



Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

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

Dear Exhibitor:

Welcome to West Allis, WI and the **Great Lakes Pet Expo**. Your show will be held **February 4, 2017** at the Wisconsin State Fair Park – Exposition Center. Wisconsin Expo Inc., is excited to be selected as your official service contractor. Our goal is to make your participation in this show absolute perfection!

The following service packet includes forms describing the variety of services we can provide. Please take the time to look through the following forms and fill out completely those which are applicable to your needs and send them into Wisconsin Expo, Inc. as soon as possible. If you have any questions or concerns, please contact us at 262-670-1300. Below is a list of the equipment that comes in the standard booth as well as a list of important dates to take note of.

Booth Information

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

- 8' high background drape
- 3' high side rails
- 1 – 2' wide x 8' long x 30" high skirted table
- 2 – folding chairs
- 1 - 7"x44" booth identification sign

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

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

Wisconsin Expo additional equipment and services include:

- Advance Warehouse/Direct to Show Shipping Forms & Labels
- Tables – 4', 6' & 8' also have 42" counter height tables
- Cocktail tables – 24", 30" & 36" round
- Seating – chairs & stools
- Carpeting with carpet padding
- Electrical service
- Displays – display cases, display panels & easels
- Lighting
- Wastebaskets
- Display installation/dismantle labor

Please take advantage of our substantial advance order price discounts! All you have to do is submit your order with payment by January 27, 2017 and use the "ADVANCE ORDER" price.

Sincerely,

Wisconsin Expo, Inc



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

BOOTH FURNISHINGS

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE JANUARY 27, 2017

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
Unskirted Tables (all tables are 24" wide)				
_____	Unskirted Table 4'L x 30"H	\$ 25.00	\$ 35.00	_____
_____	Unskirted Table 6'L x 30"H	\$ 25.00	\$ 35.00	_____
_____	Unskirted Table 8'L x 30"H	\$ 25.00	\$ 35.00	_____
_____	Unskirted Counter 4'L x 42"H	\$ 30.00	\$ 40.00	_____
_____	Unskirted Counter 6'L x 42"H	\$ 30.00	\$ 40.00	_____
_____	Unskirted Counter 8'L x 42"H	\$ 30.00	\$ 40.00	_____
Skirted Tables (all tables are 24" wide)				
_____	Skirted Table 4'L x 30"H	\$ 35.00	\$ 45.00	_____
_____	Skirted Table 6'L x 30"H	\$ 35.00	\$ 45.00	_____
_____	Skirted Table 8'L x 30"H	\$ 35.00	\$ 45.00	_____
_____	4 th Side Skirted Table 6'L or 8'L x 30"H	\$ 15.00	\$ 25.00	_____
_____	Skirted Counter 4'L x 42"H	\$ 45.00	\$ 55.00	_____
_____	Skirted Counter 6'L x 42"H	\$ 45.00	\$ 55.00	_____
_____	Skirted Counter 8'L x 42"H	\$ 45.00	\$ 55.00	_____
_____	4 th Side Skirted Counter 6'L or 8'L x 42" H	\$ 15.00	\$ 25.00	_____
TABLE TOP RISERS (all risers are 9" wide)				
_____	Covered Single Step Riser 4'L x 9"H	\$ 45.00	\$ 59.00	_____
_____	Covered Single Step Riser 6'L x 9"H	\$ 45.00	\$ 59.00	_____
_____	Covered Single Step Riser 8'L x 9"H	\$ 45.00	\$ 59.00	_____
PEDESTAL TABLES				
_____	Round Short Table 24"W x 18"H	\$ 25.00	\$35.00	_____
_____	Round Café Table 24"W x 30"H	\$ 25.00	\$35.00	_____
_____	Round Cocktail Table 24"W x 40"H	\$ 25.00	\$35.00	_____
_____	Round Short Table 30"W x 18"H	\$ 30.00	\$40.00	_____
_____	Round Café Table 30"W x 30"H	\$ 30.00	\$40.00	_____
_____	Round Cocktail Table 30"W x 40"H	\$ 30.00	\$40.00	_____
_____	Round Short Table 36"W x 18"H	\$ 35.00	\$45.00	_____
_____	Round Café Table 36"W x 30"H	\$ 35.00	\$45.00	_____
_____	Round Cocktail Table 36"W x 40"H	\$ 35.00	\$45.00	_____
LINENS				
_____	90" Round Linen (select color)	\$ 25.00	\$ 32.00	_____
_____	108" Round Linen (select color)	\$ 28.00	\$ 36.00	_____



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



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

Select linen color: BLACK WHITE

Subtotal	= \$	Sales Tax 5.6%	= \$	Total	= \$
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NAME OF SHOW: GREAT LAKES PET EXPO / FEBRUARY 21, 2017

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

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

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

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

Send form & payment to: Wisconsin Expo, Inc.
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CHAIRS, ACCESSORIES & CARPET

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE JANUARY 27, 2017

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
CHAIRS & SEATING					
_____	Folding Chairs	\$ 10.00	\$ 15.00	_____	
_____	Padded Stool with back	\$ 35.00	\$ 45.00	_____	
_____	Padded Side Chair	\$ 20.00	\$ 30.00	_____	
_____	Grey Padded Arm Chair	\$ 20.00	\$ 30.00	_____	
ACCESSORIES					
_____	Chrome Sign Holder (22"x28")	\$ 20.00	\$ N/A.00	_____	
_____	Chrome Floor Standing Easel	\$ 20.00	\$ 30.00	_____	
_____	Floor Standing Literature Rack	\$ 20.00	N/A	_____	
_____	Bag Stand	\$ 15.00	N/A	_____	
_____	Chrome Stanchions w/ rope	\$ 20.00	N/A	_____	
_____	Black Retractable Belt Stanchions	\$ 20.00	N/A	_____	
_____	Wastebasket	\$ 10.00	\$ 20.00	_____	
TELEVISIONS					
_____	24" TV DVD Combo	\$170.00	N/A	_____	
_____	32" TV DVD Combo	\$125.00	\$150.00	_____	
_____	40" - 42 TV Flat Panel Monitor	\$175.00	\$230.00	_____	
_____	50" TV Flat Panel Monitor	\$250.00	\$300.00	_____	
DRAPE					
_____	Ft. of 3' high drape, includes hardware	\$ 8.00/ft	\$ 11.00/ft	_____	Select drape color: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED <input type="checkbox"/> TEAL
_____	Ft. of 8' high drape, includes hardware	\$ 12.00/ft	\$ 16.00/ft	_____	
STANDARD CARPETING					
_____	10' X 10' Standard Carpet	\$ 60.00	\$ 75.00	_____	**Booths over 400 sq. ft. must order custom cut carpet. Select carpet color: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED <input type="checkbox"/> TEAL Custom Plush carpet is available at \$3.15 per sq. ft. Please contact us for color options. Custom Plus carpet must be ordered by January 6, 2017.
_____	10' X 20' Standard Carpet	\$120.00	\$135.00	_____	
_____	10' X 30' Standard Carpet	\$180.00	\$195.00	_____	
_____	Custom Cut Carpet (per square foot)	\$.95/ sq. ft	\$1.10/sq. ft	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
CARPET PADDING					
_____	10' X 10' Carpet Padding	\$ 35.00	\$ 45.00	_____	
_____	10' X 20' Carpet Padding	\$ 90.00	\$ 90.00	_____	
_____	10' X 30' Carpet Padding	\$109.00	\$135.00	_____	
_____	Custom Cut Carpet Padding (per square foot)	\$.50	\$.60	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
Subtotal	= \$ _____	Sales Tax 5.6%	= \$ _____	Total	= \$ _____

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

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

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

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

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SELF-STANDING DISPLAYS

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE JANUARY 27, 2017

QTY	DISPLAY PANEL TYPE	ADVANCE ORDER ONLY	TOTAL
	4'x 8' SELF STANDING VELCRO PANEL (grey) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 80.00	
	4'x 8' SELF STANDING TACKBOARD PANEL (grey) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 80.00	
	4'x 8' SELF STANDING PEGBOARD (GREY 1/4" HOLES) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 80.00	
	1 METER SELF STANDING VELCRO PANEL (black) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 80.00	
	1/2 METER SELF STANDING VELCRO PANEL (BLACK) <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical	\$ 40.00	
	2'x 6' VERTICAL WIRE GRID-WALL PANELS (BLACK)	\$ 25.00	
	FLAT SHELVES (WHITE) (used w/vertical 1 meter velcro panels)	\$ 16.00	
	ANGLE SHELVES (WHITE) (used w/vertical 1 meter velcro panels)	\$ 20.00	
	DISPLAY LIGHTS (need to order electrical service)	\$ 20.00	

Subtotal \$ _____
Sales Tax 5.6% \$ _____
Total \$ _____

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

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

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



**Great Lakes Pet Expo
February 4, 2017
WI State Fair Park Expo Center – West Allis, WI**

Dear Exhibitor,

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

Yes, we will be mailing a check, along with order(s), to arrive on or before **January 27, 2017**.
Please do not process the credit card information listed below.

No, we prefer to pay for the indicated services with the credit card information provided.

CREDIT CARD AUTHORIZATION FORM



Company Name: _____ Booth #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

American Express MasterCard Visa

Card Number: _____

Expiration Date: _____ / _____ Card Security Code: _____

Cardholder's Address (if **different than above**) _____

City: _____ State: _____ Zip: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

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