

GBES

Green Bay Exposition Services, Inc.
598 Borvan Ave.
Green Bay, WI 54304
Phone: 920-405-0100
Email: gbes12@gmail.com
Include company name and show
Name in subject Line

Quick Facts

Show: *Converters Expo*
March 28, 2019
Lambeau Field
Green Bay, Wisconsin

Discount Deadline Date: March 19, 2019

SERVICE CONTRACTOR CONTACTS:

GREEN BAY EXPOSITION SERVICES, INC.
598 Borvan Ave.
Green Bay, WI 54304
Phone: 920-405-0100

*****IMPORTANT NOTE*****

**ALL EXHIBITOR SHIPMENTS
MUST BE DELIVERED TO THE
GBES WAREHOUSE PRIOR TO
MARCH 26, 2019.**

BOOTH EQUIPMENT: Each 8' x 10' booth will include:

- (1) 8' backdrop (Black)
- (1) 3' side drape (Black)
- (1) 8' 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

The entire exhibit area is **cement**. Booth carpeting (**black, burgundy, green, royal blue, 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 March 19, 2019.***

SHOW SCHEDULE

EXHIBITOR MOVE-IN

Thursday, March 28, 2019: 6:00am-9:00am

EXHIBIT HOURS

Thursday, March 28, 2019: 9:30am-3:30pm

EXHIBITOR MOVE-OUT

Thursday, March 28, 2019: 3:30p-5:00pm

GBES SERVICE CENTER HOURS

Thursday, March 28, 2019: 6:00am-5:00pm

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 Tuesday, March 19, 2019 at the warehouse address. To avoid additional charges, materials must arrive by Tuesday, March 26, 2019. If materials are sent to the warehouse location after Tuesday, March 26, 2019 an additional \$50.00 handling fee will apply.

⇒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.

Warehouse shipping address:

Converters Expo

Exhibiting Company Name and phone number

Booth# _____

C/O Green Bay Exposition Services, Inc.

598 Borvan Avenue

Green Bay, WI 54304

Warehouse receiving hours: 7:00 a.m. to 3:00 p.m., Monday through Friday

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

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Order Form

Show: *Converters Expo*
March 28, 2019
Lambeau Field
Green Bay, Wisconsin

Discount Deadline Date: Tuesday, March 19, 2019

COMPANY NAME:

BOOTH#

ADDRESS:

PHONE #:

FAX:

EMAIL:

ORDERED BY:

PRINT NAME:

DATE:

METHOD OF PAYMENT: *YOUR 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.

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:

Personal Credit Card Company Credit Card

Cardholder Name: (Please Print)

Signature:

Cardholder Billing Address:

Phone:

City/State/Zip:

Credit Card Security Number:

Furnishings Accessories	Cleaning	Installation Labor	Dismantle Labor	Material Handling	Electrical	Grand Total
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⇒ Orders received without payment or after the discount price deadline date will be charged at the standard price.

COMPANY NAME:

BOOTH#

FURNISHINGS & ACCESSORIES

Item #	Description	Color	Qty.	Unit Price	Total Price
				Sub-Total	
				5.0% Tax	
				Total	

BOOTH CLEANING/SHAMPOOING

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

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 people	Approx Hrs/person	Total Hours	Hourly Rate	Estimated Total Cost
							Total	

DISMANTLE LABOR

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

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: Thursday, March 28, 2019

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 (\$90.00 Minimum inbound)
1176	Uncrated materials	\$45.00 (\$90.00 Minimum inbound)
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>
				Total	

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 **YES, I WOULD LIKE TO ORDER OUTBOUND MATERIAL HANDLING SERVICES.** Please see our representative at the show. Name: \_\_\_\_\_ Booth# \_\_\_\_\_  
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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>
				Total	

*To insure proper shipping and avoid extra fee's attach label to the shipment at the end of the show

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

UPS
 FEDERAL EXPRESS
 AIRBORNE EXPRESS
 OTHER

Carrier: _____	Phone: _____
Account # _____	Labels attached: YES NO

SHIP TO: Company Name: _____

Attention: _____

Delivery Address: _____

City/State/Zip: _____

Special Instructions: _____

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Price List

Show: *Converters Expo*
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Item #	Description	Discount Price (Advance)	Floor Price
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SKIRTED TABLES (includes table, cover, skirt)

1001	4' x 30" high skirted tables	\$60.00	\$75.00
1002	6' x 30" high skirted tables	70.00	85.00
1003	8' x 30" high skirted tables	80.00	95.00
1004	4' x 42" high skirted tables	65.00	80.00
1005	6' x 42" high skirted tables	80.00	95.00
1006	8' x 42" high skirted tables	90.00	105.00

PLAIN TABLES

1025	4' x 30" high	\$40.00	\$55.00
1026	6' x 30" high	45.00	60.00
1027	8' x 30" high	50.00	65.00
1028	4' x 42" high	50.00	65.00
1029	6' x 42" high	55.00	70.00
1030	8' x 42" high	60.00	75.00

SKIRTING ONLY

1050	30" x 13'	\$30.00	\$40.00
1051	42" x 13'	30.00	40.00

WHITE TABLE VINYL

1075	8' Long	\$ 10.00	\$ 15.00
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30" ROUND COCKTAIL TABLES

1100	30" round 30" high	\$55.00	\$55.00
1101	30" round 42" high	60.00	75.00

MISCELLANEOUS

1125	Tripod Easel	\$15.00	\$25.00
1126	Wastebasket	5.00	10.00
1127	3-1/2" x 44" I.D. sign	15.00	N/A
1128	Popcorn Machine / popcorn	55.00	100.00
1129	Dart Board	15.00	25.00

CHAIRS

1150	Folding Chair	\$12.00	\$22.00
1151	Padded Arm Chair	35.00	45.00
1152	Bar Stool with Back	40.00	55.00

Item #	Description	Discount Price (Advance)	Floor Price
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INBOUND/OUTBOUND MATERIAL HANDLING RATES

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

Inbound Crated, palletized, uncrated materials, display cases			
1175	Inbound	\$45.00	(\$90.00 min. charge)
Outbound Crated, palletized, uncrated materials, display cases			
1176	Outbound	\$45.00	
Freight larger than 4' x 4' x 4' or over 400 lbs.			
1177		\$68.00	(per 100lbs.)
1178	Forklift Service	\$75.00/hr.	(1 hour minimum)

DISPLAY INSTALLATION/DISMANTLE LABOR

Installation & Dismantling (straight time)			
1200	Advance	\$45.00	per man hour
1201	Floor	\$55.00	per man hour
Installation & Dismantling (overtime)			
1202	Advance	\$70.00	per man hour
1203	Floor	\$80.00	per man hour

BOOTH AND EXHIBIT CLEANING

Vacuuming (rate per day)

1225	10' x 10' Standard Booth	\$15.00	\$25.00
1226	10' x 20' Booth	30.00	50.00
1227	10' x 30' Booth	45.00	65.00
1228	10' x 40' Booth	60.00	100.00

Carpet Shampooing (rate per day)

1250	10' x 10' Standard Booth	\$30.00	\$45.00
1251	10' x 20' Booth	60.00	90.00
1252	10' x 30' Booth	90.00	120.00
1253	10' x 40' Booth	120.00	150.00

BOOTH CARPETING

1271	7' x 10'	\$80.00	\$95.00
1272	7' x 20'	160.00	190.00
1273	7' x 30'	240.00	285.00
1274	7' x 40'	320.00	380.00

CUSTOM AND CARPET PADDING

1300	Custom Size Carpet	\$20.00/sq.yd.	\$30.00/sq.yd
1301	7' x 10' Carpet Padding	20.00	40.00
1302	7' x 20' Carpet Padding	40.00	60.00
1325	Astro Turf	4.00/sq.yd	6.00/sq.yd