRIVE  
SUN PRAIRIE, WI 53590

***Shipment Should Arrive Between:***  
*October 13 – October 30, 2008*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 3:30pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 8:00am - 4:00pm.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# RUSH

EXHIBITOR MATERIAL

FROM:

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO: \_\_\_\_\_  
*EXHIBITING COMPANY*

Wisconsin Library Association  
*SHOW NAME*

\_\_\_\_\_  
*BOOTH NUMBER*

C/O VALLEY EXPO & DISPLAYS  
MADISON MARRIOTT WEST  
1313 JOHN Q. HAMMONS DRIVE  
MIDDLETON, WI 53562

*Shipment Should Arrive:  
November 4; Noon-8pm or November 5; 7am-9:30 am*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

## DIRECT SHIPMENT

TO: \_\_\_\_\_  
*EXHIBITING COMPANY*

Wisconsin Library Association  
*SHOW NAME*

\_\_\_\_\_  
*BOOTH NUMBER*

C/O VALLEY EXPO & DISPLAYS  
MADISON MARRIOTT WEST  
1313 JOHN Q. HAMMONS DRIVE  
MIDDLETON, WI 53562

*Shipment Should Arrive:  
November 4; Noon-8pm or November 5; 7am-9:30 am*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces

# Yellow Exhibit Services

**We get your show on the road. Or in the air. Your choice.**

## Single Source Provider

It's our job to make your job easier and to make sure your Trade Show is a success. Wherever your Trade Show materials need to be and whenever they need to be there, Yellow® offers a wide range of services to satisfy all your shipping needs, including air and ground, expedited and guaranteed.

## On-Site Representation

Yellow Exhibit Services has on-site representation available at most major Shows to ensure your special shipping needs are handled efficiently.

## Award Winning Customer Service Center And Web Site – Keeping You On Track

We understand that Trade Show management isn't a Monday through Friday job – you work on the weekends and we do too. Both our Customer Service Center and Yellow web site have been recognized for their leading edge technology. They provide you the flexibility to track your Trade Show shipments – both ground and air – from pickup to delivery, 24 hours a day, 7 days a week. Simply call Yellow Customer Service at **1-800-610-6500** or log on to [www.myyellow.com](http://www.myyellow.com) to schedule pickups, get rate quotes and proof of delivery, and to get answers to your Trade Show transportation questions.

## Everywhere You Need To Be

The Yellow network of terminal locations throughout the U.S., Canada, and Mexico provides prioritized handling of your valuable Trade Show shipments. Anywhere and Any Time – Yellow Exhibit Services delivers for you.

## Caravan Service

We can transport your Trade Show materials directly from Show to Show. Whether it's two Shows or twenty, Yellow Exhibit Services can manage your Show on the road or in the air.

Proud to be members of:



## Specializing In Expedited Solutions

### Exact Express™

Our **Expedited** and **Day-Specific Delivery** service for your critical shipments throughout the U.S. and Canada – to, from, and between Trade Shows. Yellow Exact Express provides you with the peace of mind knowing that your Trade Show shipments will arrive exactly when you need them – Next Day, Second Day, Any Day Service, even on Saturday and Sunday.

- **100% Satisfaction Guarantee**

Yellow Exact Express is backed up with our industry-leading 100% Customer Satisfaction Guarantee.

- **Proactive Notification**

If there is a chance your Yellow Exact Express shipment won't make your requested delivery time, our Exact Express Service Coordinators will contact you immediately and offer options to satisfy your needs.

### Definite Delivery™

Guaranteed delivery of your Trade Show shipments on or before our standard transit day. Yellow also provides 24/7 tracking and proactive notification.

### Standard Ground™

Our Standard Ground service sets the standard for quality, reliability, and speed by offering the fastest, most reliable service of all national carriers. And now with **Standard Ground Regional Advantage**, Yellow provides 2 and 3 day service to targeted metropolitan areas. You can trust Yellow Exhibit Services for on-time deliveries.

### Any Size Shipment

Yellow can handle any size shipment you may have – small to full truckloads. Anywhere, Any Time, Any Size – Yellow Exhibit Services says Yes We Can.

**YELLOW**  
**YES WE CAN.®**  
[www.myyellow.com](http://www.myyellow.com)



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 PHONE: 815.873.1500

**FREIGHT  
HANDLING**

**Wisconsin Library Association Annual Conference 2008**

**Madison Marriott West, November 5-6, 2008**

**This Freight Handling Form must be completed and returned with payment to Valley Expo & Displays before your freight will be handled.**

Immediately upon shipping, please forward a copy of your freight bill of lading to us. Exhibitor shipments by carriers not giving delivery receipts or bills of lading, such as UPS, FedEx or US Postal Service, 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.

COMPANY NAME			BOOTH #
ADDRESS	CITY	STATE	ZIP
PHONE	FAX	E MAIL ADDRESS	
AUTHORIZED SIGNATURE		PRINT AUTHORIZED NAME	

NAME OF FREIGHT CARRIER  
**Freight Handling Rates**, per shipment, based on incoming weight, rounded to the next highest 100 lbs., **200 lb. minimum**. Certified weight tickets are required for each shipment. If you do not have a certified ticket, a fee of \$15.00 will be added to your invoice for weight certification service. Advance shipments, and direct shipments to the show site:  
 Rates to be applied based on times listed: Straight Time is Monday thru Friday, 8:00 am to 4:30 pm. Overtime is Monday thru Friday, 4:30 pm to 8:00 am and all day Saturday. Use ST/ST rate if freight will be handled on Straight Time into the show and out of the show. Use ST/OT rate if freight will be handled one way on Straight Time and one way on Overtime, either into the show or out of the show. Use OT/OT rate if freight will be handled on Overtime into and out of the show. To avoid overtime charges, drivers must check in by 2:30 pm. A 20% surcharge of \$11.95 cwt will be added to all shipments that arrive at the Advance Warehouse after 11/30/08.

*Round shipment weight up to the next 100 lbs.*

**Shipment Weight x Rate per 100 lbs. 200 lb. Min. Charge = Estimated Charges**

<b>Advance Crated</b>				
ST/ST		\$ 59.75	\$119.50	
ST/OT		\$ 74.70	\$149.40	
OT/OT		\$ 89.60	\$179.20	
<b>Advance Special Handling</b>				
ST/ST		\$ 77.70	\$155.40	
ST/OT		\$ 97.10	\$194.20	
OT/OT		\$116.50	\$233.00	
<b>Direct Crated</b>				
ST/ST		\$ 56.65	\$113.30	
ST/OT		\$ 70.80	\$141.60	
OT/OT		\$ 85.00	\$170.00	
<b>Direct Special Handling</b>				
ST/ST		\$ 73.65	\$147.30	
ST/OT		\$ 92.10	\$184.20	
OT/OT		\$110.50	\$221.00	
<b>Direct Uncrated</b>				
ST/ST		\$ 88.10	\$176.20	
ST/OT		\$110.50	\$221.00	
OT/OT		\$132.60	\$265.20	
<b>Small Package (total of all cartons not to exceed 50 lbs.)</b>				
First Carton		\$ 40.70		
Each Additional Carton		\$ 9.80		

**We will be shipping to:** \_\_\_\_\_ **Advance Warehouse** \_\_\_\_\_ **Show Site (check one)**

**Special Handling:** Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

**Outbound shipments from your booth:** Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. If you prefer to assign your own carrier to handle outbound shipping, you must have your carrier check-in by the designated time. Copies of any outbound shipping forms should be left at our service desk. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Valley Expo & Displays. Specified (freight force) time can be obtained at the Valley Expo & Displays Service Desk or by calling customer service.

**In any event, do not simply abandon your freight! Our representative on site must be given the appropriate paperwork and outbound shipping instructions**



BOOTH NUMBER: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_



**Wisconsin Library Association Annual Conference 2008**

**Madison Marriott West, November 5-6, 2008**

**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?

\_\_\_\_\_

\_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

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





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**PORTABLE  
 MODULAR  
 DISPLAY RENTAL**

**Wisconsin Library Association Annual Conference 2008**

ADVANCED PRICE DEADLINE:  
 October 21, 2008

**Madison Marriott West, November 5-6, 2008**

**Orders with payment in full must be received by October 21, 2008, for Advance Prices.** All orders subject to availability of equipment. Prices include delivery to booth, set up and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full. **Orders refused after delivery to booth will be subject to a 100% service charge. Thank you for your order!**

**Graphics:** Headers do not include graphics. Headers can be one color or full four color digital process. There are several graphic options. Headers, Small panels, Backlit panels, Full length panels. Design is available and all proofing can be done via Email. Call (877) 332-4292 for all services available.

BOOTH NUMBER: \_\_\_\_\_

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

Item #	Size	Hardware Advanced Rental Price*	Hardware Regular Rental Price*	Hardware Sale Price*	Color Choice	Qty	Total
129	Counter	\$701.00	\$1052.00	\$1701.00	Black or Grey		
134	Counter	\$198.00	\$297.00	\$1236.00	Black or Grey		
1160	Tabletop	\$525.00	\$788.00	\$1236.00	Black or Grey		
1000	10' x 10'	\$973.00	\$1459.50	\$3864.00	Black or Grey		
1001	10' x 10'	\$1159.00	\$1738.00	\$3905.00	Black or Grey		
1134	10' x 10'	\$1769.00	\$2652.00	\$5730.00	White, Black or Grey		
1179	10' x 10'	\$1544.00	\$2315.00	\$5155.00	White, Black or Grey		
1192	10' x 20'	\$1507.00	\$2260.00	\$8275.00	Black or Grey		
1193	10' x 20'	\$3683.00	\$5525.00	\$15619.00	White, Black or Grey		
1575	10' x 20'	\$3291.00	\$4936.00	\$11291.00	White, Black or Grey		
1087	20' x 20'	\$6617.00	\$9925.00	\$26240.00	White, Black or Grey		
1027	20' x 20'	\$3102.00	\$4654.00	\$17967.00	Black or Grey		
1541	20' x 20'	\$7366.00	\$11048.00	\$29341.00	White, Black or Grey		
1744	20' x 20'	\$6209.00	\$9313.00	\$29973.00	White, Black or Grey		

\*Graphics, taxes and shipping are not included.

**Rental Units Include:**

**Material handling, installation & dismantle of exhibit and nightly cleaning.**

**1-150 watt Arm Light/Table Top Unit**

**2-150 watt Arm Light/Floor Unit**

**(Electrical Service and Labor to Install Lights is Not Included)**

**9' x 10' Standard Carpet (circle color) Blue Red Grey Green Teal Burgundy Black**

**Tabletop includes draped table (circle color) Blue White Gold Green Black Burgundy Red Teal Silver Purple**

**CALCULATION OF ORDER - Include Sales and/or Use Taxes as indicated.**

**Make payments in U.S. funds drawn on a U.S. Bank.**

**Orders confirmed only upon request.**

Total Items Ordered: \$	_____
Add 5.5% Sales Tax: \$	_____
Total Due This Page: \$	_____





more value.  
more service.  
more possibilities.

Islands . Inlines . Backwalls . Tabletops . Kiosks . Counters . Tension Fabric . Banner Stands . Accessories . Services

# Exhibit Options

brought to you by:



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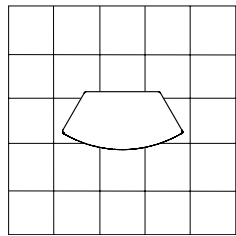
# Save time and money with custom tailored exhibit options.

Valley Expo has teamed up with Nomadic Display, the world's leading producer of portable and modular exhibits, to offer you this special selection of display solutions that are contemporary in style, cost-effective and convenient.

Valley's in-house graphics department can supply all of your graphic design needs. And whether we design the graphics or

use your artwork, we provide full production services from vinyl to photographic, digital and dye sub prints for backlit, reflective or fabric applications. And all proofing can be done via e-mail.

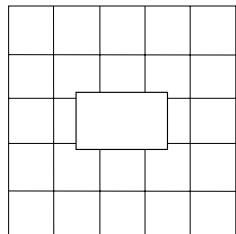
Please use the Order Form to place your order for one of our most popular designs or contact us to create one that will meet your individual needs.



**Counter**

**Kit 129 features:**

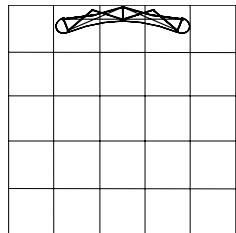
- Freestanding Platinum counter constructed of a laminate base and black laminate top
- Locking doors for secure storage



**Counter**

**Kit 134 features:**

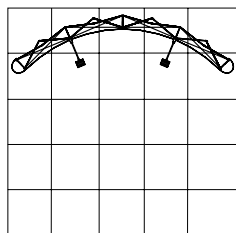
- Convert 2 Rolluxe Cases into a free-standing counter constructed of fabric panels and black molded top



**10x10**

**Kit 1160 features:**

- Instand Classic 6' tabletop
- Tabletop features your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

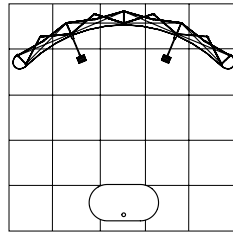


**10x10**

**Kit 1000 features:**

- Instand Classic 10' pop-up
- Backwall features your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics



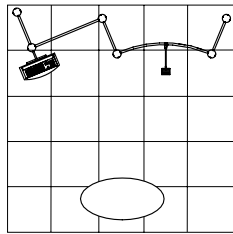


10x10



**Kit 1001 features:**

- Instand Classic 10' pop-up
- Backwall and counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics
- Case converts to a counter

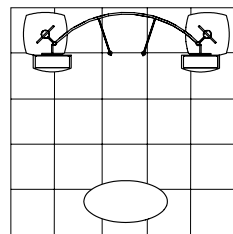


10x10



**Kit 1134 features:**

- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Oval counter available in your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

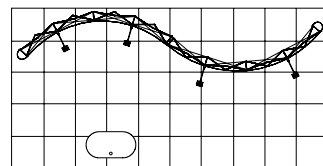


10x10



**Kit 1179 features:**

- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Oval counter available in your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics

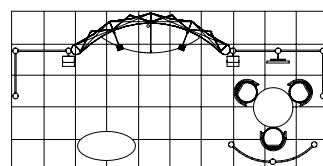


10x20



**Kit 1192 features:**

- Two Instand Classic 10' pop-ups connected to form seamless serpentine wall
- Backwall and capsule counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics



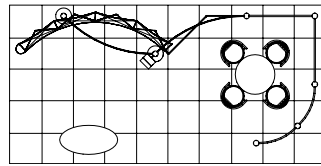
10x20



**Kit 1193 features:**

- Instand Classic 10' pop-up
- Backwall and oval counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics
- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white

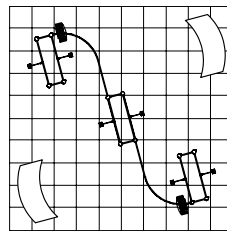
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10x20

**Kit 1575 features:**

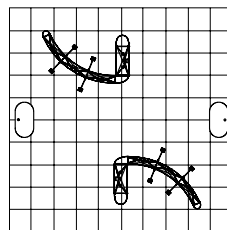
- Instand Classic 10' pop-up
- Backwall and oval counter feature your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics
- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Semi-private conference area



20x20

**Kit 1087 features:**

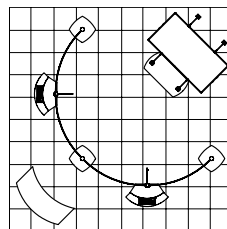
- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Two Platinum reception counters available in your choice of black, grey or off white laminate



20x20

**Kit 1027 features:**

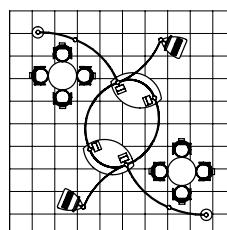
- Two Instand Classic and Plus pop-ups
- Backwall and capsule counters available in your choice of black or grey FabriColor panels for Velcro® compatible detachable graphics



20x20

**Kit 1541 features:**

- Platinum tower and reception counter available in your choice of black, grey or off white laminate
- DesignLine brushed aluminum extrusion with tension fabric panels available in your choice of black, grey, or white
- Two Platinum fan counters/kiosks available in your choice of black, grey or off white laminate



20x20

**Kit 1744 features:**

- DesignLine brushed aluminum extrusion round tower with tension fabric panels available in your choice of black, grey, or white
- Two DesignLine kiosks available in your choice of black, grey or off white laminate
- Two semi-private conference areas

Additional designs are available upon request. Call us today for more information!



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**EVENT  
LABOR**

**Wisconsin Library Association Annual Conference 2008**

ADVANCED PRICE DEADLINE:  
October 21, 2008

**Madison Marriott West, November 5-6, 2008**

**Display Installation:** To ensure prompt and efficient processing of your labor request for installation and dismantling of displays, please review the information on this page carefully, and contact us if you have any questions.

All installation and dismantling will be performed by qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to perform this work, please complete this form, and return it with payment to Valley Expo. **Orders with payment in full must be received by October 21, 2008, for Advance Prices.** All floor orders subject to availability of labor at the show site.

**A minimum charge** of one half hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. **IT IS IMPORTANT, THEREFORE, THAT YOU CHECK IN AT THE VALLEY EXPO & DISPLAYS SERVICE DESK TO PICK UP THE LABOR YOU HAVE ORDERED, AND TO RETURN THOSE PEOPLE TO THE SERVICE DESK UPON COMPLETION. IF YOU FAIL TO PICK UP LABOR YOU HAVE ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL APPLY.**

**Straight Time, Overtime, Double Time:** Straight Time rates apply between 8:00 AM and 4:30 PM on weekdays. Overtime rates apply before 8:00 am and after 4:30 pm on weekdays and all day Saturday. Double time is all day Sunday and holidays. We will attempt whenever possible to perform the work on straight time, however, the schedules of the show producer or convention facility may make this impossible.

**Supervision:** If Valley Expo personnel are to perform work without your supervision, please forward all necessary instructions, drawings or diagrams in advance with this order. We add a 25% supervision fee.

**Requested Starting 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 time must be approximate since labor is assigned to jobs at the start of the day, and it is impossible to gauge completion times of the first job assignments.

**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 bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy.

<b>Labor Rates:</b>			
Installation & Dismantling: (Straight Time)		Supervision Rate: (Straight Time)	
Advance	\$ 68.75 man/hour	Advance	\$ 85.75 man/hour
Floor	\$103.25 man/hour	Floor	\$129.00 man/hour
Installation & Dismantling: (Overtime)		Supervision Rate: (Overtime)	
Advance	\$103.15 man/hour	Advance	\$128.65 man/hour
Floor	\$154.90 man/hour	Floor	\$193.50 man/hour
Installation & Dismantling: (Double Time)		Supervision Rate: (Double Time)	
Advance	\$137.50 man/hour	Advance	\$171.50 man/hour
Floor	\$206.50 man/hour	Floor	\$258.00 man/hour

**Computation of Labor Charges:**

	# of workers	x	# of hours x labor rate	Grand Total
Installation				\$
Dismantling				

Requested start date and time for:

Installation: \_\_\_\_\_

Dismantling: \_\_\_\_\_

**TOTAL DUE THIS PAGE \$ \_\_\_\_\_**



BOOTH NUMBER: \_\_\_\_\_

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



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**BOOTH & EXHIBIT  
 PORTER SERVICE**

**Wisconsin Library Association Annual Conference 2008**

ADVANCED PRICE DEADLINE:  
 October 21, 2008

**Madison Marriott West, November 5-6, 2008**

**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, so we recommend at least ordering vacuuming once prior to show opening. **Orders received with payment in full by October 21, 2008, to qualify for Advance prices.**

**Standard Booth Size (10'x8') = Square Footage (80 square feet per booth)**

**Vacuuming Once Prior To Show Opening**

Square Feet	x	Advance Price	Floor Price	Total
	x	\$ .31 / sq. ft.	\$ .41 / sq. ft.	\$

**Vacuuming Prior To Show Opening Each Day (shows that are more than one day)**

Square Feet	x	Advance Price	Floor Price	# Days	Total
	x	\$ .27 / sq. ft.	\$ .37 / sq. ft.	2	\$

**Carpet Shampooing Once Prior To Show Opening**

Square Feet	x	Advance Price	Floor Price	Total
	x	\$ .46 / sq. ft.	\$ .65 / sq. ft.	\$

**Porter Service**

Includes wipedown & dusting of all display surfaces and furnishings, emptying of wastebaskets.

**Once Prior To Show Opening**

Square Feet	x	Advance Price	Floor Price	Total
	x	\$ .31 / sq. ft.	\$ .41 / sq. ft.	\$

**Prior To Show Opening Each Day (shows that are more than one day)**

Square Feet	x	Advance Price	Floor Price	# Days	Total
	x	\$ .27 / sq. ft.	\$ .37 / sq. ft.	2	\$

**Total Due This Page \$ \_\_\_\_\_**

BOOTH NUMBER: \_\_\_\_\_  
 COMPANY NAME: \_\_\_\_\_



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**SIGN & BANNER**

**Wisconsin Library Association Annual Conference 2008**

ADVANCED PRICE DEADLINE:  
 October 21, 2008

**Madison Marriott West, November 5-6, 2008**

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 **October 21, 2008**, to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Display Installation 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. **Attach your sign copy to a separate page.** Please provide us with a contact name, E-mail address and phone number in case we have questions.

**Contact for sign questions:** \_\_\_\_\_

**Foamcore Signs (white background) - One Color**

Quantity	Description	Price	Total
	11" x 14"	\$ 44.80	
	14" x 22"	65.15	
	22" x 28"	79.60	
	28" x 44"	108.40	

**Foamcore Signs (white background) - Two Color**

	22" x 28"	102.00	
	28" x 44"	131.85	

**Miscellaneous**

Quantity	Description	Price	Total
	easel back	\$ 8.50	
	logos	call for price	
	sign grommets	\$ 3.10 / each	
	color background	add 25%	

**Vinyl Banners (white background only)**

***grommets for hanging are included***

Quantity	Description	Price	Total
	2' x 4' banner	\$ 109.45	
	2' x 6' banner	132.00	
	2' x 8' banner	197.75	

Sign copy to be arranged: \_\_\_ horizontally \_\_\_ vertically

Color of Printing (one color only): \_\_\_\_\_

**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.**

1. Total All Items Ordered:	\$ _____
2. Add 5.5% WI Sales Tax:	\$ _____
3. Total Due This Page:	\$ _____

BOOTH NUMBER: \_\_\_\_\_

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



CREDIT CARD AUTHORIZATION

Madison Marriott West
1313 John Q. Hammons Drive
Middleton, WI 53562
608-831-2000 / fax - 608-831-1376

PAYMENT FOR SERVICES

Madison Marriott West requires payment in full at the time services are ordered. A credit card authorization is needed with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and freight handling, not covered by your initial payment.

PRICES

To qualify for discount pricing, order & payment in full must be received 10 days prior to show.

METHOD OF PAYMENT

Madison Marriott West accepts MasterCard, Visa, Discover, Diners Club, American Express Business checks will be accepted for advance payments only
Purchase orders are not considered payment.

TAX EXEMPT

If you are tax exempt in the state of Wisconsin, you must provide a Sales Tax Exemption Certificate. Please send a copy along with your order forms at least 10 days prior to show, or tax may appear on your invoice and will not be credited.

ADJUSTMENTS AND CANCELLATION

Adjustments to your invoice will not be made after the close of the show. Some items, services and labor are subject to cancellation fees. Refer to each order for details.

CREDIT CARD AUTHORIZATION

Name of Show \_\_\_\_\_ Date of Show \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Type of Card Visa MC AMEX Diners Disc (circle one)

Name of Cardholder \_\_\_\_\_

Credit card number \_\_\_\_\_ exp date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Amount to charge \_\_\_\_\_

The above information is required in order to process a credit card payment. Payment by credit card exceeding \$5000.00 must be pre approved by our accounting department.

Booth No. \_\_\_\_\_

Exhibitor Name \_\_\_\_\_

Madison Marriott West  
 1313 John Q. Hammons Drive  
 Middleton, WI 53562  
 (608)831-2000 / fax - (608)831-1376

Name of Show \_\_\_\_\_

ELECTRICAL SERVICE ORDER FORM					
<i>Orders must be received 10(ten) days prior to show set up.</i>					
STANDARD CONNECTIONS - 110 VOLT (Flat Fee)					Circle Rate
Qty.	Description	1 Day	2-3 Days	4+ Days	Amount
	1000 Watt Electrical Outlet - 10 Amps	\$72.00	\$85.00	\$92.00	
	2000 Watt Electrical Outlet - 20 Amp	\$95.00	\$110.00	\$122.00	

SINGLE PHASE - SPECIAL CONNECTIONS (ADVANCE ORDERS ONLY)						*NEMA spec #
Qty.	Description	1 Day	2-3 Days	4+ Days	Amount	
	20 Amp 208 V.	\$135.00	\$150.00	\$165.00		
	30 Amp 208 V.	\$158.00	\$173.00	\$188.00		
	40 Amp 208 V.	\$181.00	\$196.00	\$211.00		
	50 Amp 208 V.	\$206.00	\$221.00	\$236.00		
	60 Amp 208 V.	\$229.00	\$244.00	\$259.00		
	Over 60 Amp 208 V.	\$325.00	\$340.00	\$355.00		

3 PHASE - SPECIAL CONNECTIONS (ADVANCE ORDERS ONLY)						*NEMA spec #
Qty.	Description	1 Day	2-3 Days	4+ Days	Amount	
	20 Amp 208 V.	\$165.00	\$180.00	\$195.00		
	30 Amp 208 V.	\$190.00	\$205.00	\$220.00		
	40 Amp 208 V.	\$215.00	\$230.00	\$245.00		
	50 Amp 208 V.	\$240.00	\$255.00	\$270.00		
	60 Amp 208 V.	\$270.00	\$290.00	\$310.00		
	Over 60 Amp 208 V.	\$340.00	\$360.00	\$380.00		

	<b>Hard Wire Electrical Service</b>	<b>\$25.00 per connection (1 time fee)</b>	
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To qualify for discounted rate listed above, orders & payment in full must be received 10 days prior to show

TOTAL	
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**Rules & Regulations**

- The hotel electrician has the right to refuse connection where wiring is not in accordance with code
- All equipment must be properly tagged with the following information: voltage, phase, amps, and wattage.
- All exhibitor's cords must be of the 3-wire grounded type, no smaller than 12 gauge.
- **Only 2 items can be plugged into each connection - Splitters are not provided**
- **Wall and floor outlets are not part of the booth and are not to be used by the exhibitor**
- Prior approval must be received in writing from the hotel for the following:
  - Fuel powered equipment or vehicles, open flame, exhibits over 10,000 lbs, or any equipment larger than 11' wide and 9' high.
- Damage to the hotel will be the sole responsibility of the exhibitor.
- Hotel is not responsible for any power surges or fluctuations.
- Circuits blown due to excessive loads will not be reconnected without an upgrade to the correct power level.

\* NEMA(National Electrical Manufacturer's Assn.) spec # refers to the type of plug your equipment has and can be found on the plug itself

ELECTRICAL

Booth No. \_\_\_\_\_ Exhibitor Name \_\_\_\_\_

**Madison Marriott West**  
**1313 John Q. Hammons Drive**  
**Middleton, WI 53562**  
**608-831-2000 / fax 608-831-1376**

***Additional Furniture Rental***

Qty		Price	Amount
	Banquet Stack Chair	\$10.00	
	24"W x 30"H x 8'L Table	\$30.00	
	18"W x 30"H x 6'L Table	\$30.00	
	24"W x 30"H x 6'L Table (limited quantity)	\$30.00	
	28"W x 30" H Round Table (limited quantity)	\$30.00	
	Subtotal		
	Sales tax - 5.5%		
	<b>Total</b>		

**Please note:** Your booth may include 2(two) stack chairs and 1(one) 6' or 8' table.  
 Please circle below if you DO NOT want these items in your booth.

Stack chairs                  Remove 1    Remove both  
  
 Table                                  Remove

**Cancellation policy:** Any item cancelled less than 10 days prior to show will be charged at 50% of total cost. Items cancelled day of show set-up will be charged at full rate.

***Exhibitor Audio Visual Rental***

Qty		Price	Amount
<b>Video &amp; Audio Equipment</b>			
	VHS player/recorder	\$ 60.00	
	DVD player	\$ 60.00	
	27" TV Monitor	\$ 102.00	
	with 1/2" VCR or DVD & draped cart	\$ 156.00	
	with 1/2" VCR or DVD & draped cart	\$ 180.00	
	VHS camcorder w/tripod	\$ 90.00	
	CD player	\$ 42.00	
<b>Additional Equipment</b>			
	32 " Flat Screen Monitor	\$ 65.00	
	Draped Cart	\$ 15.00	
	Easel	\$ 10.00	
	Other -		
	Subtotal		
	Add sales tax - 5.5%		
	<b>Total</b>		

Prices include installation and removal.  
 Additional items and equipment available upon request  
 All AV prices subject to change without notice  
**Credit Card Orders Must Include Credit Card Authorization Form.**

**To qualify for discounted rate listed above,  
 all orders and payment in full must be received 10 days prior to start of show**

**FURNITURE / EXHIBITOR AV RENTAL**

Booth No. \_\_\_\_\_

Exhibitor Name \_\_\_\_\_

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Page 5 of 5

**Phone Line Order Form**

Qty	Item	Fee	Amount
	In-house Line	\$50.00	
	High Speed Internet	\$100.00	
		SUBTOTAL	
		TAX 5.5%	
		TOTAL	

**In-house Line**-Can receive calls from outside hotel through switchboard, cannot make calls outside hotel. Has limited availability, orders filled in order they are received.

1. Orders subject to availability.

4. Orders received less than 10 days prior to event set up day may not be accepted due to availability.

**In order to qualify for discounted rate listed above,  
all orders and payment in full must be received 10 days prior to start of show**

**EXHIBITOR PHONE LINE / INTERNET SERVICE**

Booth No. \_\_\_\_\_

Exhibitor Name \_\_\_\_\_