



WEDC Marketplace Conference Exhibitor Information
Baird Center
400 W. Wisconsin Ave, Milwaukee, WI 53203
December 11-12, 2024

BOOTH EQUIPMENT

Each 8'x8' booth will be set with 8' Burgundy and white high back drape, 3' high side rail drape, (1) 2x6'x30"H Black skirted table, (2) side chairs, (1) 7x44" booth identification sign
NO substitutions.

ONLINE ORDERING

After receiving exhibitor details from show management, we'll input them into our online system. You'll then receive an email containing your username and a temporary password to access the show information. From there, you can place your orders for your booth. For any questions, click the Red button on our webpage, or call us at 262-670-1300.

DISCOUNT PRICE DEADLINE DATE

To take advantage of Wisconsin Expo's advance order discount rates, place your orders by December 4, 2024.

SHOW SCHEDULE

Exhibitor Move-In

Wednesday	December 11, 2024	10:00am – 3:00pm
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Exhibit Hours

Wednesday	December 11, 2024	5:00pm–7:00pm
Thursday	December 12, 2024	9:15am–12:00pm 1:30pm - 4:00pm

Exhibitor Move-Out

Thursday	December 12, 2024	4:30pm – 11:59pm
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DISMANTLE AND MOVE-OUT INFORMATION

All exhibit materials must be removed from the exhibit hall by Thursday, December 12, 2024.



Wisconsin Expo, Inc.

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

**INCLUDE THIS WISCONSIN EXPO
PAYMENT AUTHORIZATION FORM
WITH YOUR ORDER**

PAYMENT AUTHORIZATION FORM

Please fill out the Credit Card information below or you may send a check made out to Wisconsin Expo, Inc. Mail the check to our Germantown, WI address above.

Thank you for your business-we appreciate it very much!

Email: orders@wi-expo.com

SHOW NAME: WEDC Marketplace Conference

SHOW DATE(S): December 11-12, 2024

Company Name _____ Booth # _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

American Express

MasterCard

Visa

Card Number: _____ Expiration Date _____ / _____

3 Digit Security Code (MasterCard/Visa) _____ Back of Card

4 Digit Security Code (American Express) _____ Front of Card

Billing Address for Credit Card **(if different from above)**

City _____ State _____ Zip _____

Print Cardholders Name _____

Cardholders Signature _____






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TABLES/LINENS

ORDER FORM

**TO RECEIVE ADVANCE PRICING
SUBMIT ORDER AND PAYMENT
FORMS BY DECEMBER 4, 2024.**

QTY	DESCRIPTION	ADVANCE RATE	STANDARD RATE	TOTAL		
Unskirted Table (all tables are 24" wide)						
	Unskirted Table 4'L x 30"H	\$ 69.30	\$ 86.63			
	Unskirted Table 6'L x 30"H	\$ 80.85	\$ 98.18			
	Unskirted Table 8'L x 30"H	\$ 92.40	\$109.73			
	Unskirted Counter 4'L x 42"H	\$ 80.85	\$ 98.18			
	Unskirted Counter 6'L x 42"H	\$ 92.40	\$109.73			
	Unskirted Counter 8'L x 42"H	\$103.95	\$121.28			
Skirted Table (all tables are 24" wide)						
	Skirted Table 4'L x 30"H	\$114.35	\$149.00			
	Skirted Table 6'L x 30"H	\$131.67	\$166.32			
	Skirted Table 8'L x 30"H	\$154.77	\$190.58			
	30" skirting only (4 th side)	\$ 51.98	\$ 69.30			
	Skirted Counter 4'L x 42"H	\$125.90	\$160.55			
	Skirted Counter 6'L x 42"H	\$143.22	\$179.03			
	Skirted Counter 8'L x 42"H	\$166.32	\$202.13			
	40" skirting only (4 th side)	\$ 57.75	\$ 75.08			
<input type="checkbox"/> BLUE <input type="checkbox"/> BURGUNDY <input type="checkbox"/> GOLD <input type="checkbox"/> GREEN <input type="checkbox"/> RED <input type="checkbox"/> SILVER <input type="checkbox"/> WHITE						
Pedestal Tables – Linen not included with tables						
	Round Pedestal Table 30"W x 30"H	\$ 93.50	\$115.50		90" All pedestal tables need a table cover	
	Round Pedestal Table 30"W x 40"H	\$ 93.50	\$115.50			108"
Linens						
	90" Round Linen	\$ 45.05	\$ 56.60			
	108" Round Linen	\$ 56.60	\$ 68.15			
Select linen color: <input type="checkbox"/> BLACK <input type="checkbox"/> WHITE						
	Processing fee for Orders Mailed/Emailed	\$25.00	\$25.00			
	Third Party Processing Fee	\$25.00	\$25.00			
	EAC Processing Fee	\$45.00	\$45.00			
Subtotal = \$		Sales Tax 7.9%		Total = \$		

WEDC Marketplace

NAME OF EVENT:

COMPANY NAME:

BOOTH #

ADDRESS:

CITY

STATE

ZIP

PHONE:

EMAIL:

ORDERED BY:

SIGNATURE:

DATE

**Wisconsin Expo, Inc.**

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CHAIRS/ACCESSORIES & CARPET ORDER FORM

**TO RECEIVE ADVANCE PRICING
SUBMIT ORDER AND PAYMENT
FORMS BY DECEMBER 4, 2024.**

QTY	DESCRIPTION	ADVANCE RATE	STANDARD RATE	TOTAL	
Chairs & Seating					
_____	Padded Stool with back	\$ 75.08	\$ 98.18	_____	
_____	Black Padded Side Chair	\$ 57.75	\$ 80.85	_____	
_____	Gray Padded Armchair	\$ 57.75	\$ 80.85	_____	
_____	Executive Chair	\$ 91.25	\$114.35	_____	
Accessories					
_____	Chrome Sign Holder (22" x 28")	\$ 57.75	\$ 80.85	_____	
_____	Chrome Floor Standing Easel	\$ 34.65	\$ 46.20	_____	
_____	Floor Standing Literature Rack	\$103.95	\$127.05	_____	
_____	Bag Stand	\$ 86.63	\$109.73	_____	
_____	Chrome Stanchions with Rope	\$ 51.98	\$ 75.08	_____	
_____	Black Retractable Belt Stanchions	\$ 51.98	\$ 75.08	_____	
_____	Wastebasket	\$ 17.33	\$ 23.10	_____	
Drape					
_____	Ft. of 3' high drape, incl hardware	\$9.24/ft	\$12.71/ft	_____	
_____	Ft. of 8' high drape, incl hardware	\$13.86/ft	\$18.48/ft	_____	
Select Drape Color: <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gray <input type="checkbox"/> Red					
Standard Carpet, Padding and Plastic Covering					
_____	8' x 8' Standard Carpet	\$161.70	\$207.90	_____	Booths 399 sq. ft. and Over Must Order Custom Cut Carpet
_____	8' x 16' Standard Carpet	\$323.40	\$392.70	_____	
_____	8' x 24' Standard Carpet	\$485.10	\$554.40	_____	
_____	Custom Cut Carpet (per sq. ft.) Booth size ____x ____ = ____sq.ft	\$ 4.74	\$ 6.06	_____	Select Carpet color:
<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Gray <input type="checkbox"/> Red					
_____	8' x 8' Carpet Padding	\$103.95	\$150.15	_____	
_____	8' x 16' Carpet Padding	\$207.90	\$300.30	_____	
_____	8' x 24' Carpet Padding	\$311.85	\$450.45	_____	
_____	Custom Cut Padding (per sq. ft.) Booth size ____x ____ = ____sq.ft	\$ 2.13	\$ 2.49	_____	
_____	Visqueen (plastic) (per sq. ft.) Booth size ____x ____ = ____sq.ft	\$0.87	\$1.28	_____	

Subtotal = \$	Sales Tax 7.9%	Total = \$
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WEDC Marketplace

NAME OF EVENT: _____

COMPANY NAME: _____

BOOTH # _____

ADDRESS: _____

CITY _____

STATE _____

ZIP _____

PHONE: _____

EMAIL: _____

ORDERED BY: _____

SIGNATURE: _____

DATE _____