



# EXHIBITOR SERVICES KIT



#### Valley Exhibitor Service Information

- 815.873.1500; press one (1) for Exhibitor Services Department
- Fax: 815.873.1544 | email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) | online ordering: [www.boomer/valleyexpodisplays.com](http://www.boomer/valleyexpodisplays.com)
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Time)
- No telephone orders accepted. Please complete and submit your order by fax, email or through our online portal.

#### Show Management Information

- Wisconsin Association of School
- Jeanne Deimund
- 608.729.6633
- [jeanne.deimund@wasbo.com](mailto:jeanne.deimund@wasbo.com)

#### Booth Package Items

The below booth package comes with your registration for the event. You can order additional items from the following order forms.

A standard Table Top booth will include:

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

Your exhibit area is carpeted with facility carpeting.

#### Event Schedule Information

<b>Exhibitor Move In:</b>	Tuesday	March 7, 2023	7:00 AM - 10:45 AM
<b>Show Hours:</b>	Tuesday	March 7, 2023	11:00 AM - 5:30 PM
	Wednesday	March 8, 2023	7:00 AM - 12:30 PM
<b>Exhibitor Move Out:</b>	Wednesday	March 8, 2023	12:30 PM - 2:30 PM

#### Shipping Addresses & Receiving Dates

##### Advance to Warehouse

Receiving Dates:

**2/1/2023 thru 3/1/2023**

Receiving Hours:

**Mon-Fri 7:30AM-2:30PM**

TO: Exhibiting Company Name and Booth #  
 FOR: 2023 WASBO Facilities Management Conference  
 Valley  
 C/O Valley Expo & Displays  
 4950 American Road  
 Rockford, IL 61109

##### Direct to Show Site

Receiving Dates and Times:

**3/7/2023; 7:00 AM - 10:45 AM**

TO: Exhibiting Company Name and Booth #  
 FOR: 2023 WASBO Facilities Management Conference  
 Kalahari Resort  
 C/O Valley Expo & Displays  
 1305 Kalahari Dr.  
 Wisconsin Dells, WI 53965

### Important Deadlines Dates

**Discount Price Deadline: Tuesday, February 14, 2023**

*Orders received after discount deadline date will be processed at standard pricing, no exceptions.*

**Pre-Show Ordering Deadline: Thursday, March 2, 2023**

**First Day for Warehouse Deliveries: Wednesday, February 1, 2023**

**Last Day for Warehouse Deliveries: Wednesday, March 1, 2023**

**First Day Freight Can Arrive at Show Site: Tuesday, March 7, 2023**

*Freight received before or after the receiving dates above will incur an additional surcharge and may be delayed in delivery.*

All carriers, including POVs, must check in at the Valley Freight Desk no later than **1:30 PM** on **3/8/2023**. Freight reroutes will begin promptly **after** 1:30 PM on 3/8/2023. Exhibitor freight will be rerouted to official show carrier for transportation at exhibitor's expense.

### Preshow Ordering Deadline

Valley does not take orders over the phone. All preshow orders must be entered online, faxed or emailed by **3/2/2023**. After this date orders must be placed at the Valley Service Desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

### Payment Policies

- Payment information and a credit card on file are required when placing an order. Orders received without full payment or credit card information **will not** be processed.
- A credit card on file is required when using Valley. Any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH and wire transfers. When paying by wire transfer a 3% surcharge will apply.

### Cancellations & Adjustments

- Orders cancelled prior 15 + days from move in will be charged 50% of the original price. Orders cancelled less than 15 days out from move in will be charged 100% of the original price.
- Exhibitors may make adjustments to their order online before the preshow order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, **NO EXCEPTIONS!**

### Tax Exemption

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

### Third Party Payment Billing Exhibitor Appointed Contractor

- All third party and EAC forms must be completely filled out and submitted to Valley. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitors must inform their EAC that Valley must receive a copy of EAC's General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in, or EAC will not be permitted to service exhibitor's exhibit.
- Processing fees will apply \$25.00 Third Party Processing Fee, \$45.00 EAC Processing Fee.

#### Miscellaneous Items

- Rental items not ordered, yet found in booth space, are invoiced at "Standard" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.
- The show aisles and public spaces are not a part of an exhibitor's booth space and must be kept clear.
- No children under the age of 18 are allowed on the show floor during move in or move out due to safety concerns.

#### 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 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.

The show closes at **12:30:00 PM on 3/8/2023**. Please do not tear down prior to the close of the show. Valley will begin returning empty containers, cartons and skids as soon as the aisle carpet is removed. The aisle carpet removal may take up to 2 hours to complete.

#### Outbound Procedure

- All outbound shipments require a Valley Bill of Lading. To preorder your Valley Bill of Lading please refer to the outbound shipping information form included in this kit. All prepared Bills of Lading will be available at show site and distributed to your booth before move out. If you do not receive a Bill of Lading please see the Valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Leave your shipment in your booth and return the completed Bill of Lading to the Valley Service Desk when your materials are packaged, labeled and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event with any carrier you choose. Exhibitors must schedule pick ups directly with their chosen carrier as well as provide carrier specific shipping labels, if required by your carrier, for pick up. Our Exhibitor Services Representatives, at the Valley Service Desk, are available during move out to assist you in arranging shipping through the official show carrier. For peace of mind and easy set up, contact before the event for transportations services rates.

#### Excessive Trash & Booth Abandonment

- Any excessive trash consisting of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move out, that is not labeled for an outbound shipment, will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift labor and/or dumpster fee.



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

Place your order or receive access to Valley's Exhibitor Portal at <https://valleyexpodisplays.boomerecommerce.com/Pages/Security/Login.aspx>. You must login or create an account and follow the simple instructions for ordering.

If you need assistance at any time during your visit to Valley's Exhibitor Portal, you can contact us using our Request for Assistance feature on the top, right side of the screen. Representatives are available Monday - Friday, 8:00AM - 4:30PM CST.



### Three Ways to Login

Exhibitors will receive an email from [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) containing the following:

Username - Exhibitor email (provided by show management)

Temporary Password - XXXXXXXX

Link to Valley's Exhibitor Portal/Online Ordering

Click on the link and update your password to gain access to Valley's Exhibitor Portal.

Online  
Ordering Email

If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your updated password on Valley's Exhibitor Portal. If you have forgotten your password, press "Forgot Password" to receive a new temporary password via email.

Previous  
Ordered  
with Valley

To register for the first time for Valley's Exhibitor Portal, please click here. Select "Register Now" and complete your registration setup, once complete an email will be sent with your login credentials.

1st Time  
Registering

Select your event by clicking "Shop Now"



Once logged in, please confirm your profile information. If you need to update your information, please contact us at [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com).

- To order, utilize the blue department drop-down menus to the left hand side of the screen.
- After adding your selections to the shopping cart, click the "Secured Checkout" button on the top right of the page. Then,
  - Review Your Customer Details
  - Accept the Terms and Conditions
  - Apply Payment and Secure Your Credit Card On File
  - Final Review of Your Order
  - Complete Payment (An Order Confirmation will be automatically emailed to the contact on the order.)

Discount pricing deadline: February 14, 2023  
 Online: <https://valleyexpodisplays.boomerecommerce.com>  
 Email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)  
 Fax: (815) 873-1544

Kalahari Resort / March 7-8, 2023

You may choose to pay by credit card, check payable to Valley Expo & Displays, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use your online credit card information for additional amounts incurred as a result of show site orders placed by your representative. This includes freight handling and any unpaid balance due for Valley services.** Refunds/credits for services will be issued after the close of the event only. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information.

### Pre-Show Orders

All pre show orders **must** be received by 3/2/2023. After this date orders must be placed at the service desk at the show site during exhibitor move in. Items ordered at show site are subject to availability.

Place orders online at: <https://valleyexpodisplays.boomerecommerce.com>

Email all order forms along with this form to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

Fax all order forms along with this form to 815.873.1544

**Please note** all orders emailed or faxed will incur a \$25.00 administrative processing fee.

### Change of Payment Fee

Once a payment is processed by credit card, any changes to the payment method will incur a Change of Payment Method Transaction Fee of 3% of the total invoice.

### Discount Deadline

Orders received without payment or after the discount price deadline of **Tuesday, February 14, 2023** will be charged at the standard price.

### ACH/Wire Transfer Information

You may choose to pay by check or ACH/wire transfer, however a credit card is required on file to process all orders. In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com). A \$25.00 service charge will be added for processing U.S. wire transfers. A \$50.00 service charge will be added for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

NAME OF SHOW BEING ATTENDED: **2023 WASBO Facilities Management Conference**

EVENT CODE: **2230316**

<b>ACH Information</b>	Account Name: <b>Valley Exposition Services, Inc.</b>	Bank Name: <b>Illinois Bank and Trust</b>	Routing Number: <b>071925554</b>	Account Number: <b>1108596</b>	
<b>Wire Transfer Information</b>	Account Name: <b>Valley Exposition Services, Inc.</b>	Bank Name: <b>Dubuque Bank and Trust</b>	Account Number: <b>1108596</b>	SWIFT CODE (US): <b>DUBTUS44</b>	SWIFT CODE (INTL): <b>DUBTUS44</b>

This form with your credit card information, and all applicable order forms must be forwarded to Valley. Advance prices apply **only** to orders received with payment in full by the advance price deadline date, **Tuesday, February 14, 2023**. All orders received afterward, or at the show site will be subject to standard rates. 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. You will receive an order confirmation once your order has been placed. All correspondence and final invoices will be emailed to the contact listed below.

All orders Emailed / Faxed / Mailed will incur a \$25.00 processing fee.

### SERVICES AND EQUIPMENT ORDERED

\$ _____	Advance Material Handling Order Form
\$ _____	Direct Material Handling Order Form
\$ _____	Exhibitor Supervised - Labor Order Form
\$ _____	Valley Supervised - Labor Order Form
\$ _____	Sign & Banner Order Form
\$ _____	Electrical Service Order Form
\$ _____	Processing Fee(s)

\$ _____	Subtotal
\$ _____	6.75 % Sales Tax
\$ _____	<b>Total Now Due</b>

In order to process your order, Valley requires a credit card for payment on file. Please complete the below information.

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

Credit Card Information  AMEX  MasterCard  Visa  Discover

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVC \_\_\_\_\_

Name On Card \_\_\_\_\_ Signature \_\_\_\_\_

By signing you agree to all terms and conditions. To download a copy of Valley's Terms and Conditions click [HERE](#)

Miscellaneous					
Product ID	Item Name	Discount Price	Standard Price	Quantity	Total
AdminFee	Processing Fee for Orders Mailed/Faxed/Emailed	\$ 25.00	\$ 25.00		

Material Handling Services (200lb minimum)		Weight / 100 = CWT (Weight rounded to nearest 100)		OT =25% DT = 50%		
Product ID	Item Name	Weight	CWT	Price Per CWT	Surcharges	Estimate
MHS20171	Advance (Crated or Skidded)			\$ 215.70		
MHS20172	Advance (Special Handling)			\$ 280.25		
MHS20173	Showsite (Crated)			\$ 229.05		
MHS20174	Showsite (Special Handling)			\$ 297.35		
MHS20175	Showsite (Uncrated)			\$ 330.85		

Product ID	Item Name	Rate	Quantity	Estimate
MHS20176	Lightweight Shipment Estimate - First Package	\$ 127.75		
MHS20177	Lightweight Shipment Estimate - Additional Package(s)	\$ 31.70		

Product ID	Item Name	Rate	Quantity	Total
MHS643	Banding per sq ft	\$ 1.25		
MHS622	Shrink Wrap per pallet/skid	\$ 95.00		

Labor - Installation & Dismantle								
Product ID	Item Name	Discount	Standard	Surcharges	Estimate			
		How Many Laborers	X	How Many Hours	Straight Time Rate	Straight Time Rate	OT =50% DT = 100%	=
L105	Installation Labor - Exhibitor Supervision				\$ 273.45	\$ 355.50		
	<b>Install Labor Requested Start</b>	Date		Time				
L205	Dismantle Labor - Exhibitor Supervision				\$ 273.45	\$ 355.50		
	<b>Dismantle Labor Requested Start</b>	Date		Time				
L104	Installation Labor - Valley Supervision				\$ 341.75	\$ 444.30		
L204	Dismantle Labor - Valley Supervision				\$ 341.75	\$ 444.30		

Brief Description of Labor Needed:

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Discount pricing deadline: February 14, 2023  
 Online: <https://valleyexpodisplays.boomerecommerce.com>  
 Email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

Kalahari Resort / March 7-8, 2023

**Booth Sign and Banner** 30% Rush fee if order received after, 2/14/2023.

Product ID	Item Name	Pricing	Quantity	Total
S10	11" x 14" Foamcore Sign	\$ 114.00	_____	_____
S20	14" x 22" Foamcore Sign	\$ 159.95	_____	_____
S50	22" x 28" Foamcore Sign	\$ 392.60	_____	_____
S60	28" x 44" Foamcore Sign	\$ 535.05	_____	_____
S70	2' x 4' Vinyl Banner	\$ 278.05	_____	_____
S80	2' x 6' Vinyl Banner	\$ 333.90	_____	_____
S90	2' x 8' Vinyl Banner	\$ 501.85	_____	_____
S100	Easel Back	\$ 22.00	_____	_____
S110	Sign Grommets	\$ 8.20	_____	_____

**Electrical Services**

Product ID	Item Name	Discount	Standard	Quantity	Total
E10	120 Volt AC (500 Watts)	\$ 133.55	\$ 173.65	_____	_____
E20	120 Volt AC (501-1000 Watts)	\$ 148.30	\$ 192.80	_____	_____
E30	120 Volt AC (1001-1500 Watts)	\$ 159.40	\$ 207.25	_____	_____
E40	120 Volt AC (1501-2000 Watts)	\$ 172.50	\$ 224.25	_____	_____
E60	208 Volt, Single Phase AC	Call Kalahari Directly for quote		_____	_____
E70	10', 3 Prong 20 AMP Rated Extension Cord	\$ 43.70	\$ 56.85	_____	_____



# SHIPPING vs. MATERIAL HANDLING

## What is Shipping



Shipping is the process of a carrier picking up items from your office, or any place of origin, and transporting it to the dock of either the advance warehouse or event facility. Shipping

is separate from Freight Handling. Exhibitors may use any carrier they want, including the official show carrier, ABF Freight.

## What is Material Handling



Material Handling is the process of receiving a shipment from your carrier and managing on site handling of the shipment through the event cycle. It is a standard event procedure with associated costs based on shipment weight.

Valley is the sole provider of Material Handling Services. Exhibitors or their hired EAC/carriers may not deliver freight to exhibit spaces delivered by common carrier/ground services or operate any type of mechanical or powered equipment. Material handling is a billable service.

### Material Handling Process:

- The unloading of freight from your carrier once it arrives at the receiving dock.
- The transporting freight from dock to your booth space.
- The removing of empty shipping containers (boxes, crates and pallets) from your booth.
- The temporary storage of your empty shipping containers during the duration of the show.
- The return of empty shipping containers to your booth at the close of event.
- The transfer of your freight back to the loading dock once your chosen carrier has arrived.
- The loading of your freight into your carrier's vehicle for return shipping.

### One easy way to keep charges low?

Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

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. Minimum \$ 418.80  
 52 lbs. charged @ 200 lbs. Minimum \$ 418.80  
 65 lbs. charged @ 200 lbs. Minimum \$ 418.80 = \$ **1,256.40**

#### 1 Consolidated Shipment

3 pieces (1 shipment)  
 177 lbs. charged @ 200 lbs. Minimum = \$ **418.80**

**Added benefit** - your shipments are less likely to get misplaced if they are packaged together with larger items.



## SHIPPING

## Advance Warehouse Direct to Show Site

Kalahari Resort / March 7-8, 2023

The official Show Carrier for this event is Valley , however you can use any carrier you choose to ship your items. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable). Material handling charges will incur for shipments received at either the advance warehouse or directly to show site. To avoid delay in receiving your shipment at show site, please make sure you have a material handling order and credit card on file.

### Shipping to the Advanced Warehouse

- **Advance Warehouse Address: Valley , 4950 American Road, Rockford, IL 61109**
- Freight accepted: **2/1/2023 - 3/1/2023**
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date of **3/1/2023**. Your freight will still be received after the deadline date, but additional charges will be incurred and possible delay in delivery.
- 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 815.873.1500 if you want to ship oversized material that requires special equipment to the warehouse.

### Shipping to Show Site

- **Show Site/Direct Freight Address: Kalahari Resort, 1305 Kalahari Dr., Wisconsin Dells, WI 53965**
- Direct freight will be accepted: 3/7/2023; 7:00 AM - 10:45 AM 12:00:00 AM; 0 12:00:00 AM; 0
- Do not send shipments directly to show site before **3/7/2023**. Kalahari Resort may refuse shipment and/or shipment runs the risk of being lost. Valley not responsible for shipments sent directly to Kalahari Resort out side date range indicated above
- 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.
- Once your carrier arrives and is unloaded, the shipment will be brought to booth.
- Please call our Exhibitor Services Department at 815.873.1500 if you want to ship oversized material that requires special equipment to Kalahari Resort.

### 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 following:
  - Exhibiting Company Name
  - Booth Number(s)
  - Name of the Event - **2023 WASBO Facilities Management Conference**
- For your convenience please use the advance shipping label and/or the direct to show site shipping label provided in this exhibitor kit.

### 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.

# RUSH

EXHIBITOR MATERIAL

FROM:

**ADVANCE SHIPMENT**

TO:

\_\_\_\_\_  
EXHIBITING COMPANY

**2023 WASBO FACILITIES MANAGEMENT CONFERENCE**

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

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

VALLEY

VALLEY

4950 AMERICAN ROAD

ROCKFORD, IL 61109

C/O

**Shipment Should Arrive Between:**

**2/1/2023 thru 3/1/2023**

SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier \_\_\_\_\_

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

# RUSH

EXHIBITOR MATERIAL

FROM:

**ADVANCE SHIPMENT**

TO:

\_\_\_\_\_  
EXHIBITING COMPANY

**2023 WASBO FACILITIES MANAGEMENT CONFERENCE**

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

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

VALLEY

VALLEY

4950 AMERICAN ROAD

ROCKFORD, IL 61109

C/O

**Shipment Should Arrive Between:**

**2/1/2023 thru 3/1/2023**

SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier \_\_\_\_\_

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

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2023 WASBO FACILITIES MANAGEMENT CONFERENCE

SHOW NAME

BOOTH NUMBER

KALAHARI RESORT  
VALLEY

C/O

1305 KALAHARI DR.  
WISCONSIN DELLS, WI 53965

**Shipment Should Arrive:**

**3/7/2023; 7:00 AM - 10:45 AM**

Carrier \_\_\_\_\_

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

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2023 WASBO FACILITIES MANAGEMENT CONFERENCE

SHOW NAME

BOOTH NUMBER

KALAHARI RESORT  
VALLEY

C/O

1305 KALAHARI DR.  
WISCONSIN DELLS, WI 53965

**Shipment Should Arrive:**

**3/7/2023; 7:00 AM - 10:45 AM**

Carrier \_\_\_\_\_

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



**Special Handling** Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no Bill of Lading or documentation, carpet/pad only shipments.

- **Constricted Space** Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- **Stacked Shipments** Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- **Mixed Shipments** Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- **Shipment Integrity** Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- **Carpet/Pad Only** Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- **No Documentation** Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or Bills of Lading that require additional sorting, processing, and tools for delivery.
- **Designated Piece Unloading** Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver to remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.
- **Padded Van Deliveries** this applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

**Disposal Fee** A disposal fee & minimum 1 hour of labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move out.

**Overtime/Double-time SURCHARGE: Overtime: 25% • Double Time: 50%** Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a Bill of Lading is submitted to the Valley Service Desk AND the driver has checked in.

**Early/Late Shipments to the Warehouse SURCHARGE: 25%** A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

**Reroute/Forced Freight** Due to failure of exhibitor carrier to check in at the designated times, Valley will cosign exhibitor's shipment to the Official Show Carrier for transportation at exhibitor's expense.

**FIB/LIB** Shipment found/left in booth by exhibitor. Shipment will be rerouted to the Official Show Carrier for transportation at exhibitor's expense.

**Reweigh of Shipments FEE: \$ 25.00 per forklift load** An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**Empty Crate Storage FEE: \$ 75.00 per piece** A charge per crate, carton or skid applies when Valley handles the storage and return of empties from a shipment not received by Valley and therefore not subject to material handling charges.

**Lightweight Shipments** Shipment weighing 50 pounds or less will qualify for the lightweight shipment rate. Shipments exceeding 50 pounds will be billed standard material handling fees at the prevailing show rates. All shipments must have certified weight tickets.

**Priority Empty Labels FEE: \$ 75.00 per label** Limited quantities available on a per event basis.

**Marshaling Yard FEE: \$ 45 per Shipment/Carrier** Where Valley as the show contractor must lease space for Marshaling Yard operations because no space is provided by the facility, Valley may charge a one time fee per shipment processed inbound and/or outbound through the Marshaling Yard.

**POV:** Personally Operated Vehicle.

**Vehicle Placement:** Valley charges a round-trip fee to place a vehicle on the tradeshow floor.



# MATERIAL HANDLING SERVICES

# 2023 WASBO Facilities Management Conference

Kalahari Resort / March 7-8, 2023

As the official service contractor, Valley is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or Bill of Lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley for those shipments. Valley assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

**Straight Time :** 8:00AM to 4:30PM Monday through Friday  
**Overtime:** 4:30PM to 8:00AM Monday through Friday; All day Saturday  
**Double Time:** All day Sunday and Holidays  
 (Overtime/double time will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times)

### Estimating Standard 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 pounds. Each 100 pounds is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. **(200 pounds minimum charged on all shipments weighing 51 - 200 pounds)**

• Select the category that best describes your shipment. There are two categories for advance freight and three categories for direct freight:

- Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
- Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.  
 Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.  
 Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates.

Surcharge Information	Rate
Early/Late Delivery Show Site/Advance Warehouse Surcharge	20% Surcharge per CWT
Overtime - Inbound and/or Outbound Surcharge	25% Surcharge per CWT
Double Time - Inbound and/or Outbound Surcharge	50% Surcharge per CWT
No Weight ticket - Reweigh Surcharge	25% Surcharge per CWT

**Advanced Warehouse Shipments** Single pieces over 5000 pounds cannot be accepted at warehouse.  
**FIRST DAY FREIGHT CAN ARRIVE: WEDNESDAY, FEBRUARY 1, 2023**  
**LAST DAY FREIGHT CAN ARRIVE: WEDNESDAY, MARCH 1, 2023**

Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded		÷ 100 =		X	\$215.70	X		X		X		=	\$	X		=	\$
MHS20172	Special Handling		÷ 100 =		X	\$280.25	X		X		X		=	\$	X		=	\$

### Direct to Facility/Show Site Shipments

**FIRST DAY FREIGHT CAN ARRIVE: TUESDAY, MARCH 7, 2023**

Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded		÷ 100 =		X	\$229.05	X		X		X		=	\$	X		=	\$
MHS20172	Special Handling		÷ 100 =		X	\$297.35	X		X		X		=	\$	X		=	\$
MHS20173	Uncrated		÷ 100 =		X	\$330.85	X		X		X		=	\$	X		=	\$

**Example Only** 623lbs Crated Freight sent to the Advance Warehouse by Common Freight Carrier - YRC

Select Freight Category		Calculate CWT				Add All Applicable Surcharges to Standard Rate								Calculate Freight Handling Estimate				
Item ID	Item	Total Weight Rounded to nearest 100	÷ 100 =	CWT	X	Standard Rate Per CWT	X	Inbound Surcharge	X	Outbound Surcharge	X	Additional Surcharge	=	Standard Rate + Surcharges	X	CWT	=	Freight Handling Estimate
MHS20171	Crated or Skidded	700	÷ 100 =	7	X	\$ 215.70	X	25%	X	N/A	X	N/A	=	\$ 269.62	X	7	=	\$ 1,887.37

**Lightweight Shipment** A lightweight shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day and delivered by the same carrier. Lightweight Shipment can be sent to either the advance warehouse or directly to show site, please be aware of dates and times for each location indicated on the Show Information pages.

Item ID	Item	Total Weight Not to exceed 50lbs	Number of Packages/Cartons	X	Standard Rate	=	Totals	Add Totals together for both 1st Package/ Carton & Additional Package/Carton	=	Freight Handling Estimate
MHS20171	Lightweight - First Package/Carton		1	X	\$127.75	=				\$
MHS20172	Lightweight - Each Additional Package/Carton			X	\$31.70	=				



# MATERIAL HANDLING QUESTIONNAIRE

### EXHIBITORS SHIPPING MACHINERY AND/OR FREIGHT WEIGHING OVER 2,000LBS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ **Crate(s)**

Dimensions of each crate

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Skid/Pallet(s)**

\_\_\_\_\_ Standard Pallet Size 48" x 40"

Dimensions of each skid other than standard size

\_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Machinery**

Please send pictures of Machines to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)

Dimensions of each Machine

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

\_\_\_\_\_ **Other**

Dimensions of each

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

Description of item \_\_\_\_\_

\_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight

2. Shipping

\_\_\_\_\_ Advance to Warehouse

\_\_\_\_\_ Direct to Show Site

3. List carrier name(s):

\_\_\_\_\_

4. Tracking Number(s)

\_\_\_\_\_

5. Are there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

\_\_\_\_\_ Extended Blades \_\_\_\_\_ Slings \_\_\_\_\_ 4 Stage Lift

\_\_\_\_\_ Other, list below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

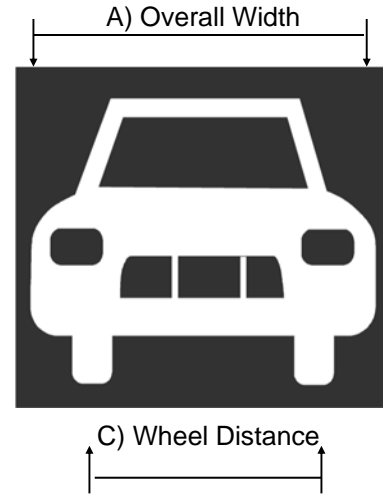
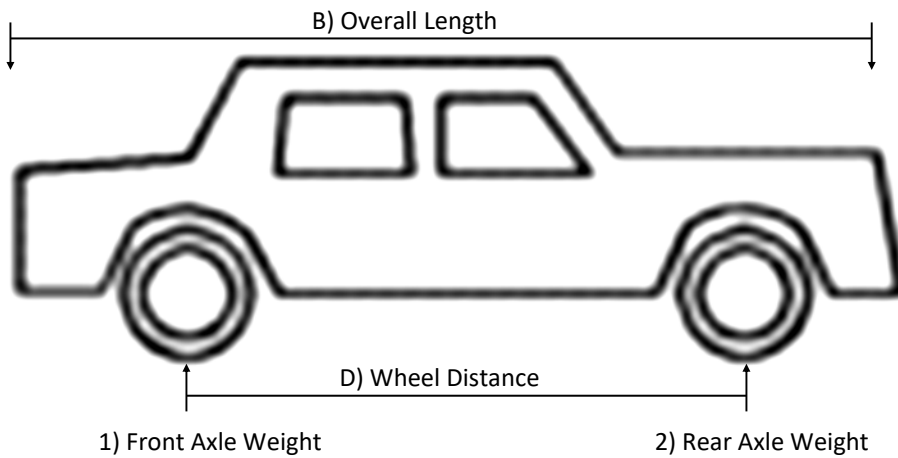
It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.



Valley charges a round-trip fee of **\$220.20 per vehicle (Item # MH5454)** to place a vehicle on the tradeshow floor. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/ machinery. Valley personnel will receive equipment at show site and drive to the exhibitor booth. We will also handle the outbound as an inclusive service.

The City Fire Marshall requires disconnecting the battery, sealing the gas tank and placing a protective covering under the vehicle. Check local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page. Please return completed form to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)



Vehicle Description	A) Overall Width	B) Overall Length	Total Square Feet	C) Wheel Distance	D) Wheel Distance	1) Front Axle Wgt.	2) Rear Axle Wgt.	Total Weight

\* For dual axle vehicles measure distance from the front wheel to between the back wheels

Please indicate expected date and time vehicle will be arriving at the show site	
Date	Time
	AM or PM
	AM or PM



# OUTBOUND INFORMATION

# 2023 WASBO Facilities Management Conference

Kalahari Resort / March 7-8, 2023

Outbound shipping is not an automatic process. Each shipment must have material handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. **Do not leave this in your booth with your shipment.**

Call your designated carrier with pick-up information. In the event your carrier fails to show by the carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley's official show carrier at the exhibitor's expense.

### Tear Down

The show closes at **12:30:00 PM on 3/8/2023**. Please do not tear down prior to the close of the show. If your event has aisle carpet, the aisle carpeting will be removed before forklift service or empty crates will be returned. Please allow time for removal. Once completed, empty crates will be brought to your booth.

### Outbound Pick-Up Address & Carrier Check In

- All outbound shipments must be picked up from Kalahari Resort, 1305 Kalahari Dr., Wisconsin Dells, WI 53965
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibility to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first come, first served basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Valley Service Desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

### Outbound Bill of Lading Procedure

- All outbound shipments require a Valley Bill of Lading. Bills of Lading will be distributed to your booth before move out. If you do not receive a Bill of Lading please see the Valley Service Desk.
- A Bill of Lading must be completed for each truckload and destination. If you have multiple shipping destinations or multiple truckloads to one destination, additional Bills of Lading are available at the Valley Service Desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Return the completed Bill of Lading to the Valley Service Desk when your materials are packaged and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- The name of the carrier listed on your completed Bill of Lading must match the name of the carrier checking in or your freight will not be released.

### Outbound Miscellaneous Services

Shrink Wrap	<b>\$95.00</b> per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	<b>\$1.25</b> per foot + dismantle labor (please see labor order form for dismantle labor rates)

### Excessive Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include installation & dismantle labor, forklift labor and/or dumpster fee.

All installation and dismantling work will be performed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. A booth representative must be present during move in or out.

### Labor Hours & Rate Information

Description	Discount	Standard
<b>Straight Time</b> - 8:00AM and 4:30PM on weekdays	\$273.45	\$355.50
<b>Overtime</b> - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$410.17	\$533.25
<b>Double time</b> - All day Sunday and holidays	\$546.90	\$711.00

**Minimum Charge & Cancellation Information**

A **minimum charge** of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

We will attempt whenever possible to perform the work on straight time, contingent upon the schedules of the show producer and/or convention facility.

**Labor Check In & Out**

Exhibitor **must** check in at the Valley Service Desk to pick up laborers. Upon completion of work, exhibitors must return to the Valley Service Desk to release laborers and to sign the work order indicating the labor completed.

Failure to pick up labor at the Valley Service Desk will result in a one (1) hour per man no show charge.

**When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth.**

**Hours of Operation**

Move In Dates & Times

3/7/2023; 7:00 AM - 10:45 AM

Move Out Dates & Times

3/8/2023; 12:30 PM - 2:30 PM

### Calculation of Estimated Charges Worksheet

Estimate of Charges				
Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation			\$	\$
Dismantling			\$	\$
<b>Estimate of Charges Total must be added to Valley's Order Form</b>				\$

**Example Only**

Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation	2	2	\$ 273.45	\$ 1,061.80
Dismantling	1	1	\$ 273.45	\$ 273.45

**Authorization to Provide Labor Services:** By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitor's exclusive remedy.

Lessen the hassle of setting up your booth or exhibit by adding Valley supervised labor. Valley will do all the heavy lifting for you. All labor is performed under the supervision of Valley personnel.

A booth representative does not need to be present during move in or out. Great for exhibitors that need to catch a flight right after the close of the event. Valley will supervise the dismantle of your exhibit space, pack and label, complete all necessary outbound documentation and once your carrier arrives, move your shipment from your booth space to docking area to be loaded onto your carrier.

**Documentation  
Requirements**

Exhibitor must forward all necessary instruction, drawing and/or diagrams in advance with this order. Please send layout diagram to the information listed above or attach to your order online. Email [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) for instructions on how to attach a file on-line. A 25% Surcharge will apply to labor order if necessary documentation is not received as well as any additional labor onsite to correct resulting issues.

Description	Discount	Standard
<b>Straight Time</b> - 8:00AM and 4:30PM on weekdays	\$341.75	\$444.30
<b>Overtime</b> - Before 8:00AM and after 4:30PM on weekdays and all day Saturday	\$512.63	\$666.45
<b>Double time</b> - All day Sunday and Holidays	\$683.50	\$888.60

A **minimum charge** of one (1) hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. Half (1/2) hour minimum per man is charged thereafter.

Labor must be cancelled in writing 24 hours in advance to avoid a one (1) hour cancellation fee per worker.

### Calculation of Estimated Charges Worksheet

Estimate of Charges				
Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation			\$	\$
Dismantling			\$	\$
<b>Estimate of Charges must be added to Valley's Order Form</b>				<b>\$</b>

**Example Only**

Type of Service	# of Workers X	# Hours X	Labor Rate	Total Estimate
Installation	2	2	\$ 341.75	\$ 1,327.00
Dismantling	1	1	\$ 341.75	\$ 341.75

**Please complete the following page and forward all documentation for setup and/or tear down of exhibit to [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)**

**Authorization to Provide Labor Services:** By completing the Event Labor Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for labor services are based on the value of the services rendered and the scope of Valley Expo & Displays' liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractors. It is impractical and extremely difficult to fix the value of each item handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum less than or equal to the charges for services rendered as agreed upon damages, and such agreed upon damages shall be the Exhibitor's exclusive remedy.

Information must be completed and sent along with order forms before Valley supervised labor will be performed.

**Inbound  
Shipping &  
Set Up  
Information**

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

Freight will be shipped to:      Advance Warehouse \_\_\_\_\_      Direct to Show Site \_\_\_\_\_

Date Shipped: \_\_\_\_\_      Inbound Carrier: \_\_\_\_\_      Tracking/PRO #: \_\_\_\_\_

Total # of:    Crates \_\_\_\_\_    Cartons \_\_\_\_\_    Fiber Cases \_\_\_\_\_    Skids \_\_\_\_\_    Other \_\_\_\_\_

Setup Plans/Photo:    Attached to order \_\_\_\_\_    To be sent with Exhibit, in crate # \_\_\_\_\_    Sent to events@valleyexopdisplays.com \_\_\_\_\_

Flooring/Carpet:      With exhibit \_\_\_\_\_      Rented from Valley \_\_\_\_\_

Electrical Placement:    Electrical under carpet \_\_\_\_\_    Electrical in back of booth \_\_\_\_\_    Other, must provide floor plan \_\_\_\_\_

Graphic:      With exhibit \_\_\_\_\_      Shipped separately \_\_\_\_\_      Tracking/PRO # \_\_\_\_\_

Special Tools/Hardware/Equipment Required: \_\_\_\_\_

**Outbound  
Shipping  
Information**

Ship to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Method of shipment\*:    Common Carrier \_\_\_\_\_    UPS \_\_\_\_\_    FedEx \_\_\_\_\_    Show Carrier \_\_\_\_\_

*\*If no carrier is provided prior to the show opening, your freight will be shipped with the show carrier.*

If labels are provided where will they be? \_\_\_\_\_

Freight Charges:    Prepaid    Collect

Bill to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



VR5D | FLATBED UV PRINTER

Your booth design can make or break the success of your promotional event. Stand out from the competition! We've got you covered with our comprehensive line of trade show display printing products. Valley has added the Vanguard Digital Printing Systems VR5D flatbed UV printer. It combines revolutionary technology, industry leading quality and outstanding speeds to satisfy the demands of the industry schedule. With the VR5D it gives the ability to print on a variety of substrates including foam, pvc, vinyl, acrylic and more! Our sign shop can produce any type of sign or banner you need, including multiple colors, photographic reproductions, etc. If an option or

feature you want is not listed on this form, please call us for a special quote. Get the attention of attendees with bold and graphic printed banners, pop-up displays, feather flags and other indoor signs that show off your brand logo and colors. Make sure all your trade show displays feature design elements to form a strong, cohesive look that represents what your brand is all about.

<p>With Valley's VR5D from Vanguard Digital Printing systems, you are only limited by your imagination.. Exhibitors have already put the VR5D through its paces by printing on:</p>	PVC	PAPER	STONE	METAL
	VINYL	FOAM	BRICK	PLASTIC
	ACRYLIC	COROPLAST	PORCELAIN	GLASS
	CANVAS	STYRENE	RUBBER	CARDBOARD
	LEATHER	WOOD	FABRIC	AND MORE!!!!

**Upload your artwork to: <https://spaces.hightail.com/uplink/valley>** Please see the following page for artwork requirements on "Supplied Digital Arts Standards" form.

Orders received after, Tuesday, February 14, 2023 will receive an additional 30% rush fee.

	Description	Product ID	Pricing
Foamcore Signs White Background	11" x 14"	S10	\$114.00
	14" x 22"	S20	\$159.95
	22" x 28"	S50	\$392.60
	28" x 44"	S60	\$535.05
Vinyl Banners White Background	2' X 4'	S70	\$278.05
	2' X 6'	S80	\$333.90
	2' X 8'	S90	\$501.85
	Grommets for hanging are included		
Miscellaneous	Easel Back	S100	\$22.00
	Sign Grommets	S110	\$8.20
	Color Background		Add 25%

In an effort to provide you with the best graphics for your display, Valley requests that you review these file and media requirements when you supply digital art. Supplying the proper files insures that your output will look the way you expect, and keep additional charges to a minimum. If you have questions about file formats, resolution, or other graphics concerns, please call us at 815-873-1500 press 1 for exhibitor services department or e-mail [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com).

#### **Raster (Pixel-based) Art -**

Raster art is the way most continuous tone images are produced. Scanned images, Photoshop files, tif, jpg, & bmp are examples of raster or pixel-based art. Resolution for these files should be at least 300dpi *at output size*. For example, a file for 16 x 20 inch output should be 4800 pixels by 6000 pixels. Both cmyk and rgb are acceptable but **cmyk is preferred. Its helpful if all your files are consistently one or the other.**

#### **Use for:**

**Photographic or continuous tone** images.

#### **Vector Art -**

Vector art is 'resolution independent', meaning it can be scaled to any size with no loss of quality.

Illustrations created in Adobe Illustrator or Freehand are vector art. EPS files are the most common format for vector art.

**NOTE:** A Raster image imported or placed, and then saved in these programs is not changed into vector art...*it is still a raster image* and may not be suitable for some output options.

Logos & illustrations produced as cut vinyl **MUST** be vector art. If you cannot supply vector art, you may be charged for the time required to convert/recreate your art in the proper format.

#### **Use for:**

**Cut vinyl, large format text, logos, graphic elements.**

**Art Size:** Art files should be submitted with at least 0.5" bleed. (ex. 22" x 28" sign would be 22.5" x 28.5")

**Raster Art** can be supplied as Photoshop, jpg, tif, eps, bmp or other standard raster formats.

**Vector Art** should be **Adobe Illustrator (.ai), InDesign (.indd) or .eps (from Illustrator or InDesign)** files with text converted to paths. Include all linked files. If text is not converted to paths, all fonts must be included. When sending vector art use the package option in Illustrator or InDesign to properly export all necessary files.

**QuarkExpress** users, supply eps files with fonts embedded. Native Quark files are no longer supported.

**Media:** Click here to submit files to <https://spaces.hightail.com/uplink/valley>

Please include a color hardcopy or pdf. Critical PMS colors should be indicated on the hardcopy.

## **Still have questions?**

**Call 815-873-1500**

**or**

**E-mail: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com)**

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. **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; and 208 volts.** 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.

- Valley is not responsible for any damage to electronic components or equipment
- No refunds issued for power failure due to reasons beyond our control
- Exhibitors that are using electrical service in their booths without an order on file will be charged standard pricing plus a 25% surcharge

	Description	Product ID	Discount	Standard
120 Volt	500 Watts	E10	\$ 137.60	\$ 178.90
	501 - 1000 Watts	E20	\$ 152.75	\$ 198.60
	1001 - 1500 Watts	E30	\$ 164.20	\$ 213.50
	1501 - 2000 Watts	E40	\$ 177.70	\$ 231.05
	2001 - Over Watts	E50	Call for Valley for Quote	
208 Volt Single Phase AC	Call Kalahari Directly for quote			
Extension Cord	10', 3 Prong, 20 AMP Rated	E70	\$ 45.05	\$ 58.60

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.



# (Kalahari Fax 608.254.8609) Service Order Form

## Service Order Form For Trade Show Exhibitors

Name of Show / Event: \_\_\_\_\_ Date of Show / Event: \_\_\_\_\_

Company / Booth Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address \_\_\_\_\_

Address: \_\_\_\_\_

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

### Telecommunications / Other Utilities

Qty	Description	Charge	# of days	Total	Qty	Description	Charge	# of days	Total
___	208v Electrical 20amp single phase	\$200 / day	___	___	___	Water Hook UP (available in certain areas)	\$50 / Flat	___	___
___	VGA or HDMI Cable	\$20 / day	___	___	___	32" Monitor	\$75 / day	___	___
___	Video Data Projector	\$325 / day	___	___	___	60" Monitor (Limited Availability)	\$200 / day	___	___
___	Lexon Ice	\$25	___	___	___	6' x 8' Screen	\$40 / day	___	___
					___	High Speed Internet	\$100 / day	___	___

TOTAL: \_\_\_\_\_

24% Service Charge: \_\_\_\_\_

Sales Tax: 6.75% of Sub-Total: \_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_

### Rules and Regulations

1. Some services are on a first come / first served basis.
2. Canceled orders, prior to show, will receive a 50% refund.
3. Kalahari Resort is not responsible for any power surges or other power fluctuations.
4. The use of triple or quad attachment plugs is strictly prohibited.
5. Fuel powered equipment or vehicles, open flames, and exhibits over 2000 pounds must receive prior approval in writing from the resort.
6. Any damage to the resort will be the sole responsibility of the exhibitor.
7. Exhibit space is carpeted. Exhibitor is responsible for repair / replacement charges to damaged carpet.
8. Specific plug adapters to match Kalahari's available plugs are exhibitors responsibility.

\* A Kalahari representative will call you for payment information once the service order has been received.

I have read, understand and agree to all the Rules and Regulations as stated above.