

Wisconsin State Fair Park - Exposition Center

2012 Exhibitor Services Order Form



Event Services Department
640 S 84th Street, West Allis, WI 53214
414.727.8841 Phone 414.727.8842 Fax

www.wistatefair.com

e-mail: Michelle.Humitz@Wisconsin.gov

Name of Event: _____ Dates of Event: _____
 Company Name: _____ Booth Number: _____
 Street Address: _____
 City, State, Zip: _____
 Phone #: _____ Fax #: _____ Contact Person: _____
 e-mail Address: _____

FULL PAYMENT FOR SERVICES ORDERED INCLUDING TAX MUST ACCOMPANY FORM. INCOMPLETE ORDERS WILL NOT BE PROCESSED. Any disputes on faxed orders will require proof from sender of successful transmission via a transaction report, indicating date received and number faxed, or Standard Prices will prevail. Advance Prices apply to orders received 14 days prior to show opening date. **IMPORTANT: All floor orders may be subject to additional labor fees.**

A. Telephone

Local calls are considered (414) and (800) area codes. Long distance service requires a credit card on file. Please call for Special Requests or other services. Please check box if Long Distance Service is requested.

Description	Advance	Standard	Qty	Total
Phone Line (Analog)	\$190	\$220	_____	_____
Phone Set (Analog)	\$40	\$50	_____	_____

Long Distance Service: Long distance charges will be applied to your accompanied credit card after the event. Credit card information required below. Long distance per minute: US \$0.50, Mexico and Canada \$1.72, Dir Asst. \$2.00/call, Int'l \$3.00.

Section A Total \$ _____

B. Electrical

*Service above 120V may require custom installation, additional labor charges required with a minimum of one (1) hour. Call in advance for details.

Description	Advance	Standard	Qty	Total
20 amp 120V (2000 watt)	\$120	\$160	_____	_____
Power Strip (elec not included)	\$40	\$50	_____	_____
Ext. Cord (elec not included)	\$40	\$50	_____	_____
20 amp 208V 1 phase	\$165	\$195	_____	_____
30 amp 208V 1 phase	\$205	\$235	_____	_____
50 amp 208V 1 phase	\$325	\$355	_____	_____
20 amp 208V 3 phase	\$220	\$250	_____	_____
30 amp 208V 3 phase	\$275	\$305	_____	_____
50 amp 208V 3 phase	\$425	\$470	_____	_____

*Electrical Labor Call for pricing
 24 Hour Power: Add 50% to Service (i.e. refrigerators, freezers, hot tubs and spas) for items using electric all the time.

Section B Total \$ _____

C. Information Technology

Description	Advance	Standard	Qty	Total
High Speed Internet (Wired Per Connection)	\$250	\$350	_____	_____
Wireless High Speed Internet (Available to be purchased on site using your wireless enabled device)				
IT Technician Labor	\$80/hr	\$120/OT	_____	_____
IT or Cable	\$100	\$150	_____	_____
Services Patch Fee	\$160	\$210	_____	_____
Satellite Installation				

Section C Total \$ _____

D. Mechanical

Exhibit booths requiring air, gas, water or drain need to be located next to an interior column. Compressed Air Exhibitor must supply own drier or regulator for critical applications (Exposition Center supplies 110psi@90 cfm with 1/4" connection)

Description	Advance	Standard	Qty	Total
*1/4" Compressed Air	\$140	\$155	_____	_____
Additional Air Line	\$60	\$75	_____	_____
*Gas Line 1/4" male fitting	\$140	\$160	_____	_____
Additional Gas Line	\$60	\$75	_____	_____
Running Water/Drain	\$270	\$310	_____	_____
Fill/Water/Drain	\$125	\$165	_____	_____
One time fill/water/drain per unit up to 500 gallons				
Fill/Water/Drain	\$230	\$315	_____	_____
One time fill/water/drain per unit over 500 gallons				
Water top-off (per item)	\$35	\$65	_____	_____
Engineering Labor	\$80/hr	\$120/OT	_____	_____

*This service must be ordered before ordering additional

Section D Total \$ _____

Orders submitted without full payment and orders received after the Advance Price deadline are subject to Standard Pricing.
 Increases will automatically be charged to credit cards.

Payment Information

Mail payments and order form or fax your order with credit card information. Services payable to: Wisconsin State Fair Park. A fee of \$20 will be charged for returned checks.

Sections A, B, C, D Total \$ _____

VISA, MasterCard, Discover: _____

5.6% Sales Tax \$ _____

Credit Card Expiration: _____ 3-digit security code _____

Grand Total: _____

Name on Credit Card: _____ Authorized Signature: _____

Date Received: _____	Total received: _____	For Office Use Only	Form of Payment: _____
			Expiration Date: 12/31/12

WISCONSIN STATE FAIR PARK (WSFP)

EXHIBITOR SERVICES ORDER FORM - RULES AND REGULATIONS

1. PAYMENT INFORMATION

- a. Wisconsin State Fair Park (WSFP) accepts company checks, money orders, Master Card, Visa, or Discover for payment subject to verification.
- b. Exhibitor service orders and payment IN FULL must be RECEIVED a minimum of fourteen (14) days prior to the show opening date to qualify for ADVANCED PRICING. Orders submitted without full payment and orders received after the 14 day cut off date are subject to STANDARD PRICING.
- c. Orders not paid after show opening will be assessed a \$25 late fee per day.

2. RATES AND LABOR CHARGES

- a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
- b. Special placement or relocation of service will result in a labor charge. Payment IN FULL shall be rendered before service is installed. Arrangements for payment of Labor & Services must be made before service is installed.
- c. Services ordered during exhibitor move-in may not be installed before the event opens.
- d. Overtime rates apply after 5:00 p.m. Mon-Fri and weekends, Saturday/Sunday.

3. INSTALLATION OF SERVICES

- a. Order forms must be completed in full to avoid processing and installation delays.
- b. Orders will be processed and installations completed on first-come, first-serve basis, or as WISCONSIN STATE FAIR PARK (WSFP) determines most convenient.
- c. All materials and equipment furnished by the WISCONSIN STATE FAIR PARK (WSFP) for services ordered shall remain the WISCONSIN STATE FAIR PARK (WSFP)'s property and shall be disconnected and removed ONLY by WISCONSIN STATE FAIR PARK (WSFP) personnel.
- d. Service will begin on the start date and end after the close of the event unless special arrangements for early connect and/or late disconnect are made.

4. CANCELLATION POLICY

- a. If cancellation occurs before installation but 7 days or less prior to the first scheduled move-in day: 75% REFUND.
- b. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES

SECTION A TELEPHONE

- Telephone Service: All telephone lines ordered will provide long distance dialing capabilities only if checked on the order form and will be charged to the credit card.
- Equipment: ONLY WISCONSIN STATE FAIR PARK (WSFP)'s digital phone sets can be used with digital telephone lines due to signal, device, and system compatibility. Equipment ordered is for RENTAL ONLY. Exhibitor is responsible for full retail value for any equipment that is stolen or not returned.

SECTION B ELECTRICAL

- Special Voltage and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in. Electrical Services Available: 120 volt, A.C., 1 Phase 60 cycle and 208 volt, A.C., 1 phase & 3 Phase 60 cycle, and 480 volt, A.C., 3 Phase 60 cycle.
- 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Exhibitors are responsible for turning off all powered equipment at the close of each day. Failure to do so will result in additional costs.
- Electrical Connections: Exhibitors or exhibitors' agents may plug into purchased outlets and connect signal wiring (i.e. antennae, audio, video, and speakers) within a booth or between the exhibitor's equipment with one booth. Otherwise, under NO circumstances shall anyone other than house electricians make electrical connections. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services Department.
- Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- Prohibited usage: Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs and batteries in exhibits are prohibited.
- Equipment: All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120 volt cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by our electrical supervisors. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be

executed without house electricians. However, all equipment regardless of the source of power, must comply with all Federal, State and Local Safety Codes.

- WISCONSIN STATE FAIR PARK (WSFP) is not responsible for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, please install a surge protector on computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician unless prior approval has been granted by the WISCONSIN STATE FAIR PARK (WSFP). WISCONSIN STATE FAIR PARK (WSFP) will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment . connection to service, or wiring of any equipment by persons other than house electricians
- Sharing of services is prohibited.

SECTION C INFORMATION TECHNOLOGY

- The purchase of an IP address is for ONE DEVICE ONLY. The use of routers, switches/hubs, DHCP, wireless LANS or other applications that allow the sharing of an IP address between multiple devices is PROHIBITED unless approved in writing by the WISCONSIN STATE FAIR PARK (WSFP). Individuals in violation of this policy will be subject to the DISCONNECTION of their service.
- The WISCONSIN STATE FAIR PARK (WSFP) is not responsible for damaged personal equipment and/or personal injury caused by the misuse of provided telecommunication and/or data service(s). Any tampering with IT equipment (including but not limited to exhibit floor utility boxes, cabling, or rented equipment) at any time may result in the disconnection of ordered service(s).

SECTION D MECHANICAL

- Service Connections: Under NO circumstances shall anyone other than house engineers make service connections unless prior approval has been granted by the WISCONSIN STATE FAIR PARK (WSFP). Service requirements crossing aisles will not be installed unless approved by show management AND our Event Services Department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House staff is authorized to cut floor coverings to permit installation of service unless otherwise directed.
- Equipment: All equipment must comply with all Federal, State and Local safety Codes. Where applications require critical regulation of pressure, flow, or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate-of-fill, and/or other factors pertinent to safety. WISCONSIN STATE FAIR PARK (WSFP) reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by WISCONSIN STATE FAIR PARK (WSFP) remains WISCONSIN STATE FAIR PARK (WSFP) property and shall be disconnected and removed only by WISCONSIN STATE FAIR PARK (WSFP) house engineers at the close of the show. Tanks, drums, barrels, and other containers requiring water fill and drain exceeding 30 gallon capacity must be filled and drained by house engineers and are subject to a service charge. WISCONSIN STATE FAIR PARK (WSFP) reserves the right not to fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
- NOTICE: Exhibitor assumes full responsibility for any damage to WISCONSIN STATE FAIR PARK (WSFP) equipment and facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. WISCONSIN STATE FAIR PARK (WSFP) cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or interconnection of any equipment by persons other than house engineers.

Prices subject to change without notice.

Wisconsin State Fair Park Exposition Center



Sign/Banner Hanging Order Form

Wisconsin State Fair Park Exposition Center
 640 S 84th Street, West Allis, WI 53214
 414.727.8841 Phone 414.727.8842 Fax

www.wistatefair.com

e-mail: Michelle.Humitz@Wisconsin.gov

Name of Event: _____ Dates of Event: _____
 Company Name: _____ Booth Number: _____
 Street Address: _____
 City, State, Zip: _____
 Phone #: _____ Fax #: _____ Contact Person: _____
 e-mail Address: _____

At least twenty-one (21) days prior to the event return this completed form to our Exhibitor Services Department.

Upon receipt of this form a cost estimate will be faxed to you. Full payment is due or credit card information must be on file before any sign installation.

A 15% surcharge is due on all sign hanging orders received less than fourteen (14) days prior to the sign hanging date. **INCOMPLETE ORDERS WILL NOT BE PROCESSED**

Signage Regulations

1. All signs must be approved by show management and Wisconsin State Fair Park Exposition Center (WSFPEC). The WSFPEC reserves the right to refuse to hang any sign for any reason.
2. WSFPEC reserves the right to determine the exact location of signage based on structural limitations.
3. All signs must be properly constructed with applicable frames, grommets, top/bottom pipe pockets, sign hanging hardware and conform to state and local building codes. Sign must arrive and be ready for hanging by scheduled date/time on cost estimate.
4. Signs will be hung a uniform distance from floor to bottom of sign (approx. 14 feet).
5. All signs must be installed and removed by approved personnel.
6. WSFPEC is not liable for any accidents or damage caused by defective signage.

Signage Specifications

Rear of Booth

Height: _____ Width: _____ Depth: _____

Material: _____ Weight: _____ Shape: _____

Does your sign require power? YES NO
 If yes, complete the Exhibitor Services Order Form

Special Requests: _____

Supervision of Installation

Will you be on site to supervise your banner/sign hanging? YES NO
 If yes: Contact Name: _____ Cell Phone Number: _____

Installation and removal of signs will be determined by the show schedule. WSFPEC labor does not assemble or disassemble signage. Please consult with your show decorator for sign assembly. Signage will be positioned only once. **All re-positioning of signage will result in additional fees.**

Freight/Delivery Information

You may ship your package directly to the address listed above. Package must contain the following information on the shipping label: SHOW NAME AND DATE, COMPANY NAME AND BOOTH NUMBER, INDICATE THAT THE PACKAGE CONTAINS SIGNS. We will not accept any other type of exhibitor material in advance of the event. Sending package via the decorator does not guarantee signage will be available for the scheduled install date.

Signage is scheduled to arrive:

Date and Time: _____ Delivery Company: _____

Sign Removal

At the close of the event signs will be removed and placed in their respective booth. Sign removal schedule is determined by show schedule. WSFPEC does not offer outbound shipping of signage. Exhibitor materials must be removed from the show floor by close of show or will be subject to additional storage and handling fees.

Spring 2012 Exhibitor Parking Pass Request



Wisconsin State Fair Park - Exposition Center
640 S 84th Street
West Allis, WI 53214



phone: 414-727-8841 Fax: 414-727-8842
www.wisstatefair.com e-mail: eventservices@Wisconsin.gov

Exhibitor Parking Passes (in/out privileges) are \$8.00 per show day. They are good for the duration of the show and offer in & out privileges. They may be purchased in advance or at the Exhibitor Services Office at the Exposition Center. Daily parking passes can be purchased at the entrance gates for \$5.00 each day (do not have in/out privileges).

PASSES CAN ONLY BE PICKED UP DURING EXHIBITOR SERVICE HOURS. THEY WILL NOT BE MAILED IN ADVANCE OR DELIVERED ON SITE. NO REFUNDS OR EXCHANGES.

Name of Event: _____ Booth No.: _____
 Company Name: _____
 Street Address: _____ Phone #: _____
 City, State, Zip: _____
 e-mail Address: _____

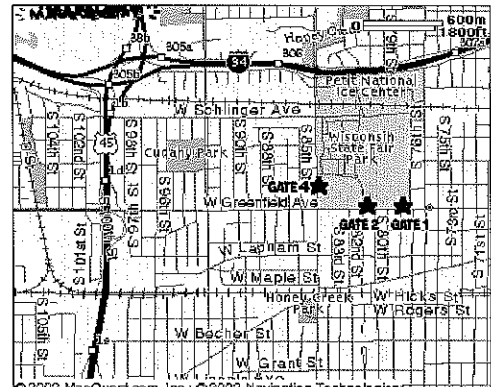
Cost of Passes (from chart below): _____
 Number of Passes: _____
 Total \$ Enclosed for Passes: _____

Use this chart to determine cost of a Parking Pass

Date of Show	Show Name	Cost/ Pass
Jan 7-8	Wonderful World of Weddings	\$16
Jan 20-29	Milwaukee Boat Show	\$80
Feb 1-2	WI/Northern IL Construction, Municipal, and Landscape Expo	\$16
Feb 4	Great Lakes Pet Expo	\$8
Feb 9-12	Milwaukee/NARI Home Improvement Show	\$32
Feb 17-19	Woodworking Show	\$24
Feb 17-19	World of Wheels Custom Car Show	\$24
Feb 23-26	Milwaukee RV Show	\$32
Feb 29-Mar 1	Plant Engineering & Maintenance Expo	\$16
Mar 3-4	WI Kennel Club Dog Show & Obedience Trials	\$16
Mar 7-11	MJS Sports Show	\$40
Mar 23-April 1	Realtors Home and Garden Show	\$64
April 6-8	Wheel & Sprocket Bike Expo	\$24
Apr 14-15	Metroparent's KIDSfest	\$16
April 17	PTO Today Parent Group Expo 2012	\$8
Apr 20-21	Scrapbook EXPO	\$16
May 25-27	International Gem and Jewelry	\$24

Exhibitor Parking is located off Greenfield Avenue between Gate 1 and Gate 2. Enter through Gate 1 located on 79th and Greenfield Avenue. There is no charge for parking during move-in or move-out. You will be charged for parking each time you enter the grounds if you do not have an exhibitor parking pass.

Please lock up your valuables, State Fair Park is not be responsible for lost or stolen goods.



Payment Information:
 Mail Payments and Order Form to address above or fax your order with credit card information to number above.
 Checks made payable to: **Wisconsin State Fair Park**

A service fee of \$20.00 will be assessed for any returned checks.
 We accept VISA, Master Card, or Discover cards

Card Number: _____
 Credit Card Exp. Date: _____
 3-digit Security Code _____
 Name on Credit Card: _____
 Authorized Signature: _____

Please be advised that there are no refunds on Parking Passes - prices subject to change without notice

Date Received: _____ Total Received: _____ Form of Payment: _____