

# ***GBES***

**Green Bay Exposition Services, Inc.**

**598 Borvan Ave**

**Green Bay, WI 54304**

**Phone: 920-405-0100**

**Email: [gbes12@gmail.com](mailto:gbes12@gmail.com)**

Include company name and show  
Name in subject Line

## ***Quick Facts***

**Show:**

**Converters Expo**

**April 18<sup>th</sup>, 2024**

**Lambeau Field**

**1265 Lombardi Ave**

**Green Bay, WI 54304**

### **SERVICE CONTRACTOR CONTACTS:**

**\*\*\*IMPORTANT NOTE\*\*\***

**GREEN BAY EXPOSITION SERVICES, INC.**

598 Borvan Ave

Green Bay, WI 54304

Phone: 920-405-0100

**ALL EXHIBITOR SHIPMENTS**

**MUST BE DELIVERED TO THE  
GBES WAREHOUSE PRIOR TO**

**April 18th, 2024.**

**LAMBEAU FIELD**

**DOES NOT HAVE SPACE**

**AVAILABLE FOR STORAGE.**

## **BOOTH EQUIPMENT: Each booth will include:**

First floor Atrium booths: Your exhibit area is **NOT** carpeted with facility carpeting.

- (1) 8' backdrop (Sliver & Blue)
- (1) 3' side drape (Black)
- (1) 8' x 24" skirted table (Black)
- (2) Chairs
- (1) Wastebasket
- (1) 3" x 44" Identification sign

Fourth Floor Tabletop Exhibits: Your exhibit area **IS** carpeted with facility carpeting.

- (1) 6' x 24" skirted table (Black)
- (2) Chairs
- (1) 3" x 44" Identification Sign

The above items will automatically be placed in your booth. If other furnishings are needed, please see the enclosed Price List and place your order using the Furnishings and Accessories section of the order form.

## **EXHIBIT HALL CARPET**

Booth carpeting (**black and gray**) are available to rent.

## **DISCOUNT PRICE DEADLINE DATE**

To receive the advanced order discount rates for the Booth Package and for items listed on the Price List; ***we must receive your order with full payment by April 4<sup>th</sup>, 2024.***

## **SHOW SCHEDULE**

- Exhibitor Move-in: Thursday, April 18, 2024 6:00 – 9 am
- Show Hours: Thursday, April 18, 2024 9:00 am – 3:30 pm
- Exhibitor Move-out: Thursday, April 18, 2024 3:30 – 5:00 pm

## **GBES SERVICE CENTER HOURS**

April 18<sup>th</sup> from 6 AM to 9 AM

# SHIPPING INFORMATION

All exhibition materials (boxes, display cases, etc.) will be charged an incoming material handling fee of \$90.00 (\$45.00/100 lbs. Minimum charge of \$90.00) (Please refer to attached Material handling Order Form for crated, uncrated and oversized material handling rates; Item numbers 1175, 1176, 1177).

Green Bay Exposition Services will accept crated, boxed or skidded materials beginning **April 4<sup>th</sup>, 2024** to the warehouse address. To avoid additional after deadline charges, materials must arrive by April 11<sup>th</sup>. If materials are sent to the warehouse location after April 11<sup>th</sup>, 2024 an additional \$200.00 handling fee will apply.

**LAMBEAU will not accept any exhibition materials. Any items sent to the stadium will be charged an additional \$200.00 over and above the \$90.00 minimum handling charge.**

⇒ Any inbound exhibit materials received by GBES without payment will not be delivered to your booth until payment is made.

⇒ Any outbound exhibit materials left in your booth without contracting of material handling through GBES will be held at our warehouse until payment is made AND/OR return shipping labels or Bill of Lading MUST be ready to go, or there will be an additional \$200.00 charge assessed to contact Exhibitor for either reason.

## Warehouse shipping address:

*<Exhibiting Company Name and phone number>*

Booth #

C/O Green Bay Exposition Services, Inc.  
598 Borvan Avenue  
Green Bay, WI 54304

**Warehouse receiving hours: 6:00 a.m. to 1:00 p.m., Friday April 19<sup>th</sup> and Monday April 22<sup>nd</sup>**

We do not have a loading dock, but have a fork lift and are able to fork lift the items onto a truck for any transportation company. Please have your Transportation Company Scheduled during this time to come pick up any crated materials so we can ensure we have a driver to forklift items needed.

**PLEASE SCHEDULE YOUR ITEMS BOXES, CRATED MATERIALS ETC TO BE PICKED UP:**

**598 BORVAN AVE**

**Friday April 19<sup>th</sup> 2024 OR Monday April 22<sup>nd</sup> 2024**

**Between the Hours of 6am to 1pm.**

Email this Information to [GBES12@gmail.com](mailto:GBES12@gmail.com) to verify this has been scheduled

## Showsite shipping address:

*<Exhibiting Company Name and phone number>*

Booth #

C/O Green Bay Exposition Services, Inc.

*<Exhibition Center>*

*<Exhibition Center Address>*

**ASSISTANCE:** Please call our Exhibitor Service Department at (920) 405-0100 for further assistance.

# Green Bay Exposition Services Price List

Discount Deadline Date: April 4<sup>th</sup>, 2024

## SKIRTED TABLES

4' x 30" skirted tables	\$60.00	\$75.00
6' x 30" skirted tables	\$70.00	\$85.00
8' x 30" skirted tables	\$80.00	\$95.00
4' x 42" high skirted tables	\$65.00	\$80.00
6' x 42" high skirted tables	\$80.00	\$95.00
8' x 42" high skirted tables	\$90.00	\$105.00

## PLAIN TABLES

4' x 30"	\$40.00	\$55.00
6' x 30"	\$45.00	\$60.00
8' x 30"	\$50.00	\$65.00
4' x 42" high	\$50.00	\$65.00
6' x 42" high	\$55.00	\$70.00
8' x 42" high	\$60.00	\$75.00

## SKIRTING ONLY

30" x 13'	\$30.00	\$40.00
42" x 13'	\$30.00	\$40.00

## WHITE TABLE VINYL

8' Long	\$10.00	\$15.00
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## 30" ROUND COCKTAIL TABLES

30" round 30" high	\$55.00	\$55.00
30" round 42" high	\$60.00	\$75.00

## MISCELLANEOUS

Tripod Easel	\$15.00	\$25.00
Wastebasket	\$5.00	\$10.00
3-1/2" x 44" I.D. Sign	\$15.00	N/A
Popcorn Machine/Popcorn	\$55.00	\$100.00
Dart Board	\$15.00	\$25.00
24ec Bottled water (16oz)	\$33.00	\$40.00
*Cooler and ice included		
32" Flat TV Monitor	\$325.00	N/A
6 Ft Protection Screen	\$100.00	N/A
Retractable Stanchion	\$45.00	\$59.00
90" Round Linen	\$25.00	\$32.00

## CHAIRS

Folding Chair	\$12.00	\$22.00
Padded Arm Chair	\$35.00	\$45.00
Bar Stool with Back	\$40.00	\$55.00

## INBOUND/OUTBOUND MATERIAL HANDLING RATES

### Rate per 100 lbs. (200 lbs/ Minimum Inbound)

Inbound Crated, palletized, uncrated materials, display cases	
Inbound	\$45.00 (\$90.00 min. charge)
Outbound Crated, palletized, uncrated materials, display cases	
Outbound	\$45.00
Freight larger than 4' x 4' x 4' or over 400 lbs.	\$68.00 (per 100lbs)
Forklift Service	\$100.00/hr (1 hour minimum)

## DISPLAY INSTALLATION/ DISMANTLE LABOR

Installation & Dismantling (straight time)	
Advance	\$45.00 per man hour
Floor	\$55.00 per man hour
Installation & Dismantling (overtime)	
Advance	\$70.00 per man hour
Floor	\$80.00 per man hour

## BOOTH AND EXHIBIT CLEANING

### Vacuuming (rate per day)

10' x 10' Standard Booth	\$15.00	\$25.00
10' x 20' Booth	\$30.00	\$50.00
10' x 30' Booth	\$45.00	\$65.00
10' x 40' Booth	\$60.00	\$100.00

## BOOTH CARPETING

8' x 10'	\$80.00	\$95.00
8' x 20'	\$160.00	\$190.00
8' x 30'	\$240.00	\$285.00
8' x 40'	\$320.00	\$380.00

## CUSTOM CARPET AND PADDING

Custom Size Carpet	\$20/sq.yd	\$30/sq.yd
Astro Turf	\$4/sq.yd	\$6/sq.yd
8' x 10' Carpet Padding	\$20.00	\$40.00
8' x 20' Carpet Padding	\$40.00	\$60.00

# GBES

## Green Bay Exposition Services

598 Borvan Ave

Green Bay, WI 54304

Phone: 920-405-0100

Email: [Gbes12@gmail.com](mailto:Gbes12@gmail.com)

Include company name and show  
Name in subject Line

# Order Form

## Show:

Converters Expo

April 18<sup>th</sup>, 2024

Lambeau Field

1265 Lombardi Ave

Green Bay, WI 54304

**Discount Deadline Date: April 4<sup>th</sup>, 2024**

COMPANY NAME:

BOOTH#

ADDRESS:

PHONE #:

FAX:

EMAIL:

ORDERED BY:

PRINT NAME:

DATE:

**METHOD OF PAYMENT:** *YOU'RE SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL ATTACHED TERMS AND CONDITIONS* \*The attached terms and conditions become part of the contractual agreement between GBES and the undersigned party.

**IF YOU ARE TAX EXEMPT, YOU MUST ACCOMPANY A COPY OF YOUR CERTIFICATE WITH YOUR ORDER.**

**COMPANY CHECK**

Please make check payable to: Green Bay Exposition Services, Inc.  
Checks must be in U.S. funds drawn on a U.S. or Canadian bank.  
("U.S. Funds" Must be Pre-Printed on Canadian Checks)

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Green Bay Exposition Services, Inc. charges or any charges which Green Bay Exposition Services, Inc. may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS

DISCOVER

MASTERCARD

VISA

Account No.:

Exp. Date:

CVC:

Personal Credit Card

Company Credit Card

Cardholder Name: (Please Print)

Signature:

Cardholder Billing Address:

Phone:

City/State/Zip:

Furnishings Accessories	Cleaning	Installation Labor	Dismantle Labor	Material Handling	Grand Total

⇒ Orders received without payment or after the discount price deadline date will be charged at the standard price.

**Show: Converters Expo**

**COMPANY NAME:**

**BOOTH#**

**FURNISHINGS & ACCESSORIES**

Item #	Description	Color	Qty.	Unit Price	Total Price
				<b>Sub-Total</b>	
				<b>5.5% Tax</b>	
				<b>Total</b>	

**BOOTH CLEANING/SHAMPOOING**

Item #	Description / # of Days	Booth Size	Unit Price	Total Price
		x		
		x		
			<b>Total</b>	

**DISPLAY LABOR (One Hour Minimum per Worker)**

**Straight Time** – 8:00 a.m. to 5:00 p.m. Monday through Friday

**Overtime** - 5:00 p.m. to 8:00 a.m. Monday through Friday

ALL DAY Saturday, Sunday and Holidays

- Start time guaranteed only at start of working day.
- Labor must be canceled in writing, 24 hours in advance to avoid a one(1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- \*GBES supervised jobs will be completed at our discretion prior to show opening. **Please include setup plan/photo, special instructions and inbound shipping information with this order.**

**INSTALLATION LABOR**

Item #	Description	Date*	Start* Time	# of person	Approx Hrs/person	Total Hours	Hourly Rate	Estimated Total Cost
							<b>Total</b>	

**DISMANTLE LABOR**

Item #	Description	Date*	Start* Time	# of person	Approx Hrs/person	Total Hours	Hourly Rate	Estimated Total Cost
							<b>Total</b>	

**GBES Supervised Labor**

The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00  
GBES is not responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

**Exhibitor Supervised Labor**

Show Site Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_

- Supervisor must check in at Service Desk to pick up labor

# GBES MATERIAL HANDLING ORDER FORM

**Show:**          Converters Expo

**Date:** April 18<sup>th</sup>, 2024

**COMPANY NAME:** \_\_\_\_\_

**BOOTH#** \_\_\_\_\_

**INBOUND & OUTBOUND MATERIAL HANDLING RATES**

Rates are charged per 100 lbs.

Inbound Material Handling has a **minimum charge of \$90.00 for any materials from 1 lb. To 200 lbs.**

Item #	Description	Price
1175	Crated, palletized freight, carpet bags and display cases	\$45.00 <b>(\$90.00 Minimum inbound) 100 lbs or LESS</b>
1176	Uncrated materials	\$45.00 <b>(\$90.00 Minimum inbound)</b>
1177	Oversized Materials larger than 4' x 4' x 4' or over 400 lbs.	\$68.00 (per 100 lbs.)

**INBOUND MATERIAL HANDLING SERVICES**

Part #	Description	Total Weight	CWT	Unit Price	Estimated Total Cost
	<i>Example</i>	<u>1200</u>	$\div 100 =$	<u>12</u>	
				<u>\$45.00</u>	<u>\$540.00</u>
				<b>Total</b>	

**YES, I WOULD LIKE TO ORDER OUTBOUND MATERIAL HANDLING SERVICES.**

**Material Handling Services mean that we bring your items back to our warehouse and have them picked up by the supplier of your choice, ALONG with your return shipping labels or Bill of Lading.**

**You MUST have a Bill of Lading or Return Shipping Labels for all your returnable items. In the event there are none, AND we have to contact the Exhibitor, there will be a \$50 charge assessed.**

Name: \_\_\_\_\_

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

**OUTBOUND MATERIAL HANDLING SERVICES**

Part #	Description	Total Weight	CWT	Unit Price	Estimated Total Cost
	<i>Example</i>	<u>1200</u>	$\div 100 =$	<u>12</u>	
				<u>\$45.00</u>	<u>\$540.00</u>
				<b>Total</b>	

**METHOD OF SHIPMENT:** (Circle desired Carrier and Fill in following information)

UPS     
  FEDERAL EXPRESS     
  AIRBORNE EXPRESS     
  OTHER

Carrier: _____	Phone: _____
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**SHIP TO:** \_\_\_\_\_

**COMPANY NAME/ATTN:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_



***GBES***

*Green Bay Exposition Services, Inc.*

**RUSH**

**DO NOT DELAY**

***Deadline: April 11<sup>th</sup>, 2024***

**SHIP TO: Green Bay Exposition Services**

**598 Borvan Avenue**

**Green Bay, WI 54304**

**WAREHOUSE**

***EVENT: Converters Expo***

***Company Name:*** \_\_\_\_\_

**Phone:** \_\_\_\_\_

***BOOTH #*** \_\_\_\_\_

***NO. OF PCS:*** \_\_\_\_\_

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery. If more labels are needed, copies are acceptable.

***GBES***

*Green Bay Exposition Services, Inc.*

**RUSH**

**DO NOT DELAY**

***Deadline: April 11<sup>th</sup>, 2024***

**SHIP TO: Green Bay Exposition Services**

**598 Borvan Avenue**

**Green Bay, WI 54304**

**WAREHOUSE**

***EVENT: Converters Expo***

***Company Name:*** \_\_\_\_\_

**Phone:** \_\_\_\_\_

***BOOTH #*** \_\_\_\_\_

***NO. OF PCS:*** \_\_\_\_\_

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery. If more labels are needed, copies are acceptable.