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Exhibitor Services

Dear **Midwest Facility Masters Conference 2017** Exhibitor:

This Exhibitor Service Kit details important information to allow Valley Expo & Displays, Show Decorator, to help ensure your success at the **Midwest Facility Masters Conference 2017**, at the **Kalahari Resort, October 30, 2017.**

VALLEY ONLINE ORDERING

For your convenience Valley Expo & Displays offers online ordering.

You can order your Valley services, view show schedule, and review your account information.

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 also included. Click on the link to be directed to our website and begin ordering. (https://valleyexpodisplays.boomerecommerce.com)

If you did not receive an email, visit, www.valleyexpodisplays.com. Click on "Register and get your Password Here" to request your online credentials. Fill out the required information and submit.

Once your request is processed you will receive an email with your login information. It may take up to two hours to generate your credentials. We appreciate your patience in advance.

HELPFUL HINTS

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 cost you money, time and business.

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

Valley Expo & Displays does not take orders over the phone. All orders must be entered online (https://valleyexpodisplays.boomerecommerce.com) faxed (815-873-1544) or, emailed (events@valleyexpodisplays.com) by **October 23, 2017**.

Valley Expo & Displays will accept no orders without payment in full.

Please contact our *Exhibitor Services Department* at 877.332.4292, with any questions you may have.

Thank you for your business and we look forward to seeing you at the show!

4950 AMERICAN ROAD · ROCKFORD, IL 61109 · PHONE: 815.873.1500 · FAX: 815.873.1544

VALLEY EXPO & DISPLAYS
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Register Here for Online Ordering…
www.valleyexpodisplays.com
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

GENERAL SHOW INFORMATION

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE:
October 9, 2017

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. You are able to place your order without your booth number. Booth numbers may be assigned at a later date and your order on file will be correctly updated.

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.*

Official Contractor:	Valley Expo & Displays 4950 American Road Rockford, IL 61109	phone: (877) 332-4292 fax: (815) 873-1544 e-mail: events@valleyexpodisplays.com

Booth Package: A standard 8' x 10' booth will include:

Red/Blue 8' Back Drape and Blue 3' Side Drape
(1) 8' Red/Blue Skirted Table
(2) Folding Chairs
(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:	Monday	October 9, 2017	
Exhibitor Move In:	Monday	October 30, 2017	7:00AM - 10:30AM
Show Hours:	Monday	October 30, 2017	10:50AM - 5:30PM
Exhibitor Move Out:	Monday	October 30, 2017	5:30PM - *8:00PM

*Carriers must check in by 7:00PM

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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FAX: 815.873.1544

RECAP OF COST & PAYMENT

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE:
October 9, 2017

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 will be billed to your card. In any event, no services will be rendered until payment in full has been received.

If your company is exempt from payment of sales tax, Valley Expo & Displays requires an exemption certificate for the state in which the services are to be used. We cannot omit sales tax from your order without a copy of your certificate.

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
$_____ Grid Wall Order Form
$_____ Booth Carpet Order Form
$_____ Freight Handling Order Form
$_____ Portable/Modular Display Rental Order Form
$_____ Event Labor Order Form
$_____ Forklift Service Order Form
$_____ Booth & Exhibit Porter Service Order Form
$_____ Sign & Banner Order Form
$_____ Electrical Service Order Form

$_____ 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. (if paying by check) _____

___ Visa ___ MC ___ Amex Card Number _____ Exp. Date ___/___ CVC2_____
3 digit or 4 digit code

(SIGNATURE REQUIRED BELOW ON ANY CREDIT CARD CHARGES)

X _____

Cardholder Signature _____ Cardholder's Name (**please print**) _____

All correspondence and invoices will be emailed to the contact listed above.

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FAX: 815.873.1544

THIRD PARTY BILLING

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

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 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.**

All information below must be completed by the respective parties:

Exhibiting Company Name: _____

Booth Number(s) _____

Third Party Information

Third Party

Billing Address

City State Zip

Phone Fax

X
Authorized Signature

Print Authorized Name

EMAIL ADDRESS

Exhibiting Company Information

Exhibiting Company

Billing Address

City State Zip

Phone Fax

X
Authorized Signature

Print Authorized Signature

EMAIL ADDRESS

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, 4 digits on front of AMX

Account #: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

X
Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address City State Zip

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EXHIBITOR APPOINTED CONTRACTOR

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

AUTHORIZATION FORM

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:_____

_____

Phone Number of Contractor:_____

Email 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.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

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. 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.

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FAX: 815.873.1544

BOOTH FURNITURE

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE:
October 9, 2017

Orders with payment in full must be received by *October 9, 2017*, 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!***

Be sure to indicate skirting color . Orders received without color indicated will receive Foreman's choice.

Skirting Color Selection: □Blue □White □Gold □Green □Black □Burgundy □Red □Teal □Silver □Purple

Skirted Tables	Quantity	Advance	Floor	Total
4' L x 30" H		$ 116.15	$ 151.00	
6' L x 30" H		$ 137.85	$ 179.25	
8' L x 30" H		$ 154.90	$ 201.40	
4' L x 42" H		$ 121.85	$ 158.45	
6' L x 42" H		$ 151.00	$ 196.30	
8' L x 42" H		$ 176.65	$ 229.65	

Plain Tables	Quantity	Advance	Floor	Total
4' L x 30" H		$ 52.15	$ 67.80	
6' L x 30" H		$ 76.70	$ 99.75	
8' L x 30" H		$ 91.65	$ 119.15	
4' L x 42" H		$ 70.55	$ 91.75	
6' L x 42" H		$ 94.70	$ 122.75	
8' L x 42" H		$ 109.05	$ 141.80	
30" x 13' Skirting Only (4th Side)		$ 56.40	$ 73.35	
42" x 13' Skirting Only (4th Side)		$ 65.15	$ 84.70	
White Vinyl, 8' Long (tabletop covering)		$ 10.55	$ 13.75	

Cocktail Tables	Quantity	Advance	Floor	Total
30" Round, 30" High		$ 88.05	$ 114.50	
30" Round, 42" High		$ 98.40	$ 127.95	

Chairs	Quantity	Advance	Floor	Total
Folding Chair		$ 23.00	$ 29.90	
Side Chair		$ 47.30	$ 61.50	
Padded Chair		$ 58.85	$ 76.55	
Bar Stool with Back		$ 73.30	$ 95.30	

Miscellaneous	Quantity	Advance	Floor	Total
Tripod Adjustable Easel		$ 30.10	$ 39.15	
Wastebasket		$ 15.10	$ 19.65	
Garment Rack		$ 34.05	$ 44.30	
Bag Stand		$ 83.15	$ 108.10	
3' Drape (Side) per LnFt		$ 8.40	$ 10.95	
8' Drape (Back) per LnFt		$ 11.85	$ 15.45	
Literature Stand		$ 103.00	$ 133.90	
Table Riser 1' x 1' x 4 White Skirted		$ 64.55	$ 83.95	
Posterboard 4' x 8' Horizontal/Vertical (circle one)		$ 152.20	$ 197.90	

Subtotal	$
6.75% 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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FAX: 815.873.1544

GRID WALL ORDER FORM

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE:
October 9, 2017

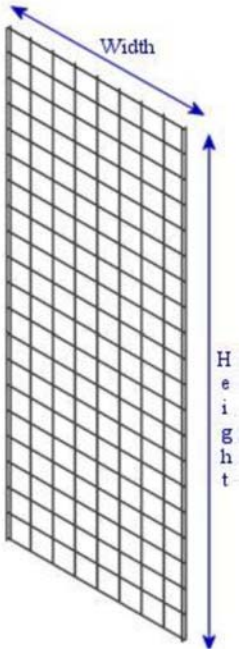
Orders with payment in full must be received by *October 9, 2017*, for Advance Prices.

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!***

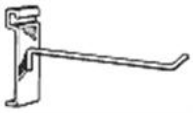
Item Description	Quantity	Advance Pricing	Floor Pricing	Total
PANELS				
2' w x 4' h Panel		$ 35.70	$ 46.45	
2' w x 6" h Panel		$ 41.35	$ 53.80	
2' w x 8' h Panel		$ 52.45	$ 68.20	
BASES				
"T" Base, per set		$ 24.60	$ 32.00	
SHELVES				
24" w/shelf brackets		$ 13.45	$ 17.50	
48" w/shelf brackets		$ 19.05	$ 24.80	
MOUNTING				
6 Ball Waterfall		$ 9.00	$ 11.70	
Hang Rail		$ 10.10	$ 13.15	
Picture Hanger		$ 2.35	$ 3.10	
Hat Display		$ 5.65	$ 7.35	
Peg Hook (4", 6", 12")		$ 2.35	$ 3.10	

Exhibiting Company Name:_____

Booth Number(s)_____

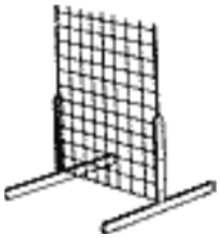


Picture Hanger


Peg Hook

Hat Display

Hang Rail


"T" Base

6 Ball Waterfall

Shelf

Subtotal	$
6.75% Sales Tax	$
Total	$

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

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FAX: 815.873.1544

BOOTH CARPET

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE:
October 9, 2017

Orders with payment in full must be received by *October 9, 2017*, for Advance Prices.

Your area is carpeted with facility carpet, any carpet ordered will go on top of existing carpet. 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 carpet 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 Foreman's choice.***

Carpet Color Selection: □**Blue** □**Green** □**Black** □**Burgundy** □**Red** □**Gray**

Standard Carpet	Quantity	Advance	Floor	Total
9' x 10'		$ 167.70	$ 218.05	
9' x 20'		$ 327.65	$ 425.95	
9' x 30'		$ 503.60	$ 654.70	
Additional taping per foot	LnFt	$ 1.60	$ 2.10	

Carpet price includes taping front aisle edge only

Carpet Color Selection: □**Blue** □**Green** □**Black** □**Burgundy** □**Red** □**Gray**

Custom Carpet - Booths Larger than 30'	Quantity	Advance	Floor	Total
Carpet Size _____ x _____ =	SqFt	$ 4.00	$ 5.20	

Custom size booth carpet is 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 your carpet is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quotation will be forwarded to your before we proceed.

Carpet Color Selection: □**Blue** □**Green** □**Black** □**Burgundy** □**Red** □**Gray**

Luxury Booth Carpet	Quantity	Advance	Floor	Total
Carpet Size _____ x _____ =	SqFt	$ 4.80	$ 6.25	

This luxurious carpet is cut specifically to your booth measurements. Rental includes installation, all necessary taping, plastic covering for your 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, or display fixtures, please include a floorplan and a quotation will be forwarded to your before we proceed. Purchase options are available.

Foam Padding and Visqueen	Quantity	Advance	Floor	Total
Padding	SqFt	$ 1.60	$ 2.10	
Visqueen	SqFt	$ 0.80	$ 1.05	

Subtotal	$
6.75% 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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SHIPPING INFORMATION

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

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
Midwest Facility Masters Conference 2017
YRC FREIGHT
C/O VALLEY EXPO & DISPLAYS
2573 PROGRESS ROAD
MADISON, WI 53716

First day freight will be accepted at advance location: ***09/28/2017***

Last day freight will be accepted: ***10/26/2017***

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
Midwest Facility Masters Conference 2017
KALAHARI RESORT
C/O VALLEY EXPO & DISPLAYS
1305 KALAHARI DRIVE
WISCONSIN DELLS, WI 53965

Do not send shipments to arrive in advance of 10/30/17 to the show site. The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site:***10/30/17; 7:00AM - *10:30AM***
****Drivers must check in by 9:30AM***

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:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

Midwest Facility Masters Conference 2017

SHOW NAME

_____

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC FREIGHT
2573 PROGRESS ROAD
MADISON, WI 53716

Shipment Should Arrive Between:
September 28, 2017 thru October 26, 2017

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier_____
Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO: _____

EXHIBITING COMPANY

Midwest Facility Masters Conference 2017

SHOW NAME

_____

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
YRC FREIGHT
2573 PROGRESS ROAD
MADISON, WI 53716

Shipment Should Arrive Between:
September 28, 2017 thru October 26, 2017

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier_____
Number of pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

Midwest Facility Masters Conference 2017

SHOW NAME

_____

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
KALAHARI RESORT
1305 KALAHARI DRIVE
WISCONSIN DELLS, WI 53965

Shipment Should Arrive:
October 30, 2017;7:00AM - 10:30AM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier_____
Number_____of_____pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO: _____

EXHIBITING COMPANY

Midwest Facility Masters Conference 2017

SHOW NAME

_____

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
KALAHARI RESORT
1305 KALAHARI DRIVE
WISCONSIN DELLS, WI 53965

Shipment Should Arrive:
October 30, 2017;7:00AM - 10:30AM

ERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier_____
Number_____of_____pieces

Exhibit Services

Reliable trade show shipping services

YRC FREIGHT

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

YRC FREIGHT

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FREIGHT SERVICES

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

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 to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carrier. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable).

Shipping to the Advanced Warehouse

- We may accept freight up to 30 days prior to show move-in. Please check the Freight Handling page for specific dates.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Shipping Information page. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- 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.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 877.332.4292 if you want to ship oversized material that requires special equipment to the warehouse.

Shipping to Show Site

- Please refer to the Shipping Information page for the specific dates and times direct freight will be accepted.
- 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.

Prepaid or Collect Shipping Charges

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

Labeling Your Freight

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the advance warehouse or show site is located on the Shipping Information page.

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.
- On the Freight Handling order form, select whether the freight will arrive at the warehouse or be sent directly to show site (if applicable).
- Next, 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 the carrier in such a manner that it requires additional handling, such as ground loading, stacked or constricted space, unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet or labor to unload. **Federal Express, UPS Ground, and 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 charges for inbound if material is delivered to the booth during the overtime period. This includes both warehouse and show-site shipment.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if the shipment is accepted at the warehouse or at show site after the deadline date.
- Shipments received without receipts or freight bills, such as UPS and Federal express, will be delivered to the booth without guarantee of piece count or condition.

Empty Containers

- Pick up "Empty Labels" at the Valley Service Desk. Place a label on each container. Labeled containers will be picked up periodically and stored in a non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

Protecting Materials

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show-time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

Shipping Materials After the Close of Show

- 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. Bill of Ladings are available at the Valley Service Desk at show site.
- After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at Exhibitor Services. Do not leave this in your booth with your shipment.
- Call your designated carrier with pick-up information. All pick-ups are from the show site unless otherwise indicated. Please refer to the General Information page for specific dates and times. In the event your carrier fails to show on final move-out day, your shipment will be rerouted to Valley Expo & Displays' carrier of choice at exhibitor's expense.
- For your convenience, the show-recommended carrier may be on site to handle outbound transportation.

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SPECIAL HANDLING

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

Special handling applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground loading, constricted space loaded, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver.

Ground Loading/Unloading
Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

Constricted Space Loading/Unloading
Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer—top to bottom, side to side. One example of this is freight loaded down one side of a trailer that must be by-passed to reach target freight.

Designated Piece Loading/Unloading
Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit the trailer that must be loaded in a sequence to ensure all items fit.

Stacked Shipments
Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Shipment Integrity
Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Alternate Delivery Location
Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

Mixed Shipments
Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Valley defines special handling for mixed loads as having less than 50% of the volume as uncrated.

No Documentation
Shipments arrive from a small package carrier (including, among others, Federal Express, UPS Ground, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

Carpet Only Shipments
Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

Crated vs. Uncrated Shipments
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly stacked skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.

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FREIGHT HANDLING

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

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 coy of your freight bill of lading to us. Exhibitor shipments by carriers not giving delivery receipts or bill 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.

Exhibiting Company Name:_____

Booth Number(s)_____

FREIGHT HANDLING SERVICES

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 skidded machinery without proper lifting bars or hooks.
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 and/or show site that must be moved into or out of booth during above listed times)

WAREHOUSE SHIPMENT (200lbs. Minimum Per Shipment)

Valley is unable to receive flatbed shipments or any single piece weighting over 5,000 pounds at the Advance Warehouse.

Crated or Skidded Shipment			Special Handling Shipment		
Rate Classification	Per CWT	200lbs Min.	Rate Classification	Per CWT	200lbs Min.
Standard Rate	$ 82.75	$ 165.50	Standard Rate	$ 107.45	$ 214.90

SHOWSITE SHIPMENT (200lbs. Minimum Per Shipment)

Crated or Skidded Shipment			Special Handling Shipment			Uncrated or Pad Wrapped Shipment		
Rate Classification	Per CWT	200lbs Min	Rate Classification	Per CWT	200lbs Min	Rate Classification	Per CWT	200lbs Min
Standard Rate	$ 78.40	$ 156.80	Standard Rate	$ 101.90	$ 203.80	Standard Rate	$ 121.85	$ 243.70

SMALL PACKAGE (Maximum weight is 50lbs. Per Shipment)

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50 lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

First Carton	Each Additional Carton
$ 56.45	$ 13.60

ADDITIONAL SURCHARES (In addition to the above rates)

Early/Late Delivery *(see Shipping Information form for dates)*	20% Surcharge per CWT
Overtime - Inbound and/or Outbound	25% Surcharge per CWT
Double Time - Inbound and/or Outbound	50% Surcharge per CWT

Estimate of Freight Handling Charges

Please understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

SMALL PACKAGE - ESTIMATE OF FREIGHT HANDLING CHARGES

Total # of Carton in Shipment	TOTAL ESTIMATE
_____First Carton + _____# of Additional Cartons =	$_____

ESTIMATE OF FREIGHT HANDLING CHARGES (200LBS MINIMUM PER SHIPMENT)

Shipment Will Be Sent To	Approximate Weight of Shipment (rounded to the nearest 100)	X CWT (Weight of Shipment ÷ 100 = CWT)	+ Additional Surcharges	TOTAL ESTIMATE
☐ Warehouse ☐ Show Site	LBS.			$_____

Consolidate shipments when total weight is less than 200 lbs. ***It can save you money!*** For example:

3 Separate Shipments
60 lbs. charged @ 200 lbs. $ 165.50
52 lbs. charged @ 200 lbs. $ 165.50
65 lbs. charged @ 200 lbs. $ 165.50 = **$496.50**

1 Consolidated Shipment
3 pieces (1 shipment)
177 lbs. charged @ 200 lbs. = **$165.50**
Added benefit - your shipments are less likely to get misplaced if they are packaged together w/larger items

****This show moves in and/or out on Overtime and is subject to Additional Surcharges for shipments**

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FREIGHT SERVICE QUESTIONNAIRE

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

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)_____

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PORTABLE MODULAR DISPLAY RENTAL

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE:
October 9, 2017

Orders with payment in full must be received by *October 9, 2017,* 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.

Item #	Description	Hardware Advance Rental Price*	Hardware Regular Rental Price*	Hardware Sale Price*	Qty	Total
115	Capsule Counter	$398.00	$517.00	$1592.00		
129	Fan Counter	$701.00	$911.00	$2804.00		
135	Rectangle Counter	$462.00	$600.00	$1848.00		
137	Rectangle Counter w/Display	$550.00	$715.00	$2200.00		
138	Full View Display Counter	$650.00	$845.00	$2600.00		
139	Pedestal	$360.00	$468.00	$1440.00		
LIT	Literature Rack	$120.00	$156.00	$460.00		
IPAD	iPad Stand	$175.00	$228.00	$700.00		
1160	Inline Table Top Pop-Up	$525.00	$683.00	$2100.00		
1000	Inline Floor Standing Pop-Up	$973.00	$1265.00	$3892.00		
1001	Inline Floor Standing Pop-Up w/Counter	$1259.00	$1637.00	$5036.00		
2184	Inline 20 Ft Fabric Display	$4632.00	$6022.00	$18,528.00		
2192	Inline 20 Ft Serpentine Pop-Up Display	$1607.00	$2089.00	$6428.00		
2193	Inline 20 Ft Hybrid Display	$3683.00	$4788.00	$14,732.00		
4087	Island 20 Ft x 20 Ft Display	$6617.00	$8602.00	$26,468.00		
4541	Island 20 Ft x 20 Ft Display	$7366.00	$9576.00	$29,464.00		
4744	Island 20 Ft x 20 Ft Display	$6209.00	$8072.00	$24,836.00		

Item # 1160, 1000, 1001, 2184, 2192, 2193, 4087, 4541, and 4744 includes a Standard Carpet (circle color)
Blue Red Grey Green Burgundy Black

Item # 1160 includes draped table (circle color) Blue White Gold Green Black Burgundy Red Teal Silver Purple

***Graphics, taxes and shipping are not included.**
Rental Units Include:
Material handling, installation & dismantle of exhibit.
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)

Subtotal	$
6.75% 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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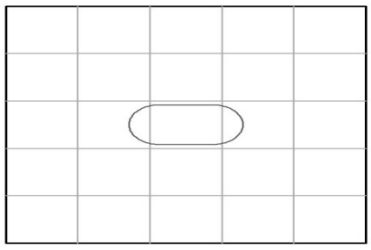
PORTABLE MODULAR DISPLAY DESCRIPTION KIT 115, 129, & 135

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

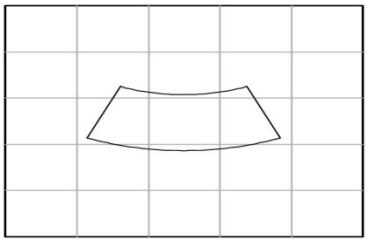
Counter Kit 115 Capsule counter

- Freestanding counter constructed of lower Velcro compatible black fabric panels, black laminate top and locking storage.
- Dimensions approximately: 38.11”wide x 20”deep x 40”high
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 20”wide x 30”high. Additional cost $90.00



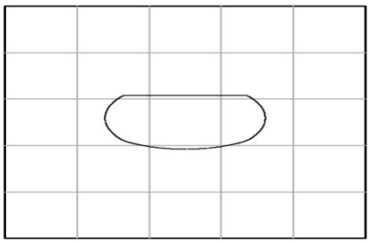
Counter Kit 129 Fan counter

- 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
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 60.75”wide x 36.25”high. Additional cost $379.00



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
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25”wide x 32.25”high. Additional cost $212.00



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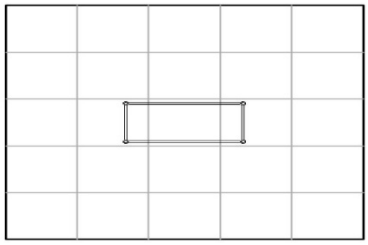
PORTABLE MODULAR DISPLAY DESCRIPTION KIT 137, 138, & 139

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

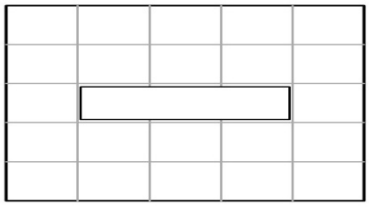
Counter Kit 137 Rectangle counter with display case top

- 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
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- Optional front graphic 38.25”wide x 25.75”high. Additional cost $169.00



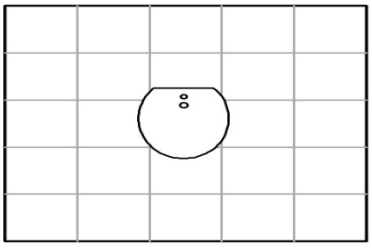
Counter Kit 138 Full View display case

- 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
- All Rentals include: Material handling, installation and dismantle of exhibit only.



Pedestal Kit 139

- Freestanding counter constructed of white laminate base, black laminate top and locking storage.
- Dimensions approximately: 30”wide x 36”deep x 40”high
- All Rentals include: Material handling, installation and dismantle of exhibit only.

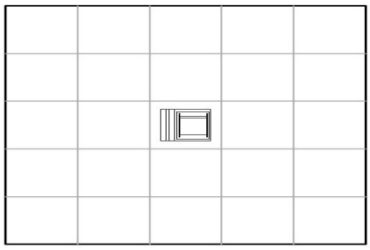


Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

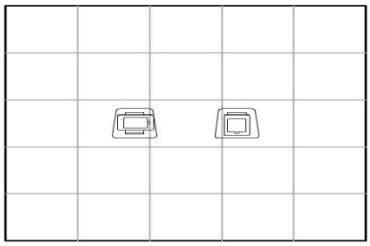
Literature Rack

- Freestanding silver finish accordion style literature rack with 6 pockets 12 1/8” x 9“ x 1” each.
- Dimensions approximately: 11”wide x 15”deep x 60”high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



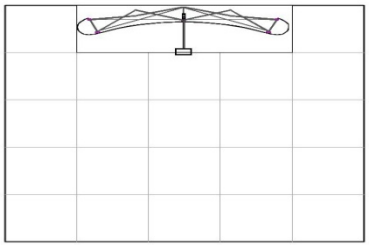
iPad Stand

- Freestanding silver finish iPad stand with lock and power cord access. iPad NOT included.
- Dimensions approximately: 15.3"wide x 15.5"deep x 54.3"high
- All Rentals include: Material handling, installation and dismantle of exhibit only.



Inline Kit 1160 Table Top Pop-up Display

- Classic expandable frame covered with black (Velcro compatible) fabric panels, one halogen stem light and one 6ft skirted table included.
- Dimensions approximately: 60” x 60”
- Standard table skirt color selection
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.



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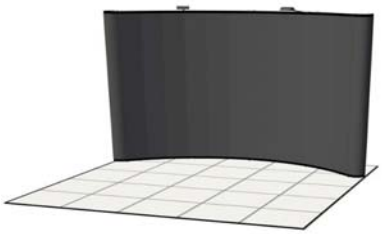
PORTABLE MODULAR DISPLAY DESCRIPTION KIT 1000 & 1001

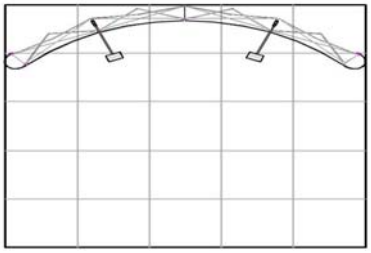
Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

Inline Kit 1000 Floor Standing Pop-up Display

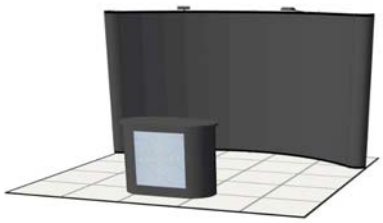
- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.

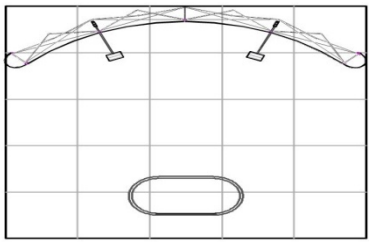




Inline Kit 1001 Floor Standing Pop-up Display

- Classic expandable frame covered with (Velcro compatible) black fabric panels, two halogen stem lights. Includes counter.
- Dimensions approximately: 10ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Call for quote.





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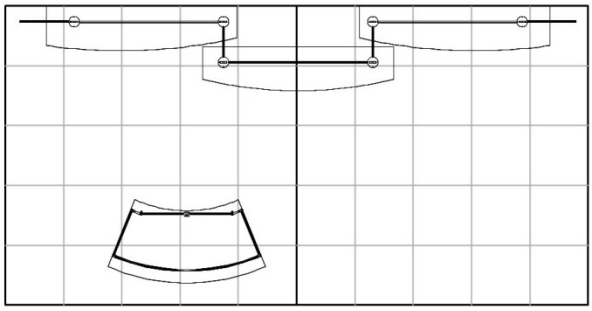
PORTABLE MODULAR DISPLAY DESCRIPTION KIT 2184 & 2192

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

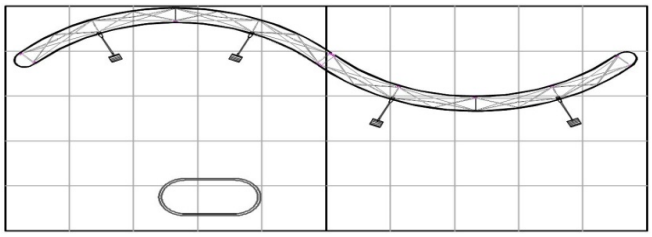
Inline Kit 2184 20ft Valley Fabric Display

- Brushed aluminum extrusion with a rigid two piece center graphic, two side fabric graphics, three black canopies with lighting and black side wings. Includes counter kit 129.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows $2,689.00



Inline Kit 2192 20ft Serpentine Pop-up Display

- Classic expandable frame covered with (Velcro compatible) black fabric panels, set in a serpentine configuration with four halogen stem lights. Includes counter kit 115.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Call for quote.



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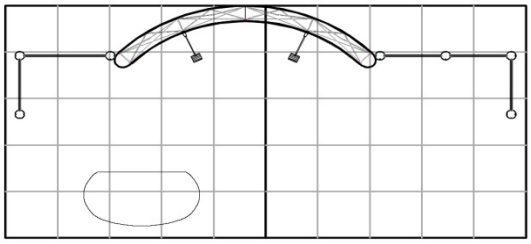
PORTABLE MODULAR DISPLAY DESCRIPTION KIT 2193 & 4087

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

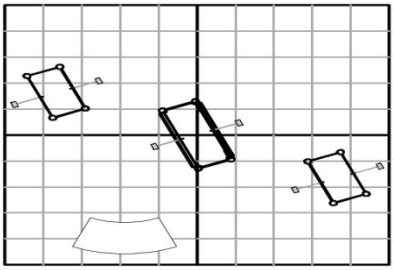
Inline Kit 2193 20ft Hybrid Display

- Expandable frame covered with black (Velcro compatible) fabric panels, two halogen stem lights in the center flanked by aluminum structure and rigid infill panels. Includes counter kit 135.
- Dimensions approximately: 20ft wide x 8ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows $5,641.00



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, one standard 36” x 30” café table and four standard side chairs.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights.
- Graphics sold separately. Graphic package as shows $4,627.



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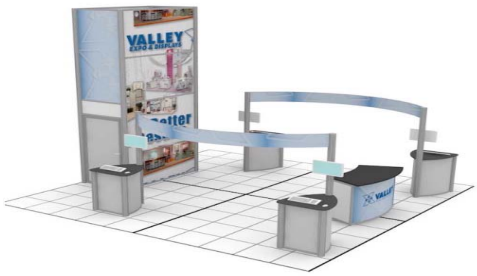
PORTABLE MODULAR DISPLAY DESCRIPTION KIT 4541 & 4744

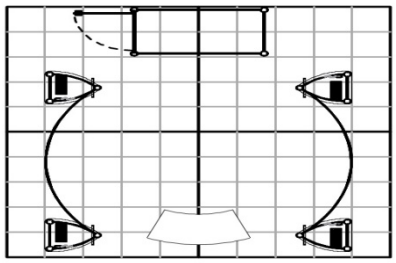
Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

Island Kit 4541 20ft x 20ft Island Display

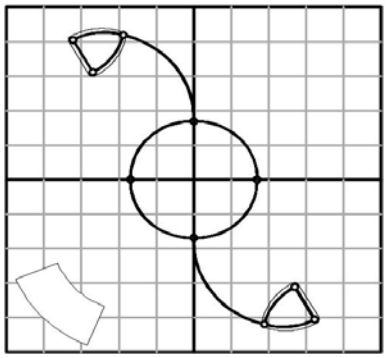
- Brushed aluminum extrusion creating a corner storage closet, with four stem lights. A aluminum curved header, four workstations gray base panels, black laminate top with monitor mounting brackets and storage. One counter kit 129.
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows $5,958.00





Island Kit 4744 20ft x 20ft Island Display

- Brushed aluminum extrusion creating a round center tower. Two curved side wings with one workstation, gray base panels, black laminated top, on each end with storage. Includes four stem lights and one counter kit 129,
- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high
- Standard carpet color selection
- All Rentals include: Material handling, installation and dismantle of exhibit only.
- NOT Included: Electronic/audio visual equipment, padding/visqueen, electrical service and electrical labor to install lights. Graphics sold separately. Graphic package as shows $7,279.00



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EVENT LABOR

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE:
October 9, 2017

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 9, 2017,* for Advance Prices.** All floor orders subject to availability of labor at the show site.

A minimum charge of one 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. Supervised Labor Form must be completed.
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.

Please select one of the following:

☐ Exhibitor Supervision	☐ Valley Supervision • **25% surcharge will be added to labor rate.** • Must complete Supervised Labor Information Form

Rates	Straight Time Rate	Overtime Rate	Double Time Rate
Advance	$ 95.20	$ 142.80	$ 190.40
Floor	$ 123.80	$ 185.70	$ 247.60

Computation of Labor Charges	# of Workers X	# Hours X	Labor Rate	Total
Installation				
			Valley Supervision (25% Surcharge)	
			Total Installation Due	$
Dismantling				
			Valley Supervision (25% Surcharge)	
			Total Dismantle Due	$

Requesting Date & Time	Date Labor Requested	Time Labor Requested
Installation		AM or PM
Dismantling		AM or PM

Requested starting times cannot be guaranteed, however, every effort is made to meet all request

Please provide brief description of labor requested:

Exhibiting Company Name:_____

Booth Number(s)_____

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SUPERVISED LABOR INFORMATION

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

VALLEY SUPERVISED LABOR INFORMATION

IN ORDER TO BETTER SERVE YOU - PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY VALLEY I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING & SET UP INFORMATION

Company_____ Booth No_____

Contact Person _____ Phone_____

Freight will be shipped to Warehouse_____ Show Site_____ Date Shipped_____

Total # of Crates_____ Cartons_____ Fiber Cases_____ Special Handling_____

Setup Plans/Photo: Attached_____ To be sent with Exhibit_____ In Crate No._____

Carpet: With Exhibit_____ Rented From Valley _____ Color _____Size_____

Electrical Placement:_____ Please attach diagram with placement

Graphic: With Exhibit_____ Shipped Separately _____

Comments_____

_____

Special Tools/Hardware Required_____

_____

OUTBOUND SHIPPING INFORMATION

SHIP TO _____

_____

_____

_____

METHOD OF SHIPMENT

COMMON CARRIER(NAME)_____ UPS _____ FED EX_____

SHOW CARRIER_____

IF LABELS ARE PROVIDED WHERE WILL THEY BE_____

FREIGHT CHARGES: Prepaid_____ Collect_____

Bill to _____

_____

_____

BOOTH NUMBER: _____

COMPANY NAME: _____

In the event a selected carrier fails to show on the final move out time and day, Valley will force shipment accordingly via show carrier

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FORKLIFT SERVICE

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE:
October 9, 2017

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.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift with an operator.

IMPORTANT INFORMATION AND RATES

All exhibitors requesting labor must go to the Valley Service Desk to confirm labor requests. All labor 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 labor calls based upon availability of labor crews and 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 fact. Equipment and labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per work and equipment ordered.

The minimum charge for labor and equipment is one (1) hour per worker and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY VALLEY**. Valley requires the highest standards of integrity from all employees. Please call us to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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 and/or show site that must be moved into or out of booth during above listed times)

Advance Labor Rates		
Straight Time	Overtime	Double Time
$ 249.30 Per Hour	$ 373.95 Per Hour	$ 498.60 Per Hour

Onsite Labor Rates		
Straight Time	Overtime	Double Time
$ 324.10 Per Hour	$ 486.15 Per Hour	$ 648.20 Per Hour

PLACE ORDER HERE

Please estimate the number of forklifts and/or workers and hours per forklift and/or work needed for installation and dismantling above. Invoice will be calculated according to actual hours worked.

INSTALLATION

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
Describe work to be done:					Total	

DISMANTLE

Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total
Describe work to be done:					Total	

Exhibiting Company Name:_____

Booth Number(s)_____

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BOOTH & EXHIBIT PORTER SERVICE

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE:
October 9, 2017

Orders with payment in full must be received by *October 9, 2017*, for Advance Prices.

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.

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

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

Vacuuming Service (80 Sq. Ft. Minimum)	Sq. Ft.	Advance	Floor	Total
Once Prior to Show Opening (sq. ft. of booth space x price)		$ 0.43	$ 0.56	

Porter Service (80 Sq. Ft. Minimum)	Sq. Ft.	Advance	Floor	Total
Once Prior to Show Opening (sq. ft. of booth space x price)		$ 0.48	$ 0.63	

Exhibiting Company Name:_____

Booth Number(s)_____

Subtotal	$
6.75% Sales Tax	$
Total	$

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

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SIGN & BANNER

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE: October 9, 2017

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 9, 2017***, 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: _____

Email:_____ **Phone:**_____

Foamcore Signs - White Background/One Color	Quantity	Price	Total
11" x 14"		$ 62.05	
14" x 22"		$ 90.15	
22" x 28"		$ 110.20	
28" x 44"		$ 149.95	

Foamcore Signs - White Background/Two Color	Quantity	Price	Total
22" x 28"		$ 141.10	
28" x 44"		$ 182.40	

Vinyl Banners - White Background Only	Quantity	Price	Total
2' x 4'		$ 151.40	
2' x 6'		$ 182.60	
2' x 8'		$ 266.80	

Grommets for hanging are included

Miscellaneous	Quantity	Price	Total
Easel Back		$ 11.85	
Logos		Call for Price	
Sign Grommets		$ 4.55	
Color Background		Add 25%	
		Subtotal	$
		6.75% Sales Tax	$
		Total	$

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.

Exhibiting Company Name:_____

Booth Number(s)_____

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ELECTRICAL SERVICE ORDER FORM

Midwest Facility Masters Conference 2017

Kalahari Resort, October 30, 2017

ADVANCE PRICE DEADLINE:
October 9, 2017

Orders with payment in full must be received by *October 9, 2017*, for Advance Prices.

All orders subject to availability of power at the show site. Prices include installation to booth, maintenance during the show hours, removal after the show and electrical consumption during show hours. Additional wiring within the booth is not included. ***A separate outlet must be ordered for each piece of equipment to be connected. The use of duplex and triplex attachments is prohibited. Wall and column outlets are not part of the booth space and are not to be used by exhibitors.***

The following current is generally available: **120 volts, single phase, 60 cycle AC; and 208 volts, 60 cycle AC**. All equipment in use must be properly tagged and wired with complete information as to type of current, voltage, phase cycle, horsepower, etc. Overloading and over current are the exhibitor's responsibility. Prices for electrical service not listed will be quoted upon request. 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!*

- Valley is not responsible for any damage to electronic components or equipment.
- No refunds issued for power failure due to reasons beyond our control.

120 Volt AC	Quantity	Advance	Floor	Total
500 Watts		$ 87.50	$ 113.75	$
501-1000 Watts		$ 97.15	$ 126.30	$
1001-1500 Watts		$ 104.55	$ 135.95	$
1501-2000 Watts		$ 113.05	$ 147.00	$
2001 + Watts		Call Valley Expo for Price	Call Valley Expo for Price	
208 Volt, Single Phase AC	**Contact Kalahari Resort Directly at 1-608-254-5019**			
*208V service may not be available if not ordered at least 10 working days in advance.				
Extension Cords	**Quantity**	**Advance**	**Floor**	**Total**
10', 3 Prong, 20 AMP Rated		$ 28.55	$ 37.15	$

Description of equipment to be used: (must be filled out)

Special requirements will be quoted on a time and material basis. Electricians hired for special wiring will be charged based on local union rates. If you have special electrical requirements, please be sure to contact us no later than 10 working days prior to the show to ensure availability

Subtotal	$
6.75% Sales Tax	$
Total	$

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

Exhibiting Company Name:_____

Booth Number(s)_____

Audio/Video Rental

	ITEM	COST
AUDIO	4 Channel Passive Mixer	$20.00
	8 Channel Active Mixer	$40.00
	150W Tapco Amplifier with 2 Speakers and Stands	$150.00
	CD and Cassette Player	$30.00
	Wireless Hand Held Microphone	$60.00
	Wireless Lapel Microphone (Lavaliere)	$60.00
VIDEO	32” LCD Flat Screen	$90.00
	DVD Player	$45.00
	Switcher	$35.00
	Overhead Projector with Screen	$35.00
	In-room Screen	$35.00
	Portable Screen 8’x 8’	$40.00
	Portable Screen 10’ x 10’	$50.00
	60” TV Hook up (Desert Rose & Mahogany)	$100.00
	XGA Video/Data Projector	$300.00
	XGA Splitter-$20	$20.00
MISCELLANEOUS	3’x 3’ Dance Floor Section	$15.00
	6” Riser per 4’ x 8’ piece	$40.00
	24” Riser per 4’ x 8’ piece	$40.00
	Analog Line W/Phone (Long Dist. Extra)	$30.00
	A/V Cart (includes extension cord with 3 outlets)	$25.00
	A/V Technical labor charge	$75.00/hr
	Post-it Flip Chart	$15.00
	Easel	$10.00
	4’ x 6’ Dry Erase and Bulletin Board	$40.00
	Flag (US and Wisconsin)	$25.00
	Flip Chart and Markers	$10.00
	High Speed T1 Data Line (Ethernet Card Req.)	$75.00
	Laptop Computer	$100.00
	Wireless Mouse with Laser Pointer	$20.00
	Speaker Phone W/Phone Line (Long Dist. Extra)	$75.00

Business Services

Copying Services

Black and White copies:
1-10 Copies.....n/c
11+ Copies.....$0.15
B/W Transparencies.....$2.00

Color Copies
1-10 Copies.....$1.25
11+ Copies.....$1.00
Color Transparencies.....$4.00

All prices subject to 20% taxable service charge and applicable taxes. All prices quoted are per day unless otherwise indicated.