**Dear Exhibitor:**

Welcome to Madison and the **MW Renewable Energy Association’s ”Solar Powering Your Community Conference”.** Your show will be held **October 11, 2012** at the Monona Terrace Convention Center. Wisconsin Expo is excited to be selected as your official service contractor. The following pages of this kit include information on the services we provide as well as order forms to fill out. Please read through and let us know if you have any questions. Our goal is to make your participation in this show absolute perfection!

**Booth Information**

Each 8’ deep x 10’ wide booth space will include the following:

* 8’ high background drapes & 3’ high side rails
* 1 - 2’ x 8’ x 30” table skirted in show colors
* 1 - 7” x 44” booth identification sign
* 2 - folding chairs
* 1 - wastebasket

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

**\* 2012 SHOW NOTES: The exhibit area is carpeted, but for your added comfort you may order carpet for your**

 **booth. All electrical/utility service orders, payment and inquiries are to be directed to the Monona Terrace.**

**Wisconsin Expo additional equipment and services include:**

* Shipping/freight handling
* Carpet & Padding
* Tables – 4’ , 6’ & 8’ also have 42” counter height tables
* Cocktail tables – 24”, 30” & 36” round
* Seating – chairs & stools
* Display panels and easels
* Lighting
* Silk plants and trees
* Display installation/dismantle labor

**Please take advantage of our substantial advance order price discounts! All you have to do is submit your order with payment by October 1, 2012 and use the “ADVANCE ORDER” price.**

If there are any other services not listed or questions you may have, please call our Exhibitor Services Department at 414-313-1643.

Sincerely,

Wisconsin Expo, Inc.



**ADVANCED WAREHOUSE SHIPPING FORM**

**Order with payment in full due:**

**OCTOBER 1, 2012**

|  |  |
| --- | --- |
| **SHIPPING INFORMATION** | **ADVANCE WAREHOUSE ADDRESS** |
| 1. All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
2. Shipments must arrive, at the warehouse, **September 24 – October 9, 2012 between 8:00am-4:00pm, Monday thru Friday**. No shipments will be received at the warehouse on weekends or holidays.
3. Please be advised that any shipments sent to the advance 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 25% 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. WI Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to WI 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.
 | \*Label each piece of your shipment(s) as follows: |
| TO:Receiving Dates: | (YOUR COMPANY NAME & BOOTH #)MREA’s Solar Powering Your Community Conf.c/o Wisconsin Expo, Inc.1076 Western Drive Hartford, WI 53027September 24 – October 9, 2012 |
| **IMPORTANT DATE REMINDERS** |
| **First date to ship to WAREHOUSE w/o added storage fees:** **September 24, 2012****Last date to ship to WAREHOUSE: October 9, 2012** |
| **INSURANCE** |
| Be sure your materials are insured from the time they leave your company until they are returned after the show. It is suggested that exhibitors arrange all risk coverages “riders” through your existing policies. **WI Expo, Inc. is not responsible for the security of items after they are delivered to each booth or until items are picked up at the booth for reloading at the close of the show. Please take all necessary precautions.** |
| **DRAYAGE RATE SCHEDULE & PAYMENT CALCULATION** |

Rates below includes receipt of your freight on straight time, storage at warehouse for up to 10 working days, delivery to booth at the convention site, storage and return of empty containers, reloading of materials on outbound carrier at the close of show.

**A 200 lb. minimum charge per shipment applies.**

|  |
| --- |
| **Advanced Shipments to Warehouse: 50 lbs. to 200 lbs.** |
| $49.95 per 100 lbs. (cwt) with a 200 lb. minimum = $99.90 |
| **Advanced Shipments to Warehouse: 200 lbs. +** |
| For shipments greater than 200 lbs. use the following formula to calculate your charges:Weight of Shipment \_\_\_\_\_\_\_\_\_ divided by 100 = \_\_\_\_\_\_\_\_\_\_\_ (round up to next whole #) = \_\_\_\_\_\_\_\_\_\_\_ x $49.95 = $\_\_\_\_\_\_\_\_\_\_\_Total Due |
| **Small Package Shipments** |
| Shipment totaling any number of pieces with a combined weight, not to exceed, 50 lbs. that is received on the same day, from the same shipper and delivered by the same carrier. 1st Carton = $29.95Each additional Carton = $8.00**ESTIMATED TOTAL FREIGHT HANDLING CHARGES DUE: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**MREA’s Solar Powering Your Community Conference – October 11, 2012**

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

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ordered By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

 **Fax: 262.255.4545 ⏐ Email: orders@wi-expo.com**



**ADVANCE ORDER DEADLINE:**

**OCTOBER 1, 2012**

**BOOTH FURNITURE ORDER FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **QUANTITY** |  | **WOOD DISPLAY TABLES** | **ADVANCE ORDER** | **FLOOR ORDER** |  | **TOTAL** |
|  |  | 2’x 4’x 30” high not skirted | $ 39.00 | $ 49.00 |  |  |
|  |  | 2’x 4’x 30” high skirted | $ 75.00 | $ 85.00 |  |  |
|  |  | 2’x 6’x 30” high not skirted | $ 44.00 | $ 54.00 |  |  |
|  |  | 2’x 6’x 30” high skirted | $ 80.00 | $ 90.00 |  |  |
|  |  | 2’x 8’x 30” high not skirted | $ 49.00 | $ 59.00 |  |  |
|  |  | 2’x 8’x 30” high skirted | $ 90.00 |  $100.00 |  |  |
|  |  | 2.5’x 8’x 30” high not skirted | $ 54.00 | $ 64.00 |  |  |
|  |  | 2.5’x 8’x 30” high skirted |  $100.00 |  $110.00 |  |  |
|  |  | **RAISED TABLES (42” HIGH)** |  |  |  |  |
|  |  | 2’x 4’x 42” high not skirted | $ 49.00 | $ 59.00 |  |  |
|  |  | 2’x 4’x 42” high skirted | $ 89.00 | $ 99.00 |  |  |
|  |  | 2’x 6’x 42” high not skirted | $ 54.00 | $ 64.00 |  |  |
|  |  | 2’x 6’x 42” high skirted | $ 94.00 |  $104.00 |  |  |
|  |  | 2’x 8’x 42” high not skirted | $ 64.00 | $ 74.00 |  |  |
|  |  | 2’x 8’x 42” high skirted |  $104.00 |  $114.00 |  |  |
| **COLORS: (circle one) BLACK BLUE BURGUNDY GOLD GREEN RED SILVER TEAL WHITE SHOW COLORS** |
|  |  | **CHAIRS** |  |  |  |  |
|  |  | Folding Chairs | $ 13.00 | $ 18.00 |  |  |
|  |  | Armchairs | $ 27.00 | $ 37.00 |  |  |
|  |  | Fiberglass side chairs | $ 22.00 | $ 32.00 |  |  |
|  |  | High stools | $ 32.00 | $ 42.00 |  |  |
|  |  | **CARPETING** |  |  |  |  |
|  |  | 9’x 10’ | $ 95.00 |  $115.00 |  |  |
|  |  | 9’x 20’ |  $190.00 |  $230.00 |  |  |
|  |  | 9’x 30’ |  $285.00 |  $345.00 |  |  |
|  |  | Special size (per square foot) |  $ 1.45/sq. ft. |  $ 1.70/sq. ft. |  |  |
|  |  | Carpet padding (per square foot) |  $ .70/sq. ft. |  $ .90/sq. ft. |  |  |
| **CARPETING COLORS: (circle one) BLACK BLUE BURGUNDY GREY RED TEAL** |
|  |  | **MISCELLANEOUS** |  |  |  |  |
|  |  | 20” TV/DVD combo |  $180.00 | N/A |  |  |
|  |  | Floor standing literature rack | $ 58.00 | N/A |  |  |
|  |  | Chrome Bag Stand | $ 66.00 | $ 85.00 |  |  |
|  |  | Chrome Sign Holder 22” x 28” | $ 55.00 | $ 72.00 |  |  |
|  |  | Wastebasket  | $ 11.00 | $ 16.00 |  |  |
|  |  | Floor standing easel | $ 20.00 | $ 30.00 |  |  |
|  |  | 24” round or square cocktail table (circle one) | $ 32.00 | $ 42.00 |  |  |
|  |  | 30” round cocktail table | $ 37.00 | $ 47.00 |  |  |
|  |  | 36” round cocktail table | $ 42.00 | $ 52.00 |  |  |
|  |  | \*Please choose cocktail table height:\_\_\_\_18”high \_\_\_\_30”high \_\_\_\_40”high |  |  |

**MREA’s Solar Powering Your Community Conference – October 11, 2012 SUBTOTAL:$\_\_\_\_\_\_\_\_\_\_\_**

**Company Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Booth** **#**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SALES TAX 5.5%:$\_\_\_\_\_\_\_\_\_\_\_**

**Address**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TOTAL:$\_\_\_\_\_\_\_\_\_\_\_**

**City**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **State: \_\_\_\_\_\_\_\_\_\_ Zip**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ordered By**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 **Fax: 262.255.4545 ⏐ Email: orders@wi-expo.com**

**LEFT**



**ADVANCE ORDER DEADLINE:**

**OCTOBER 1, 2012**

**DISPLAY LABOR ORDER FORM**

Starting time can be guaranteed only in those instances where labor is requested for the start of the working day, which is 8:00am. While every attempt will be made to provide labor at a time requested subsequent to 8:00am, such starting time must be approximate, since labor is assigned to jobs at the start of the day and it is impossible to gauge exact time of completion of first job assignment. It is important that an exhibit representative check in at the service desk to pick up labor ordered. Exhibit representatives must also check the labor back in at the service desk upon completion of work.

**Straight Time**: Between 8:00AM & 4:30PM weekdays

**Overtime**: Before 8:00AM & after 4:30PM weekdays and all day Saturdays, Sundays and holidays.

|  |  |  |
| --- | --- | --- |
| **Labor Rates** | **Straight Time** | **Overtime** |
| Under your supervision with a one hour minimum | $65/hour | $85/hour |
| Under WI Expo's supervision with a one hour minimum | $70/hour | $90/hour |

**\* These are advance order prices. Orders placed on the show floor may be subject to a 30% surcharge.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Labor Needed** | **Qty of Laborers** | **Date** | **Start Time** | **Total Hours** |
| Display Set Up Labor |  |  |  |  |
| Display Take Down Labor |  |  |  |  |

 Total # of Hours Applicable Rate Total Due

 CALCULATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ X $\_\_\_\_\_\_\_\_\_\_\_­­\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 **Fax: 262.255.4545 ⏐ Email: orders@wi-expo.com**

**MREA’s Solar Powering Your Community Conference – October 11, 2012**

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

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ordered By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**ADVANCE ORDER DEADLINE:**

**OCTOBER 1, 2012**

**SELF-STANDING DISPLAY/GRID WALL PANELS**

|  |  |  |  |
| --- | --- | --- | --- |
| **QUANTITY** | **DISPLAY PANEL TYPE** | **ADVANCE ORDER ONLY**  | **TOTAL** |
|  | 4’x 8’ SELF STANDING VELCRO PANEL (grey)[ ]  Horizontal [ ]  Vertical | $125 each |  |
|  | 4’x 8’ SELF STANDING TACKBOARD PANEL (grey)[ ]  Horizontal [ ]  Vertical | $125 each |  |
|  | 4’x 8’ SELF STANDING PEGBOARD (GREY ¼” HOLES)[ ]  Horizontal [ ]  Vertical | $125each |  |
|  | 1 METER SELF STANDING VELCRO PANEL (black)[ ]  Horizontal [ ]  Vertical | $125 each |  |
|  | ½ METER SELF STANDING VELCRO PANEL (BLACK)[ ]  Horizontal [ ]  Vertical | $70 each |  |
|  | 2’x 6’ VERTICAL WIRE GRID-WALL PANELS (BLACK) | $30 each |  |
|  | FLAT SHELVES (WHITE)(used w/vertical 1 meter velcro panels) | $26 each |  |
|  | ANGLE SHELVES (WHITE)(used w/vertical 1 meter velcro panels) | $30 each |  |
|  | DISPLAY LIGHTS (need to order electrical service) | $25 each |  |

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

**SEND FORM & PAYMENT TO: Wisconsin Expo, Inc. • 1067 Western Drive • Hartford, WI 53027 OR Fax: 262.670.1360**

**• Phone: 262-670-1300**

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**• Phone: 262-670-1300**

**MREA’s Solar Powering Your Community Conference – October 11, 2012**

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

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ordered By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

 **Fax: 262.255.4545 ⏐ Email: orders@wi-expo.com**



**CLEANING SERVICE ORDER FORM**

**ADVANCED ORDER DEADLINE:**

**OCTOBER 1, 2012**

**VACUUMING**

Booth vacuuming can be done daily or one time before show opens. To ensure your booth is show-ready, please specify your requirements below. Cost of vacuuming is determined by the total square footage of your booth space. The standard booth space is 8’ D x 10’ W = 80 square feet. See calculations below:

 EXHIBIT SPACE: (D) \_\_\_\_\_\_\_ X (W) \_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_ SQUARE FOOTAGE OF YOUR BOOTH (100 sq. ft. minimum)

 BOOTH SIZE: \_\_\_\_\_\_\_\_\_ sq. ft. X $.25 PER DAY X \_\_\_\_\_\_\_\_\_\_ # OF DAYS = \_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL DUE

**SILK PLANT/TREE ORDER FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Description** | **Advanced Order** **ONLY** | **Total** |
|  | Table size plan (green) | $20.00 |  |
|  | 3’ Tall plan arrangement (green) | $30.00 |  |
|  | 4’ – 5’ Tall Tree | $45.00 |  |

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

**MREA’s Solar Powering Your Community Conference – October 11, 2012**

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

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ordered By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

 **Fax: 262.255.4545 ⏐ Email: orders@wi-expo.com**



**MREA’s Solar Powering Your Community Conference**

**October 11, 2012**

**Monona Terrace Convention Center – Madison, WI**

Dear Exhibitor,

To guarantee the services you desire, please fax your order along with the completed credit card authorization form below. We accept checks (payable to Wisconsin Expo, Inc.) or credit cards for payments. To keep expenses manageable, for all parties concerned, we prefer payment by company check. Please indicate your intentions below:

 **Yes**, we will be mailing a check, along with order(s), to arrive on or before **October 1, 2012.**

Please do not process the credit card information listed below.

 **No**, we prefer to pay for the indicated services with the credit card information provided.

**CREDIT CARD AUTHORIZATION**

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

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

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 American Express MasterCard Visa

 Card Number: \_\_\_ \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_ - \_\_\_ \_\_\_ \_\_\_ \_\_\_\_

 Expiration Date: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ Card Security Code: **\_\_\_ \_\_\_ \_\_\_ \_\_\_\_**

 Cardholder’s Address (**if different than above**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Cardholder’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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