

GBES

Green Bay Exposition Services

598 Borvan Ave

Green Bay, WI 54304

Phone: 920-405-0100

Email: Gbes12@gmail.com

Include company name and show

Name in subject Line

Order Form

Show:

WI Healthcare Engineering Association

September 17-18, 2019

Red Lion Hotel Paper Valley

Appleton, Wisconsin 54911

Discount Deadline Date: September 1, 2019

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

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

Show: **WI Healthcare Engineering Association**

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: WI Healthcare Engineering Association

Date: September 17-18, 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) 100 lbs or LESS
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> ÷ 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.**

**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>      |
|        |                |                               |                |                      |
|        |                |                               |                |                      |
|        |                |                               | <b>Total</b>   |                      |

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