

Exhibitors are allowed to unload their own freight provided they use **(A)** a privately-owned vehicle or smaller rented truck (i.e. U-Haul, etc.) or **(B)** a company-owned vehicle such as a flatbed or cube truck. All exhibitors must have a dock pass to access the loading docks.

If you wish to unload your own vehicle at the Frontier Airlines Center Loading Dock, you must complete a dock pass request form and return it to the Wisconsin Restaurant Association by February 10, 2012. There are two ways to request your dock pass:

- (1) Easily submit your dock pass request online by visiting www.wirestaurant.org/expo/exhibit/dock_form.php
(2) Fill out the information below and fax to 608.270.9960

Dock passes with your assigned time will be mailed prior to move-in. Target delivery dates and times will be set based on the completed information on this form on a first come, first served basis. Exhibitors who miss their assigned time during move-in will only gain access to the dock area as space and time permits.

Any materials arriving on a common carrier, van line, air freight company, UPS or Federal Express must be unloaded by Valley Expo & Displays and will be charged the appropriate drayage fees. All other trucks will be unloaded by Valley Expo & Displays, including all EAC trucks. The only forklifts and pallet jacks permitted are those owned and operated by Valley Expo & Displays. Please see the Valley Expo & Displays forms in this manual for further information.

Return form no later than FEBRUARY 10, 2012

If you need dock access and miss the deadline, you will be required to pick up your dock pass on-site. Requests will not be honored after February 10. No exceptions.

Mail Dock Pass to Attention of:			Booth Number:
Name of Exhibiting Company:			
Mailing Address:			
City:	State:	Zip:	
Telephone:		Fax:	
E-mail:			

1. Please circle which day and time slot you would prefer to unload your freight:

Saturday, March 10 8a-9a 9a-10a 10a-11a 11a-1p 1p-3p No. of Vehicles: _____

Sunday, March 11 10a-11a 11a-12p 12p-2p 2p-4p No. of Vehicles: _____

NOTE: You will have a maximum of 30 minutes per vehicle to unload materials on the loading dock. The dock area is not a parking lot and you will be asked to leave if your vehicle is there beyond the 30 minute limit.

2. Drive-up ramps and dock space will be available for exhibitor self-unloading.

Do you need to be assigned a dock space with an adjustable plate for unloading: Yes No
(Please note: It is easier to accommodate exhibitors needing only drive-up ramps)

3. What type of vehicle(s) will you be unloading at the dock?

Car Van SUV Pick-up Truck Commercial Vehicle Semi Truck Other _____

SEND FORM TO:

Ryan Pettersen
Wisconsin Restaurant Association
2801 Fish Hatchery Road, Madison, WI 53713
Fax: 608.270.9960
Email: rpetersen@wirestaurant.org

QUESTIONS?

Contact Ryan Pettersen
Phone: 800.589.3211 or 608.270.9950
Email: rpetersen@wirestaurant.org

An Exhibitor-Appointed Contractor (EAC) is any company that is not recognized as the official show contractor. Valley Expo & Displays is the official contractor for the 2012 Wisconsin Restaurant Expo.

For services such as electrical, plumbing, telephone, standard decorating equipment (such as pipe & drape, tables, carpeting for in-line booths, etc.), cleaning and drayage, *no contractor other than the official contractor* will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that they own and that is to be used in their exhibit space.

EAC's are allowed to install and dismantle custom exhibits as well as provide and install carpeting for island booths. However, the only forklifts and pallet jacks permitted are those owned and operated by Valley Expo & Displays.

If exhibitors wish to utilize an exhibitor-appointed contractor for exhibit install and dismantle, a Work Authorization Form MUST be signed by the exhibitor and filed with the WRA's Wisconsin Restaurant Expo Exhibitor Services Department **no later than February 9, 2012.** A certificate of insurance from the EAC naming the Wisconsin Restaurant Association and Valley Expo & Displays as additional insureds must also accompany the request. The EAC Work Authorization Request Form can be found on the following page in this manual. In addition to the Wisconsin Restaurant Association forms, Valley Expo & Displays has EAC forms that must be completed and returned by **February 9, 2012.** These forms are also located in the "Freight/Labor" section of this manual.

EACs must order work badges for use during the move-in and move-out period. Please instruct the primary contact for your EAC to request badges for their staff by using the "EAC Badge Order Form" found later in this section. The EAC Badge Order Form must be completed and returned to the Wisconsin Restaurant Association by **February 9, 2012.**

EACs are not allowed to solicit business on the show floor, including during installation, show dates, and dismantling. If found soliciting business, the EAC will be escorted from the exhibition site.

The EAC is responsible for adherence to all rules and regulations including those regarding badges.

Freight brought in on an EAC vehicle must be unloaded by Valley Expo & Displays. Appropriate drayage charges will be billed to the EAC. Each EAC must also fill out and return a Dock Pass Request form to Wisconsin Restaurant Association.

If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the exhibitor, the EAC will immediately cease such disruption or be removed from the exhibition site. Exposition Management will have the final decision in such instances.

**WORK AUTHORIZATION REQUEST FORM FOR AN
EXHIBITOR-APPOINTED CONTRACTOR**

DEADLINE: FEBRUARY 9, 2012

All exhibitors using an Exhibitor-Appointed Contractor must return this form.

We will be utilizing the services of the following Exhibitor-Appointed Contractor (EAC).
The contractor's certificate of insurance is attached.

EAC Company Name: _____

Services provided: _____

EAC contact person: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Is this company authorized to order services on your behalf? (Please circle one) Yes No

The following must also be completed:

Exhibiting Company: _____

Contact: _____

Booth #: _____

Telephone: _____

I hereby authorize the company noted above to perform services on our behalf. They have been provided with a copy of the Wisconsin Restaurant Association Rules and Regulations as noted in the Exhibit Space contract and this Service Manual and agree to abide by the same.

Name (please print) _____

Signature _____

Date _____

SEND FORM WITH PAYMENT TO:

Ryan Pettersen
Wisconsin Restaurant Association
2801 Fish Hatchery Road, Madison, WI 53713
Fax: 608.270.9960
Email: rpettersen@wirerestaurant.org

QUESTIONS?

Contact Ryan Pettersen
Phone: 800.589.3211 or 608.270.9950
Email: rpettersen@wirerestaurant.org

**EXHIBITOR-APPOINTED CONTRACTOR
BADGE ORDER FORM**

DEADLINE: FEBRUARY 9, 2012

An Exhibitor-Appointed Contractor (EAC) is any company that is not recognized as the official show contractor which an exhibitor hires for installation and dismantle. Valley Expo & Displays is the official contractor for the 2012 Wisconsin Restaurant Expo. An EAC is not an employee of the exhibiting company.

All Exhibitor Appointed Contractors (EACs) will be required to wear special badges that allow access to the exhibit hall for scheduled move-in and move-out hours. Please complete the information below along with the names of EAC workers requiring badges. All badges will be sent to the primary EAC contact for distribution. Please verify that badges have been distributed to EAC workers prior to the show. Please be aware that employees of an exhibiting company are not considered EACs (exhibitor badges must be ordered instead).

Primary EAC Contact where all badges should be mailed:

Contact: _____

EAC Company: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Below, please complete names that should appear on the move-in/move-out badges:

(Do not list exhibitor personnel here)

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____

SEND FORM WITH PAYMENT TO:

Ryan Pettersen
Wisconsin Restaurant Association
2801 Fish Hatchery Road, Madison, WI 53713
Fax: 608.270.9960
Email: rpettersen@wirerestaurant.org

QUESTIONS?

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Phone: 800.589.3211 or 608.270.9950
Email: rpettersen@wirerestaurant.org



WWW.VALLEYEXPODISPLAYS.COM
EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
PHONE: 815.873.1500

EXHIBITOR
APPOINTED
CONTRACTOR

Wisconsin Restaurant Expo 2012

Frontier Airlines Center, March 12 - 14, 2012

AUTHORIZATION FORM

NAME OF SHOW _____

COMPANY NAME _____

ADDRESS _____
(STREET) (CITY) (STATE) (ZIP)

PHONE # _____ FAX # _____

ORDERED BY _____ TITLE _____

SIGNATURE _____ DATE _____

E-MAIL ADDRESS _____

If your company plans to use a contractor, which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No: _____

Contact At Show: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be performed: _____

Inform your **Exhibitor Appointed Contractor** 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.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulation of this event.

BOOTH NUMBER: _____

COMPANY NAME: _____





Wisconsin Restaurant Expo 2012

Frontier Airlines Center, March 12 - 14, 2012

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

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. **Valley Expo & Displays and Show Management must be named as additional insureds.**
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 of 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.



Wisconsin Restaurant Expo 2012

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Please read this information carefully, and call us if you have questions.

Freight Handling Charges: Valley Expo & Displays is prepared to receive your freight in advance at one of our warehouse locations, or directly at the show site. **All shipments must be sent prepaid; collect freight shipments will be refused.** Valley Expo freight handling charges are based on incoming weight, rounded up to the nearest 100 lbs. For rates and schedule information that apply to this convention, please refer to the **Freight Handling Order Form**.

Exhibitors are responsible for crating and uncrating of their own product.

Advance Shipments:

- A. Receiving at our warehouse up to 30 days prior to the first day of move in
- B. Delivery to your exhibit booth
- C. Storage of empty containers, and return of empty containers to your booth
- D. Reloading freight for outbound shipping

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME
BOOTH NUMBER
Wisconsin Restaurant Expo 2012
UPS FREIGHT
C/O VALLEY EXPO & DISPLAYS
4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

First day freight will be accepted at advance location: **2/10/12**

Last day freight will be accepted: **3/5/12**

Direct Shipments to the Show Site:

- A. Receiving at the show site, and delivery to your exhibit booth
- B. Storage of empty containers
- C. Return of empty containers to your booth
- D. Reloading for outbound shipment

Please complete your bill of lading, and label your shipment as follows:

EXHIBITING COMPANY NAME
BOOTH NUMBER
Wisconsin Restaurant Expo 2012
FRONTIER AIRLINES CENTER
C/O VALLEY EXPO & DISPLAYS
400 W WISCONSIN AVE
MILWAUKEE, WI 53203

Do not send shipments to arrive in advance of 3/10/12 to the show site. The facility has no means of storage, and will refuse your shipment.

Days freight will be accepted at show site: **3/10/12; 8:00AM - *3:00PM**
3/11/12; 10:00AM - *5:00PM

***Drivers must check in by 2PM on 3/10 and by 4PM on 3/11**

Authorization To Provide Freight 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.

Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.

The Freight Handling Order Form must be completed and returned with payment to Valley Expo & Displays before exhibit freight will be handled!



RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Wisconsin Restaurant Expo 2012

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
UPS FREIGHT
4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

Shipment Should Arrive:

February 10, 2012 thru March 5, 2012

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 3:30pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 8:00am - 4:00pm.

Carrier _____ of _____ pieces
Number _____ of _____ pieces

RUSH

EXHIBITOR MATERIAL

FROM:

ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

Wisconsin Restaurant Expo 2012

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
UPS FREIGHT
4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

Shipment Should Arrive:

February 10, 2012 thru March 5, 2012

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 3:30pm to be guaranteed same day unloading. Warehouse receiving hours are MON-FRI, 8:00am - 4:00pm.

Carrier _____ of _____ pieces
Number _____ of _____ pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Wisconsin Restaurant Expo 2012

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
FRONTIER AIRLINES CENTER
400 WEST WISCONSIN AVENUE
MILWAUKEE, WI 53203

Shipment Should Arrive:

March 10, 2012; 8:00AM – 3:00PM
March 11, 2012; 10:00AM – 5:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____
Number _____ of _____ pieces

RUSH

EXHIBITOR MATERIAL

FROM:

DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

Wisconsin Restaurant Expo 2012

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS
FRONTIER AIRLINES CENTER
400 WEST WISCONSIN AVENUE
MILWAUKEE, WI 53203

Shipment Should Arrive:

March 10, 2012; 8:00AM – 3:00PM
March 11, 2012; 10:00AM – 5:00PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier _____
Number _____ of _____ pieces



UPS FreightSM Trade Show Services

Simplified shipping solutions

Inbound to the show

- Contact with a trade show specialist provides the right solution for moving your exhibit to and from the show—well before it begins.
- Advance warehousing streamlines the shipping process prior to shows and ensures priority delivery to the show floor.
- Round-the-clock tracking capabilities give you real-time information on exhibit materials and your booth.

Outbound from the show

- On-site UPS representatives advise on freight and package transportation options.
- Our full range of freight and package services includes ground or air service, as well as guaranteed* and time-definite urgent services.
- Coordinated package and freight pickups at the show help get you to the airport on time.

Contact Trade Show Services at 800.988.9889 or via email at tradeshow@upsfreight.com.



A complete range of services from the carrier you know and trust

Freight services:

- Ground freight
- Air freight
- Urgent

Package services:

- Ground
- Air
- International

UPS FreightSM Trade Show Services

Dedicated trade show experts available at 800.988.9889 or via email at tradeshow@upsfreight.com

Full range of services

Urgent

- Time-specific delivery by air or ground
- Expedited air and ground to and from shows

Standard

- Intact and on-time delivery from coast to coast or within the same city (two to five days, standard time)

Package

- On-site coordination of package and freight shipping

Tips for smoother trade show shipping

- Remove all old shipping labels and affix new shipping labels.
- Take advantage of our advance warehouse capabilities to eliminate tight delivery windows.
- Include deliver-by date on bill of lading for advance warehouse shipments.
- Include target (move-in) date on bill of lading if shipping directly to show site.
- Include booth number and phone number on bill of lading and on freight and package labels.

* In the event that UPS Freight fails to deliver the shipment by the agreed time and date, freight charges will be canceled. UPS Freight is not liable for any consequential damages arising from failure to deliver as agreed. See UPS Freight's Tariff and Terms and Conditions at t1.upsfreight.com and any other applicable contract, as other restrictions may apply.

Online resources

- 24/7 shipment tracking provides real-time visibility
- Electronic bills of lading streamline shipment processing

Visit us at:
upsfreight.com/tradeshow
 or call 800.988.9889

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Multimodal capabilities



Wisconsin Restaurant Expo 2012

Frontier Airlines Center, March 12 - 14, 2012

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 to the booth, the handling of empty containers to and from storage, and removing of material from cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight—either to the warehouse or directly to show site (if applicable).

Shipping to the Advanced Warehouse

- We may accept freight up to 30 days prior to show move-in. Please check the Freight Handling page for specific dates.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Shipping Information page. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- 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.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call our Exhibitor Services Department at 877.332.4292 if you want to ship oversized material that requires special equipment to the warehouse.

Shipping to Show Site

- Please refer to the Shipping Information page for the specific dates and times direct freight will be accepted.
- 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.

Prepaid or Collect Shipping Charges

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid".
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

Labeling Your Freight

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the advance warehouse or show site is located on the Shipping Information page.

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.
- On the Freight Handling order form, select whether the freight will arrive at the warehouse or be sent directly to show site (if applicable).
- Next, 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 the carrier in such a manner that it requires additional handling, such as ground loading, stacked or constricted space, unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet or labor to unload. **Federal Express, UPS Ground, Airborne Express and 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 charges for inbound if material is delivered to the booth during the overtime period. This includes both warehouse and show-site shipment.
- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if material is loaded onto the outbound carrier during the overtime period.
- Add the late delivery charge listed on the Freight Handling order form if the shipment is accepted at the warehouse or at show site after the deadline date.
- Shipments received without receipts or freight bills, such as UPS and Federal express, will be delivered to the booth without guarantee of piece count or condition.

Empty Containers

- Pick up "Empty Labels" at "Exhibitor Services". Place a label on each container. Labeled containers will be picked up periodically and stored in a non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

Protecting Materials

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show-time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

Shipping Materials After the Close of Show

- Each shipment must have a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. Bill of Ladings are available at Exhibitor Services at show site.
- After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at Exhibitor Services. Do not leave this in your booth with your shipment.
- Call your designated carrier with pick-up information. Please refer to the General Information page for specific dates and times. In the event your carrier fails to show on final move-out day, your shipment will be rerouted to Valley Expo & Displays' carrier of choice at exhibitor's expense.
- For your convenience, the show-recommended carrier may be on site to handle outbound transportation.





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Special handling applied to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground loading, constricted space loaded, designated piece unloading, carpet/pad only shipments or stacked shipments. Also included are shipment integrity, alternate delivery locations, mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment to unload, sort and deliver.

Ground Loading/Unloading

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not at dock level, etc.

Constricted Space Loading/Unloading

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer—top to bottom, side to side. One example of this is freight loaded down one side of a trailer that must be by-passed to reach target freight.

Designated Piece Loading/Unloading

Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit the trailer that must be loaded in a sequence to ensure all items fit.

Stacked Shipments

Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Shipment Integrity

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labor is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Alternate Delivery Location

Alternate Delivery Location refers to shipments that are delivered by a carrier that requires us to deliver some shipments to different levels in the same building or to other buildings in the same facility.

Mixed Shipments

Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling. Valley defines special handling for mixed loads as having less than 50% of the volume as uncrated.

No Documentation

Shipments arrive from a small package carrier (including, among others, Federal Express, UPS Ground, Airborne Express and DHL) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

Carpet Only Shipments

Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

Crated vs. Uncrated Shipments

Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly stacked skids. An uncrated shipment is material that is shipped loose or pad wrapped, and/or unskidded without proper lifting bars and hooks.





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ALL EXHIBITORS SHIPPING FREIGHT MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- _____ Crated
- _____ Uncrated
- _____ Machinery
- _____ Total

2. Indicate total number of trucks in each category that you will use:

- _____ Van Line
- _____ Common Carrier
- _____ Flatbed
- _____ Company Truck
- _____ Overseas Container

3. List carrier name(s):

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

Phone _____

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

Phone _____

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

7. What is the weight of the single heaviest piece that must be lifted?

_____ Lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

BOOTH NUMBER: _____
COMPANY NAME: _____





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 EMAIL: EVENTS@VALLEYEXPODISPLAYS.COM
 PHONE: 815.873.1500

FORKLIFT SERVICE

ADVANCED PRICE DEADLINE:
 February 23, 2012

Wisconsin Restaurant Expo 2012

Frontier Airlines Center, March 12 - 14, 2012

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.
- If you require a forklift, a crew will be assigned consisting of a Rigger Foreman and forklift with an operator.

IMPORTANT INFORMATION AND RATES

All exhibitors requesting labor must go to labor dispatch to confirm labor requests. All labor 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 labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per work and equipment ordered.

The minimum charge for labor and equipment is one (1) hour per worker and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY VALLEY.** Valley requires the highest standards of integrity from all employees. Please call us to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

ADVANCE LABOR RATES AS FOLLOWS IF ORDERED BY ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	FORKLIFT CREW \$192.95 per hour
Overtime	Monday through Friday 4:30 PM to 8:00 AM and Saturday	\$289.45 per hour
Double Time	Sundays & Holidays	\$385.90 per hour

ONSITE LABOR RATES AS FOLLOWS IF ORDERED AFTER ABOVE DEADLINE DATE:

Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$250.85 per hour
Overtime	Monday through Friday 4:30 PM to 8:00 AM and Saturday	\$376.30 per hour
Double Time	Sundays & Holidays	\$501.70 per hour

PLEASE INDICATE SERVICE

Valley is responsible for the Following:

- Uncrating
- Leveling
- Reskidding
- Unskidding
- Dismantling
- Positioning
- Recrating

PLACE ORDER HERE

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
------------------	---------------------	-------------------	------------------	----------------------	------------	-------

						\$
						\$
						\$
						\$

I agree in placing this order that I have accepted Valley Payment Policy and Valley Terms & Conditions of Contract.	1. Total Labor Ordered	\$
	2. Total Due	\$

Please estimate the number of forklifts and/or workers and hours per forklift and/or work needed for installation and dismantling above. If you do not require a forklift, order the number of laborers required on the Event Labor Form. Invoice will be calculated according to actual hours worked.

BOOTH NUMBER:

COMPANY NAME:



VALLEY
EXPO & DISPLAYS
 BETTER IDEAS. BETTER RESULTS.
 valleyexpodisplays.com



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**EVENT
 LABOR**

Wisconsin Restaurant Expo 2012

Frontier Airlines Center, March 12 - 14, 2012

ADVANCED PRICE DEADLINE:
 February 23, 2012

Display Installation: To ensure prompt and efficient processing of your labor request for installation and dismantling of displays, please review the information on this page carefully, and contact us if you have any questions.

All installation and dismantling will be performed by qualified personnel in compliance with any applicable labor contracts. If you wish to hire Valley Expo & Displays to perform this work, please complete this form, and return it with payment to Valley Expo. **Orders with payment in full must be received by February 23, 2012, for Advance Prices.** All floor orders subject to availability of labor at the show site.

A minimum charge of one half hour per man will apply to all labor orders, with the time commencing upon assignment of labor in accordance with your order. **IT IS IMPORTANT, THEREFORE, THAT YOU CHECK IN AT THE VALLEY EXPO & DISPLAYS SERVICE DESK TO PICK UP THE LABOR YOU HAVE ORDERED, AND TO RETURN THOSE PEOPLE TO THE SERVICE DESK UPON COMPLETION. IF YOU FAIL TO PICK UP LABOR YOU HAVE ORDERED, A ONE HOUR PER MAN NO-SHOW CHARGE WILL APPLY.**

Straight Time, Overtime, Double Time: Straight Time rates apply between 8:00 AM and 4:30 PM on weekdays. Overtime rates apply before 8:00 am and after 4:30 pm on weekdays and all day Saturday. Double time is all day Sunday and holidays. We will attempt whenever possible to perform the work on straight time, however, the schedules of the show producer or convention facility may make this impossible.

Supervision: If Valley Expo personnel are to perform work without your supervision, please forward all necessary instructions, drawings or diagrams in advance with this order. We add a 25% supervision fee.

Requested Starting 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 time must be approximate since labor is assigned to jobs at the start of the day, and it is impossible to gauge completion times of the first job assignments.

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 bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy.

Labor Rates

Installation & Dismantling	Straight Time Rate	Overtime Rate	Double Time Rate
Advance	\$ 70.60	\$ 97.95	\$ 142.40
Floor	\$ 106.60	\$ 116.35	\$ 212.20
Supervision Installation & Dismantling			
Advance	\$ 88.20	\$ 110.00	\$ 176.40
Floor	\$ 132.60	\$ 145.55	\$ 264.60

Computation of Labor Charges	# of Workers x	# Hours x	Labor Rate	Total
Installation				
Dismantling				
Total Due				

Requested Start Date and Time

Installation _____

Dismantling _____

BOOTH NUMBER: _____

COMPANY NAME: _____





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**SUPERVISED LABOR
INSTALLATION &
DISMANTLE**

Wisconsin Restaurant Expo 2012

Frontier Airlines Center, March 12 - 14, 2012

PLEASE COMPLETE THE FOLLOWING INFORMATION IF VALLEY IS SETTING UP AND/OR DISMANTLING YOUR DISPLAY . THIS INFORMATION WILL HELP US BETTER SERVE YOU.

Company _____ Booth No _____

Contact Person _____ Phone _____

Freight will be shipped to Warehouse _____ Show Site _____ Date Shipped _____

Total # of Crates _____ Cartons _____ Fiber Cases _____ Special Handling _____

Setup Plans/Photo: Attached _____ To be sent with Exhibit _____ In Crate No. _____

Carpet: With Exhibit _____ Rented From Valley _____ Color _____ Size _____

Electrical Placement: _____ Please attach diagram with placement

Graphic: With Exhibit _____ Shipped Separately _____

Comments _____

Special Tools/Hardware Required _____

OUTBOUND SHIPPING INFORMATION

SHIP TO _____

METHOD OF SHIPMENT

COMMON CARRIER(NAME) _____ UPS _____ FED EX _____

SHOW CARRIER _____

IF LABELS ARE PROVIDED WHERE WILL THEY BE _____

FREIGHT CHARGES: Prepaid _____ Collect _____

Bill to _____

In the event a selected carrier fails to show on the final move out time and day, Valley will force shipment accordingly via show carrier

BOOTH NUMBER: _____

COMPANY NAME: _____



WISCONSIN CENTER DISTRICT INDOOR SIGN & BANNER HANGING ORDER

Owners and Operators of the Frontier Airlines Center (formerly Midwest Airlines Center)
 · U.S. Cellular Arena · Milwaukee Theatre
 400 W. Wisconsin Avenue · Milwaukee, WI 53203-2104

414-908-6073 · Fax: 414-908-6010 · www.wcd.org · **Attn: Exhibitor Services Department**

In order to best serve you, we need specific information as to the size, weight, location, timing and special needs for signage. One month prior to event, please call the Exhibitor Services Department to inform them of your need to have a sign/banner hung. At least Two weeks prior to installation, **forward your completed form to the address above**. All signage must comply with the regulations listed below. A 15% surcharge will be placed on all orders received less than 14 days before the event move in date.

Billing Information

A cost estimate will be faxed to you, after form is received. Sign hanging is billed after the event on a time/materials basis.

of Signs/Banners _____ Booth Number _____

Event Name _____ Event Date _____

Company Name _____ Contact Name _____

Address _____ Phone Number: _____

City _____ State _____ Zip _____ Fax Number: _____

Freight/Delivery Information

To make sure your banner will be available for the scheduled sign hanging, contact Exhibitor Services for shipping arrangements (414)908-6073. Special Note: Sending your package via the decorator does not guarantee your banner will be available for the scheduled sign hanging. Use the following address to send your banner package directly to our facility: Wisconsin Center District; 400 W. Wisconsin Ave; Milwaukee, WI 53203. Attn: Exhibitor Services Supervisor- Event Name & Booth number

Your Sign/Banner Delivery is Scheduled to arrive at Wisconsin Center District on (Date) _____ (Time) _____

Name of Shipping Company _____

Note: Banner needs to be picked up

Supervision of Sign Hanging Request

Do you need to be present to have the sign/banner hung? (circle) YES or NO

On-Site Contact Name: _____ Phone: _____

Sign/Banner Information

If you have a diagram and or floorplan for your sign hanging needs, please attach it to this order. Installation and removal will be determined based on the show schedule. (WCD has limited rigging equipment; please provide any hanging materials you may have)

Sign Specifications: Height _____ Width _____ Depth: _____ Material _____ Weight _____

Circle the Shape of your Sign: Square / Rectangle / Triangle / Other (describe): _____

Does Your Sign Require power? YES or NO Power needs: _____ (Fill out Electrical Service Form).

Special Requests: _____

Signage Diagram

Signage Regulations:

Rear of booth

1. All sign requests need to be approved by Wisconsin Center District. WCD reserves the right to refuse to hang signs deemed unsafe.
2. All signs are to be properly constructed (frames & grommets for hanging.) Banners need to have top and bottom pocket for pipe.
3. All materials must comply with state and local building codes.
4. All sign will be hung at uniform distance from floor to bottom of sign, usually 12' – 14'.
5. All signs must be hung and removed by approved personnel.
6. WCD reserves the right to determine exact location of signage based upon structural limitation of the building.
7. WCD is not liable for any accidents or damage caused by the banner.

I authorize billing at time and material basis: Name: _____ Date _____

A cost estimate, schedule of sign hanging, and other details will be faxed to you as a confirmation of your order. Signhof10.doc



Wisconsin Restaurant Expo 2012

Frontier Airlines Center, March 12 - 14, 2012

ADVANCED PRICE DEADLINE:
February 23, 2012

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, so we recommend at least ordering vacuuming once prior to show opening. **Orders received with payment in full by February 23, 2012, to qualify for Advance prices.**

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

Standard Booth Size (10' x 10') = Square Footage (100 square feet per booth)

Vacuuming Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.28	\$ 0.40	N/A	

Vacuuming Prior to Show Opening Each Day	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price x #Days of Show		\$ 0.24	\$ 0.35	3	

Carpet Shampooing Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.45	\$ 0.65	N/A	

Porter Service Once Prior to Show Opening	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price		\$ 0.28	\$ 0.40	N/A	

Porter Service Prior to Show Opening Each Day	Sq. Ft.	Advance	Floor	# Days	Total
Sq. Ft. of Booth Space x Price x # Days of Show		\$ 0.24	\$ 0.35	3	

Total Due

BOOTH NUMBER: _____

COMPANY NAME: _____

