



## Green Bay Expo Services

A Division of Midwest Event & Expo, LLC.

598 Borvan Ave

Green Bay, WI 54304

(920)405-0100

Completed Exhibitor Kits can  
be submitted via email to  
[info@gbexposition.com](mailto:info@gbexposition.com)  
or sent by mail to the address  
shown in the header

**Show:** Wisconsin Healthcare Engineering Association Annual Conference

Location: Fox Cities Exhibition Center

Dates: September 22-24, 2026

### Included in each 8x10 booth:

- (1) 8' backdrop- color: Royal Blue and White
- (1) 3' side drape- color: Royal Blue and White
- (1) 8' x 24" vinyl/skirted table- color: Royal Blue and White
- (2) plastic folding chairs
- (1) 3" x 44" booth identification sign
- **\*REMINDER\***- Electric will **not** automatically be in each booth- see note below

The above items will automatically be placed in your booth. These items cannot be substituted. If other furnishings are needed, please see the enclosed Price List (pg. 3-5) and place your order using the Payment Authorization Form (pg.8) If you are in need of additional items that aren't listed in the Price List or would like any of the above inventory removed from your booth please submit an email request to [info@gbexposition.com](mailto:info@gbexposition.com)

### Material Handling:

All exhibitor shipments must be delivered to the GBES warehouse prior to the deadline date of **9/18**. (reference pg.6).

### Exhibit Hall Carpet:

The exhibit areas are carpeted. Booth carpet (black or grey) and padding are also available to rent (pg.4)

### Exhibit Hall Electric:

Orders received by **9/18** will be free to the exhibitor- paid by WHEA. It is required to send over page 7 to be added to the list for electrical services. Orders received after the deadline will be at the exhibitor's expense.

### Discounted Pricing Deadline: **8/21/2026**

To receive advanced order discount rates, we must receive your order with full payment by end of day on the above deadline date.



## **Green Bay Expo Services**

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### **Green Bay Expo Services Hours**

Office: Monday-Friday 7:00a-3:00p

Available by phone (920)405-0100 or email ([info@gbexposition.com](mailto:info@gbexposition.com))

#### **GBES Install:**

\*All booth add-ons and inbound materials will be delivered to booths during this time

Date: 9.21.2026

#### **Vendor Load-in:**

Date: 9.22.2026

Times(s): 12:00p - 4:30p

Date: 9.23.2026

Times(s): 7:00a - 9:00a

#### **Exhibit Hall Hours:**

Date(s): 9.23.2026

Time(s): 9:30a - 1:30p

#### **Vendor Load-out:**

Date(s): 9.23.2026

Time(s): 1:30p following the show

#### **GBES Dismantle:**

\*All outbound materials will be picked up during this time

*Paid outbound material handling materials should be packaged with necessary labels and left in booths- our team will have them ready for outbound pickup from our warehouse on **9.24.2026***

Date(s): 9.23.2026



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**Price List**

**Advanced Rate Deadline: 8/21/2026**

\*If additional pipe and drape is needed or other booth materials, please submit a request to the email listed in the footer

<b>Unskirted Options (all tables are 24" width unless specified)</b>					
Qty:	Available Inventory	Advanced Rate	Standard Rate	Total:	
	Unskirted 4' (30" height)	\$45	\$60		
	Unskirted 4' Counter (42" height)	\$50	\$65		
	Unskirted 6' (30" height)	\$45	\$60		
	Unskirted 6'- 30" width (30" height)	\$55	\$70		
	Unskirted 6' Counter (42" height)	\$50	\$65		
	Unskirted 8' (30" height)	\$45	\$60		
	Unskirted 8'- 30" width (30" height)	\$55	\$70		
	Unskirted 8' Counter (42" height)	\$50	\$65		
	Unskirted 48" Round- seats 6 (30" height)	\$50	\$65		
	Unskirted 60" Round- seats 8 (30" height)	\$55	\$70		
<b>Cocktail Tables (all tables are a 30" round)</b>					
Qty:	Available Inventory	Advanced Rate	Standard Rate	Total:	
	30" height	\$85	\$115		
	42" height	\$85	\$115		
<b>Table Coverings (GBES will match size to table(s) identified above if ordered)</b>					
Available Colors:					
Skirting: Black/ White/ Royal Blue/ Burgundy ( <i>white vinyl included</i> )					
Linen and Spandex Covers: Black/White					
Qty:	Color (options above)	Dimensions	Advanced Rate	Standard Rate	Total:
		30" Skirting	\$15	\$20	
		42" Skirting	\$20	\$30	
	Vinyl Covering (Color: White)		\$20	\$25	
		Rectangular Linen	\$35	\$45	
		Round Linen	\$35	\$45	
		Spandex Cover (fits 42" high cocktail table)	\$45	\$55	

<b>Seating</b>				
Qty:	Available Inventory	Advanced Rate	Standard Rate	Total:
	Plastic Folding Chair	\$15	\$25	
	Padded Resin Folding Chair	\$25	\$35	
	Barstool with Back	\$55	\$75	



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**Price List Continued**

**Advanced Rate Deadline: 8/21/2026**

<b>Carpeting</b>					
<u>Available Colors:</u>					
Booth Carpeting: Black/Grey					
Qty:	Color (options above)	Available Inventory	Advanced Rate	Standard Rate	Total:
		8 x 10	\$100	\$120	
		8 x 20	\$180	\$210	
		8 x 30	\$260	\$300	
	8 x 10 Padding		\$40	\$60	
	8 x 20 Padding		\$60	\$80	
	8 x 30 Padding		\$80	\$100	

**\*Custom carpeting and padding available upon request**

<b>Accessories</b>				
Qty:	Available Inventory	Advanced Rate	Standard Rate	Total:
	Tripod Easel	\$25	\$35	
	Tac Board	\$35	\$50	
	Retractable Stanchion	\$55	\$75	
	32" TV Monitor	\$350		
	27" HP Monitor (with HDMI)	\$150		
	Waste Basket	\$10	\$15	

**Not seeing what you need? Send us an email!**

<b>Install and Dismantle Labor (Non GBES inventory)</b>				
Hours:	Available Inventory	Advanced Rate	Standard Rate	Total:
	Labor: Straight Time Description: 8:00a-5:00p Mon-Fri	\$50/ Man Hour	\$65/ Man Hour	
	Labor: Overtime Description: 5:00p-8:00a Mon-Fri Saturday/Sunday/Holiday	\$80/ Man Hour	\$90/ Man Hour	

**\*This is an add on service and only applies if you are opting for GBES to set up your personal materials**

- One hour minimum per worker
- Start time guaranteed only at the beginning of the workday
- Detailed plan should be supplied by the exhibitor including photos or special instructions



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### Cleaning Services

This is an add on service carpet is clean upon installation, but to ensure your booth is show ready we recommend ordering vacuuming once prior to the show

- Carpet vacuuming and shampooing charges are based on the total square footage of your exhibit space- *100 sq. ft. minimum*
- Exhibit cleaning rates are hourly- *minimum of 1 hour will be charged- with ½ hour increments thereafter*

Exhibitor Space Square Footage Calculator:

\_\_\_\_\_ (length) x \_\_\_\_\_ (width) = \_\_\_\_\_ \* Square feet

Pre-Show Cleaning				
Square Feet	Description	Advanced Rate	Standard Rate	Total:
	Booth Vacuuming- Once prior to show opening	\$0.53	\$0.63	
	Shampoo Carpeting- Once prior to show opening	\$1.58	\$1.84	

**\*100 Square Ft Minimum**

Daily Exhibit Cleaning				
Includes: vacuuming, wiping down surfaces, and taking out garbage				
Hours:	Description	Advanced Rate	Standard Rate	Total:
	Labor: Straight Time Description: 8:00a-5:00p Mon-Fri	\$120	\$140	
	Labor: Overtime Description: 5:00p-8:00a Mon-Fri Saturday/Sunday/Holiday	\$180	\$210	

**\*1 hour minimum with ½ increments thereafter**

**Details** (please specify below the hours and days of the week cleaning is requested):



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## Material Handling Order Form

Exhibitors may choose to ship freight to the advanced warehouse. Green Bay Expo Services will receive and manage the freight at the warehouse and deliver materials to your booth. Material handling fees are paid to GBES for these services and are separate from freight transportation charges which are paid to a carrier of the exhibitor's choosing. Exhibitors are responsible for arranging freight transportation to and from the advanced warehouse address referencing the inbound/outbound dates below.

Advance Warehouse Freight Address	Advance Warehouse Freight Deadlines	
Label each piece of your shipment(s) as follows:  To: EXHIBITING COMPANY'S NAME BOOTH NUMBER: <span style="color: red;">Show Name</span> C/O Green Bay Expo Services 598 Borvan Avenue Green Bay, WI 54304	Inbound Dates: *\$75 fee added to shipments received after deadline	<b>9.1.2026 – 9.18.2026</b>
	Outbound Date:	<b>9.24.2026</b>
	Receiving Hours:	Monday-Friday <span style="background-color: yellow;">*Excluding federal holidays</span> 7:00a - 2:00p

### Important Information

1. All shipments must be prepaid- collect shipments will be refused.  
 2. All inbound shipments must have a Bill of Lading and/or certified weight ticket showing the number of pieces, type of merchandise and weight. If received weights differ from the order form an additional invoice will be sent.  
 3. Outbound shipment must send a copy of their shipping labels/BOL as a confirmation that outbound shipping has been ordered/paid

Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or FedEx, 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

Category	Description	Rate	
A	Cartons, Packages, Crated/Skidded shipments - 100lb minimum ( <i>both inbound and outbound</i> ) - Always round your weight to the next 100lbs	\$125/ cwt	
B	<u>Small Package - NOT EXCEEDING 30 LBS PER SHIPMENT:</u> (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	\$65 first box	Each additional box = + \$18

	Category	Qty of Pieces	Weight 100lb minimum category A	CWT Round up to next 100lbs Divide by 100 = cwt	Rate	Inbound Total Cost	Outbound Total Cost
Shipment 1			lbs	cwt	x		
Shipment 2			lbs	cwt	x		
Shipment 3			lbs	cwt	x		

Examples:

- If you ship 245lbs, you will be charged \$375 for inbound (3 cwt x \$125)
- If you ship 3 small boxes (10lbs, 5lbs, and 2lbs), you will be charged \$101 (\$65 first pkg and \$18 for each additional pkg)



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**Electrical Services**

**Advanced Rate Electrical Services Deadline: 9/18/2026**  
**FREE TO EXHIBITOR IF ORDERED BY 9/18 (paid by WHEA)**

For us to properly service all exhibitors this order form must be filled out and submitted prior to the show. Indicate your power needs by filling out the table below along with the Payment Authorization Form.

**Note:**

- Cost is reflective of the access to one outlet
  - If you have multiple booths, ensure the Qty reflects the number of outlets needed
- Power strips in vendor booths are not permitted by the venue

Qty:	Description	Advanced Rate	Standard Rate	Same Day Install (+\$25)	Total:
	110-Volt Outlet	\$85 Paid by WHEA	\$175		
	Amperage or Wattage of 110-Volt Equipment	\$250- advanced order only			
	20-50 AMP 1 Phase	\$250- advanced order only			
	30 AMP 3 Phase	\$300- advanced order only			
	50 AMP 3 Phase	\$400- advanced order only			
	Above 50 AMPS 3 Phase	\$500- advanced order only			

**Terms and Conditions:**

1. Orders not received prior to set up day are subject to a \$25 same day set up fee above and beyond the above communicated rates
2. Credit will not be given for electrical services or equipment installed and not used
3. Electrical power supplies to an exhibitor shall not be shared with any other exhibitor
4. Under no circumstance shall anyone other than authorized personnel make electrical connections
5. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors



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**Event Name:** *WHEA Annual Conference*  
**Event Date(s):** *September 22-24, 2026*

**Payment Authorization Form (Advanced Rate Deadline: 8/21/2026)**

\*Please fill out form in its entirety and ensure handwriting is legible to allow for proper data entry

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Ordered By (print): \_\_\_\_\_ Date: \_\_\_\_\_

**METHOD OF PAYMENT:**

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

**COMPANY CHECK**

Please make check payable to: Midwest Event & Expo (use mailing address in header)

**CREDIT CARD** \*+ Processing Fees

**AMERICAN EXPRESS    DISCOVER    MASTERCARD    VISA**

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Personal Credit Card     Company Credit Card

Cardholder Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder Billing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Furnishing/ Accessories	5.5% Tax	Sub Total	Install/ Dismantle Labor	Booth Cleaning	Material Handling	Electrical Services	Total
			Untaxed	Untaxed	Untaxed	Untaxed	

- Confirmation of order will be sent within 2 business days- if you do not receive this, please call (920)405-0100 to follow up
- Receipt of payment will be sent to the email you list above- emails will come from Good Shuffle