

VALLEY
EXPO & DISPLAYS
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 valleyexpodisplays.com



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**GENERAL
 SHOW
 INFORMATION**

Wisconsin Restaurant Expo 2012

Frontier Airlines Center, March 12 - 14, 2012

ADVANCED PRICE DEADLINE:
 February 23, 2012

Valley Expo & Displays is the official general service contractor for this event. We will have clearly identifiable representatives on the show floor during set up to answer your questions. Prior to set up, please direct your questions to our exhibitor services department in our main office listed below. Our goal is to help you make your participation in this event a success!

This **Exhibitor Information Packet** contains shipping instructions for this event. **You can guarantee a smooth installation by completing these forms and sending them with payment to Valley Expo & Displays as soon as possible.**

Please read each form carefully, and return them to the address shown on **each** form. Sometimes other suppliers are used for some services (i.e.: electrical), and orders with payment should be sent separately to them for those services.

Please note: We strongly recommend that you pay for your services in advance using a credit card. This allows your representative at the show site to order additional needed furniture and equipment without having to arrange for payment on the show floor. Valley Expo & Displays will accept no orders without payment in full.

Official Contractor:	Valley Expo & Displays 4950 American Road Rockford, IL 61109	phone: (877) 332-4292 fax: (815) 873-1544 e-mail: events@valleyexpodisplays.com
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Booth Package: A standard 10' x 10' booth will include:

Black 8' Back Drape and 3' Side Drape
 (1) 7" x 44" Identification Sign

Your exhibit area is **NOT** carpeted with facility carpet. Aisles will be carpeted in grey speckle carpet. Additional equipment and services may be ordered using the attached forms.

Important Schedule Information:

Advance Price Deadline:	Thursday	February 23, 2012	
Exhibitor Move In:	Saturday	March 10, 2012	8:00AM - 3:00PM
	Sunday	March 11, 2012	10:00AM - 5:00PM
Show Hours:	Monday	March 12, 2012	11:00AM - 5:00PM
	Tuesday	March 13, 2012	10:00AM - 5:00PM
	Wednesday	March 14, 2012	10:00AM - 3:00PM
Exhibitor Move Out:	Wednesday	March 14, 2012	3:00PM - *8:00PM
	Thursday	March 15, 2012	8:00AM - *12:00PM

*Carriers must check in by 7PM on 3/14 and by 11AM on 3/15

All the information you need is contained on the attached forms. If at any time you have questions, please call our Exhibitor Services Department at (877) 332-4292.



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