

Dear 2020 Wisconsin Credit Union League Annual Convention Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **2020 Wisconsin Credit Union League Annual Convention**, being held at **Fox Cities Exhibition Center, May 7-8, 2020**. 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:**

- 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.

**Valley  
Online  
Ordering**

- Order early and take advantage of the discount pricing to receive discounted rates.
- Ship early to avoid delays. Shipments arriving late at 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.

**Helpful  
Hints**

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](mailto:events@valleyexpodisplays.com)) by **Friday, May 1, 2020**. 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.

**Ordering  
Information**

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; press 1 or email: [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) with any questions you may have.



**VALLEY**

Register Here for Online Ordering...

<http://valleyexpodisplays.com/page/register>EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)

FAX: 815.873.1544

**GENERAL  
SHOW  
INFORMATION****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

DISCOUNT PRICE DEADLINE:

April 16, 2020

**Valley  
Customer  
Service**

- 815.873.1500 Fax 815.873.1544 email: [events@valleyexpodisplays.com](mailto: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**

- Mary Bliss & Katie Liedtke
- [mbliss@theleague.coop](mailto:mbliss@theleague.coop), [kliedtke@theleague.coop](mailto:kliedtke@theleague.coop)
- Mary - 608.640.4040; Katie - 608.640.4071

**Booth  
Package**

A standard 8' x 10' booth will include:

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

Your exhibit area is carpeted with facility carpeting.

**Exhibitor  
Schedule**

<b>Exhibitor Move-In:</b>	Thursday	May 7, 2020	10:30am-3:00pm
<b>Show Hours:</b>	Thursday	May 7, 2020	3:45pm-6:45pm
	Friday	May 8, 2020	7:30am-9:00am
	Friday	May 8, 2020	11:30am-1:00pm
<b>Exhibitor Move Out:</b>	Friday	May 8, 2020	1:15pm-3:00pm

- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by: **2:00pm** on **5/8/2020**.

**Shipping  
Addresses****Advance to Warehouse**

Receiving Dates:

**4/20/2020** thru **5/4/2020**

Receiving Hours:

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

TO: Exhibiting Company Name and Booth #

FOR: 2020 Wisconsin Credit Union League  
Annual Convention

C/O Valley Expo &amp; Displays

YRC Freight

2230 Holland Road

**Direct to Show Site**

Receiving Dates and Times:

**5/7/2020; 10:30am-3:00pm**

TO: Exhibiting Company Name and Booth #

FOR: 2020 Wisconsin Credit Union League  
Annual Convention

C/O Valley Expo &amp; Displays

Fox Cities Exhibition Center

355 W. Lawrence Street

Appleton WI 54913



**VALLEY**

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**GENERAL  
SHOW  
INFORMATION****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

DISCOUNT PRICE DEADLINE:

April 16, 2020

**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      Thursday, April 16, 2020**

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

**Advance Shipments receiving dates :**                      **4/20/2020 thru 5/4/2020****Advance Shipments receiving times :**                      **Mon - Fri 7:30AM-2:30PM****Show Site Shipments receiving dates & times:**    **5/7/2020; 10:30am-3:00pm****Payment  
Policies**

- Payment information 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 for 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.





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 EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)  
 FAX: 815.873.1544

**RECAP OF COST & PAYMENT**

DISCOUNT PRICE DEADLINE:  
 April 16, 2020

**2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

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**

- Booth Furniture Order Form
- Accessories Order Form
- Booth Carpet Order Form
- Advance Freight Handling Order Form
- Direct Freight Handling Order Form
- Portable/Modular Display Rental Order Form
- Exhibitor Supervised Event Labor Order Form
- Valley Supervised Event Labor Order Form
- Forklift Service Order Form
- Booth & Exhibit Porter Service Order Form
- Sign & Banner Order Form
- Electrical Service Order Form

**Total Now Due**

\$ \_\_\_\_\_  
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**Order Summary**

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 \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CVCS \_\_\_\_\_  
 Card Number \_\_\_\_\_

X \_\_\_\_\_ Cardholder Signature \_\_\_\_\_ Cardholder's Name (please print) \_\_\_\_\_



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 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**THIRD  
PARTY  
BILLING****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

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****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

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**

**VALLEY**

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<http://valleyexpodisplays.com/page/register>EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)

FAX: 815.873.1544

**TABLES & CHAIRS  
ORDER FORM****2020 Wisconsin Credit Union League Annual Convention**

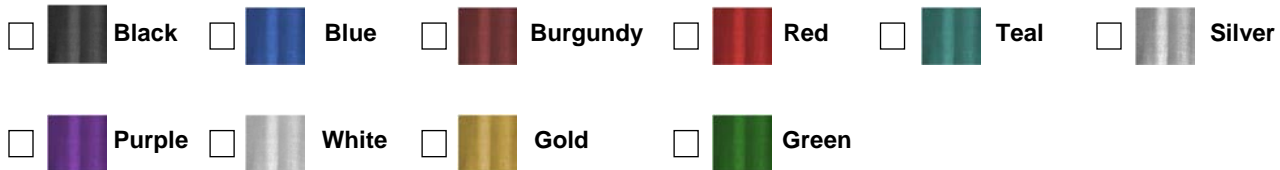
Fox Cities Exhibition Center, May 7-8, 2020

DISCOUNT PRICE DEADLINE:

April 16, 2020

Orders must be placed by **Thursday, April 16, 2020** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

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
<b>Skirted Tables</b>	4' L x 30" H	_____	\$ 135.35	\$ 176.00	_____
	6' L x 30" H	_____	\$ 160.55	\$ 208.75	_____
	8' L x 30" H	_____	\$ 180.40	\$ 234.55	_____
	4' L x 42" H	_____	\$ 141.90	\$ 184.50	_____
	6' L x 42" H	_____	\$ 175.85	\$ 228.65	_____
	8' L x 42" H	_____	\$ 205.70	\$ 267.45	_____
<b>4th Side Skirting &amp; Drape</b>	30" x 13' Skirting Only (4th Side)	_____	\$ 65.80	\$ 85.55	_____
	42" x 13' Skirting Only (4th Side)	_____	\$ 75.95	\$ 98.75	_____
	3' Drape (Side) per LnFt	_____	\$ 9.90	\$ 12.90	_____
	8' Drape (Back) per LnFt	_____	\$ 13.90	\$ 18.10	_____
<b>Plain Tables</b>	4' L x 30" H	_____	\$ 60.85	\$ 79.75	_____
	6' L x 30" H	_____	\$ 89.40	\$ 116.25	_____
	8' L x 30" H	_____	\$ 106.80	\$ 138.85	_____
	4' L x 42" H	_____	\$ 82.20	\$ 106.90	_____
	6' L x 42" H	_____	\$ 110.35	\$ 143.50	_____
	8' L x 42" H	_____	\$ 127.10	\$ 165.25	_____
	White Vinyl, 8' Long (tabletop covering)	_____	\$ 12.40	\$ 16.15	_____
<b>Cocktail Tables</b>	30" Round, 30" High	_____	\$ 102.60	\$ 133.40	_____
	30" Round, 42" High	_____	\$ 114.65	\$ 149.05	_____
<b>Chairs</b>	Folding Chair	_____	\$ 26.80	\$ 34.85	_____
	Side Chair	_____	\$ 55.20	\$ 71.80	_____
	Padded Chair	_____	\$ 68.60	\$ 89.20	_____
	Bar Stool with Back	_____	\$ 85.40	\$ 111.05	_____

**Subtotal** \$**5.5% Sales Tax** \$**Total** \$

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

**Register Here for Online Ordering...[www.valleyexpodisplays.com](http://www.valleyexpodisplays.com)**

All pre show orders must be placed by ordering deadline date of .  
Orders after deadline date must be placed, at the show site during exhibitor move in. Must include Recap of Cost and Payment Form along with order form.

Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_

**VALLEY**

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**ACCESSORIES  
ORDER FORM****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

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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	_____	\$ 35.20	\$ 45.80	_____
	Garment Rack	_____	\$ 39.80	\$ 51.75	_____
	Bag Stand	_____	\$ 96.95	\$ 126.05	_____
	Literature Stand	_____	\$ 119.95	\$ 155.95	_____
	Wastebasket	_____	\$ 17.75	\$ 23.10	_____
	8' Upright with Base	_____	\$ 16.70	\$ 21.75	_____
	Crossbar	_____	\$ 11.15	\$ 14.50	_____
	Table Riser 1'x1'x4" White Skirted	_____	\$ 75.25	\$ 97.85	_____
	Posterboard 4' x 8' Horizontal / Vertical (Circle one)	_____	\$ 177.30	\$ 230.50	_____

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	_____	\$ 61.15	\$ 79.50	_____
	"T" Base, per set	_____	\$ 28.75	\$ 37.40	_____
	24" Shelf Bracket	_____	\$ 15.75	\$ 20.50	_____
	48" Shelf Bracket	_____	\$ 22.30	\$ 29.00	_____
	6 Ball Waterfall	_____	\$ 10.55	\$ 13.75	_____
	Hang Rail	_____	\$ 11.85	\$ 15.45	_____
	Picture Hanger	_____	\$ 2.85	\$ 3.75	_____
	Hat Display	_____	\$ 6.65	\$ 8.65	_____
	Peg Hook 4", 6", 12" (circle one)	_____	\$ 2.85	\$ 3.75	_____

Subtotal	\$	_____
5.5% Sales Tax	\$	_____
<b>Total</b>	<b>\$</b>	<b>_____</b>



Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_





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 FAX: 815.873.1544

# BOOTH CARPET ORDER FORM

## 2020 Wisconsin Credit Union League Annual Convention

Fox Cities Exhibition Center, May 7-8, 2020

DISCOUNT PRICE DEADLINE:

April 16, 2020

Orders must be placed by **Thursday, April 16, 2020** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

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 than 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](mailto: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.

Standard Booth Carpet	Description	Quantity	Advance	Floor	Total
	9' x 10'	_____	\$ 195.30	\$ 253.90	_____
	9' x 20'	_____	\$ 381.50	\$ 495.95	_____
	9' x 30'	_____	\$ 586.35	\$ 762.30	_____

### 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	Advance	Floor	Total
	_____ x _____	_____	\$ 4.70 sq ft	\$ 6.15 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	Advance	Floor	Total
	_____ x _____	_____	\$ 6.15 sq ft	\$ 8.00 sq ft	_____

Padding Visqueen Taping	Description	Square Foot	Advance	Floor	Total
	Padding	_____	\$ 2.00 per sq ft	\$ 2.60 per sq ft	_____
	Visqueen (plastic covering)	_____	\$ 1.00 per sq ft	\$ 1.30 per sq ft	_____
	Additional taping	_____	\$ 2.00 per sq ft	\$ 2.60 per sq ft	_____

Subtotal	\$ _____
5.5% Sales Tax	\$ _____
<b>Total</b>	<b>\$ _____</b>



Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_

**VALLEY**

Register Here for Online Ordering...

<http://valleyexpodisplays.com/page/register>EMAIL: [EVENTS@VALLEYEXPDISPLAYS.COM](mailto:EVENTS@VALLEYEXPDISPLAYS.COM)

FAX: 815.873.1544

**SHIPPING  
ADDRESSES &  
RECEIVING DATES****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

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. This weight will prevail.

**SHIPPING ADDRESS AND RECEIVING DATES****Advanced  
Warehouse  
Shipping  
Address**

EXHIBITING COMPANY NAME  
BOOTH NUMBER  
**2020 WISCONSIN CREDIT UNION  
LEAGUE ANNUAL CONVENTION**  
YRC FREIGHT  
C/O VALLEY EXPO & DISPLAYS  
2230 HOLLAND ROAD  
APPLETON WI 54911

- 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: **4/20/2020**Last day freight will be accepted: **5/4/2020****Direct to  
Show Site  
Shipping  
Address**

EXHIBITING COMPANY NAME  
BOOTH NUMBER  
**2020 WISCONSIN CREDIT UNION  
LEAGUE ANNUAL CONVENTION**  
FOX CITIES EXHIBITION CENTER  
C/O VALLEY EXPO & DISPLAYS  
355 W. LAWRENCE STREET  
APPLETON WI 54913

- 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 5/7/2020 to the show site.****The facility has no means of storage, and will refuse your shipment.**Days freight will be accepted at show site: **5/7/2020; \*10:30am-3:00pm*****\*Drivers must check in by an hour before end time.***

**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

2020 WISCONSIN CREDIT UNION LEAGUE ANNUAL CONVENTION

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
YRC FREIGHT  
2230 HOLLAND ROAD  
APPLETON WI 54911

**Shipment Should Arrive Between:  
April 20, 2020 thru May 4, 2020**

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

2020 WISCONSIN CREDIT UNION LEAGUE ANNUAL CONVENTION

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
YRC FREIGHT  
2230 HOLLAND ROAD  
APPLETON WI 54911

**Shipment Should Arrive Between:  
April 20, 2020 thru May 4, 2020**

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

2020 WISCONSIN CREDIT UNION LEAGUE ANNUAL CONVENTION

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
FOX CITIES EXHIBITION CENTER  
355 W. LAWRENCE STREET  
APPLETON WI 54913

*Shipment Should Arrive:  
May 7, 2020; 10:30am-3:00pm*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

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

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

2020 WISCONSIN CREDIT UNION LEAGUE ANNUAL CONVENTION

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
FOX CITIES EXHIBITION CENTER  
355 W. LAWRENCE STREET  
APPLETON WI 54913

*Shipment Should Arrive:  
May 7, 2020; 10:30am-3:00pm*

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

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



# Exhibit Services

Reliable trade show shipping services





### The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

## Delivering confidence at the show

- 100% inbound service guarantee\* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

## Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

## Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on [my.yrcfreight.com](http://my.yrcfreight.com)

\* Subject to applicable Tariffs and Rules and Conditions publications.

**Confidence Delivered:**

[yrcfreight.com](http://yrcfreight.com) | 800.531.EXPO (3976) |  Live Chat





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 FAX: 815.873.1544

## ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

### 2020 Wisconsin Credit Union League Annual Convention

Fox Cities Exhibition Center, May 7-8, 2020

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 **4/20/2020** thru **5/4/2020**.
- To ensure timely arrival of your materials at show site, freight should arrive by **5/4/2020**. 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
<b>Rates</b>	Crated or Skidded	\$ 96.40	\$ 192.80
	Special Handling	\$ 125.15	\$ 250.30

#### 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	\$ 65.85
Each Additional Carton	\$ 15.95

#### 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

#### Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
		÷ 100 =	\$	\$
<b>Additional Surcharges (% added to price per CWT)</b>				
Inbound		Out Bound		N/A
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
<b>Small Package</b>				
First Carton				\$
Additional Carton		_____ # of additional carton x \$15.95		\$
			<b>Total Estimated</b>	\$

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.



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 FAX: 815.873.1544

**DIRECT SHIPMENT  
 FREIGHT HANDLING  
 ORDER FORM**

## 2020 Wisconsin Credit Union League Annual Convention

Fox Cities Exhibition Center, May 7-8, 2020

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: **5/7/2020; 10:30am-3:00pm**
- Do not ship to the facility prior to **5/7/2020**. 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)

	Rate Classifications	Price Per CWT	200lb Minimum
<b>Rates</b>	Crated or Skidded	\$ 91.40	\$ 182.80
	Special Handling	\$ 118.70	\$ 237.40
	Uncrated	\$ 141.90	\$ 283.80

### 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	\$ 65.85
Each Additional Carton	\$ 15.95

### 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

### Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
	÷ 100 =		\$	\$
<b>Additional Surcharges (% added to price per CWT)</b>				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
<b>Small Package</b>				
First Carton				\$
Additional Carton	_____ # of additional carton x \$15.95			\$
<b>Total Estimated</b>				\$

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.





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FREIGHT SERVICE QUESTIONNAIRE

2020 Wisconsin Credit Union League Annual Convention

Fox Cities Exhibition Center, May 7-8, 2020

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):

Blank lines for listing carrier names

4. If using a Customs Broker, please print name:

Blank line for customs broker name

Phone

5. Print the name of person in charge of your move-in:

Blank line for person name

Phone

6. What is the minimum number of days required to set your displays?

Blank line for days

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.?

Blank lines for special handling equipment

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?

Blank lines for date and time

Exhibiting Company Name:

Booth Number(s)



**VALLEY**

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FAX: 815.873.1544

**OUTBOUND  
SHIPPING  
INFORMATION****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

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 **1:15pm on 5/8/2020**. Please do not tear down prior to the close of the show. Empty crates will be brought to your booth after Aisle carpet is removed.

**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 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: 5/8/2020; 2:00pm****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                      \$ 80.35 per pallet + dismantle labor (please see labor order form for dismantle labor rates)  
Banding                              \$ 1.35 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.





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 FAX: 815.873.1544

**OUTBOUND  
 BILL OF LADING  
 INSTRUCTION**

**BILL OF LADING INSTRUCTIONS**

These instructions are designed to clarify information required on a Bill of Lading.  
**COMPLETE ALL THE BLUE SHADED AREAS - PRESS HARD**

**The Show Name**      **Today's Date**

The booth number you are exhibiting under. This is where Valley physically looks for your shipment, therefore, the correct booth number is critical.

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.)

The company name you are exhibiting under. 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" be very specific include weights.

Name and address of the party responsible for the freight charges.

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

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

By receiving this bill of lading Valley Expo & Displays assumes no responsibility for shipments left in booth by exhibitor. All materials are subject to final check and correction at time of shipment from booth. Valley reserves the right to refuse to accept any materials that are not properly packed, marked, and sealed, and are subject to inspection for transportation according to the applicable regulations of the Department of Transportation.

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 assignee.

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 assignee.

Received in perfect good condition, except as noted

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Checker Signature: \_\_\_\_\_

Driver (Signature): \_\_\_\_\_

Driver (Print): \_\_\_\_\_

Place Pro label Here

Shipper (Signature) \_\_\_\_\_ Shipper (Print) \_\_\_\_\_

This Bill of Lading is to be signed by the shipper and agent of carrier.

**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 TURN THE BILL OF LADING IN EARLY.**

**A SHIPPING LABEL MUST BE PLACED ON EACH PIECE.**

**LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.**

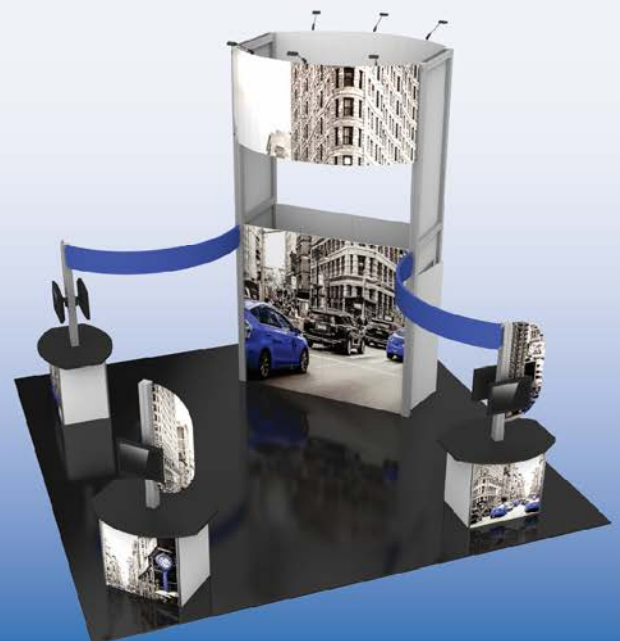




## RENTAL EXHIBITS

# RENTAL EXHIBITS THAT INSPIRE

Time, cost savings and flexibility are key benefits to renting a tradeshow exhibit. Renting an exhibit is a cost-effective alternative and provides the opportunity to “try before you buy” so you can evaluate what works best for your event and exhibiting needs. Renting saves precious marketing dollars and allows you the flexibility to change your display for each audience and for each show. One of the greatest benefits of renting a tradeshow booth is the time you will save!



**VALLEY**

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FAX: 815.873.1544

**MISCELLANEOUS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Counter Kit 129 Fan Counter**

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top with locking storage.
- Overall dimensions approximately: 64.75"wide x 33.407"deep x 40" high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

**Counter Kit 135 Rectangle Counter**

- Freestanding counter constructed of aluminum extrusion gray base panels and black laminate top and locking storage.
- Dimensions: 48"wide x 24" deep x 40"high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

**Counter Kit 137 Rectangle Counter with Display Case Top**

- Freestanding counter constructed of aluminum extrusion gray base panels and a clear plex top section and locking storage.
- Dimensions: 38.25"wide x 18.875"deep x 40"high.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.



**VALLEY**

Register Here for Online Ordering...

<http://valleyexpodisplays.com/page/register>EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)

FAX: 815.873.1544

**MISCELLANEOUS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Counter Kit 138 Full View Display Case**

- Freestanding case has plex top, front, sides with two interior plexi shelves, lights and locks.
- Dimensions approximately: 72"wide x 24"deep x 40"high.
- Rentals include: material handling, installation and dismantle of exhibit only.

**Hybrid Pro Modular Counter 01**

Featuring accessible storage with locking doorstop laminated accent panel cover.

- Dimensions approximately: 39.38"W x 39.38"H x 17.75"D  
301 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

**Hybrid Pro Modular Counter 02**

Featuring accessible storage with locking doors, white laminate siding and center backlit cabinet.

- Dimensions approximately: 70.88"W x 39.38"H x 23.63"D  
489 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.



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**MISCELLANEOUS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Hybrid Pro Modular Counter 09**

Featuring accessible storage with locking doors, white laminate exterior with center backlit vinyl graphic.

- Dimensions approximately: 46"W x 37.5"H x 23"D 370 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.

**Hybrid Pro Modular Counter 10**

Featuring accessible storage with locking doors, white laminate exterior with center backlit vinyl graphic.

- Dimensions approximately: 64"W x 37.5"H x 30"D 486 lbs.
- Rentals include: graphic, material handling, installation and dismantle of exhibit only.



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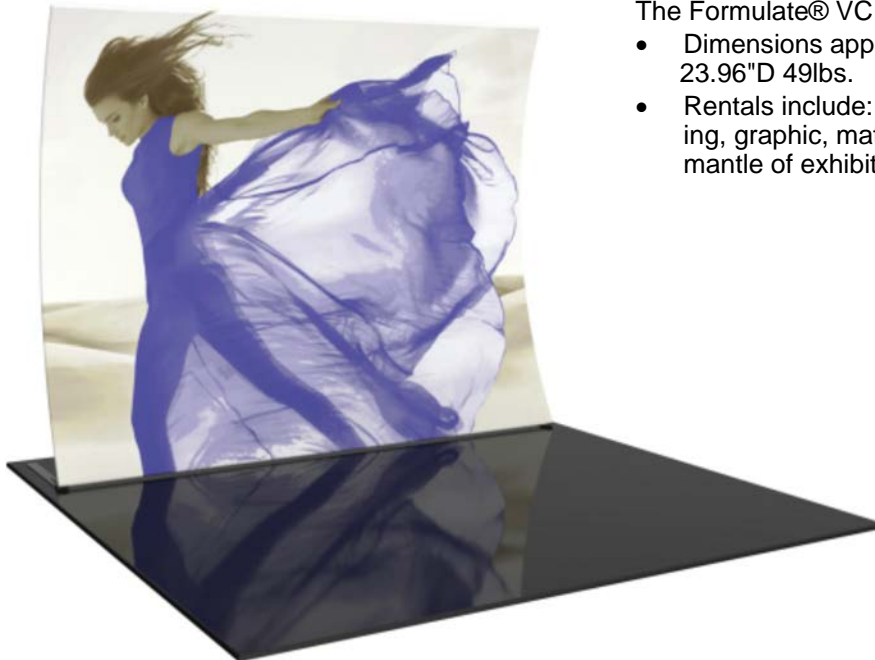
**10FT DISPLAYS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Inline Kit 1102 (DK 102) Floor Standing Hardwall Display**

Aluminum extrusion frame with cool gray sintra infill panels.

- Dimensions approximately: 10ft wide x 8ft high.
- Standard carpet color selection.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

**Formulate Master 10ft VC1 Vertical Curve Fabric Backwall Kit 1105**

The Formulate® VC1 Vertical Curve 10ft Fabric Display.

- Dimensions approximately: 114.07"W x 92.08"H x 23.96"D 49lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.





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**10FT DISPLAYS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Vector Frame Master 10Ft Modular Backwall Kit 1115**

Kit 15 features push-fit fabric graphics, an easy-to-assemble extrusion frame with curved corners and rigid graphic wing accents. The center panel is ILLUMINATED!

- Dimensions approximately: 112"W x 95"H x 19.75"D 111 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

*NOT Included: electrical service and electrical labor to install lights.*

**Hybrid Pro 10ft Modular Backwall Kit 1103**

Hybrid Pro™ Modular Kit 1103 features high quality, push-fit graphics created with top-of-the-line technology, coupled with sturdy aluminum frames that are built to last. This display kit features a monitor mount and locking storage counter that can be further customized with graphics, as well as a fabric canopy and an illuminated panel to capture the attention of your audience.

- Dimensions approximately: 111.63"W x 94.75"H x 30.38"D 396 lbs.
- Rentals include: standard carpeting, visqueen, padding, foreground counter, background counter, graphics, material handling, installation and dismantle of exhibit only.

*NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.*



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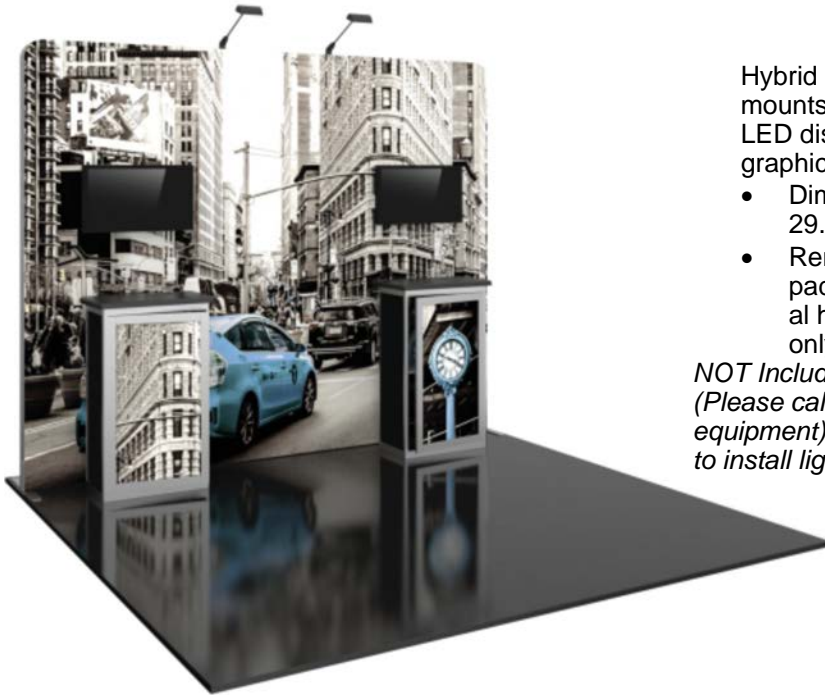
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**10FT DISPLAYS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Hybrid Pro 10ft Modular Backwall Kit 1106**

Hybrid Pro™ Modular Kit 06 features two monitor mounts, backwall counters with lockable storage, and LED display lighting to illuminate custom, push-fit SEG graphics.

- Dimensions approximately: 118.63"W x 94.75"H x 29.5"D 282 lbs.
- Rentals include: standard carpeting, visqueen, padding, 2 background counters, graphics, material handling, installation and dismantle of exhibit only.

*NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.*



**VALLEY**

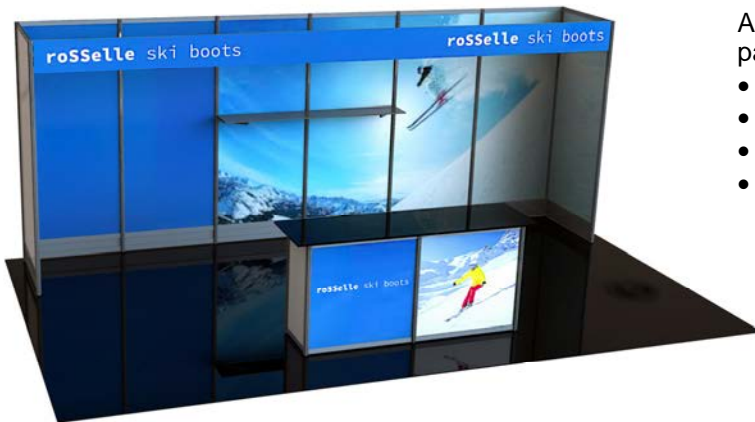
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**20FT DISPLAYS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Inline Kit 2367 (DK367) 20ft Hardwall Display**

Aluminum extrusion frame with cool gray sintra infill panels.

- 2 meter back wall counter with sliding doors.
- (2) 2 meter shelves.
- Dimensions approximately: 20'W x 8'H.
- Rentals include: standard carpeting, visqueen, padding, counter, graphic, material handling, installation and dismantle of exhibit only.

**Formuate Master 20ft WH1 Horizontal Curve Fabric Backwall Kit 2390**

Formulate 20 WV1 combines a stretch zipper pillowcase fabric graphic with a simple aluminum tube frame to provide unique design.

- Dimensions approximately: 231.99"W x 92.11"H x 23.87"D 150 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.



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**20FT DISPLAYS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Formulate Master 20ft WS1 Straight Frame Fabric Backwall Kit 2395**

The Formulate® 20ft Master Straight backwall incorporates a sleek, straight aluminum frame with a zipper pillowcase fabric graphic to create a sharp, bold backwall.

- Dimensions approximately: 235"W x 92.49"H x 17.72"D 117 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, material handling, installation and dismantle of exhibit only.

**Hybrid Pro 20ft Modular Backwall Kit 2311**

Hybrid Pro™ Modular Kit 11 combines sturdy aluminum frames, custom SEG graphics and monitor mounts with backwall counters with locking storage.

- Dimensions approximately: 222.75"W x 94.75"H x 19.63"D 835lbs.
- Rentals include: standard carpeting, visqueen, padding, 2 foreground counters, 2 background counters, graphics, material handling, installation and dismantle of exhibit only.

*NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.*



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**20FT DISPLAYS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Hybrid Pro 20ft Modular Backwall Kit 2314**

Hybrid Pro™ Modular Kit 14 features monitor mounts and backwall counters with locking storage.

- Dimensions approximately: 225.13"W x 94.75"H x 41.69"D 464 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 background counters, foreground counter, graphics, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

**Hybrid Pro 20ft Modular Backwall Kit 2316**

Hybrid Pro™ Modular Kit 16 features a heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. Monitor mounts and backwall counters add functionality and locking storage, while dual slot wall features provide ample room for displaying products. LED display lighting accent the slot walls and illuminate the display.

- Dimensions approximately: 232.38"W x 94.5"H x 37.5"D 658 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 background counters, foreground counter graphic, material handling, installation and dismantle of exhibit only.

NOT Included: Electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.



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**20 x 20 ISLAND  
DISPLAYS****2020 Wisconsin Credit Union League Annual Convention**

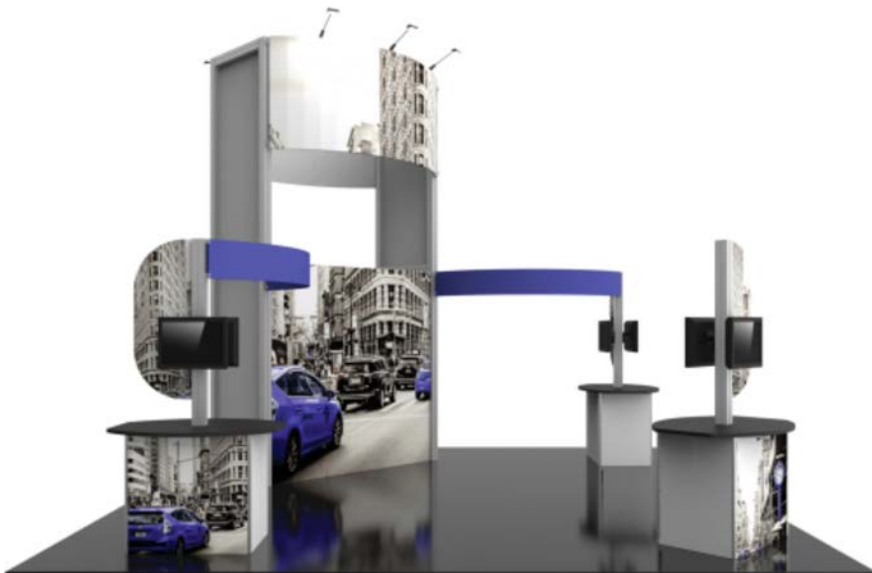
Fox Cities Exhibition Center, May 7-8, 2020

**Island Kit 4087 20ft x 20ft Island Display (Innovative Control Solutions)**

Brushed aluminum extrusion creating a center tower and two side panels with gray infill panels. Includes six stem lights, counter kit 129.

- Dimensions approximately: 20ft x 20ft x 12ft or 16ft high.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.

NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

**Hybrid Pro 20 x 20 Modular Island Kit 4017**

Hybrid Pro™ Modular Kit 17 features a heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. A 15' 9" central tower, and two curved side arms. A trio of kiosks combining dual monitor mounts, rigid display panels and counters with locking storage. LED display lighting atop the central tower illuminates.

- Dimensions approximately: 240"W x 189"H x 240"D 1353 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 counters, stem lights, graphic, and material handling.

NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.



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**20 x 20 ISLAND  
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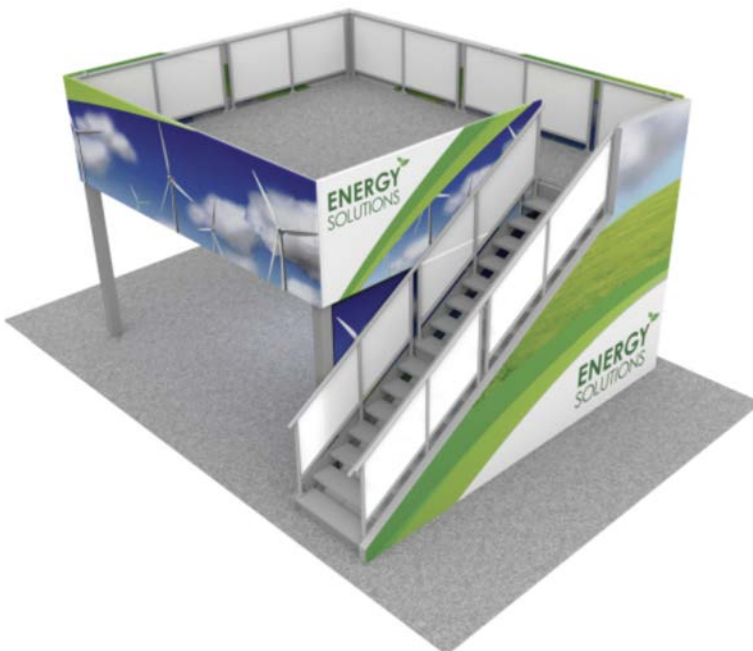
Fox Cities Exhibition Center, May 7-8, 2020

**Hybrid Pro 20x20 Modular Island Kit 4018**

Hybrid Pro™ Modular Kit 18 ifeatures a square-shaped, heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. The structure, standing 11' 10" tall and topped with LED display lights. A counter with locking storage and literature.

- Dimensions approximately: 153.5"W x 141.75"H x 153.5"D 1083 lbs.
- Rentals include: standard carpeting, visqueen, padding, 3 counters, graphics, and material handling.

NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.

**Double Deck System**

Hybrid Pro™ Modular Kit 18 features a square-shaped, heavy-duty aluminum extrusion frame coupled with seamless push-fit SEG fabric graphics. The structure, standing 11' 10" tall and topped with LED display lights. A counter with locking storage and literature racks provide functionality and room to display literature and sales pieces.

- Dimensions approximately: 153.5"W x 141.75"H x 153.5"D 1083 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.

NOT Included: Labor to install & dismantle exhibit, electronic/audio visual equipment (Please call Valley for available audio visual equipment), electrical service and electrical labor to install lights.



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**20 x 20 ISLAND  
DISPLAYS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Tree House Room**

The Formulate™ Tree House is 15 ft in diameter, 8ft tall and features two 7 ft tall doorways, encouraging traffic flow through the structure.

- Dimensions approximately: 180"W x 96"H 230 lbs.
- Rentals include: standard carpeting, visqueen, padding, graphic, and material handling.

NOT Included: Labor to install & dismantle exhibit.







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**PORTABLE MODULAR  
 DISPLAY ORDER FORM**

**2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

Orders must be submitted by **Thursday, April 16, 2020.**

All orders subject to availability of equipment. All display rentals include graphic. All 10Ft, 20Ft and 20 x 20 Displays include standard carpeting, visqueen, padding, and material handling.

Electrical service and labor to install lights are not included. Graphic taxes and outbound shipping of your purchased graphic from the event are not included. 20' x 20 Displays do not included labor to install or dismantle, please refer to the labor order form in this kit for cost and to order.

	Kit#	Description	Rental Price
Counters	129	Fan Counter	\$ 1,524.20
	135	Rectangle Counter	\$ 965.25
	137	Rectangle Counter w/Display	\$ 1,062.40
	138	Full View Display Counter	\$ 1,047.80
	001	Hybrid Pro Modular Counter 01	\$ 2,242.10
	002	Hybrid Pro Modular Counter 02	\$ 3,044.85
	009	Hybrid Pro Modular Counter 09	\$ 2,588.60
	010	Hybrid Pro Modular Counter 10	\$ 3,622.30
10FT Displays	1102	Inline Floor Standing Hardwall	\$ 2,533.15
	1105	Formulate Master 10ft VC1 Vertical Curve Fabric Backwall	\$ 1,268.15
	1115	Vector Frame Master 10Ft Modular Backwall Kit 15	\$ 3,766.80
	1103	Hybrid Pro 10ft Modular Backwall Kit 03	\$ 10,233.90
	1106*	Hybrid Pro 10ft Modular Backwall Kit 06	\$ 5,817.30
20FT Displays	2367	Inline 20 Ft Hardwall w/Counter	\$ 6,158.40
	2390	Formuate Master 20ft WV1 Vertical Curve Fabric Backwall	\$ 3,085.55
	2395	Formuate Master 20ft WV1 Vertical Straight Fabric Backwall	\$ 2,798.75
	2311	Hybrid Pro 20ft Modular Backwall Kit 11	\$ 19,689.65
	2314*	Hybrid Pro 20ft Modular Backwall Kit 14	\$ 13,726.70
	2316*	Hybrid Pro 20ft Modular Backwall Kit 16	\$ 15,501.20
20' x 20' Displays	4087*	Island 20 x 20 Ft Display	\$ 15,478.70
	4017*	Hybrid Pro 20s20 Modular Island Kit 17	\$ 18,446.00
	4018*	Hybrid Pro 20x20 Modular Island Kit 18	\$ 17,242.70
	DDS	Double Deck System	\$ 57,633.70
	THR	Tree House Room	\$ 16,332.40

**Color Selection for Standard Carpeting (10Ft, 20Ft, and 20' x20' Displays ONLY)**

- Blue
  Green
  Black
  Burgundy
  Red
  Gray

Kit #	Qty	Price
		\$

\*Kit that include lighting

<b>Subtotal</b>	\$
<b>5.5% Sales Tax</b>	\$
<b>Total</b>	\$



Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_



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**AUDIO VISUAL  
ORDER FORM**

**2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

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

**Item Description**

**Event Rental**

**LED Displays**

75" Led Display	\$1,800.00
65" Led Display	\$1,350.00
55" Led Display	\$1,000.00
49" Led Display	\$ 775.00
40" Led Display	\$ 600.00
32" Led Display	\$ 425.00
24" Led Display	\$ 275.00

**Display Accessories**

Dual Pole Floor Stand with Shelf	\$ 175.00
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**Multi Media Solutions**

Blu Ray Player	\$ 125.00
Media Player	\$ 125.00

**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

<b>Subtotal</b>	\$
<b>5.5% Sales Tax</b>	\$
<b>Total</b>	\$



Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_



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**EVENT LABOR EXHIBITOR SUPERVISED ORDER FORM**

DISCOUNT PRICE DEADLINE:  
 April 16, 2020

**2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

Orders must be placed by **Thursday, April 16, 2020** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

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.

**Rate Information**

Description	Discount	Standard
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 110.90	\$ 144.20
<b>Overtime</b> - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 166.35	\$ 216.30
<b>Double time</b> - All day Sunday and holidays	\$ 221.80	\$ 288.40

**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 &amp; Times</u>	<u>Move Out Dates &amp; Times</u>
5/7/2020; 10:30am-3:00pm	5/8/2020; 1:15pm-3:00pm

**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) \_\_\_\_\_



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**EVENT LABOR  
 VALLEY SUPERVISED  
 ORDER FORM**

DISCOUNT PRICE DEADLINE:  
 April 16, 2020

**2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

**Information & Requirements**

- All work is performed under the supervision of Valley personal
- 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@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) for instructions on how to attach a file online. 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.

**Inbound Shipping & Set Up Information**

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@valleyexpodisplays.com](mailto:events@valleyexpodisplays.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: \_\_\_\_\_  
 \_\_\_\_\_

**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: \_\_\_\_\_  
 \_\_\_\_\_

**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
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 138.65	\$ 180.25
<b>Overtime</b> - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 207.98	\$ 270.38
<b>Double time</b> - All day Sunday and holidays	\$ 277.30	\$ 360.50

**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.



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 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM  
 FAX: 815.873.1544

# FORKLIFT SERVICE ORDER FORM

## 2020 Wisconsin Credit Union League Annual Convention

Fox Cities Exhibition Center, May 7-8, 2020

DISCOUNT PRICE DEADLINE:

April 16, 2020

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- In-Booth Forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more within your booth.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift up to 5,000lbs with an operator. Please call for quote if forklift over 5,000lbs is required.

**Forklift time required to move freight to and from the dock to your booth is included in the freight handling charges, refer to Advance or Direct order forms for further information.**

All exhibitors requesting a forklift must go to the Valley Service Desk to confirm forklift requests. All forklift crew and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. Valley reserves the right to dispatch all forklift calls based upon availability of forklift crews and in the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to the Valley Service Desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the event. Forklift orders cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the forklift is not used at the time confirmed, there will be a one (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for forklift crew is one (1) hour per worker and forklift. Forklift rental thereafter is charged in half (1/2) hour increments. All rates are subject to change if necessitated by increased labor and material costs.

**Important Information & Rates**

Description	Discount Rate (per hour)	Standard Rate (per hour)
<b>Straight Time</b> - 8:00 AM and 4:30 PM on weekdays	\$ 290.35	\$ 377.50
<b>Overtime</b> - Before 8:00 AM and after 4:30 PM on weekdays and all day Saturday	\$ 435.53	\$ 566.25
<b>Double time</b> - All day Sunday and holidays	\$ 580.70	\$ 755.00

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](#)

5/7/2020; 10:30am-3:00pm

[Move Out Dates & Times](#)

5/8/2020; 1:15pm-3:00pm

**Required Information**

Does the weight exceed 5,000lbs  No  Yes, \_\_\_\_\_ total weight

Is there any special handling equipment required to lift materials, i.e. extended forklift blades, special slings, etc.?  No  Yes  
 please describe needs: \_\_\_\_\_

INSTALLATION						
Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total

Please Indicate Service to be provided:  
 Uncrating  Leveling  Unskidding  Positioning  Exhibit Construction (describe work below)  Other

Other: Please describe work

Total

DISMANTLE						
Schedule Date(s)	Schedule Start Time	Schedule End Time	Total # of Hours	Total # of Forklifts	Labor Rate	Total

Please Indicate Service to be provided:  
 Recrating  Dismantling  Recrating  Other

Other: Please describe work

Total



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**BOOTH & EXHIBIT  
 PORTER SERVICE  
 ORDER FORM**

**2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

DISCOUNT PRICE DEADLINE:

April 16, 2020

Orders must be placed by **Thursday, April 16, 2020** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

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	_____		\$ 0.65	\$ 0.85		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 0.70	\$ 1.50		_____

**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	_____		\$ 0.70	\$ 0.95		_____
2 Days - Prior to Show Opening Each Day	_____		\$ 1.25	\$ 1.65		_____

Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_

<b>Subtotal</b>	\$	_____
<b>5.5% Sales Tax</b>	\$	_____
<b>Total</b>	\$	_____





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**SIGN & BANNER ORDER FORM**

**2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

ORDERING DEADLINE:  
 April 16, 2020

This form can be used to order custom show cards and banners for your exhibit booth. **Custom signs and banners can be ordered in advance only.** We must receive your order with payment by **Thursday, April 16, 2020** to guarantee delivery.

Labor to install signs or banners is not included. Please refer to the Event Labor Order Form for assistance in installing your signs if it will be needed. All signs are printed on white background. 10 word limit per sign. Additional words and logos are extra.

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.

**Upload your artwork to:** <http://ftp.hostedftp.com/~valleyexpo> **Or email to** [events@valleyexpodisplays.com](mailto:events@valleyexpodisplays.com) **Please see the following page for artwork requirements on "Supplied Digital Arts Standards" form. Contact name, E-mail address and phone number are requested in case we have questions.**

Contact for sign questions: \_\_\_\_\_

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

Phone: \_\_\_\_\_

	Description	Quantity	Price	Total
Foamcore Signs White Background	11" x 14"	_____	\$ 72.35	_____
	14" x 22"	_____	\$ 105.10	_____
	22" x 28"	_____	\$ 128.40	_____
	28" x 44"	_____	\$ 174.65	_____
Vinyl Banners White Background Only	2' X 4'	_____	\$ 176.35	_____
	2' X 6'	_____	\$ 212.65	_____
	2' X 8'	_____	\$ 310.65	_____
	Grommets for hanging are included			
Miscellaneous	Easel Back	_____	\$ 13.90	_____
	Sign Grommets	_____	\$ 5.40	_____
	Color Background	_____	\$ Add 25%	_____

Sign copy to be arranged:  Horizontally  Vertically

Subtotal	\$	_____
5.5% Sales Tax	\$	_____
<b>Total</b>	<b>\$</b>	<b>_____</b>



Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_

**VALLEY**

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**SUPPLIED DIGITAL  
ART STANDARDS****2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

DISCOUNT PRICE DEADLINE:

April 16, 2020

## Supplied Digital Art Standards

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** 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:** CD or DVD. For FTP access contact your Valley representative.

**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)





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**ELECTRICAL  
 SERVICE  
 ORDER FORM**

**2020 Wisconsin Credit Union League Annual Convention**

Fox Cities Exhibition Center, May 7-8, 2020

DISCOUNT PRICE DEADLINE:

April 16, 2020

Orders must be placed by **Thursday, April 16, 2020** to receive discount pricing. Orders received after deadline date will be placed at floor pricing.

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	_____	\$ 102.00	\$ 132.60	_____
	501 - 1000 Watts	_____	\$ 113.20	\$ 147.20	_____
	1001 - 1500 Watts	_____	\$ 121.75	\$ 158.30	_____
	1501 - 2000 Watts	_____	\$ 131.75	\$ 171.30	_____
	2001 - Over Watts	_____	Call for Quote	Call for Quote	_____
208 Volt Single Phase AC	Per Outlet	_____	\$ 182.30	\$ 237.00	_____
Extension Cord	10', 3 Prong, 20 AMP Rated	_____	\$ 33.30	\$ 43.30	_____

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

<b>Subtotal</b>	\$	_____
<b>5.5% Sales Tax</b>	\$	_____
<b>Total</b>	\$	_____



Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_



## Audio Visual Services

### *Rental Packages/Equipment Price List*

#### **Breakout Room Projection Package**

**\$350/Day**

3,000 lumen LCD Projector  
 Skirted Projection Cart  
 Tripod Screen with Skirt  
 All Cables, Extension Cords, etc.  
 Add a Presentation Remote for \$25.00  
 Add a Flipchart for \$35.00

#### **Projector Support Package**

**\$150/Day**

Tripod Screen with Skirt  
 Skirted Projection Cart with power cord  
 Technician to assist in setup and testing -of  
 your equipment  
 10' roll-up screen - add \$25.00  
 12' roll-up screen - add \$50.00

#### **Ballroom Projection Package**

**\$450/Day**

Meeting Room LCD Projector 4,000 lumen  
 Skirted Projection Cart  
 10'-12' Roll-up Screen  
 All Cables, Extension Cords, etc.  
 Add a Presentation Remote for \$25.00  
 Add a Flipchart for \$35.00  
 Add an In-Room Technician for \$55/hr  
 ( 2 hour minimum )

#### **Flipchart Package**

**\$35/Day**

Includes 25 sheet pad and 2 markers  
 Additional pads - \$15 each  
 Additional markers - \$2 each  
 Upgrade to self-sticking pad - add \$20

#### **Stage Lighting Package**

**\$300.00/Day**

4 focusable spots with floor stands,  
 dimmer packs and controller  
 Add LED Up-lights \$45.00 each

Red Lion Paper Valley Hotel and AVM - the in-house Audio Visual company, supply the latest, state of the art audio visual equipment. With many years of experience, our staff can assure clients that their meetings are trouble free and professionally presented. Professional technical assistance may be required for the successful operation of specialized audio visual equipment. Please contact a representative of AVM for assistance and information at 920-733-8000.

# Ala Carte Prices

## Audio Components

### Mixers/Amplifiers

4 Channel Mixer	\$50.00
12 Channel Stereo Mixer	\$100.00
16 Channel Stereo Mixer	\$150.00
F/X Signal Processing Rack ( AVM Operator Required )	Call for Pricing

### Microphones

Wired Microphone with Stand	\$25.00
Wireless Lavalier or Hand-held	\$85.00
Specialized Microphones	Call for Pricing

### Speakers

35 Watt Table-top Speaker	\$50.00
200 watt Powered Speaker w/ stand	\$75.00
Full Range Sound System ( 2 Speakers, stands, and Amp )	\$200.00
House Audio Patch Fee ( per room )	\$75.00

### Players/Recorders

CD Player or Boom-box	\$50.00
Laptop Audio Interface w/ cable	\$25.00
Telephone Audio Interface	\$125.00
Digital Audio Recorder	\$150.00

## Projection Components

### Video/Data Projection

Breakout Rm. Projector (3,000 lumen)	\$275.00
Meeting Rm. Projector (4,000 lumen)	\$375.00
HD Ballroom Projector (5,500 lumen)	\$500.00
HD / Large Venue Projectors	Call for Pricing
Multiple Screen/Images	Call for Pricing

## Visual Components

### Video/Data Monitors

32" HD Flat Screen Monitor w/cart	\$95.00
48" HD Flat Screen Monitor w/cart	\$125.00
70" HD Flat Screen Monitor w/stand	\$400.00
Other Options -	Call for Pricing

### Players/Cameras

DVD/VHS Player	\$55.00
Video Cameras and Accessories: Many Options	Call for Pricing

## Lighting Fixtures

Podium Lighting Package (2 Spots w/stand )	\$150.00
Stage Lighting Package ( 4 Spots w/ stands)	\$300.00
Follow Spot Light ( AVM Operator Required )	\$95.00
Intelligent or LED Lighting	Call for Pricing

## Screen & Drape

### Tripod and Stage Screens

Skirted Tripod Screen	\$50.00
10'x10' Stage Stand Screen	\$75.00
12'x12' Stage Stand Screen	\$100.00

### Professionally Dressed Fast-Fold Screens

6'x8' Standard Format Screen	\$125.00
7.5'x10' Standard Format Screen	\$150.00
9'x12' Standard Format Screen	\$200.00
10.5'x14' Standard Format Screen	\$250.00
16'x9' HD ( Wide Format Screen )	\$400.00
Custom Sized Screens	Call for Pricing

### Runoff Drape

8'-12' High, 10' Long Section - Black	\$55.00
12'-15' High, 10' Long Section - Black	\$75.00
Custom Stage Backdrops	Call for Details

## Computers

Windows Notebook w/ MS Office 365	\$150.00
Specialized Computer/Components	Call for Pricing

## Event Support Equipment

Tripod Easel	\$10.00
Flip-chart with Standard Paper & Pens	\$35.00
Flip-chart with Self-Sticking Paper & Pens	\$55.00
Presentation Wireless Remote w/ Laser	\$25.00
Channel Press Mult-Box	\$75.00
Skirted AV Cart with Power Hookup	\$35.00
Polycom Soundstation Conference Phone	\$75.00
3'x4' Whiteboard w/easel and pens	\$40.00
4'x6' Whiteboard w/easels and pens	\$75.00
SD Digital Presentaion Switcher	\$200.00
HD Digital Presentation Switcher	\$300.00
D'San Perfect Cue System	\$100.00
Speaker Timer System	\$150.00

## Labor Rates

Monday-Friday 7am - 5pm	\$55.00 per hour
After hours and weekends	\$75.00 per hour