



Exhibitor Services Kit

Dear **2022 Midwest Facility Masters Conference** Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **2022 Midwest Facility Masters Conference**, being held at **Kalahari Resort & Convention Center**, on **October 31, 2022**. Included in this service kit are forms for ordering various services and equipment for your event. Please read each form carefully and return to the address provided on the order form. Refer to the enclosed General Show Information pages for vital facts and information about this event. If you have any additional questions about Valley Expo & Displays services, please do not hesitate to call or email Valley at the information provided below.

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

To place online orders you will be required to register with Valley Online:

Valley
Online
Ordering

- If you received this Exhibitor Service Kit in the “Ordering Open” email, a direct link and your temporary password to online ordering were included within that email. Click on the link to be directed to our website and begin ordering. <https://valleyexpodisplays.boomerecommerce.com>
- If you have previously placed orders with us, enter your login name (your e-mail address previously provided) and your password on Valley’s online ordering website <https://valleyexpodisplays.boomerecommerce.com>. If you have forgotten your password, press "Forgot Password" to receive a new temporary password.
- To register online for access visit <https://valleyexpodisplays.boomerecommerce.com> press “Register Now” and complete your registration setup, once complete an email will be sent with your login credentials.

Helpful
Hints

- Order early and take advantage of the discount pricing to receive discounted rates.
- Ship early to avoid delays. Shipments arriving late at the advance warehouse and/or show site will incur an additional cost and delays may occur.
- All correspondence, including final invoices, will be sent to the contact listed on the Recap of Cost & Payment form.
- Valley Expo & Displays will not accept orders without payment in full.

Ordering
Information
&
Ordering
Deadline
Date

Valley Expo & Displays does not take orders over the phone. All preshow orders must be entered online at (<https://valleyexpodisplays.boomerecommerce.com>), faxed to (815-873-1544), or emailed to (events@valleyexpodisplays.com) by **Wednesday, October 26, 2022**. 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.

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

Please contact our *Exhibitor Services Department* at 877.332.4292 or email: events@valleyexpodisplays.com with any questions you may have.





Place Orders At
Valley Online Ordering Website - Click [HERE](#)
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

GENERAL SHOW INFORMATION

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

DISCOUNT PRICE DEADLINE:

October 10, 2022

Valley Customer Service

- 815.873.1500 Fax 815.873.1544 email: events@valleyexpodisplays.com
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Standard Time)
- No telephone orders accepted; please complete and submit your order by Fax, Email, or Online.

Show Management

- Jeanne Deimund
- jeanne.deimund@wasbo.com
- 608.729.6633

Booth Package

A standard 8' x 10' booth will include:

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

Your exhibit area is carpeted with facility carpeting.

Exhibitor Schedule

Exhibitor Move-In:	Monday	10/31/2022	7:00AM - 11:00AM
Show Hours:	Monday	10/31/2022	11:20AM - 5:30PM
Exhibitor Move Out:	Monday	10/31/2022	5:30PM - 8:00PM

- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by: **6:30PM on 10/31/2022.**

Shipping Addresses

Advance to Warehouse

Receiving Dates:

9/29/2022 thru 10/27/2022

Receiving Hours:

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

TO: Exhibiting Company Name and Booth #

FOR: **2022 Midwest Facility Masters Conf.**

C/O Valley Expo & Displays

Valley Warehouse

4950 American Road

Rockford, IL 61109

Direct to Show Site

Receiving Dates and Times:

10/31/2022; 7:00AM - 11:00AM

TO: Exhibiting Company Name and Booth #

FOR: **2022 Midwest Facility Masters Conf.**

C/O Valley Expo & Displays

Kalahari Resort & Convention Center

1305 Kalahari Drive

Wisconsin Dells, WI 53965





Place Orders At
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EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

GENERAL SHOW INFORMATION

2022 Midwest Facility Masters Conference

DISCOUNT PRICE DEADLINE:
October 10, 2022

Kalahari Resort & Convention Center, October 31, 2022

Important Deadlines

- Take advantage of order discount pricing! To receive discounted pricing your orders must be received with payment in full, no later than the date below. Orders received after discounted price deadline will have their order placed at "Standard" pricing.

Discount Price Deadline:

Monday, October 10, 2022

- Freight received before or after receiving dates will incur an additional surcharge.

Advance Shipments receiving dates :

9/29/2022 thru 10/27/2022

Advance Shipments receiving times :

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

**Show Site Shipments receiving
dates & times:**

10/31/2022; 7:00AM - 11:00AM

Payment Policies

- Payment information is 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 Expo & Displays services, 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, wire transfers. When paying by wire transfer a 3% surcharge will apply.

Cancellations & Adjustments

- Orders cancelled prior to move-in will be charged 50% of the original price. Orders cancelled after move-in begins will be charged 100% of the original price.
- Exhibitor 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 Expo & Displays. 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.
- Exhibitor must inform their EAC 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.

Miscellaneous

- Rental items not ordered, yet found in booth space, are invoiced at "Floor" 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 space are not a part of exhibitor's booth space and must be kept clear.
- No children under the age of 18 allowed on the show floor during Move-In or Move-Out due to safety concerns.





Place Orders At
 Valley Online Ordering Website - Click [HERE](#)
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**RECAP OF
 COST &
 PAYMENT**

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

DISCOUNT PRICE DEADLINE:
 October 10, 2022

This form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays. Advance prices apply **only** to orders received with payment in full by the advance price deadline date. All orders received afterward, or at the show site will be subject to floor rates. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information. 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.

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.

Terms

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.

SERVICES AND EQUIPMENT ORDERED

**Order
 Summary**

\$ _____	Booth Furniture Order Form
\$ _____	Accessories Order Form
\$ _____	Booth Carpet Order Form
\$ _____	Advance Freight Handling Order Form
\$ _____	Direct Freight Handling Order Form
\$ _____	Exhibitor Supervised Event Labor Order Form
\$ _____	Valley Supervised Event Labor Order Form
\$ _____	Booth & Exhibit Porter Service Order Form
\$ _____	Audio Visual Order Form
\$ _____	Electrical Service Order Form
\$ _____	Specialty Furniture Order Form
\$ _____	Total Now Due

Please provide the following information so we may credit your account properly. All correspondents including final invoice(s) will be emailed to the contact provided below.

_____ Company Name		_____ Booth #	_____ Date
_____ Billing Address		_____ City & State	_____ Zip Code
_____ Email Address		_____ Name (please print)	
_____ Phone	_____ Fax	_____ Check No. (if paying by check)	
_____ Visa	_____ MC	_____ AMEX	_____ Discover
_____ Card Number		_____ Exp. Date	_____ CVCS
X _____ Cardholder Signature		_____ Cardholder's Name (please print)	

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





Place Orders At
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FAX: 815.873.1544

**THIRD
PARTY
BILLING**

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

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 Cost & Payment Form **MUST** be completed by the Third Party to be billed for services, **however, we also must 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.**

Exhibiting Company Name: _____ Booth #: _____

Exhibitor Name: _____

Exhibitor Signature: _____

Exhibiting Company's credit card information:

___ Visa ___ MC ___ Amex ___ Discover ___ / ___ 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

Exhibiting
Company
Information

Indicate which services are to be invoiced to the Third Party:

___ ALL VALLEY SERVICES
___ I&D LABOR/SUPERVISION
___ MATERIAL HANDLING IN & OUT

___ RENTAL FURNITURE/CARPET/SIGNS
___ BOOTH CLEANING
___ OTHER: _____

Services
to be
billed to
third party

Third Party Company Name: _____

Contact Name: _____

E-Mail for Invoice: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Third Party Company's credit card information:

___ Visa ___ MC ___ Amex ___ Discover ___ / ___ 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

Third Party
Company
Information





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**EXHIBITOR
APPOINTED
CONTRACTOR**

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

Submit this form if the exhibiting company intends to use a contractor other than Valley Expo & Displays. If the exhibiting company fails to comply with any of the requirements listed below the exhibitor appointed contractor will not be permitted to service your exhibit, and Valley Expo & Displays must be hired for installation and dismantle labor. The exhibitor appointed contractor will be able to provide supervision only.

Exhibitor appointed contractors must use labor supplied by Valley Expo & Displays unless the following requirements are fulfilled:

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.

Contractor Requirements

Exhibiting Company Name: _____

Booth Number: _____

Exhibitor Appointed Contractor: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____

Email Address: _____

Contact at Show: _____

Type of Service to be performed: _____

Contractor Information





Place Orders At
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EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

TABLES & CHAIRS ORDER FORM

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

DISCOUNT PRICE DEADLINE:

October 10, 2022

Orders with payment in full must be received by Monday, October 10, 2022 for discounted prices.

All orders subject to availability of equipment. Prices include delivery to booth, set up and removal.
Be sure to indicate skirting color. Orders received without color indicated will receive foreman's choice.

Skirting Color Selection:



	Description	Quantity	Discount	Standard	Total
Skirted Tables	4' L x 30" H	_____	\$ 237.95	\$ 309.35	_____
	6' L x 30" H	_____	\$ 282.50	\$ 367.25	_____
	8' L x 30" H	_____	\$ 317.35	\$ 412.60	_____
	4' L x 42" H	_____	\$ 249.70	\$ 324.65	_____
	6' L x 42" H	_____	\$ 303.55	\$ 394.65	_____
	8' L x 42" H	_____	\$ 362.00	\$ 470.60	_____
4th Side Skirting & Drape	30" x 13' Skirting Only (4th Side)	_____	\$ 115.70	\$ 150.45	_____
	42" x 13' Skirting Only (4th Side)	_____	\$ 133.80	\$ 173.95	_____
	3' Drape (Side) per LnFt	_____	\$ 13.00	\$ 16.90	_____
	8' Drape (Back) per LnFt	_____	\$ 18.25	\$ 23.75	_____
Plain Tables	4' L x 30" H	_____	\$ 106.90	\$ 139.00	_____
	6' L x 30" H	_____	\$ 157.10	\$ 204.25	_____
	8' L x 30" H	_____	\$ 188.30	\$ 244.80	_____
	4' L x 42" H	_____	\$ 144.50	\$ 187.85	_____
	6' L x 42" H	_____	\$ 193.55	\$ 251.65	_____
	8' L x 42" H	_____	\$ 223.60	\$ 290.70	_____
	White Vinyl, 8' Long (tabletop covering)	_____	\$ 22.45	\$ 29.20	_____
Cocktail Tables	30" Round, 30" High	_____	\$ 180.45	\$ 234.55	_____
	30" Round, 42" High	_____	\$ 195.55	\$ 254.25	_____
Chairs	Folding Chair	_____	\$ 36.95	\$ 48.05	_____
	Side Chair	_____	\$ 93.90	\$ 122.10	_____
	Padded Chair	_____	\$ 120.75	\$ 157.00	_____
	Bar Stool with Back	_____	\$ 151.90	\$ 197.50	_____

Subtotal	\$ _____
6.75% Sales Tax	\$ _____
Total	\$ _____

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

Register Here for Online Ordering... www.valleyexposdisplays.com



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

Exhibiting Company Name: _____

Booth Number(s) _____



Place Orders At
Valley Online Ordering Website - Click [HERE](#)
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

ACCESSORIES ORDER FORM

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

DISCOUNT PRICE DEADLINE:

October 10, 2022

Orders with payment in full must be received by *Monday, October 10, 2022* for discounted prices.

All orders subject to availability of equipment. Prices include delivery to booth and removal. All equipment remains property of Valley Expo & Displays. No orders will be accepted without payment in full.

	Description	Quantity	Discount	Standard	Total
Accessories	Tripod Adjustable Easel	_____	\$ 61.75	\$ 80.30	_____
	Garment Rack	_____	\$ 69.65	\$ 90.55	_____
	Bag Stand	_____	\$ 150.25	\$ 195.35	_____
	Literature Stand	_____	\$ 324.75	\$ 422.20	_____
	Wastebasket	_____	\$ 28.10	\$ 36.55	_____
	8' Upright with Base	_____	\$ 27.25	\$ 35.45	_____
	Crossbar	_____	\$ 18.20	\$ 23.70	_____
	Table Riser 1'x1'x4" White Skirted	_____	\$ 132.40	\$ 172.15	_____
	Posterboard 4' x 8' Horizontal / Vertical (Circle one)	_____	\$ 410.10	\$ 533.15	_____

Labor to assemble Grid Wall is not included. Please refer to the Labor Order Form for assistance in assembling your grid wall if it will be needed.

Grid Wall	2' W x 8' H Panel	_____	\$ 99.80	\$ 129.75	_____
	"T" Base, per set	_____	\$ 46.85	\$ 60.95	_____
	24" Shelf Bracket	_____	\$ 25.85	\$ 33.65	_____
	48" Shelf Bracket	_____	\$ 36.30	\$ 47.20	_____
	6 Ball Waterfall	_____	\$ 17.25	\$ 22.45	_____
	Hang Rail	_____	\$ 19.45	\$ 25.30	_____
	Picture Hanger	_____	\$ 4.75	\$ 6.20	_____
	Hat Display	_____	\$ 11.00	\$ 14.30	_____
	Peg Hook 4", 6", 12" (circle one)	_____	\$ 4.75	\$ 6.20	_____

Exhibiting Company Name: _____

Booth Number(s) _____

Subtotal	\$ _____
6.75% Sales Tax	\$ _____
Total	\$ _____

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





Place Orders At
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 FAX: 815.873.1544

**BOOTH CARPET
 ORDER FORM**

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

DISCOUNT PRICE DEADLINE:
October 10, 2022

Orders with payment in full must be received by Monday, October 10, 2022 for discounted prices.

Your area is carpeted with facility carpet, any carpet ordered will go on top of existing carpet. Prices include installation, front edge taping and pickup at the close of the show. If your carpet order is different then your booth size you **MUST** include a layout diagram, failure to provide diagram will result in a 25% surcharge and any additional labor onsite to correct placement issues. Please send layout diagram to the information listed above or attach to your order online. Email events@valleyexpodisplays.com for instructions on how to attach a file on-line.

Carpet orders received without color indicated will receive Foreman's choice.

Color Selection for Standard Carpeting

- Blue
 Green
 Black
 Burgundy
 Red
 Gray

If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match and may not cover your entire booth area.

	Description	Quantity	Discount	Standard	Total
Standard Booth Carpet	10' x 10'	_____	\$ 381.55	\$ 496.05	_____
	10' x 20'	_____	\$ 764.30	\$ 993.60	_____
	10' x 30'	_____	\$1,145.45	\$ 1,489.10	_____

Color Selection for Custom Carpeting

- Blue
 Green
 Black
 Burgundy
 Red
 Gray
 Green Jay
 Pepper

Custom size booth carpet is available in 10' widths only. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

Custom Booth Carpet	Carpet Dimension	Square Foot	Discount	Standard	Total
	_____ x _____	_____	\$ 8.45 sq ft	\$ 11.00 sq ft	_____

Color Selection for Luxury Carpeting

- Blue
 Green
 Black
 Burgundy
 Red
 Gray

Luxury carpet is available in 10' widths only. Rental also includes plastic covering (Visqueen) for your protection. You must include a layout for carpet installation if your carpet request size is different from your booth size. If you require additional carpet to cover steps, skids, or display fixtures, please include a floorplan and a quote will be forwarded to you before we proceed.

Luxury Booth Carpet	Carpet Dimension	Square Foot	Discount	Standard	Total
	_____ x _____	_____	\$ 9.10 sq ft	\$ 11.85 sq ft	_____

Padding Visqueen Taping	Description	Square Foot	Discount	Standard	Total
	Padding	_____	\$ 3.55 per sq ft	\$ 4.65 per sq ft	_____
	Visqueen (plastic covering)	_____	\$ 1.65 per sq ft	\$ 2.15 per sq ft	_____
	Additional taping	_____	\$ 3.55 per sq ft	\$ 4.65 per sq ft	_____

Subtotal	\$ _____
6.75% Sales Tax	\$ _____
Total	\$ _____

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



Exhibiting Company Name: _____

Booth Number(s) _____



Place Orders At
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FAX: 815.873.1544

**SHIPPING
ADDRESSES &
RECEIVING DATES**

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Valley Expo & Displays will receive and manage the freight at the warehouse and/or on show site as described in the following pages. Freight handling fees are paid to Valley Expo & Displays for these freight handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

All inbound shipments must have a Bill of Lading and/or certified weight ticket showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Valley Expo & Displays for such shipments. The weight is rounded up the next one hundred pounds (100 lbs) and is taken from the inbound BOL and/or certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the BOL will be assigned and approximate weight by Valley Expo & Displays. This weight will prevail.

SHIPPING ADDRESS AND RECEIVING DATES

Advanced Warehouse Shipping Address

**2022 MIDWEST FACILITY MASTERS
CONFERENCE**
EXHIBITING COMPANY NAME
BOOTH NUMBER

VALLEY WAREHOUSE
C/O VALLEY EXPO & DISPLAYS
4950 AMERICAN ROAD
ROCKFORD, IL 61109

- Use this address and information on your inbound bill of lading if shipping your freight to the advance warehouse.
- For your convenience, please use the freight labels provided in this service kit.
- Receiving hours: M - F 7:30AM - 2:30PM.
- All shipments must be prepaid. Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

Advanced Warehouse Receiving Dates

First day freight will be accepted at advanced location: Thursday, September 29, 2022

Last day freight will be accepted: Thursday, October 27, 2022

Direct to Show Site Shipping Address

**2022 MIDWEST FACILITY MASTERS
CONFERENCE**
EXHIBITING COMPANY NAME
BOOTH NUMBER

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

- Use this address and information on your inbound bill of lading if shipping your freight direct to the show site.
- For your convenience, please use the freight labels provided in this service kit.
- All shipments must be prepaid. Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

Direct to Show Site Receiving Dates and Times

Do not send shipments to arrive in advance of 10/31/2022 to the show site.

The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: **10/31/2022; *7:00AM - 11:00AM**

***Drivers must check in by 9:00AM**

Authorization To Provide Freight Handling 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.



RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

2022 MIDWEST FACILITY MASTERS CONFERENCE

SHOW NAME

BOOTH NUMBER

C/O
VALLEY WAREHOUSE
VALLEY EXPO & DISPLAYS
4950 AMERICAN ROAD
ROCKFORD, IL 61109

Shipment Should Arrive Between:
9/29/2022 thru 10/27/2022

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

2022 MIDWEST FACILITY MASTERS CONFERENCE

SHOW NAME

BOOTH NUMBER

C/O
VALLEY WAREHOUSE
VALLEY EXPO & DISPLAYS
4950 AMERICAN ROAD
ROCKFORD, IL 61109

Shipment Should Arrive Between:
9/29/2022 thru 10/27/2022

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

2022 MIDWEST FACILITY MASTERS CONFERENCE

SHOW NAME

BOOTH NUMBER

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

*Shipment Should Arrive:
10/31/2022; 7:00AM - 11:00AM*

*Shipment Should Arrive:
10/31/2022; 7:00AM - 11:00AM*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

Carrier _____
Number of pieces _____

Carrier _____
Number of pieces _____

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2022 MIDWEST FACILITY MASTERS CONFERENCE

SHOW NAME

BOOTH NUMBER

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

*Shipment Should Arrive:
10/31/2022; 7:00AM - 11:00AM*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____
Number of pieces _____

Carrier _____
Number of pieces _____



Place Orders At
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EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

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 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 Expo & Displays for those shipments. Valley Expo & Displays 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.

Information

- Freight is accepted **9/29/2022** thru **10/27/2022**.
- To ensure timely arrival of your materials at show site, freight should arrive by **10/27/2022**. Freight will still be received after the deadline date; however, delays may occur and additional charges will apply.
- The warehouse receives shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- 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.

Advantages

There are several advantages to shipping in advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site. Exceptions may occur.
- Delivery dates and times are more flexible.

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. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are two 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 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.
- Add Overtime and/or Double Time surcharges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add Overtime and/or Double Time surcharges 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 advance warehouse before or after the deadline dates listed above.

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 that must be moved into or out of booth during above listed times)

	Rate Classifications	Price Per CWT	200lb Minimum
Rates	Crated or Skidded	\$ 209.40	\$ 418.80
	Special Handling	\$ 272.05	\$ 544.10

Small Package

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

First Carton	\$ 124.00
Each Additional Carton	\$ 30.75

Additional Surcharges

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

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

Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
		÷ 100 =	\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$30.75			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Total Estimated \$



Place Orders At
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EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
FAX: 815.873.1544

**DIRECT SHIPMENT
FREIGHT HANDLING
ORDER FORM**

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, 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 Expo & Displays for those shipments. Valley Expo & Displays 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.

Information

- Freight will be accepted: **10/31/2022; 7:00AM - 11:00AM**
- Do not ship to the facility prior to **10/31/2022**. Early shipments to the show site may be refused.
- 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.
- Ship pre-paid; collect shipments will be refused.
- Freight Questionnaire must be submitted with this form.

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. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- 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 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 listed above.

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

Rates	Rate Classifications	Price Per CWT	200lb Minimum
	Crated or Skidded	\$ 222.35	\$ 444.70
	Special Handling	\$ 288.65	\$ 577.30
	Uncrated	\$ 321.20	\$ 642.40

Small Package

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

First Carton	\$ 124.00
Each Additional Carton	\$ 30.75

Additional Surcharges

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

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

Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
	÷ 100 =		\$	\$
Additional Surcharges (% added to price per CWT)				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
Small Package				
First Carton				\$
Additional Carton	_____ # of additional carton x \$30.75.			\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				Total Estimated \$



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FREIGHT SERVICE QUESTIONNAIRE

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

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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FAX: 815.873.1544

OUTBOUND SHIPPING INFORMATION

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

Outbound shipping is not an automatic process. 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. 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 carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley Expo & Displays' official show carrier at exhibitor's expense.

Tear Down

The show closes at **5:30PM** on **10/31/2022**. Please do not tear down prior to the close of the show. Empty crates will be brought to your booth.

Outbound Pick-Up Address & Carrier Check In

- All outbound shipments must be picked up at the show site location.
- 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 serve 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.

Carrier check in Date and Time: 10/31/2022; 6:30PM

Outbound Bill of Lading

- 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 Bill of Ladings 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	\$ 102.15 per pallet + dismantle labor (please see labor order form for dismantle labor rates)
Banding	\$ 1.80 per foot + dismantle labor (please see labor order form for dismantle labor rates)

Labels

Each individual item in your shipment must be clearly labeled. Blank labels are available at the Valley Service Desk.

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.





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OUTBOUND BILL OF LADING INSTRUCTION

BILL OF LADING INSTRUCTIONS

These instructions are designed to clarify information required on a Bill of Lading.

The Show Name Today's Date

Your current booth number. This is where Valley physically looks for your shipment, therefore the correct booth number is critical.

STRAIGHT BILL OF LADING No. «BOL Number»

INSTRUCTIONS: Complete all of the shaded areas and return to the service desk when all materials are ready for shipment.

No. of separate shipments in booth: 1 2 3 4

SHIP FROM:

Shipper's No. _____ Date _____

Shipy Name _____ Booth Number _____

Exhibit Facility _____

Exhibitor Name _____

Address _____

City _____ State _____ Zip _____

Carrier _____

SHIP TO:

Show Name _____ Booth Number _____

Exhibit Facility _____

Exhibitor Name _____

Address _____

City _____ State _____ Zip _____

Special Instructions _____

Circle the total number of bills of lading that will be completed for your booth space. Separate bills must be completed for different destinations and for different methods of shipping. (ie YRC, FedEx, Van Line, etc.)

Your company name, the name of this convention center or exhibit hall, including city and state.

List the name of the carrier you have chosen to ship your freight.

If you have selected a carrier other than our house carrier, you must initial here. This informs Valley what to do with your freight in the event your carrier does not check in by the designated time.

What does your shipment consist of? Fill in the exact quantities of each "kind of package", being very specific and include weights.

The actual address where the shipment should be delivered (destination). This address should match your shipping labels.

In the event a selected carrier fails to show on the final move out day, Valley will force shipment accordingly via house carrier _____ int.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of the Bill of Lading, the property described below, in apparent good order, except as noted (contents and condition of contents of package unknown), marked consigned, and destined as indicated above, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery as said destination, if on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier or all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all of any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or rail-water shipment, or (2) in the motor carrier classification or tariff if this is a motor carrier shipment.

Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

Pieces	Description of Articles	Weight	Class
	Crates (Wooden) Exhibit Materials		
	Cartons (Cardboard)		
	Fiber Cases/trunks		
	Skids/Pallets		
	Carpet (Color _____)		
	Machines		
Total			

Subject to section 7 of Limits of Liability, if the shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement:

The carrier shall make delivery of this shipment without payment of freight and all other lawful charges.

Signature of Consignor _____

FREIGHT CHARGES	
Prepaid/3rd Party	Collect <input checked="" type="checkbox"/>

Check "Collect" if the "Ship To" address and the "Freight Charges guaranteed by" address are the same. If the addresses are different, then you have involved a third party and the "Prepaid/3rd Party" option should be selected.

Name and address of party responsible for the freight charges.

BILL FREIGHT CHARGES TO:

Company Name _____

Attn _____

Address _____

City _____ State _____ Zip _____

Received in apparent good condition, except as noted

Date _____ Time _____

Checkers Signature _____

Driver Signature _____

Driver Print _____

Shipper (Signature) _____ Shipper (Print) _____

VALLEY COPY

Please read the Liability on the reverse side of the bill of lading prior to signing. Once you understand and agree to these conditions, please sign and print your name.

RETURN TO THE VALLEY SERVICE DESK AFTER YOUR MATERIALS ARE PACKED AND READY TO BE SHIPPED. DO NOT RETURN THE BILL OF LADING IN EARLY. A SHIPPING LABEL MUST BE PLACED ON EACH PIECE. LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.





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AUDIO VISUAL ORDER FORM

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

All Audio Visual rental includes; deliver and setup of rental equipment, HDMI cord, TV remote, power strip and pickup of equipment at close of show.

Item Description	Event Rental
<u>LED Displays</u>	
75" LED Monitor	2,141.40
65" LED Monitor	1,606.05
55" LED Monitor	1,189.65
49" LED Monitor	922.05
40" LED Monitor	713.80
32" LED Monitor	505.65
24" LED Monitor	327.20
<u>Display Accessories</u>	
Dual Pole Floor Stand with Shelf	208.25
<u>Multi Media Solutions</u>	
Blu Ray Player	148.75
Media Player	148.75

Please indicate: _____ Table Top Stand _____ Wall Mount _____ Floor Stand

Please call for quote if you are looking for other AV offerings.

Delivery: An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Delivery fee may apply.

Labor, Installation & Dismantle (I&D): Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge please refer to labor install and dismantle order forms located within this kit for labor rates. Valley Expo & Displays does not supply labor to mount hanging brackets to your booth. This must be done prior to setting up any equipment that is to be mounted on your booth.

Equipment: Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

Guarantee: Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to our service desk. Any loss or damage of said equipment will be paid for by the renter. **Cancellation:** Equipment rental cancellation will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee.

Payment: All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.

Please write down description below of item ordering below:

Item Description	QTY

Subtotal	\$
6.75% Sales Tax	\$
Total	\$

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

Exhibiting Company Name: _____

Booth Number(s) _____



Place Orders At
Valley Online Ordering Website - Click [HERE](#)
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FAX: 815.873.1544

EVENT LABOR EXHIBITOR SUPERVISED ORDER FORM

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

DISCOUNT PRICE DEADLINE:

October 10, 2022

Orders with payment in full must be received by *Monday, October 10, 2022* for discounted prices.

All installation and dismantling work will be performed under the direction of exhibitor supervising qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to supervise work performed, please complete the Valley Supervised Labor form.

	Description	Discount	Standard
Rate Information	Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 265.45	\$ 345.10
	Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 398.18	\$ 517.65
	Double time - All day Sunday and holidays	\$ 530.90	\$ 690.20
	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.		
Hours of Operation	When scheduling dismantle, be sure to allow sufficient time for empty containers to be returned to your booth		
	<u>Move In Dates & Times</u> 10/31/2022; 7:00AM - 11:00AM	<u>Move Out Dates & Times</u> 10/31/2022; 5:30PM - 8:00PM	
Requesting Times	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 times are approximate as they are dependent up on completion times of prior job assignments.		
	Requesting Date & Time	Date Labor Requested	Time Labor Requested
	Installation		AM or PM
	Dismantle		AM or PM
	Requested starting times cannot be guaranteed, however, every effort is made to meet all request		
Description of labor requested	MUST provide brief description of labor requested (e.g. lay carpet, install pop-up)		

Estimate of Charges

Computation of Labor Charges	# of Workers	X	# Hours	X	Labor Rate	Total Estimate
Installation					\$	\$
Dismantling					\$	\$

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 Exhibitors exclusive remedy.

Exhibiting Company Name: _____

Booth Number(s) _____



Place Orders At
 Valley Online Ordering Website - Click [HERE](#)
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**EVENT LABOR
 VALLEY SUPERVISED
 ORDER FORM**

2022 Midwest Facility Masters Conference

DISCOUNT PRICE DEADLINE:
October 10, 2022

Kalahari Resort & Convention Center, October 31, 2022

Orders with payment in full must be received by *Monday, October 10, 2022* for discounted prices.

Information & Requirements

- All work is preformed under the supervision of Valley personnel.
- Exhibits can be set up prior to your arrival at exhibitor move in.

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@valleyexopdisplays.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.

Contact Person: _____ Phone: _____

Email: _____

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

Date Shipped: _____ Inbound Carrier: _____

Total # of: Crates _____ Cartons _____ Fiber Cases _____ 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

Special Tools/Hardware/Equipment Required: _____

Ship to: _____

Inbound Shipping & Set Up Information

Outbound Shipping Information

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: _____

Rate 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.

Description	Discount	Standard
Straight Time - 8:00 AM and 4:30 PM on weekdays	\$ 331.75	\$ 431.30
Overtime - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 497.63	\$ 646.95
Double time - All day Sunday and holidays	\$ 663.50	\$ 862.60

Description of labor requested

Exhibiting Company Name: _____

Booth Number(s) _____

Estimate of Charges						
Computation of Labor Charges	# of Workers	X	# Hours	X	Labor Rate	Total Estimate
Installation					\$	\$
Dismantling					\$	\$

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 Exhibitors exclusive remedy.



Place Orders At
 Valley Online Ordering Website - Click [HERE](#)
 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 FAX: 815.873.1544

**BOOTH & EXHIBIT
 PORTER SERVICE
 ORDER FORM**

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

DISCOUNT PRICE DEADLINE:

October 10, 2022

Orders with payment in full must be received by *Monday, October 10, 2022* for discounted prices.

Submit this form if you want to order Valley Expo & Displays cleaning service for your booth in order to maintain booth cleanliness post set-up or throughout the entire event. Prices are based on total square footage of booth regardless of area to be cleaned.

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

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; therefore, we recommend ordering vacuuming at least once prior to show opening.

**Carpet
 Vacuuming**

	Sq. Ft.	X	Discount	Standard =	Total
Once Prior to Show Opening	_____		\$ 0.95	\$ 1.25	_____

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

**Porter
 Service**

	Sq. Ft.	X	Discount	Standard =	Total
Once Prior to Show Opening	_____		\$ 1.00	\$ 1.30	_____

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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 FAX: 815.873.1544

**ELECTRICAL
 SERVICE
 ORDER FORM**

2022 Midwest Facility Masters Conference

Kalahari Resort & Convention Center, October 31, 2022

DISCOUNT PRICE DEADLINE:

October 10, 2022

Orders with payment in full must be received by *Monday, October 10, 2022* for discounted 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. 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.

	Description	Quantity	Discount	Standard	Total
120 Volt	500 Watts	_____	\$ 133.55	\$ 173.65	_____
	501 - 1000 Watts	_____	\$ 148.30	\$ 192.80	_____
	1001 - 1500 Watts	_____	\$ 159.40	\$ 207.25	_____
	1501 - 2000 Watts	_____	\$ 172.50	\$ 224.25	_____
	2001 - Over Watts	_____	Call for Quote	Call for Quote	_____

208 Volt Single Phase AC | Exhibitor must contact the Kalahari Resort & Convention Center to request this service.

Extension Cord	10', 3 Prong, 20 AMP Rated	_____	\$ 43.70	\$ 56.85	_____

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) _____



Valley Expo & Displays
Specialty Furnishings



To view complete brochure and order forms please click on the link below:

Click on Link: [Valley Specialty Furnishings Brochure & Order Forms](#)

(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
___	Analog Phone Line	\$30 / day	_____	_____	___	Water Hook UP (available in certain areas)	\$50 / Flat	_____	_____
___	VGA Projector	\$300 / day	_____	_____	___	32" Monitor	\$75 / day	_____	_____
___	Lexon Ice	\$25	_____	_____	___	60" Monitor <small>(Limited Availability)</small>	\$200 / day	_____	_____
					___	Static IP Address	\$200 Flat	_____	_____
					___	6' x 8' Screen	\$40 / day	_____	_____
					___	High Speed Internet	\$75 / day	_____	_____

TOTAL: _____
 21% surcharge (if applicable): _____
 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. Orders received less than 10 (ten) days prior to show will be charged a 21% surcharge for the total order.
3. Orders received without payment will be charged a 21% surcharge for the total order.
4. Canceled orders, prior to show, will receive a 50% refund.
5. Kalahari Resort is not responsible for any power surges or other power fluctuations.
6. The use of triple or quad attachment plugs is strictly prohibited.
7. Fuel powered equipment or vehicles, open flames, and exhibits over 2000 pounds must receive prior approval in writing from the resort.
8. Any damage to the resort will be the sole responsibility of the exhibitor.
9. Exhibit space is carpeted. Exhibitor is responsible for repair / replacement charges to damaged carpet.
10. Specific plug adapters to match Kalahari's available plugs are exhibitors responsibility.

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

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