

GBES

Green Bay Expo Services
A Division of Midwest Event & Expo, LLC.
598 Borvan Ave
Green Bay, WI 54304
Phone: 920-405-0100
Email: info@gbexposition.com

Quick Facts

Show:

Wisconsin Healthcare Engineering Association
WHEA Conference 2025
September 24th 2025
Fox Cities Exhibition Center

SERVICE CONTRACTOR CONTACTS:

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

GREEN BAY EXPO SERVICES
A Division of Midwest Event & Expo, LLC
598 Borvan Ave
Green Bay, WI 54304
Phone: 920-405-0100/info@gbexposition.com

All Exhibitor shipments
Must be delivered to the
GBES warehouse prior to

9/18/2025

(see page 3, 5, and 7)
The Fox Cities Exhibition Center/ Hilton
Does not have space available for storage

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

- (1) 8' backdrop
- (1) 3' side drape
- (1) 8' x 24" skirted table
- (2) Chairs
- (1) 3" x 44" Identification sign
- ***NEW***- Electric will **not** automatically be in each booth- see note below and details on page 8

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 exhibit area is carpeted. Black/grey booth carpeting **is also** available to rent (see page 4 and 5)

EXHIBIT HALL ELECTRIC:

Orders received by **9/19** will be free to the exhibitor- paid by WHEA. Orders received after the deadline will be at the exhibitor's expense. (see page 8)

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 9/8/2025.***

SHOW SCHEDULE

Registration and Vendor Set Up

9/23- 12:00p-4:30p

9/24- 7:00a-9:00a

Trade Show

9/24- 9:30a-1:30p

GBES HOURS

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

Available by phone call or email

9/22- Trade Show Install

All booths will be set up along with-

- Delivery of any materials sent to the advanced warehouse
- Electrical services installed for booths that ordered
- Any additional rental inventory or services ordered through GBES

Vendor Set Up

9/23- 12:00p-4:30p

9/24- 7:00a-9:00a

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 Expo Services will accept crated, boxed or skidded materials 7:00a-1:00p

Beginning on **9/3/2025**

Ending on **9/18/2025**

If materials are sent to the warehouse location after the above deadline an **additional \$50.00** handling fee will apply.

The Hilton Paper Valley Hotel and Fox Cities Exhibition Center will not accept any exhibition materials. Any items sent to the hotel will be charged an additional \$50.00 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 or without the proper shipping labels will be held at our warehouse until payment is made and/or return shipping labels/Bill of Lading are received. An additional \$50.00 charge will be applied to contact Exhibitor for either reason.

Warehouse shipping address:

<Exhibiting Company Name and phone number>

Booth #

C/O Green Bay Expo Services

598 Borvan Avenue

Green Bay, WI 54304

Warehouse receiving hours: **7:00a-1:00p beginning 9/3/2025 until 9/18/2025**

We have a forklift and can fork lift the items to/from trucks if needed (no loading dock). Please have your Transportation Company Scheduled during the above window of time to ensure we have a certified driver onsite.

Items should be scheduled for pickup from the GBES warehouse (address below) on **9/26/2025** between the hours of **7:00a-1:00p**.

598 Borvan Ave

Green Bay, Wi 54304

- An emailed copy of shipping labels and/or bill of lading should be sent to info@gbexposition.com to verify this has been scheduled.
- Materials should be packaged and left in your booth with the necessary shipping labels following the show. The GBES team will pick up materials following the show to be shipped out from our warehouse.

ASSISTANCE: Please contact our office if further assistance is needed (920)405-0100 or info@gbexposition.com

Green Bay Expo Services Price List

Discount Deadline Date: 9/8/2025

SKIRTED TABLES

4' x 30" skirted tables	\$70.00	\$85.00
6' x 30" skirted tables	\$80.00	\$95.00
8' x 30" skirted tables	\$90.00	\$110.00
4' x 42" high skirted tables	\$75.00	\$90.00
6' x 42" high skirted tables	\$90.00	\$110.00
8' x 42" high skirted tables	\$100.00	\$115.00

PLAIN TABLES

4' x 30"	\$50.00	\$65.00
6' x 30"	\$55.00	\$70.00
8' x 30"	\$60.00	\$75.00
4' x 42" high	\$60.00	\$75.00
6' x 42" high	\$65.00	\$80.00
8' x 42" high	\$70.00	\$85.00

SKIRTING ONLY

30" x 13'	\$40.00	\$50.00
42" x 13'	\$45.00	\$55.00

WHITE TABLE VINYL

8' Long	\$20.00	\$25.00
---------	---------	---------

30" ROUND COCKTAIL TABLES

30" round 30" high	\$60.00	\$65.00
30" round 42" high	\$70.00	\$85.00

MISCELLANEOUS

Tripod Easel	\$25.00	\$35.00
3-1/2" x 44" I.D. Sign	\$25.00	N/A
32" Flat TV Monitor	\$350.00	N/A
6 Ft Protection Screen	\$125.00	N/A
Retractable Stanchion	\$55.00	\$70.00
Linen	\$35.00	\$45.00
Spandex Cocktail Covers	\$45.00	\$55.00
Tac Board	\$50.00	* pre order

CHAIRS

Folding Chair	\$20.00	\$25.00
Bar Stool with Back	\$40.00	\$55.00

INBOUND/OUTBOUND MATERIAL HANDLING RATES

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

Inbound Crated, palletized, uncrated materials, display cases

Inbound \$45.00

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 \$50.00 per man hour

Floor \$65.00 per man hour

Installation & Dismantling (overtime)

Advance \$80.00 per man hour

Floor \$90.00 per man hour

BOOTH CARPETING

8 or 10' x 10'	\$90.00	\$110.00
8 or 10' x 20'	\$170.00	\$200.00
8 or 10' x 30'	\$250.00	\$295.00
8 or 10' x 40'	\$330.00	\$390.00

CUSTOM CARPET AND PADDING

Custom Size Carpet	\$30/sq.yd	\$40/sq.yd
Astro Turf	\$10/sq.yd	\$20/sq.yd
8 or 10' x 10' Carpet Padding	\$30.00	\$50.00
8 or 10' x 20' Carpet Padding	\$50.00	\$70.00

GBES

Green Bay Expo Services

A Division of Midwest Event & Expo, LLC.

598 Borvan Ave

Green Bay, WI 54304

Phone: 920-405-0100

Email: info@gbexposition.com

Include company name and show

Name in subject Line

Order Form

Show:

Discount Deadline Date: 9/8/2025

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.

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
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.

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:

COMPANY NAME:

BOOTH#

FURNISHINGS & ACCESSORIES

Item #	Description	Color	Qty.	Unit Price	Total Price
				Sub-Total	
				5.5% 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 person	Approx Hrs/person	Total Hours	Hourly Rate	Estimated Total Cost
							Total	

DISMANTLE LABOR

Item #	Description	Date*	Start* Time	# of person	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:

Date:

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 100 lbs.

Item #	Description	Price
1175	Crated, palletized freight, carpet bags and display cases	(\$90.00 Minimum inbound) 100 lbs or LESS
1176	Uncrated materials	(\$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
	Example	1200	÷ 100 = 12	\$90.00	\$1080.00
				Total	

☐ 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>	÷ 100 =	<u>12</u>	<u>\$45.00</u>	<u>\$540.00</u>
				Total		

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

UPS FEDERAL EXPRESS AIRBORNE EXPRESS OTHER

Carrier: _____ Phone: _____

SHIP TO: _____

COMPANY NAME/ATTN: _____

ADDRESS: _____

Electrical/Special Services

Indicate your power needs by completing the form below
Please note that power strips are not permitted.

Advance Order Discount Deadline: 9/19/2025
Free to Exhibitor if ordered by 9/19 (pd by WHEA)

_____ 110-Volt Outlet \$ 85.00 *advance order pd by WHEA*
_____ Amperage or Wattage of 110 volt Equipment.....\$ 250 *advance order*
\$175 after discount deadline/day of show

220-Volt Outlet (Please mark one)

_____ 20-50 AMP 1 Phase\$ 250 *advance order*

_____ 30 AMP 3 Phase.....\$300 *advance order*

_____ 50 AMP 3 Phase.....\$400 *advance order*

_____ Above 50 AMPS 3 Phase.....\$500 *advance order*

Please Fill out the Form Below in its Entirety

Name of Show:	
Exhibitor	Booth #
Complete Address	
Telephone ()	On-Site Contact
Email Address:	
Send Receipt To:	

Please return payment to: Green Bay Expo Services (GBES)
E-Mail to: info@gbexposition.com

Below information not needed if received by 9/19

or **Circle one:** Visa MC Amex Discover

Credit Card # _____ **Exp. Date** _____

Name on Card _____

Credit Card Security Number _____

Authorized Signature _____ **Billing Zip Code** _____

GBES

Green Bay Exposition Services, Inc.

RUSH

DO NOT DELAY

Deadline:

SHIP TO: Green Bay Expo Services

598 Borvan Avenue

Green Bay, WI 54304

WAREHOUSE

EVENT:

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:

SHIP TO: Green Bay Expo Services

598 Borvan Avenue

Green Bay, WI 54304

WAREHOUSE

EVENT:

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.