



WPMA Foot and Ankle Conference Exhibitor Information  
Brookfield Conference Center  
325 S Moorland Rd, Suite 200, Brookfield  
April 30-May 1, 2026

### **BOOTH EQUIPMENT**

Each 8'x8' booth will be set with 8' high back drape, 3' high side rail drape, (1) 2 x 6' x 30" skirted table, (2) side chairs (provided by Brookfield Conference Center), (1) wastebasket and (1) 7" x 44" booth ID sign.

*NO Substitutions*

The Facility is carpeted.

### **ONLINE ORDERING**

Once we receive exhibitor details from show management, your company will be established as a customer. You will receive an email containing your username and a temporary password to access the show information. Once logged in, you can place your orders. If you have questions, please click on the Red button on our website, or call us at 262-670-1300.

### **DISCOUNT PRICE DEADLINE DATE**

To take advantage of Wisconsin Expo, Inc's advance order discount rates, place your orders by April 3, 2026.

### **SHOW SCHEDULE**

#### **Exhibitor Move-In**

Thursday	April 30, 2026	8:30am to 10am
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#### **Exhibit Hours**

Thursday	April 30, 2026	7am to 6pm
Friday	May 1, 2026	7am to 6pm

#### **Exhibitor Move-Out**

Friday	May 1, 2026	3:45pm to 6pm OR 7:30pm to 9pm
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### **DISMANTLE AND MOVE-OUT INFORMATION**

All exhibit materials must be removed from the exhibit hall by May 1, 2026 at 9pm. If you need any assistance with any freight, please see one of our associates.



**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: WPMA Foot and Ankle Conference**

**SHOW DATE(S): April 30th-May 1st, 2026**

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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**TELEVISIONS AND STANDS  
 ORDER FORM**

**TO RECEIVE ADVANCE PRICING SUBMIT  
 ORDER ONLINE BY APRIL 3, 2026**

Quantity	Description	Advanced Rate	Standard Rate	Total Cost
	70" Monitor w/ floor stand	\$1,206.98	\$ 1,461.08	
	60" Monitor w/ floor stand	\$ 952.88	\$ 1,238.74	
	50" Monitor w/ floor stand	\$ 762.30	\$ 990.99	
	40" Monitor	\$ 571.73	\$ 743.25	
	32" Monitor	\$ 247.75	\$ 317.63	
	TV Floor Stand	\$ 158.81	\$ 193.93	
	DVD Player	\$ 50.82	\$ 66.07	
	Blu Ray Player	\$ 76.23	\$ 99.10	

**Subtotal** \$ \_\_\_\_\_  
**Sales Tax**  
**5.0%** \$ \_\_\_\_\_  
  
**Total** \$ \_\_\_\_\_

Electrical Service needed to operate the above products will be available at the Brookfield Conference Center.

PLEASE NOTE: Online submission is the preferred method for ordering services from Wisconsin Expo, Inc. Please sign onto <https://wisconsinexpo.boomerecommerce.com/> Your email is your Sign in name. If you don't have a password, hit the forgot password prompt.



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**LABOR FOR  
INSTALLATION AND/OR  
DISMANTLE OF YOUR BOOTH**

**TO RECEIVE ADVANCE PRICING  
SUBMIT ORDER ONLINE BY  
APRIL 3, 2026**

- Start time is 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.
- Representatives 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/time to avoid a cancellation fee of one hour per worker scheduled.

**Straight Time:** Between 8:00 AM - 4:30 PM Weekdays

**Over Time:** Before 8:00 AM, after 4:30 PM Weekdays, All day Saturday

**Double Time:** All day Sunday, All Holidays

**Exhibitor Supervised Labor:** Requires an on-site representative to supervise the installation and/or dismantle of your booth.

**Wisconsin Expo, Inc. Supervised Labor:** Install/dismantle of your booth will be completed at our discretion prior to show opening/closing. Please include set-up plans, photos, special instructions, and what is being shipped.

Labor		Advanced Rate	Standard Rate
Exhibitor Supervised Labor	ST (per person per hour)	\$ 114.95	\$ 151.25
Wisconsin Expo, Inc. Supervised Labor	ST (per person per hour)	\$ 169.40	\$ 205.70
Exhibitor Supervised Labor	OT (per person per hour)	\$ 172.43	\$ 226.88
Wisconsin Expo, Inc. Supervised Labor	OT (per person per hour)	\$ 254.10	\$ 308.55
Exhibitor Supervised Labor	DT (per person per hour)	\$ 229.90	\$ 302.50
Wisconsin Expo, Inc. Supervised labor	DT (per person per hour)	\$ 338.80	\$ 411.40

**LABOR CALCULATION FOR INSTALLATION AND/OR DISMANTLE OF YOUR BOOTH:**

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

- **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	= \$ _____
_____	_____	_____	_____	_____	_____	= \$ _____

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## ADVANCE TO WAREHOUSE FACILITY FREIGHT ORDER FORM

**TO RECEIVE ADVANCE PRICING SUBMIT  
 ORDER ONLINE BY APRIL 3, 2026**

**This option allows you the flexibility to ship your materials, crates, cases, cartons, or skids well in advance of the event move-in dates. Your freight will be in your booth prior to general exhibitor move-in if payment has been received.**

ADVANCE WAREHOUSE FREIGHT ADDRESS	ADVANCE WAREHOUSE FREIGHT DEADLINES	
<b>*Label each piece of your shipment(s) as follows:</b> <b>TO: EXHIBITING COMPANY NAME &amp; BOOTH #</b> <b>c/o Wisconsin Expo, Inc.</b> <b>N113 W18750 Carnegie Drive</b> <b>Germantown, WI 53022</b> <b>WI Grocer's Association</b> <b>Innovation Expo</b>	<b>FIRST ADVANCE FREIGHT DATE</b>	<b>March 30, 2026</b>
	<b>LAST ADVANCE FREIGHT DATE</b>	<b>April 24, 2026</b>
	<b>RECEIVING DOCK HOURS</b>	<b>MONDAY – FRIDAY</b> <b>8:00 AM - 3:30 PM</b>

**SHIPPING INFORMATION**

1. All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
2. No shipments will be received on weekends or holidays. Freight will be stored at the warehouse until **the day of the event**.
3. Please be advised that any shipments sent to the advanced 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 fee 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. Wisconsin Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to Wisconsin 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.

CHOICE	DESCRIPTION	RATE / 100 LBS	RATE FOR 200 LB MIN
A	Cartons, Packages, Crated/Skidded shipments using common carrier: YRC, ABF, UPS, FedEx, Van Lines etc.	<b>\$ 119.79</b>	<b>\$ 239.58</b>
B	Small Package - <b>NOT EXCEEDING 30 LBS PER SHIPMENT:</b> (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	<b>\$ 78.05 first carton</b>	<b>Each additional carton = \$ 26.07</b>

Calculation:	Category	Qty of Pieces	Weight 200 lb Min Cat A	Rate / 100 lbs	Total Cost
Shipment 1	_____	_____	_____ lbs	x _____	=\$ _____
Shipment 2	_____	_____	_____ lbs	x _____	=\$ _____
<b>Total Due</b>					<b>=\$ _____</b>

**\*\*CWT** stands for "per hundred weight". There is a 200-pound (lb) minimum for handling freight, regardless of how many pieces are in the shipment. Ex: If you ship freight weighing 98 lbs, you will be charged \$239.58 (\$119.79 x 2 cwt). If you ship 475 lbs, you will be charged \$598.95 (\$119.79 x 5 cwt). Always round your weight to the next 100 lbs. If you ship freight with a total weight less than 30 lbs, you qualify for the "Small Package" rate as long as all your package's total less than 30 lbs, are received on the same day from the same shipper and delivered by the same carrier.  
 Example: We receive 5 boxes (2 lbs each) totaling 10 lbs-you will be charged \$182.33 (\$78.05 for the 1<sup>st</sup> pkg and \$26.07 for each additional pkg). OT Rate = freight received after 3:30pm weekdays and Saturdays, DT Rate = freight received on Sunday.

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# ADVANCE WAREHOUSE



# ADVANCE WAREHOUSE

**Deadline Date: APRIL 24, 2026**

EXHIBITOR: \_\_\_\_\_

Booth # \_\_\_\_\_

**Wisconsin Expo, Inc.  
N113W18750 Carnegie Drive  
Germantown, WI 53022**

**WPMA Foot & Ankle**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PIECES

CARRIER: \_\_\_\_\_

EXHIBITOR: \_\_\_\_\_

Booth # \_\_\_\_\_

**Wisconsin Expo, Inc.  
N113W18750 Carnegie Drive  
Germantown, WI 53022**

**WPMA Foot & Ankle**

NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PIECES

CARRIER: \_\_\_\_\_



**Wisconsin Expo, Inc.**  
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## SHIPPING INFORMATION

If you need arrangements for delivery of packages and rental of any show supplies for your booth, please call or email Michelle at Wisconsin Expo, Inc. ([orders@wi-expo.com](mailto:orders@wi-expo.com) or 262-670-1300 ext. 206).

WI Expo is working with the Brookfield Conference Center for this event to help make shipping back to your workplace easier than ever!

No COD packages will be accepted the Brookfield Conference Center will not accept your Advance shipments. Please send your Advance shipments to:

**Wisconsin Expo, Inc.**  
**c/o WPMA Foot & Ankle**  
**N113W18750 Carnegie Dr**  
**Germantown, WI 53022**

### Outbound Shipping

#### Follow the steps below to make shipping a breeze – FedEx or UPS

If you are shipping **FedEx or UPS**, you will need to make sure that all your items are packed up and each of your cartons have **FedEx or UPS** shipping labels on them. You will also need to make sure you have a WI Expo, Inc. Bill of Lading (BOL) filled out. If you are shipping to multiple addresses, you will need to attach a BOL for each address. If you need a blank BOL, ask a WI Expo associate on-site. It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event with the carrier of your choosing. Please make sure that you or someone from your company calls to have (**FedEx or UPS**) pick up your package after the event. **The pickup address for The Brookfield Conference Center is 325 South Moorland Rd, Brookfield, WI 53005.** After the event is over, please leave your shipment in your booth and return the completed BOL to a WI Expo associate when your materials are packaged, labeled and ready to be shipped.

#### LTL, Airfreight, misc.

**Drivers need to be checked in by 6pm.** If you are shipping through **LTL, Airfreight, misc.**, you will need to make sure that all your items are packed up and you have a shipping label attached to each of the cartons, crates, skids, boxes, etc. You will also need to make sure you have a WI Expo Bill of Lading (BOL) filled out. If you are shipping to multiple addresses, you will need to complete a WI Expo BOL for each address. If you need a WI Expo BOL, ask a WI Expo associate on-site. It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event with the carrier of your choosing. You or someone from your company will have to call your shipping carrier so they can get your freight on their schedule for pickup. After the event is over, please leave your shipment in your booth and return the completed BOL to a WI Expo associate when your materials are packaged, labeled and ready to be shipped.

**Thank you!**

**Wisconsin Expo, Inc.**

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**SEE OUTBOUND SHIPPING PROCEDURE** for further instructions. You must complete a bill of lading for each outbound separate destination. At the close of the show, exhibitors must find a Wisconsin Expo member or go to the Service desk and sign each bill of lading prior to leaving the show. All bills of lading can be submitted via email at [orders@wi-expo.com](mailto:orders@wi-expo.com).

SHIP FROM		SHIP TO	
Exhibiting Company: _____ Booth# _____		Company Name: _____	
Show: _____		Attention: _____	
Venue: _____		Phone #: _____	
Address: _____		Destination Address: _____	
City: _____	State: _____	City: _____	State: _____
Zip: _____		Zip: _____	
Number of Separate Destinations:    1    2    3    4    OR MORE		Special Instructions: _____	
Carrier: _____		Scheduled Pick up Date: _____	
		Scheduled Pick up Time: _____	

QTY	DESCRIPTION OF ITEMS	WEIGHT (lbs)	Dimensions L x W x H	FOR WI EXPO USE ONLY	
	Crates (wooden) Exhibition Materials			Dock #:	
	Cartons (cardboard boxes)			Date/Time Loaded:	
	Fiber Cases/ Trunks			Loaded by:	
	Skids/Pallets			Trailer #:	
	Carpets (color _____)			Terms of Payment (check appropriate box) <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect	
	Padded Display				
	Machines				
	TOTAL				

<b>BILL FREIGHT CHARGES TO:</b>	Company Name: _____	Contact Name: _____
Street Address: _____	City: _____	State: _____
		Zip: _____

**IN THE EVENT THE SHIPMENT HAS NOT BEEN PICKED UP BY THE SHOW DEADLINE, WISCONSIN EXPO, INC. IS AUTHORIZED TO:**

- 1) Use carrier of Wisconsin Expo's choice to provide transportation and charge your credit card, or invoice according to Wisconsin Expo payment policy.
- 2) Return shipment to warehouse, assess all associated charges and charge credit card, or invoice according to Wisconsin Expo's payment policy.

(FAILURE TO SELECT AN OPTION WILL RESULT IN ROUTING AT WISCONSIN EXPO'S DISCRETION. ALL APPLICABLE TRANSPORTATION CHARGES WILL APPLY)

By receiving this bill of lading Wisconsin Expo assumes no responsibility for shipments left in booth by the exhibitor. All materials are subject to final count and correction at the time of actual removal from booth. Wisconsin Expo assumes no responsibility for misdirected shipments because of old shipping labels which remain on containers. It is the shipper's responsibility to state the National Motor Freight Classification Commodity Description; otherwise, the shipment shall be described as Exhibition Materials.

**RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading**, the property described above in apparent good order, except as noted (contents & condition of contents package unknown), marked consigned, and destined as indicated above, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery as said destination. If on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms & conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or rail-water shipment, or (2) in the motor carrier classification or tariff if this is a motor carrier shipment. **Shipper hereby certifies that he is familiar with all the terms & conditions of the said bill of lading, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms & conditions are hereby agreed to by the shipper and accepted for himself and his assigns.**

**Payment Policy:** We accept checks (payable to Wisconsin Expo, Inc.) or credit cards for payment. Please complete the information below and send the completed information to Wisconsin Expo's office, payments must accompany orders. No credit will be given after close of event on items or services ordered, but not received.

**SHIPPER SIGNATURE:**

This is to certify that the above-named articles are properly packaged, marked, and labeled, and are in proper condition for transportation according to applicable international and national government regulations.

**X** \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**CARRIER SIGNATURE:**

**X** \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**Do not sign until all items are packed and ready to ship. Find a Wisconsin Expo team member or go to the Service Desk to turn in completed form.**