



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 Lake Geneva, WI and the **HFMA Region 7!** Your show will be held July 17-18, 2016 at the Grand Geneva Resort & Spa. Wisconsin Expo Inc., is excited to be selected as your official service contractor. Our goal is to make your participation in this show absolute perfection!

The following service packet includes forms describing the variety of services we can provide. Please take the time to look through the following forms and fill out completely those which are applicable to your needs and send them into Wisconsin Expo, Inc. as soon as possible. If you have any questions or concerns, please contact us at 262-670-1300. Below is a list of the equipment that comes in the standard booth as well as a list of important dates to take note of.

Booth Information

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

- 8' high background drape - black
- 3' high side rail drape - black
- 1 - 2' wide x 8' long x 30" high skirted table - white
- 2 - folding chairs
- 1 - 7"x44" booth identification sign

****The exhibit floor has standard ballroom carpet. For your added comfort & professional appearance, booth carpet may be ordered from the "Booth Furnishings Order Form" included in this packet.**

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

Wisconsin Expo additional equipment and services include:

- Shipping to Warehouse/freight handling
- Tables – 4' , 6' & 8' also have 42" counter height tables
- Cocktail tables – 24", 30" & 36" round
- Seating – chairs & stools
- Carpeting with carpet padding
- Electrical service
- Displays – display cases, display panels & easels
- 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 July 8, 2016 and use the "ADVANCE ORDER" price.

Sincerely,

Wisconsin Expo, Inc.



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

ADVANCED WAREHOUSE SHIPPING FORM

**INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE JULY 8, 2016**

This option allows you the flexibility to ship your materials, i.e. 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.

SHIPPING INFORMATION	ADVANCE WAREHOUSE ADDRESS
<ol style="list-style-type: none"> 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, June 27-July 11, 2016 between 8:00 AM-3:30 PM, 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 \$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. 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. 	<p>*Label each piece of your shipment(s) as follows:</p> <p>TO: (EXHIBITING COMPANY NAME & BOOTH #) HMFA Region 7 Wisconsin Expo, Inc. N113 W18750 Carnegie Drive Germantown, WI 53022</p> <p style="text-align: center;">June 27- July 11, 2016</p> <p>Receiving Dates: MONDAY – FRIDAY ONLY 8:00 AM - 3:30 PM</p>
IMPORTANT DATE REMINDERS	
First date to ship to ADVANCED WAREHOUSE w/o added storage fees:	June 27, 2016
Last date to ship to ADVANCED WAREHOUSE	July 11, 2016

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

Rates below include receipt of your freight on straight time, storage at warehouse for up to 12 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 per shipment applies.**

CATEGORY	DESCRIPTION	RATE / 100 LBS.	200 LB. MINIMUM
A	Crated or skidded shipments via common carrier ie: YRC, ABF, UPS, Van Lines etc.	\$55.00/cwt	\$110.00
B	Special handling shipments (requires additional handling ie: ground unloading, stacked/constricted space unloading, pad wrapped, or unskidded)	\$74.00/cwt	\$148.00
C	Small Package Shipments NOT EXCEEDING 30 LBS. PER SHIPMENT (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 & delivered by the same carrier.)	\$38.95 first carton*	Each additional carton = \$10.00

DRAYAGE PAYMENT CALCULATION

	Category	Qty of Pieces	Weight (Min. 200 lbs.)	Rate/ 100 lbs.	Totals
Shipment 1	_____	_____	_____ lbs.	x	=\$
Shipment 2	_____	_____	_____ lbs.	x	=\$
Total Due					=\$

NAME OF SHOW: _____ **HFMA REGION 7 / JULY 17-18, 2016**

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 × Fax: 262.670.1360 × Email: orders@wi-expo.com

WAREHOUSE

DEADLINE DATE: JULY 11, 2016

TO: _____
EXHIBITOR NAME

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

HFMA REGION #7

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: JULY 11, 2016

TO: _____
EXHIBITOR NAME

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

HFMA REGION #7

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: JULY 11, 2016

TO: _____
EXHIBITOR NAME

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

HFMA REGION #7

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: JULY 11, 2016

TO: _____
EXHIBITOR NAME

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

HFMA REGION #7

BOOTH #: _____

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES



OUTBOUND SHIPPING NOTIFICATION FORM

Complete and return to Wisconsin Expo Inc. along with your Advance Warehouse Forms.

HFMA Region 7

July 17-18, 2016
Grand Geneva Resort & Spa
7036 Grand Geneva Way
Lake Geneva, WI 53147

Outbound Shipping Information:

Outbound Shipments from Exhibit Address – Please use provided freight labels. Shipments are shipped ONLY during exhibitor move-out hours.

HFMA Region 7

Exhibiting Company Name: _____

Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

Ship To Information:

Company Name: _____

Delivery Address: _____

City: _____ **State:** _____ **Zip:** _____

Attn: _____ **Phone:** _____

Cell Phone: _____ **Email:** _____

Carrier: _____

- All exhibitor materials must be removed from the exhibit facility by Monday, July 18, 2016 at 9PM.
- To ensure that your freight is expedited and removed from the facility by a designated carrier, please have your carrier check in no later than Monday, July 18, 2016 at 7:00PM.
- **OUTBOUND BILLS OF LADING** must be completed and turned in at the WI Expo Service Desk. **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- A CREDIT CARD IS REQUIRED FOR MATERIAL HANDLING SERVICES. Please complete credit card information on the "CREDIT CARD AUTHORIZATION" form.
- Local cartage and storage services are available ~ rates furnished upon request.
- Any shipment left behind without a Bill of Lading being turned into the WI Expo Service Desk will be brought back to WI Expo Inc. warehouse at the Exhibitor's expense. Your shipment will be routed through the show carrier and shipped at the Exhibitor's expense.

I have read and understand the "Shipping Instructions and Material Handling Rate Schedule" and hereby agree to the conditions as set forth therein.

Company Name	Contact Name	Email Address
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Authorization Signature	Authorized By (please print)	Date
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Method of Payment MUST accompany this order. All Payment terms and conditions have been outlined on the Payment Sheet. Please be sure to review all sheets and understand them.



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BOOTH FURNISHINGS

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE JULY 8, 2016

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL
Unskirted Tables (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 Tables (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	_____
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 TABLES				
_____	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	\$ 55.00	\$72.00	_____
_____	Round Café Table 36"W x 30"H	\$ 55.00	\$72.00	_____
_____	Round Cocktail Table 36"W x 40"H	\$ 55.00	\$72.00	_____
LINENS				
_____	90" Round Linen (select color)	\$ 25.00	\$ 32.00	_____
_____	108" Round Linen (select color)	\$ 28.00	\$ 36.00	_____



Select skirt color: BLACK BLUE
 BURGUNDY GOLD GREEN RED
 SILVER TEAL WHITE



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

Select linen color: BLACK WHITE

Subtotal	= \$	Sales Tax 5.5%	= \$	Total	= \$
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NAME OF SHOW: HFMA REGION 7 / JULY 17-18, 2016

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, SPECIAL BOOTH DRAPING & CARPET ORDER FORM

**INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE JULY 8, 2016**

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
CHAIRS & SEATING					
_____	Folding Chair	\$ 16.50	\$ 22.00	_____	
_____	Padded Stool with back	\$ 45.00	\$ 58.00	_____	
_____	Padded Side Chair	\$ 34.00	\$ 44.00	_____	
_____	Grey Padded Arm Chair	\$ 38.00	\$ 49.00	_____	
_____	Executive Chair	\$ 60.00	\$ 75.00	_____	
TELEVISIONS					
_____	Chrome Sign Holder (22"x28")	\$ 45.00	\$ 55.00	_____	
_____	Chrome Floor Standing Easel	\$ 20.00	\$ 30.00	_____	
_____	Floor Standing Literature Rack	\$ 75.00	\$ 85.00	_____	
_____	Bag Stand	\$ 55.00	\$ 77.00	_____	
_____	Chrome Stanchions w/ rope	\$ 45.00	\$ 59.00	_____	
_____	Black Retractable Belt Stanchions	\$ 45.00	\$ 59.00	_____	
_____	Wastebasket	\$ 11.00	\$ 16.00	_____	
TELEVISIONS					
_____	24" TV DVD Combo	\$125.00	\$165.00	_____	
_____	32" TV DVD Combo	\$150.00	\$195.00	_____	
_____	40" - 42 TV Flat Panel Monitor	\$195.00	\$250.00	_____	
_____	50" TV Flat Panel Monitor	\$275.00	\$350.00	_____	
DRAPE					
_____	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					
_____	8' X 10' Standard Carpet	\$ 105.00	\$135.00	_____	**Booths over 400 sq. ft. 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 Plus carpet must be ordered by June 17, 2016.
_____	8' X 20' Standard Carpet	\$210.00	\$270.00	_____	
_____	8' X 30' Standard Carpet	\$315.00	\$405.00	_____	
_____	8' X 40' Standard Carpet	\$420.00	\$540.00	_____	
_____	Custom Cut Carpet (per square foot)	\$1.40/ sq. ft	\$ 1.85 sq. ft	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
CARPET PADDING					
_____	8' X 10' Carpet Padding	\$104.00	\$144.00	_____	Custom Plush carpet is available at \$3.15 per sq. ft. Please contact us for color options. Custom Plus carpet must be ordered by June 17, 2016.
_____	8' X 20' Carpet Padding	\$208.00	\$288.00	_____	
_____	8' X 30' Carpet Padding	\$312.00	\$432.00	_____	
_____	8' X 40' Carpet Padding	\$146.00	\$576.00	_____	
_____	Custom Cut Carpet Padding (per square foot)	\$1.04	\$1.44	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
_____	Plastic Covering / Visqueen (per square foot)	\$.65	\$.91	_____	
_____	Booth size _____ x _____ = _____ sq. ft.			_____	
Subtotal	= \$ _____	Sales Tax 5.5%	= \$ _____	Total	= \$ _____

NAME OF SHOW: **HFMA REGION 7 / JULY 17-18, 2016**

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

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

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

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

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MODULAR DISPLAYS

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE JULY 8, 2016



Table Top Display
 * Enhanced Package Depicted.
 Carpet included – select color below.
 (1) 6' Table Included
 Circle your Table Skirting Color:
 Black Blue Burgundy Gold Silver
 Green Red Teal White
 Advanced Rate Standard Rate



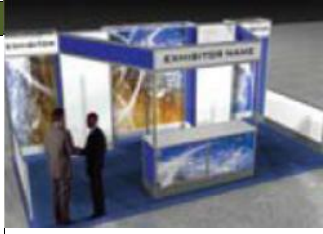
10' Curved Display
 * Enhanced Package Depicted
 Carpet included – select color below.
 Advanced Rate Standard Rate

<input type="checkbox"/> Description	Advanced Rate	Standard Rate
<input type="checkbox"/> Table Top Display Enhanced Package	\$1,380.00	\$1,862.50
<input type="checkbox"/> Table Top Display Standard Package	\$1,000.00	\$1,350.00

<input type="checkbox"/> Description	Advanced Rate	Standard Rate
<input type="checkbox"/> 10' Curved Display Enhanced Package	\$3,525.00	\$4,760.00
<input type="checkbox"/> 10' Curved Display Standard Package	\$2,120.00	\$2,862.50



10' Display
 * Enhanced Package Depicted
 Carpet included – select color below.
 Advanced Rate Standard Rate



20' Display
 * Enhanced Package Depicted
 Carpet included – select color below.
 Advanced Rate Standard Rate

<input type="checkbox"/> Description	Advanced Rate	Standard Rate
<input type="checkbox"/> 10' Display Enhanced Package	\$2,295.00	\$3,982.50
<input type="checkbox"/> 10' Display Standard Package	\$1,755.00	\$2,370.00

<input type="checkbox"/> Description	Advanced Rate	Standard Rate
<input type="checkbox"/> 20' Display Enhanced Package	\$6,767.50	\$9,135.00
<input type="checkbox"/> 20' Display Standard Package	\$4,720.00	\$6,372.50



10' Center Display
 * Enhanced Package Depicted
 Carpet included – select color below.
 Advanced Rate Standard Rate



20' x 20' Display
 * Enhanced Package Depicted
 Carpet included – select color below.
 Advanced Rate Standard Rate

<input type="checkbox"/> 10' Center Display Enhanced Package	\$2,987.50	\$4,032.50
<input type="checkbox"/> 10' Center Display Standard Package	\$2,180.00	\$2,942.50

<input type="checkbox"/> 20' x 20' Display Enhanced Package	\$13,227.50	\$17,857.50
<input type="checkbox"/> 20' x 20' Display Standard Package	\$ 9,680.00	\$13,067.50

Select Standard Booth Panels Color

Select Carpet Colors

Black White

Blue Gray Red
 Black Burgundy Teal

Standard Booth Graphics

Enhanced Booth Graphics

Your company name will be printed in block lettering on the white header sign. Please indicate your header sign copy here: _____

Please provide your booth graphics in one of the following formats: If Vector art, provide in EPS or AI, (Illustrator), or hi-res PDF saved to full finished sizes.

Remember to order the following items, as desired. They are NOT included in the booth package:
 *Furniture *Electrical Service *Custom Lighting *Floral *Cleaning Service

Subtotal \$ _____
Sales Tax 5.5% \$ _____
Total \$ _____

NAME OF SHOW: _____ **HFMA REGION 7 / JULY 17-18, 2016**

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

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

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

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

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**MODULAR DISPLAYS
 ORDER FORM**

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Stand-Alone Fixtures and Exhibit Components

Counters				Accessories			
Qty.	Description	Advanced Rate	Standard Rate	Qty.	Description	Advanced Rate	Standard Rate
__	1M x ½ M x 30" ht	\$140.00	\$182.00	__	1M Straight Shelf	\$70.00	\$98.00
__	1M x ½ M x 42" ht	\$195.00	\$252.00	__	1M Angled Shelf	\$70.00	\$98.00
__	2M x ½ M x 30" ht	\$250.00	\$350.00	__	Pamphlet pocket (5"x9")	\$60.00	\$84.00
__	2M x ½ M x 42" ht	\$300.00	\$420.00	__	Letter pocket (9"x9")	\$60.00	\$84.00
__	Add lock to doors	\$ 50.00	\$ 75.00	__	Brochure pocket (9"x11")		
__	Full View Showcase	\$375.00	\$475.00				

Free Standing Units			Offices/Storage Closets	
Qty.	Description	Advanced Rate	Standard Rate	
__	8' x1M Freestanding panel	\$280.0	\$392.00	Room dimensions are limited to 1M and 2M increments. All rooms come standard in your choice of white or black hardwall 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. Please contact us for additional customization and pricing.
__	8' x 1M Freestanding panel w/ flower box *Graphics Included*	\$300.00	\$420.00	
__	One sided Gondolas	\$480.00	\$672.00	
__	Two sided Gondolas	\$560.00	\$784.00	

Kiosks & Towers			Indicate Size and Color of Room	
Qty.	Description	Advanced Rate	Standard Rate	
__	8' Triangular Kiosk	\$420.00	\$588.00	<input type="checkbox"/> Room #1 (specify size) __M x __M = __Total M <input type="checkbox"/> Room #2 (specify size) __M x __M = __Total M <input type="checkbox"/> Locking Door Unit as Panel (White Only) <input type="checkbox"/> White Hardwall <input type="checkbox"/> Black/Gray Velcro – Check : <input type="checkbox"/> Black or <input type="checkbox"/> Gray <input type="checkbox"/> Opt Color Velcro (per Meter) <input type="checkbox"/> Optional Plexiglass (per Meter)
__	8' Square Kiosks	\$540.00	\$756.00	
__	Wire-wall Kiosks	\$620.00	\$868.00	
__	TV/DVD/VCR Cabinet	\$500.00	\$700.00	
__	12' Triangular Towers	\$840.00	\$1,762.00	
__	12' Square Towers	\$960.00	\$1,344.00	

Shelving Units & Pedestals			Custom Exhibit Services	
Qty.	Description	Advanced Rate	Standard Rate	
__	Shelf Cabinet Unit w/30" cabinet	\$1,100.00	\$1,540.00	* Camera ready artwork is required by advanced deadline date. Design work is available through WI Expo and is offered at a rate of \$95/hour.* The 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, drawn on CAD or a napkin.
__	Shelf Cabinet Unit w/43" cabinet	\$1,200.00	\$1,736.00	
__	2 Mx1M Planter Box	\$90.00	\$126.00	
__	2 Mx30"ht Pedestals	\$175.00	\$227.00	
__	2 Mx42"ht Pedestals	\$275.00	\$357.00	

Logos and other graphics can be applied to the walls of Rooms, Meter Panels, or other Accessory items, at competitive prices. 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.

CANCELLATION: No refunds on orders cancelled after the deadline.
LATE REQUEST: Request after deadline will be filled as available at the standard rate.

Subtotal \$ _____
Sales Tax 5.5% \$ _____
Total \$ _____

NAME OF SHOW: HFMA REGION 7 / JULY 17-18, 2016

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

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Send form & payment to: **Wisconsin Expo, Inc.**
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DISPLAY LABOR ORDER FORM

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE JULY 8, 2016

DISPLAY LABOR

- 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 and time to avoid a cancellation fee of one hour per worker scheduled.

Straight Time: 8:00 AM to 4:30 PM Monday thru Friday

Overtime: 6:00 AM to 8:00 AM & 4:00 PM to 12:00 midnight Monday thru Friday ALL DAY SATURDAY, SUNDAY & HOLIDAYS

Exhibitor Supervised Labor: Requires an on-site representative to supervise the installation and/or dismantle or the exhibit.

Wisconsin Expo Supervised Labor: Installation of your exhibit will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plans, photos, special instructions and inbound shipping information.

Labor	Advance Rate	Show Site Rate
Exhibitor Supervised Labor ST (per person per hour)	\$ 60.00	\$ 70.00
Wisconsin Expo Supervised Labor ST (per person per hour)	\$ 78.00	\$ 90.00
Exhibitor Supervised Labor OT (per person per hour)	\$ 99.00	\$ 115.00
Wisconsin Expo Supervised Labor OT (per person per hour)	\$ 128.00	\$ 140.00

INSTALLATION LABOR

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

DISMANTLE LABOR

- 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: _____ **HFMA REGION 7 / JULY 17-18, 2016**

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 × Fax: 262.670.1360 × Email: orders@wi-expo.com



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CLEANING SERVICE ORDER FORM

**INCLUDE THE WI EXPO PAYMENT
AUTHORIZATION FORM WITH YOUR
ORDER DUE JULY 8, 2016**

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

- Carpet Vacuuming and shampooing charges are based on the total square footage of your booth (see sq. ft. calculator below for assistance).
- 80 sq. ft. minimum for vacuuming and shampooing.
- Exhibit Cleaning rates are hourly.

EXHIBIT SPACE SQUARE FOOTAGE = (L) _____ x (W) _____ = _____ square ft.

Standard Booth Size: 8'x 10' = 80 square ft.

VACUUMING

Selection	DESCRIPTION	ADVANCE RATE	STANDARD RATE	TOTAL
_____	Booth Vacuuming – Once prior to show opening	\$.36	\$.43	_____

SHAMPOOING

Selection	DESCRIPTION	ADVANCE RATE	STANDARD RATE	TOTAL
_____	Shampoo Carpet – Once prior to show opening	\$ 1.46	\$ 1.75	_____

EXHIBIT CLEANING

Selection	DESCRIPTION	ADVANCE RATE	STANDARD RATE	TOTAL
_____	Exhibit Cleaning – Hourly Rate – Straight Time	\$ 60.00	\$ 70.00	_____
_____	Exhibit Cleaning – Hourly Rate – Over Time	\$ 99.00	119.00	_____
			Subtotal	_____
			Sales Tax 5.5%	_____
			Total	_____

NAME OF SHOW: _____ **HFMA REGION 7 / JULY 17-18, 2016**

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

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

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

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

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**HFMA Region 7
July 17-18, 2016
Grand Geneva Resort & Spa
Lake Geneva, 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 **July 8, 2016**.
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 FORM

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: _____

**Send form & payment to: Wisconsin Expo, Inc.
N113 W18750 Carnegie Drive × Germantown, WI 53022
Phone: 262.670.1300 × Fax: 262.670.1360 × Email: orders@wi-expo.com**