



## *Wisconsin Expo, Inc.*

N113 W18750 Carnegie Drive | Germantown, WI 53022

Phone: 262-670-1300 | Email: [orders@wi-expo.com](mailto:orders@wi-expo.com)

### **Welcome to the 2024 WPMA Foot & Ankle Conference!**

**Your show will be held at the Brookfield Conference Center on May 1-4, 2024.**

As your official exhibitor service contractor, our goal is to provide support as well as booth necessities!

The following service packet includes forms detailing the variety of services we can provide.

#### **Show Management provided equipment in your 8' x 8' booth:**

- 8' high background drape - BLACK
- 3' high side rail drape - BLACK
- 1 - 2' x 6' x 30" high table skirted - BLACK
- 2 – side chairs (provided by Brookfield Conference Center)
- 1 - 7"x 44" booth identification sign
- 1 - wastebasket

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

#### **Wisconsin Expo optional equipment and services available to order:**

- Advance to Warehouse Facility Freight Order Form
- Advance Warehouse Freight Shipping Labels
- Outbound Shipping Procedure
- Blank Bill of Lading
- Labor for Installation and/or Dismantle of Your Booth
- Payment Authorization Form

**Secure the best rates by placing your order ahead of time! Take advantage of our Advance Pricing, available until April 12, 2024.**

**For those who miss the early bird window, standard pricing remains an option, and you can still lock in favorable rates by submitting your order along with our convenient payment authorization form before April 26, 2024.**

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

**Wisconsin Expo, Inc.**

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Germantown, WI 53022  
262.670.1300 | orders@wi-expo.com

**ADVANCE TO WAREHOUSE FACILITY  
FREIGHT ORDER FORM**

**TO RECEIVE ADVANCE PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY APRIL 12, 2024.**

**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>2024 WPMA Foot &amp; Ankle Conference</b>	<b>FIRST ADVANCE FREIGHT DATE</b>	<b>April 1, 2024</b>
	<b>LAST ADVANCE FREIGHT DATE</b>	<b>April 26, 2024</b>
	<b>RECEIVING DOCK HOURS</b>	<b>MONDAY – FRIDAY 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>\$ 103.90/cwt**</b>	<b>\$207.80</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>\$ 65.95 first carton</b>	<b>Each additional carton = \$ 18.70</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 \$207.80 (\$103.90 x 2 cwt). If you ship 475 lbs, you will be charged \$519.50 (\$103.90 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 \$140.75 (\$65.95 for the 1<sup>st</sup> pkg and \$18.70 for each additional pkg). OT Rate = freight received after 3:30pm, DT Rate = freight received on the weekend.

**NAME OF EVENT:** **2024 Wisconsin Foot & Ankle Conference**

**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 | Email: orders@wi-expo.com**

## Advance Warehouse Freight Shipping Labels

# WAREHOUSE

DEADLINE DATE: April 26, 2024

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

WPMA Foot & Ankle Conference

BOOTH #: \_\_\_\_\_

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

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

# WAREHOUSE

DEADLINE DATE: April 26, 2024

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

WPMA Foot & Ankle Conference

BOOTH #: \_\_\_\_\_

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

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

# WAREHOUSE

DEADLINE DATE: April 26, 2024

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

WPMA Foot & Ankle Conference

BOOTH #: \_\_\_\_\_

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

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

# WAREHOUSE

DEADLINE DATE: April 26, 2024

TO: \_\_\_\_\_  
EXHIBITOR NAME

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

WPMA Foot & Ankle Conference

BOOTH #: \_\_\_\_\_

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

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

# 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 Conference  
N113W18750 Carnegie Dr  
Germantown, WI 53022**

Use the attached Advance Shipping Labels to attach to your cartons/crates for us to deliver your cartons/crates to the correct booth.

If you need to store empties, please contact a representative from WI Expo.

You will be able to leave your FedEx or UPS cartons right at the Brookfield Conference Center! See below for the steps you need to follow to send out your packages.

The Brookfield Conference Center will have carts on the floor labeled for FedEx or UPS cartons.

## **Follow the steps below to make shipping a breeze**

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 UPS or FedEx shipping labels on them. You will also need to make sure you have a 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. You or someone from your company will have to call your shipping carrier (FedEx or UPS) so they can get your package(s) on their schedule for pickup. **The pickup address for the Brookfield Conference Center is 325 S Moorland Rd, Suite 200, Brookfield, WI 53005.** Once the BOL and the labels are completed, take your BOL over to a WI Expo associate so they can make sure everything is complete. Once they review your BOL, follow their instructions to complete the shipping process.

If you are shipping through **other carriers**, you will need to make sure that all your items are packed up and you have a shipping label attached to the shipment(s). You will also need to make sure you have a 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. You or someone from your company will have to call your shipping carrier so they can get your crate(s) on their schedule for pickup. **The pickup address for WI Expo, Inc. is N113W18750 Carnegie Dr, Germantown, WI 53022.** Once the BOL and the labels are completed, take your BOL over to a WI Expo associate so they can make sure everything is complete. Once they review your BOL, follow their instructions to complete the shipping process.

**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.

<b>SHIPPER SIGNATURE:</b> 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.  <b>X</b> _____  Print Name _____ Date: _____	<b>CARRIER SIGNATURE:</b>    <b>X</b> _____  Print Name _____ Date: _____
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**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.**



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

**TO RECEIVE ADVANCE PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY APRIL 12, 2024.**

- 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/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 setup plans, photos, special instructions, and what is being shipped.

Labor		Advanced Rate	Standard Rate
Exhibitor Supervised Labor	ST (per person per hour)	\$ 104.50	\$ 137.50
Wisconsin Expo, Inc. Supervised Labor	ST (per person per hour)	\$ 154.00	\$ 187.00
Exhibitor Supervised Labor	OT (per person per hour)	\$ 156.75	\$ 206.75
Wisconsin Expo, Inc. Supervised Labor	OT (per person per hour)	\$ 231.00	\$ 280.50
Exhibitor Supervised Labor	DT (per person per hour)	\$ 209.00	\$ 275.00
Wisconsin Expo, Inc. Supervised labor	DT (per person per hour)	\$ 308.00	\$ 374.00
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	=\$
						=\$

NAME OF EVENT: 2024 WPMA Foot & Ankle Conference

COMPANY NAME: BOOTH #:

ADDRESS: CITY: STATE: ZIP:

PHONE: FAX: EMAIL:

ORDERED BY: SIGNATURE: DATE:

Send form & payment to:

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## TELEVISIONS AND STANDS ORDER FORM

**TO RECEIVE ADVANCE PRICING,  
SUBMIT ORDER AND PAYMENT  
FORMS BY APRIL 12, 2024.**

Quantity	Description	Advanced Rate	Standard Rate	Total Cost
	70" Monitor w/ floor stand	\$1097.25	\$ 1,328.25	
	60" Monitor w/ floor stand	\$ 866.25	\$ 1126.13	
	50" Monitor w/ floor stand	\$ 693.00	\$ 900.90	
	40" Monitor	\$ 519.75	\$ 675.68	
	32" Monitor	\$ 225.23	\$ 288.75	
	TV Floor Stand	\$ 144.37	\$ 179.03	
	DVD Player	\$ 46.20	\$ 60.06	
	Blu Ray Player	\$ 69.30	\$ 90.09	
	Technician Labor Rate per hour (4 hour minimum)	\$ 154.00	\$ 187.00	

**Subtotal** \$ \_\_\_\_\_

**Sales Tax**

**5%** \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

Electrical Service needed to operate the above products will be available to order:

1. Using Wisconsin Expo, Inc. Electrical Service Order Form **OR**
2. Using the Venue Electrical Service Order Form which would be attached to this service kit.

**NAME OF EVENT:** **2024 WPMA Foot & Ankle Conference**

**COMPANY NAME:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ORDERED BY:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Send form & payment to:

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**PAYMENT AUTHORIZATION FORM**

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

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:** 2024 WPMA Foot & Ankle Conference

**SHOW DATE(S):** May 1-4, 2024

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: \_\_\_\_\_

**Send form & payment to:**

**Wisconsin Expo, Inc.**  
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