



Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

Phone: 262-670-1300 | Fax: 262-670-1360 | Email: orders@wi-expo.com

Dear Exhibitor:

Welcome to the **2018 Stephenson County Home Show!**

Your show will be held at the Highland College Sports Complex in Freeport, IL on March 17-18, 2018.
As your official service contractor our goal is to provide support as well as booth necessities!

The following service packet includes forms describing the variety of services we can provide. Please be sure to completely fill out forms that are applicable to your needs and send them to Wisconsin Expo, Inc. as soon as possible. If you have any questions or concerns, please contact us at 262-670-1300.

Booth Information

Below is a list of the equipment that comes in the 6' x 8' booth:

- 8' high background drape
- 3' high side rail drape

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

Wisconsin Expo additional equipment and services to order:

- Booth Furnishings Order Form
- Chairs, Accessories & Carpet Order Form
- Payment Authorization Form

Don't forget to take advantage of our substantial Advanced Order Price Discounts!

Watch submit dates carefully! Send your order with payment authorization form by March 2, 2018.

Please choose carefully. Additional equipment ordered and delivered to your booth will be invoiced. For example: You ordered an 8' table 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 Wednesday March 14, 2018.

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

**Wisconsin Expo, Inc.**

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BOOTH FURNISHINGS ORDER FORM

**INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE: MARCH 2, 2018**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
Unskirted Table (all tables are 24" wide)				
_____	Unskirted Table 4'L x 30"H	\$ 40.00	\$ 52.00	_____
_____	Unskirted Table 6'L x 30"H	\$ 50.00	\$ 65.00	_____
_____	Unskirted Table 8'L x 30"H	\$ 55.00	\$ 70.00	_____
_____	Unskirted Counter 4'L x 42"H	\$ 51.00	\$ 66.00	_____
_____	Unskirted Counter 6'L x 42"H	\$ 60.00	\$ 78.00	_____
_____	Unskirted Counter 8'L x 42"H	\$ 69.00	\$ 90.00	_____



Skirted Table (all tables are 24" wide)				
_____	Skirted Table 4'L x 30"H	\$ 79.00	\$ 102.00	_____
_____	Skirted Table 6'L x 30"H	\$ 88.00	\$ 115.00	_____
_____	Skirted Table 8'L x 30"H	\$ 99.00	\$ 125.00	_____
_____	4 th Side Skirted Table 6'L or 8'L x 30"H	\$ 35.00	\$ 45.00	_____
_____	Skirted Counter 4'L x 42"H	\$ 90.00	\$ 115.00	_____
_____	Skirted Counter 6'L x 42"H	\$ 105.00	\$ 135.00	_____
_____	Skirted Counter 8'L x 42"H	\$ 115.00	\$ 150.00	_____
_____	4 th Side Skirted Counter 6'L or 8'L x 42" H	\$ 35.00	\$ 45.00	_____

Select Skirt Color:

- BLACK BLUE
 BURGUNDY GOLD GREEN RED
 SILVER TEAL WHITE

TABLE TOP RISERS (all risers are 9" wide)				
_____	Uncovered Single Step Riser 4'L x 9"H	\$ 30.00	\$ 45.00	_____
_____	Uncovered Single Step Riser 6'L x 9"H	\$ 30.00	\$ 45.00	_____
_____	Uncovered Single Step Riser 8'L x 9"H	\$ 30.00	\$ 45.00	_____
_____	Covered Single Step Riser 4'L x 9"H	\$ 45.00	\$ 59.00	_____
_____	Covered Single Step Riser 6'L x 9"H	\$ 45.00	\$ 59.00	_____
_____	Covered Single Step Riser 8'L x 9"H	\$ 45.00	\$ 59.00	_____



PEDESTAL TABLE				
_____	Square Short Table 24"W x 18"H	\$ 50.00	\$ 65.00	_____
_____	Square Café Table 24"W x 30"H	\$ 50.00	\$ 65.00	_____
_____	Square Cocktail Table 24"W x 40"H	\$ 50.00	\$ 65.00	_____
_____	Round Short Table 24"W x 18"H	\$ 50.00	\$ 65.00	_____
_____	Round Café Table 24"W x 30"H	\$ 50.00	\$ 65.00	_____
_____	Round Cocktail Table 24"W x 40"H	\$ 50.00	\$ 65.00	_____
_____	Round Short Table 30"W x 18"H	\$ 55.00	\$ 72.00	_____
_____	Round Café Table 30"W x 30"H	\$ 55.00	\$ 72.00	_____
_____	Round Cocktail Table 30"W x 40"H	\$ 55.00	\$ 72.00	_____
_____	Round Short Table 36"W x 18"H	\$ 65.00	\$ 82.00	_____
_____	Round Café Table 36"W x 30"H	\$ 65.00	\$ 82.00	_____
_____	Round Cocktail Table 36"W x 40"H	\$ 65.00	\$ 82.00	_____



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

LINENS				
_____	90" Round Linen (select color)	\$ 25.00	\$ 32.00	_____
_____	108" Round Linen (select color)	\$ 28.00	\$ 36.00	_____

Select linen color: BLACK WHITE

Subtotal	= \$	Sales Tax 0.00%	= \$	Total	= \$
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NAME OF SHOW: STEPHENSON COUNTY HOME SHOW / MARCH 17-18, 2018

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

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

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

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




Send form & payment to: Wisconsin Expo, Inc.
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CHAIRS, ACCESSORIES & CARPET ORDER FORM

**INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE: MARCH 2, 2018**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
CHAIRS & SEATING					
	Folding Chair	\$ 12.00	\$ 18.00		
	Padded Stool with back	\$ 32.00	\$ 36.00		
	Padded Side Chair	\$ 26.00	\$ 36.00		
	Grey Padded Arm Chair	\$ 26.00	\$ 36.00		
	Executive Chair	\$ 60.00	\$ 70.00		
ACCESSORIES					
	Chrome Sign Holder (22"x28")	\$ 35.00	\$ 46.00		
	Chrome Floor Standing Easel	\$ 18.00	\$ 25.00		
	Floor Standing Literature Rack	\$ 55.00	\$ 72.00		
	Bag Stand	\$ 35.00	\$ 46.00		
	Chrome Stanchions w/ rope	\$ 30.00	\$ 39.00		
	Black Retractable Belt Stanchions	\$ 25.00	\$ 33.00		
	Wastebasket	\$ 9.00	\$ 12.00		
TELEVISIONS					
	24" TV Monitor	\$ 125.00	\$ 162.00		
	32" TV Monitor	\$ 150.00	\$ 195.00		
	40" - 42" TV Flat Panel Monitor	\$ 195.00	\$ 250.00		
	50" TV Flat Panel Monitor	\$ 295.00	\$ 375.00		
DRAPE-Select Drape Color					
	Ft. of 3' high drape, includes hardware	\$ 8.00/ft	\$ 11.00/ft		Select Drape Color: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED <input type="checkbox"/> TEAL
	Ft. of 8' high drape, includes hardware	\$ 12.00/ft	\$ 16.00/ft		
STANDARD CARPETING - Select Carpet Color					
	10' X 10' Standard Carpet	\$ 96.00	\$ 125.00		Booths 399 sq. ft. or Over Must Order Custom Cut Carpet. Select Carpet Color: <input type="checkbox"/> BLACK <input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GREY <input type="checkbox"/> RED <input type="checkbox"/> TEAL Custom Plush Carpet is available at \$3.15 per sq. ft. Please contact us for color options. Custom Plush carpet must be ordered by FEBRUARY 16, 2018.
	10' X 20' Standard Carpet	\$ 145.00	\$ 188.00		
	10' X 30' Standard Carpet	\$ 192.00	\$ 249.00		
	10' X 40' Standard Carpet	\$ 288.00	\$ 374.00		
	Custom Cut Carpet (per square foot)	\$ 1.35	\$ 1.60		
	Booth size _____ x _____ = _____ sq. ft.				
CARPET PADDING					
	10' X 10' Carpet Padding	\$ 69.00	\$ 94.50		Custom Plush Carpet is available at \$3.15 per sq. ft. Please contact us for color options. Custom Plush carpet must be ordered by FEBRUARY 16, 2018.
	10' X 20' Carpet Padding	\$ 104.00	\$ 189.00		
	10' X 30' Carpet Padding	\$ 138.00	\$ 283.50		
	10' X 40' Carpet Padding	\$ 207.00	\$ 378.00		
	Custom Cut Carpet Padding (per square foot)	\$ 0.70	\$ 0.91		
	Booth size _____ x _____ = _____ sq. ft.				
	Plastic Covering / Visqueen (per square foot)	\$ 0.65	\$ 0.91		
	Booth size _____ x _____ = _____ sq. ft.				
Subtotal	= \$	Sales Tax 0.00%	= \$	Total	= \$

NAME OF SHOW: STEPHENSON COUNTY HOME SHOW / MARCH 17-18, 2018

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

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

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

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

Send form & payment to: **Wisconsin Expo, Inc.**
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PAYMENT AUTHORIZATION FORM

**INCLUDE THE WI EXPO PAYMENT
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ORDER DUE: MARCH 2, 2018**

Please fill out all required forms and submit them to Wisconsin Expo, Inc. You may send a check made out to Wisconsin Expo, Inc. or fill out the Credit Card information below.

Thank you for your business!

Send Wisconsin Expo, Inc. completed order forms to:

Email: orders@wi-expo.com

Fax: 262-670-1360

SHOW NAME: STEPHENSON COUNTY HOME SHOW

SHOW DATE(S): MARCH 17-18, 2018

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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