



## Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

Phone: 262-670-1300 | Email: [orders@wi-expo.com](mailto:orders@wi-expo.com)

Dear Exhibitor:

### Welcome to the Garden Center Show!

Your show will be held at the Wisconsin Center, in Milwaukee on August 8-10, 2023.

Our goal is to provide support as well as Booth necessities as your official exhibitor service contractor!

The following service packet includes forms detailing the variety of services we can provide.

#### **Show Management provided equipment in your 10' x 10' booth:**

- 8' high background drape – Burgundy/White
- 3' high side rail drape - White
- 1 - 7"x 44" booth identification sign

**Booth carpet and padding may be ordered from the "Chairs, Accessories & Carpet Order Form" included in this packet.**

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

#### **Wisconsin Expo optional equipment and services available to order:**

- Advanced to Warehouse Facility Freight Order Form
- Advanced Warehouse Freight Shipping Labels
- Direct to Show Freight Order Form
- Direct to Show Freight Shipping Labels
- Outbound Shipping Procedure
- Blank Bill of Lading
- Tables/Risers/Linens Order Form
- Chairs, Accessories & Carpet Order Form
- Custom Displays Order Forms, Pages 1 & 2
- Labor for Installation and/or Dismantle of Your Booth
- In Booth Forklift & Labor Service Order Form
- Televisions and Stands Order Form
- Custom Graphics Order Form
- Cleaning Service Order Form
- Payment Authorization Form

**Watch submit dates carefully! Send your order with payment authorization form by July 25, 2023.**

Please choose carefully. Additional equipment ordered and delivered to your booth will be invoiced. For example: You ordered an additional 8' table (not the 8' included in your booth package) but on show site you determined a 6' table fits instead, you will be charged for both the 8' & the 6' tables unless you change/cancel your order by **July 25, 2023.**

**Wisconsin Expo, Inc. looks forward to meeting you at the show!**



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

## ADVANCED TO WAREHOUSE FACILITY FREIGHT ORDER FORM

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JULY 25, 2023.**

This option allows you the flexibility to ship your materials, crates, cases, cartons, or skids well in advance of the show move-in dates. Your freight will be in your booth prior to general exhibitor move-in if payment has been received.

ADVANCED WAREHOUSE FREIGHT ADDRESS	ADVANCED WAREHOUSE FREIGHT DEADLINES	
<b>*Label each piece of your shipment(s) as follows:</b> <b>TO: EXHIBITING COMPANY NAME &amp; BOOTH #</b> YRC Freight c/o Wisconsin Expo, Inc. 6880 S Howell Avenue Oak Creek, WI 53154 The Garden Center Show 2023	FIRST ADVANCED FREIGHT DATE	July 1, 2023
	LAST ADVANCED FREIGHT DATE	July 31, 2023
	RECEIVING DOCK HOURS	MONDAY – FRIDAY 8:00 AM - 3:30 PM

### SHIPPING INFORMATION

1. All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
2. No shipments will be received on weekends or holidays. Freight will be stored at the warehouse until **the day of the show**.
3. Please be advised that any shipments sent to the advanced warehouse after the deadline may be refused and redirected to the direct shipping address (carriers such as UPS/Fed-Ex and van lines may not redirect shipments).
4. An additional \$150 fee will be assessed to shipments received after the published dates and times listed.
5. Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Wisconsin Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to Wisconsin Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed.

CHOICE	DESCRIPTION	RATE / 100 LBS	RATE FOR 200 LB MIN
A	Cartons, Packages, Crated/Skidded shipments using common carrier: YRC, ABF, UPS, FedEx, Van Lines etc.	\$ 82.11/cwt**	\$164.22, OT Rate=\$246.33, DT Rate=\$328.44
B	Small Package - <b>NOT EXCEEDING 30 LBS PER SHIPMENT:</b> (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	\$ 26.00 first carton	Each additional carton = \$ 18.72

Calculation:	Category	Qty of Pieces	Weight 200 lb Min Cat A	Rate / 100 lbs	Total Cost
Shipment 1			lbs	x	= \$
Shipment 2			lbs	x	= \$
Total Due					= \$

\*\*CWT stands for "per hundred weight". There is a 200-pound (lb) minimum for handling freight, regardless of how many pieces are in the shipment. Ex: If you ship freight weighing 98 lbs, you will be charged \$164.22 (\$82.11 x 2 cwt). If you ship 475 lbs, you will be charged \$410.55 (\$82.11 x 5 cwt). Always round your weight to the next 100 lbs. If you ship freight with a total weight less than 30 lbs, you qualify for the "Small Package" rate as long as all your package's total less than 30 lbs, are received on the same day from the same shipper and delivered by the same carrier.  
Example: We receive 5 boxes (2 lbs each) totaling 10 lbs-you will be charged \$100.88 (\$26.00 for the 1<sup>st</sup> pkg and \$18.72 for each additional pkg). OT Rate = freight received after 3:30pm, DT Rate = freight received on the weekend.

<b>NAME OF SHOW:</b>		<b>The Garden Center Show 2023</b>	
<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	
<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>	
<b>ORDERED BY:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>	

Send form & payment to: Wisconsin Expo, Inc.  
N113 W18750 Carnegie Drive | Germantown, WI 53022  
Phone: 262.670.1300 | Email: orders@wi-expo.com

## Advanced Warehouse Freight Shipping Labels

# WAREHOUSE

DEADLINE DATE: JULY 31, 2023

TO: \_\_\_\_\_  
EXHIBITOR NAME

c/o WISCONSIN EXPO, INC.  
N113 W18750 CARNEGIE DRIVE  
GERMANTOWN, WI 53022

The Garden Center Show 2023

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

# WAREHOUSE

DEADLINE DATE: JULY 31, 2023

TO: \_\_\_\_\_  
EXHIBITOR NAME

c/o WISCONSIN EXPO, INC.  
N113 W18750 CARNEGIE DRIVE  
GERMANTOWN, WI 53022

The Garden Center Show 2023

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

# WAREHOUSE

DEADLINE DATE: JULY 31, 2023

TO: \_\_\_\_\_  
EXHIBITOR NAME

c/o WISCONSIN EXPO, INC.  
N113 W18750 CARNEGIE DRIVE  
GERMANTOWN, WI 53022

The Garden Center Show 2023

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

# WAREHOUSE

DEADLINE DATE: JULY 31, 2023

TO: \_\_\_\_\_  
EXHIBITOR NAME

c/o WISCONSIN EXPO, INC.  
N113 W18750 CARNEGIE DRIVE  
GERMANTOWN, WI 53022

The Garden Center Show 2023

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES



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## DIRECT TO SHOW FREIGHT ORDER FORM

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JULY 25, 2023.**

DIRECT TO SHOW FREIGHT ADDRESS	DIRECT TO SHOW FREIGHT DEADLINE	
<b>*Label each piece of your shipment(s) as follows:</b> <b>TO: YOUR COMPANY NAME</b> <b>Wisconsin Center</b> <b>c/o Wisconsin Expo, Inc</b> <b>400 West Wisconsin Ave</b> <b>Milwaukee, WI 53203</b> <b>The Garden Center Show 2023</b>	<b>FIRST DIRECT TO SHOW FREIGHT DATE</b>	<b>August 5, 2023 8:00AM – 4:00PM</b>
	<b>LAST DIRECT TO SHOW FREIGHT DATE</b>	<b>August 8, 2023 8:00AM – 4:00PM</b>

### SHIPPING INFORMATION

1. All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
2. Any shipments arriving prior to the first day of scheduled move in will be refused and returned to the local trucking terminal.
3. It is your responsibility to instruct your carrier of the proper dates and time for direct deliveries to the convention facility.
4. An additional \$150 will be assessed to shipments received after the published dates and times listed.
5. Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Wisconsin Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to Wisconsin Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed.

CHOICE	DESCRIPTION	RATE / 100 LBS	200 LB MIN
A	Cartons, Packages, Crated/Skidded shipments using common carrier: YRC, ABF, UPS, FedEx, Van Lines etc.	<b>\$ 76.91/cwt**</b>	<b>\$153.82, OT Rate=\$230.73, DT Rate=\$307-64</b>
B	Small Package - <b>NOT EXCEEDING 30 LBS PER SHIPMENT:</b> (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	<b>\$ 26.00 first carton</b>	<b>Each additional carton = \$ 18.72</b>

Calculation:	Category	Qty of Pieces	Weight 200 lb Min Cat A	Rate / 100 lbs	Total Cost
Shipment 1			lbs	x	=\$
Shipment 2			lbs	x	=\$
<b>Total Due</b>					<b>=\$</b>

**\*\*CWT** stands for "per hundred weight." There is a 200-pound (lb) minimum for handling freight, regardless of how many pieces are in the shipment. Ex: If you are shipping freight weighing 98 lbs, you will be charged \$153.82 (\$76.91 x 2 cwt). If you ship 475 lbs, you will be charged \$384.55 (\$76.91 x 5 cwt). Always round your weight to the next 100 lbs.

If you are shipping freight with a total weight less than 30 lbs, you qualify for the "Small Package" rate as long as all your package's total less than 30 lbs, are received on the same day from the same shipper and delivered by the same carrier.

Example: we receive 5 boxes (2 lbs each) totaling 10 lbs-you will be charged \$100.88 (\$26.00 for the 1<sup>st</sup> pkg and \$18.72 for each additional pkg). OT Rate = freight received after 3:30pm, DT Rate = freight received on the weekend.

<b>NAME OF SHOW:</b>		The Garden Center Show 2023	
<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	
<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>	
<b>ORDERED BY:</b>		<b>SIGNATURE:</b>	<b>DATE:</b>

Send form & payment to: **Wisconsin Expo, Inc.**  
N113 W18750 Carnegie Drive | Germantown, WI 53022  
Phone: 262.670.1300 | Email: orders@wi-expo.com



Direct to Show Freight Shipping Labels

# SHOW SITE

NOT BEFORE: AUGUST 5, 2023

TO: \_\_\_\_\_

EXHIBITOR NAME

The Wisconsin Center  
c/o WISCONSIN EXPO, INC.  
400 West Wisconsin Ave  
Milwaukee, WI 53203

The Garden Center Show 2023

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

# SHOW SITE

NOT BEFORE: AUGUST 5, 2023

TO: \_\_\_\_\_

EXHIBITOR NAME

The Wisconsin Center  
c/o WISCONSIN EXPO, INC.  
400 West Wisconsin Ave  
Milwaukee, WI 53203

The Garden Center Show 2023

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

# SHOW SITE

NOT BEFORE: AUGUST 5, 2023

TO: \_\_\_\_\_

EXHIBITOR NAME

The Wisconsin Center  
c/o WISCONSIN EXPO, INC.  
400 West Wisconsin Ave  
Milwaukee, WI 53203

The Garden Center Show 2023

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES

# SHOW SITE

NOT BEFORE: AUGUST 5, 2023

TO: \_\_\_\_\_

EXHIBITOR NAME

The Wisconsin Center  
c/o WISCONSIN EXPO, INC.  
400 West Wisconsin Ave  
Milwaukee, WI 53203

The Garden Center Show 2023

BOOTH #: \_\_\_\_\_

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ TOTAL PIECES



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## OUTBOUND SHIPPING PROCEDURE

TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JULY 25, 2023.

### EXHIBITORS: FOLLOW THESE EASY STEPS!!

- Shipping is **not** an automatic process. **You** must complete the required paperwork and make the telephone calls to your third-party carrier to ensure the return of your packages.
- Exhibits officially close **August 10, 2023 at 1:00pm**.
- Exhibitors are required to pack and secure the packages for outbound shipment. The packages **must** have labels affixed to your packages. You may leave your packages in your booth area.
- If Wisconsin Expo, Inc. finds any **UNLABELED** packages left in any booth area, these **UNLABELED** packages may be disposed of at show site if there is no indication of what to do with them.
- A completed Bill of Lading is also required for **all** outbound shipments. The Bill of Lading contains the details of the shipment being sent out. These important details give the carrier the necessary information to ship your freight/packages correctly.
- You must sign the Bill of Lading **prior** to leaving your booth/show, but **NOT** before your packages are **PROPERLY LABELED**. The Bill of Lading can be handed to one of our onsite representatives who is dismantling the show or left in the booth with the package(s).
- **Abandoned packages not removed by exhibitors or picked up by third-party carriers will be taken to the Wisconsin Expo, Inc. warehouse at the exhibitor's expense.** If your package comes back to our warehouse, we will alert you by phone call or email.
- **NOTE:** If the packages are going to multiple destinations, complete a Bill of Lading for each destination.

Need help with labeling your outbound packages? Or filling out the Bill of Lading?  
Call our office 262-670-1300

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262.670.1300 | orders@wi-expo.com

**SEE OUTBOUND SHIPPING PROCEDURE** for further instructions. You must complete a bill of lading for each outbound separate destination. At the close of the show, exhibitors must find a Wisconsin Expo member or go to the Service desk and sign each bill of lading prior to leaving the show. All bills of lading can be submitted via email at [orders@wi-expo.com](mailto:orders@wi-expo.com).

SHIP FROM		SHIP TO	
Exhibiting Company:	Booth#	Company Name:	
Show:		Attention:	
Venue:		Phone #:	
Address:		Destination Address:	
City:	State:	City:	State: Zip:
Number of Separate Destinations:	1 2 3 4 OR MORE	Special Instructions:	
Carrier:	Scheduled Pick up Date:	Scheduled Pick up Time:	

QTY	DESCRIPTION OF ITEMS	WEIGHT (lbs)	Dimensions L x W x H	FOR WI EXPO USE ONLY	
	Crates (wooden) Exhibition Materials			Dock #:	
	Cartons (cardboard boxes)			Date/Time Loaded:	
	Fiber Cases/ Trunks			Loaded by:	
	Skids/Pallets			Trailer #:	
	Carpets (color _____)			Terms of Payment (check appropriate box) <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect	
	Padded Display				
	Machines				
	TOTAL				

<b>BILL FREIGHT CHARGES TO:</b>	Company Name:	Contact Name:
Street Address:	City:	State: Zip:

**IN THE EVENT THE SHIPMENT HAS NOT BEEN PICKED UP BY THE SHOW DEADLINE, WISCONSIN EXPO, INC. IS AUTHORIZED TO:**

- ☐ 1) Use carrier of Wisconsin Expo, Inc. choice to provide transportation and charge credit card, or invoice according to Wisconsin Expo payment policy.
- ☐ 2) Return shipment to warehouse, assess all associated charged and charge credit card, or invoice according to Wisconsin Expo, Inc. payment policy.

(FAILURE TO SELECT AN OPTION WILL RESULT IN ROUTING AT WISCONSIN EXPO'S DISCRETION. ALL APPLICABLE TRANSPORTATION CHARGES WILL APPLY)

By receiving this bill of lading Wisconsin Expo, Inc. assumes no responsibility for shipments left in booth by the exhibitor. All materials are subject to final count and correction at the time of actual removal from booth. Wisconsin Expo, Inc. assumes no responsibility for misdirected shipments because of old shipping labels which remain on containers. It is the shipper's responsibility to state the National Motor Freight Classification Commodity Description; otherwise, shipment shall be described as Exhibition Materials.

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

**Payment Policy:** We accept checks (payable to Wisconsin Expo, Inc.) or credit cards for payment. Please complete the information below and send the completed information to Wisconsin Expo, Inc. offices, payments must accompany orders. No credit will be given after close of event on items or services ordered, but not received.

<b>SHIPPER SIGNATURE:</b> This is to certify that the above-named articles are properly packaged, marked and labeled, and are in proper condition for transportation according to applicable international and national government regulations.  X _____  Print Name _____ Date: _____	<b>CARRIER SIGNATURE:</b>  X _____  Print Name _____ Date: _____
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------

**Do not sign until all items are packed and ready to ship. Find a Wisconsin Expo, Inc. team member or go to the Service Desk to turn in completed form.**



**Wisconsin Expo, Inc.**

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## TABLES / RISERS / LINENS ORDER FORM

**TO RECEIVE ADVANCED PRICING,  
 SUBMIT ORDER AND PAYMENT  
 FORMS BY JULY 25, 2023.**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
<b>Unskirted Table (all tables are 24" wide)</b>				
	Unskirted Table 4'L x 30"H	\$ 62.40	\$ 78.00	
	Unskirted Table 6'L x 30"H	\$ 72.80	\$ 88.40	
	Unskirted Table 8'L x 30"H	\$ 83.20	\$ 98.80	
	Unskirted Counter 4'L x 42"H	\$ 72.80	\$ 88.40	
	Unskirted Counter 6'L x 42"H	\$ 83.20	\$ 98.80	
	Unskirted Counter 8'L x 42"H	\$ 93.60	\$ 109.20	
<b>Skirted Table (all tables are 24" wide)</b>				
	Skirted Table 4'L x 30"H	\$ 101.92	\$ 134.16	
	Skirted Table 6'L x 30"H	\$ 124.80	\$ 162.24	
	Skirted Table 8'L x 30"H	\$ 153.92	\$ 199.68	
	4 <sup>th</sup> Side Skirted Table 6'L or 8'L x 30"H	\$ 52.00	\$ 67.60	
	Skirted Counter 4'L x 42"H	\$ 113.36	\$ 144.56	
	Skirted Counter 6'L x 42"H	\$ 135.20	\$ 175.76	
	Skirted Counter 8'L x 42"H	\$ 164.32	\$ 213.20	
	4 <sup>th</sup> Side Skirted Counter 6'L or 8'L x 42" H	\$ 57.20	\$ 72.80	
<b>TABLETOP RISERS (all risers are 9" wide)</b>				
	Uncovered Single Step Riser 4'L x 9"H	\$ 52.00	\$ 72.80	
	Uncovered Single Step Riser 6'L x 9"H	\$ 52.00	\$ 72.80	
	Uncovered Single Step Riser 8'L x 9"H	\$ 52.00	\$ 72.80	
	Covered Single Step Riser 4'L x 9"H	\$ 67.60	\$ 78.00	
	Covered Single Step Riser 6'L x 9"H	\$ 67.60	\$ 78.00	
	Covered Single Step Riser 8'L x 9"H	\$ 67.60	\$ 78.00	
<b>PEDESTAL TABLE</b>				
	Square Short Table 24" W x 18"H	\$ 72.80	\$ 88.40	None
	Square Pedestal Table 24" W x 30"H	\$ 72.80	\$ 88.40	90"
	Square Pedestal Table 24" W x 40"H	\$ 72.80	\$ 88.40	108"
	Round Short Table 24" W x 18"H	\$ 72.80	\$ 88.40	None
	Round Pedestal Table 24" W x 30"H	\$ 72.80	\$ 88.40	90"
	Round Pedestal Table 24" W x 40"H	\$ 72.80	\$ 88.40	108"
	Round Short Table 30" W x 18"H	\$ 78.00	\$ 93.60	None
	Round Pedestal Table 30" W x 30"H	\$ 78.00	\$ 93.60	90"
	Round Pedestal Table 30" W x 40"H	\$ 78.00	\$ 93.60	108"
	Round Short Table 36" W x 18"H	\$ 83.20	\$ 98.80	None
	Round Pedestal Table 36" W x 30"H	\$ 83.20	\$ 98.80	90"
	Round Pedestal Table 36" W x 40"H	\$ 83.20	\$ 98.80	120"
<b>LINENS</b>				
	90" Round Linen (select color)	\$ 40.95	\$ 51.45	
	108" Round Linen (select color)	\$ 51.45	\$ 61.95	
	120" Round Linen (select color)	\$ 61.95	\$ 72.45	
Select linen color: <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE				
<b>Subtotal</b>	<b>= \$</b>	<b>Sales Tax 5.5%</b>	<b>= \$</b>	<b>Total = \$</b>

**Select Skirt Color:**

☐ BLACK ☐ BLUE  
☐ BURGUNDY ☐ GOLD ☐ GREEN ☐ RED  
☐ SILVER ☐ WHITE



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

<b>NAME OF SHOW:</b>		<b>The Garden Center Show 2023</b>	
<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	
<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>	
<b>ORDERED BY:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>	

Send form & payment to: Wisconsin Expo, Inc.  
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 Phone: 262.670.1300 | Email: orders@wi-expo.com





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## CHAIRS, ACCESSORIES & CARPET ORDER FORM

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JULY 25, 2023.**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
<b>CHAIRS &amp; SEATING</b>				
_____	Padded Stool with back	\$ 78.00	\$ 100.88	_____
_____	Padded Side Chair	\$ 41.60	\$ 54.08	_____
_____	Grey Padded Arm Chair	\$ 46.80	\$ 60.84	_____
_____	Executive Chair	\$ 82.16	\$102.96	_____
<b>ACCESSORIES</b>				
_____	Chrome Sign Holder (22"x28")	\$ 52.00	\$ 72.80	_____
_____	Chrome Floor Standing Easel	\$ 31.20	\$ 41.60	_____
_____	Floor Standing Literature Rack	\$ 93.60	\$ 114.40	_____
_____	Bag Stand	\$ 78.00	\$ 98.80	_____
_____	Chrome Stanchions w/ rope	\$ 46.80	\$ 67.60	_____
_____	Black Retractable Belt Stanchions	\$ 46.80	\$ 67.60	_____
_____	Wastebasket	\$ 15.60	\$ 20.80	_____
<b>DRAPE-Select Drape Color</b>				
_____	Ft. of 3' high drape, includes hardware	\$ 8.32/ft	\$ 11.44/ft	_____
_____	Ft. of 8' high drape, includes hardware	\$ 12.48ft	\$ 16.64/ft	_____
<b>Select Drape Color:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED				
<b>STANDARD CARPETING – Select Carpet Color</b>				
_____	10' X 10' Standard Carpet	\$ 174.72	\$ 226.72	_____
_____	10' X 20' Standard Carpet	\$ 349.44	\$ 453.44	_____
_____	10' X 30' Standard Carpet	\$ 524.16	\$681.20	_____
_____	<b>Custom Cut Carpet</b> (per square foot)	\$ 2.60	\$ 3.38	_____
Booth size _____ x _____ = _____ sq. ft.				
<b>CARPET PADDING</b>				
_____	10' X 10' Carpet Padding	\$ 114.40	\$ 156.00	_____
_____	10' X 20' Carpet Padding	\$ 228.80	\$ 312.00	_____
_____	10' X 30' Carpet Padding	\$ 343.20	\$ 468.00	_____
_____	<b>Custom Cut Carpet Padding</b> (per square foot)	\$ 1.92	\$ 2.24	_____
Booth size _____ x _____ = _____ sq. ft.				
_____	<b>Plastic Covering / Visqueen</b> (per square foot)	\$ 0.78	\$ 1.14	_____
Booth size _____ x _____ = _____ sq. ft.				
<b>Booths 399 sq. ft. and Over Must Order Custom Cut Carpet.</b>  <b>Select Carpet Color:</b> <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED  <b>Custom Plush Carpet is available at \$5.20 per sq. ft.</b> Please contact us for color options. Custom Plush carpet must be ordered by <b>July 25, 2023.</b>				
<b>Subtotal</b>	= \$	<b>Sales Tax 5.5%</b>	= \$	<b>Total</b> = \$

**NAME OF SHOW:** The Garden Center Show 2023

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



Send form & payment to: Wisconsin Expo, Inc.  
N113 W18750 Carnegie Drive | Germantown, WI 53022  
Phone: 262.670.1300 | Email: orders@wi-expo.com

**Wisconsin Expo, Inc.**



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 262.670.1300 | orders@wi-expo.com

## CUSTOM DISPLAYS ORDER FORM



**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JULY 15, 2023**

	<b>5M Seamless Wall</b> <b>* Enhanced Package Depicted</b> <b>(1) 50" TV included</b>		<b>20' Display</b> <b>* Enhanced Package Depicted</b> <b>Carpet included—select color below</b>
	Advanced Rate      Standard Rate		Advanced Rate      Standard Rate
<input type="checkbox"/> 5M Seamless Wall Enhanced Package \$ 1,716.00	<b>\$ 2,230.80</b>	<input type="checkbox"/> 20' Display Enhanced Package	<b>\$ 7,038.20    \$ 9,500.40</b>

	<b>10' Display</b> <b>* Enhanced Package Depicted</b> <b>Carpet included—select color below</b>		<b>10' Curved Display</b> <b>* Enhanced Package Depicted</b> <b>Carpet included—select color below</b>
	Advanced Rate      Standard Rate		Advanced Rate      Standard Rate
<input type="checkbox"/> 10' Display Enhanced Package \$ 2,386.80	<b>\$ 4,141.80</b>	<input type="checkbox"/> 10' Display Enhanced Package	<b>\$ 3,666.00    \$ 4,950.40</b>
<input type="checkbox"/> 10' Display Standard Package \$ 1,825.20	<b>\$ 2,464.80</b>	<input type="checkbox"/> 10' Display Standard Package	<b>\$ 2,204.80    \$ 2,977.00</b>

	<b>Linear Island Booth Package</b> <b>* Enhanced Package Depicted</b> <b>Carpet included—select color below</b>		<b>Quad Booth Package</b> <b>* Enhanced Package Depicted</b> <b>Carpet included—select color below</b>
	Advanced Rate      Standard Rate		Advanced Rate      Standard Rate
<input type="checkbox"/> 10' Linear Island Booth Enhanced Package \$ 7,038.20	<b>\$ 9,500.40</b>	<input type="checkbox"/> 20' x 20' Display Enhanced Package \$ 11,438.96	<b>\$ 14,558.96</b>
<input type="checkbox"/> 10' Linear Island Booth Standard Package \$ 4,908.80	<b>\$ 6,627.40</b>	<input type="checkbox"/> 20' x 20' Display Standard Package \$ 8,318.96	<b>\$ 10,814.96</b>

<b>Select Standard Booth Panels Color</b> <input type="checkbox"/> Black <input type="checkbox"/> White	<b>Select Carpet Colors</b> <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Red
<b>Standard Booth Graphics</b> Your company name will be printed in block lettering on the white header sign. Please indicate your header sign copy here: <div style="border-bottom: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	<b>Enhanced Booth Graphics</b> Please provide your booth graphics in one of the following formats: <input type="checkbox"/> Vector Graphics      Provide in EPS or AI, (Illustrator) <input type="checkbox"/> Raster Graphics      Provide at a minimum of 300 dpi

These are just a few examples. Please visit [www.wisconsinexpo.com](http://www.wisconsinexpo.com) for additional options. Click Services, Graphics Department, Custom Displays.  
 Email [graphics@wi-expo.com](mailto:graphics@wi-expo.com) to start planning the best display to market your brand!

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

<b>NAME OF SHOW:</b>		<b>The Garden Center Show 2023</b>	
<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	
<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>	
<b>ORDERED BY:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>	

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 Phone: 262.670.1300 | Email: [orders@wi-expo.com](mailto:orders@wi-expo.com)



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## CUSTOM DISPLAYS ORDER FORM

**TO RECEIVE ADVANCED PRICING,  
 SUBMIT ORDER AND PAYMENT  
 FORMS BY JULY 25, 2023.**

Counters				Accessories			
	Quantity / Description	Advanced Rate	Standard Rate		Qty. Description	Advanced Rate	Standard Rate
	___ 1M x ½ M x 30" hgt	\$ 145.60	\$ 189.28		___ 1M Straight Shelf	\$ 72.80	\$101.92
	___ 1M x ½ M x 42" hgt	\$ 202.80	\$ 262.08		___ 1M Angled Shelf	\$ 72.80	\$101.92
	___ 2M x ½ M x 30" hgt	\$ 260.00	\$ 364.00		___ Pamphlet pocket (5"x9")	\$ 62.40	\$ 87.36
	___ 2M x ½ M x 42" hgt	\$ 312.00	\$ 436.80		___ Letter pocket (9"x9")	\$ 62.40	\$ 87.36
	___ Add lock to doors	\$ 52.00	\$ 78.00		___ Brochure pocket (9"x11")	\$ 62.40	\$ 87.36
Self-Standing Displays				Offices/Storage Closets			
	Quantity / Description	Advanced Rate	Standard Rate	<div style="display: flex; align-items: flex-start;"> <div> <p>Room dimensions are limited to 1M and 2M increments. All rooms come standard in your choice of white or black hard wall or black or grey Velcro. If you desire additional colors, or Plexiglass, you may upgrade as indicated below. All door units are 1M wide. All rooms are rented on a per meter basis.</p> <p>Please contact us for additional customization and pricing.</p> </div> </div>			
	___ 8' x1M Freestanding panel	\$ 187.50	\$ 243.36				
	___ 8' x 1M Freestanding panel w/ flower box	\$ 312.00	\$ 436.80				
	*Graphics Included*						
	___ One sided Gondolas	\$ 499.20	\$ 698.88				
___ Two sided Gondolas	\$ 582.40	\$ 815.36					
Kiosks & Towers				<div style="display: flex; align-items: flex-start;"> <div style="width: 40%;"> <p>Indicate Size and Color of Room</p> <p><input type="checkbox"/> Room #1 (specify size) ___M x ___M = ___Total M</p> <p><input type="checkbox"/> Room #2 (specify size) ___M x ___M = ___Total M</p> <p><input type="checkbox"/> Locking Door Unit as Panel (White Only)</p> <p><input type="checkbox"/> White Hard Wall</p> <p><input type="checkbox"/> Black/Grey Velcro – Check : <input type="checkbox"/>Black or <input type="checkbox"/>Grey</p> <p><input type="checkbox"/> Opt Color Velcro (per Meter)</p> <p><input type="checkbox"/> Optional Plexiglass (per Meter)</p> </div> <div style="width: 60%;"></div> </div>			
	Quantity / Description	Advanced Rate	Standard Rate				
	___ 8' Square Kiosks	\$ 769.60	\$ 994.24				
	___ Wire-wall Kiosks	\$ 806.00	\$1,128.40				
	___ 12' Square Towers	\$ 998.40	\$1,397.76				
Shelving Units & Pedestals				Custom Exhibit Services			
<p>Call for quote to add graphics!</p>	Quantity / Description	Advanced Rate	Standard Rate	<p><b>*Camera ready artwork is required by advanced deadline date*</b></p> <p><b>*Design work is available through Wisconsin Expo, Inc at \$95/hour*</b></p> <p>Our design staff is standing by to take your exhibit to the next level. We provide one of the highest levels of client interaction and creative problem solving. We can create a design for you based upon your ideas, whether those ideas are from a photograph or drawn on CAD.</p>			
	___ Shelf Cabinet Unit w/43" cabinet	\$ 1,248.00	\$ 1,805.44				
	___ 2 Mx1M Planter Box	\$ 93.60	\$ 131.04				
	___ 2 Mx30"h Pedestals	\$ 312.00	\$ 455.00				
	___ 2 Mx42"h Pedestals	\$ 520.00	\$ 613.60				
<p>Logos and other graphics can be applied to the walls of Rooms, Meter Panels, or other Accessory items, at competitive prices.</p> <p>We offer full color digital printing and laminating of your artwork, or if you prefer, we can create custom graphics specifically designed to suit your needs.</p>							

These are just a few examples. Please visit [www.wisconsinexpo.com](http://www.wisconsinexpo.com) for additional options. Click Services, Graphics Department, Custom Displays. Email [graphics@wi-expo.com](mailto:graphics@wi-expo.com) to start planning the best display to market your brand!

**CANCELLATION:** No refunds on orders cancelled after the deadline.

**LATE REQUEST:** Requests after deadline will be filled as available at the standard rate.

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

**NAME OF SHOW:** The Garden Center Show 2023

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Send form & payment to: **Wisconsin Expo, Inc.**  
 N113 W18750 Carnegie Drive | Germantown, WI 53022  
 Phone: 262.670.1300 | Email: [orders@wi-expo.com](mailto:orders@wi-expo.com)





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## LABOR FOR INSTALLATION AND/OR DISMANTLE OF YOUR BOOTH

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JULY 25, 2023.**

- Start time only guaranteed at the start of the working day.
- Rates are per person per hour with a one hour minimum per person – thereafter charged in ½ hour increments.
- Representative must check in at the service desk to pick up labor and must return to the service desk upon completion of work.
- Labor must be cancelled 24 hours in advance of start date/time to avoid a cancellation fee of one hour per worker scheduled.

**Straight Time:** Between 8:00 AM - 4:30 PM Weekdays

**Over Time:** Before 8:00 AM, after 4:30 PM Weekdays, All day Saturday

**Double Time:** All day Sunday, All Holidays

**Exhibitor Supervised Labor:** Requires an on-site representative to supervise the installation and/or dismantle of your booth.

**Wisconsin Expo, Inc. Supervised Labor:** Install/dismantle of your booth will be completed at our discretion prior to show opening/closing. Please include setup plans, photos, special instructions, and what is being shipped.

Labor		Advanced Rate	Standard Rate
Exhibitor Supervised Labor	ST (per person per hour)	\$ 88.40	\$ 115.44
Wisconsin Expo, Inc. Supervised Labor	ST (per person per hour)	\$ 124.80	\$ 156.00
Exhibitor Supervised Labor	OT (per person per hour)	\$ 132.60	\$ 173.16
Wisconsin Expo, Inc. Supervised Labor	OT (per person per hour)	\$ 187.20	\$ 234.00
Exhibitor Supervised Labor	DT (per person per hour)	\$ 176.80	\$ 230.88
Wisconsin Expo, Inc. Supervised labor	DT (per person per hour)	\$ 249.60	\$ 312.00
<b>LABOR CALCULATION FOR INSTALLATION AND/OR DISMANTLE OF YOUR BOOTH:</b>			

Date	Start Time	Qty People	Approx. Hrs. Per Person	Total Hours	Hourly Rate	Estimated Total Cost
					x	=\$
					x	=\$
						=\$

- When scheduling Dismantle labor be sure to allow adequate time for empty containers to be returned to your booth prior to scheduling your labor start time.

Date	Start Time	Qty People	Approx. Hrs. Per Person	Total Hours	Hourly Rate	Estimated Total Cost
					x	=\$
					x	=\$
						=\$

**NAME OF SHOW:** The Garden Center Show 2023

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

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

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

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

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## IN-BOOTH FORKLIFT & LABOR SERVICE FORM

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JULY 25, 2023.**

**Forklift & Labor Services: (In-Booth work only. Not to be ordered for unloading/loading of freight at the dock.)**

- Exhibitors requiring a forklift to assemble their display or when uncrating, unskidding, positioning and reskidding equipment will need to estimate their needs below.
- A forklift is required for moving equipment or materials weighing over 200 lbs.
- Your forklift order consists of a 3,000 lb. forklift with an operator.
- A Rigger Laborer will be assigned if uncrating, positioning, unskidding and/or reskidding is involved.
- A Rigger Laborer can be ordered independently, without the use of a forklift.
- The minimum charge is one (1) hour, thereafter, charged in half (1/2) hour increments.
- Cancellations must be made **24 hours in advance** or a **1-hour fee** per forklift/rigger ordered will be charged.
- If exhibitor fails to use forklift/rigger, at the time confirmed, a one hour "no show" will be charged.

Hourly Rates	Description	Forklift w/Operator	Rigger
Straight Time	Between 8:00 AM – 4:30 PM Weekdays	\$ 234.00	\$ 104.00
Over Time	Before 8:00 AM, after 4:30 PM Weekdays, All day Saturday	\$ 351.00	\$ 156.00
Double Time	All day Sunday, All Holidays	\$ 468.00	\$ 208.00

**NOTE: If the weight of single piece exceeds 5,000 pounds, Wisconsin Expo, Inc. must be informed by \_\_\_\_\_ to give us ample time to ensure the proper forklift is onsite to handle the equipment being moved.**

	Date	Start Time	Estimated Hours	Number of Forklifts	Number of Riggers
Installation					
Dismantling					

**Describe work to be done:**

	Estimated ST Hours	Rate	Total	Estimated OT Hours	Rate	Total	Estimated DT Hours	Rate	Total
Forklift		X \$234.00=			X \$351.00=			X \$468.00=	
Rigger		X \$104.00 =			X \$156.00=			X \$208.00=	

**Total Due: \$ \_\_\_\_\_**

**NAME OF SHOW:** The Garden Center Show 2023

**COMPANY NAME:**

**BOOTH #:**

**ADDRESS:**

**CITY:**

**STATE:**

**ZIP:**

**PHONE:**

**FAX:**

**EMAIL:**

**ORDERED BY:**

**SIGNATURE:**

**DATE:**

**Send form & payment to:**

**Wisconsin Expo, Inc.**

**N113 W18750 Carnegie Drive | Germantown, WI 53022**

**Phone: 262.670.1300 | Email: orders@wi-expo.com**



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262.670.1300 | orders@wi-expo.com

## TELEVISIONS AND STANDS ORDER FORM

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY October 13, 2023.**

Quantity	Description	Advanced Rate	Standard Rate	Total Cost
	70" Monitor w/ floor stand	\$ 997.50	\$ 1,207.50	
	60" Monitor w/ floor stand	\$ 787.50	\$ 1023.75	
	50" Monitor w/ floor stand	\$ 630.00	\$ 819.00	
	40" Monitor	\$ 472.50	\$ 614.25	
	32" Monitor	\$ 204.75	\$ 262.50	
	TV Floor Stand	\$ 131.25	\$ 162.75	
	DVD Player	\$ 42.00	\$ 54.60	
	Blu Ray Player	\$ 63.00	\$ 81.90	
	Technician Labor Rate per hour (4 hour minimum)	\$ 140.00	\$ 170.00	

**Subtotal** \$ \_\_\_\_\_

**Sales Tax**  
**5.5%** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

Electrical Service needed to operate the above products will be available to order:

1. Using Wisconsin Expo, Inc. Electrical Service Order Form **OR**
2. Using the Venue Electrical Service Order Form which would be attached to this service kit.

**NAME OF SHOW:** The Garden Center Show 2023

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**CUSTOM GRAPHICS  
ORDER FORM**

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JULY 25, 2023.**

Qty	Size	Rate	Total
	7" x 11"	\$ 49.50	
	7" x 44"	\$ 60.50	
	11" x 14"	\$ 66.00	
	14" x 22"	\$ 88.00	
	22" x 28"	\$ 121.00	
	28" x 44"	\$ 159.50	
	40" x 60"	\$ 383.90	
	Colored Backgrounds	Add 20%	

Select your Background color: ☐ Black ☐ Blue ☐ Green ☐ Red ☐ Yellow ☐ White

Select your Vinyl color: ☐ Black ☐ Blue ☐ Green ☐ Red ☐ Yellow ☐ White

Qty	Description	Rate	Total
	Grommets	\$ 4.35	
	Logos	Quote upon request	
	Easel Backs	\$ 12.65	

Qty	Description	Rate	Total
	2' x 4' Banner	\$ 159.50	
	2' x 6' Banner	\$ 203.50	
	2' x 8' Banner	\$ 275.00	

Please visit [www.wisconsinexpo.com](http://www.wisconsinexpo.com) for additional options.

Click Services, Graphics Department, to see what types of graphics we can do in-house to make your display the envy of the show! Email [graphics@wi-expo.com](mailto:graphics@wi-expo.com).

**Subtotal** \$ \_\_\_\_\_

**Sales Tax 5.5%** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

Please select your sign layout: ☐ Vertical or ☐ Horizontal

Please print or type your sign copy on a separate sheet of paper.

**NAME OF SHOW:** The Garden Center Show 2023

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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## CLEANING SERVICE ORDER FORM

**TO RECEIVE ADVANCED PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY JULY 25, 2023.**

Carpet is clean upon installation, but to ensure your booth is show ready we recommend ordering vacuuming once prior to your show opening.

- Carpet vacuuming and shampooing charges are based on the total Square Footage of your Exhibit Space (see Square Footage calculator below for assistance)
- Exhibit cleaning rates are hourly – minimum 1 hour will be charged-with ½ increments thereafter

**EXHIBIT SPACE SQUARE FOOTAGE CALCULATOR** (Length) \_\_\_\_\_ x (Width) \_\_\_\_\_ = \_\_\_\_\_ \*\*Square Feet  
**100 sq. ft. minimum** for vacuuming and shampooing

### VACUUMING

**Square Feet	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
	Booth Vacuuming – Once prior to show opening	\$ 0.47	\$ 0.62	

### SHAMPOOING

**Square Feet	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
	Shampoo Carpet – Once prior to show opening	\$ 1.56	\$ 1.82	

### EXHIBIT CLEANING

Number of Hours	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
	Exhibit Cleaning – Hourly Rate – Straight Time	\$ 88.40	\$ 104.00	
	Exhibit Cleaning – Hourly Rate – Over Time	\$ 132.60	\$ 156.00	
	Exhibit Cleaning – Hourly Rate – Double Time	\$ 176.80	\$ 208.00	

**Subtotal**

**Sales Tax 5.5%**

**Total \$**

**Straight Time:** Between 8:00 AM - 4:30 PM Weekdays  
**Over Time:** Before 8:00 AM, after 4:30 PM Weekdays, All day Saturday  
**Double Time:** All day Sunday, All Holidays

**NAME OF SHOW:** The Garden Center Show 2023

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

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

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**PAYMENT AUTHORIZATION FORM**

**INCLUDE THIS WISCONSIN EXPO  
PAYMENT AUTHORIZATION FORM  
WITH YOUR ORDER**

Please fill out the Credit Card information below or you may send a check made out to Wisconsin Expo, Inc.  
Mail the check to our Germantown, WI address above.

Thank you for your business-we appreciate it very much!

Email: orders@wi-expo.com

**SHOW NAME:** The Garden Center Show 2023

**SHOW DATE(S):** August 8-10, 2023

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

☐ American Express

☐ MasterCard

☐ Visa

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

**3 Digit Card Security Code:** \_\_\_\_\_ (MasterCard and Visa) back of card

**4 Digit Card Security Code:** \_\_\_\_\_ (American Express) front of card

Cardholder's Address (if different than above): \_\_\_\_\_

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

Cardholder's Name (print): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

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