

Dear **Wisconsin State Music Conference 2018** Exhibitor:

Valley Expo & Displays is pleased to have been selected as the Official Service Contractor for the upcoming **Wisconsin State Music Conference 2018**, being held at **Monona Terrace, October 25 - 26, 2018**. Included in this service kit are forms for ordering various services and equipment for your event. Please read each form carefully and return to the address provided on the order form. Refer to the enclosed General Show Information pages for vital facts and information about this event. If you have any additional questions about Valley Expo & Displays services, please do not hesitate to call or email Valley at the information provided below.

For your convenience Valley Expo & Displays offers online ordering. You can order your Valley services, view show schedule, review previous and current account information, and print invoices.

To place online orders you will be required to register with Valley Online:

- If you received this Exhibitor Service Kit in the “Ordering Open” email, a direct link and your temporary password to online ordering were included within that email. Click on the link to be directed to our website and begin ordering. (<https://valleyexpodisplays.boomerecommerce.com>)
- If you did not receive an email, visit, www.valleyexpodisplays.com. Click on “Register and get your Password Here” to request your online credentials. Fill out the required information and submit. Once your request is processed you will receive an email with your login information. It may take up to two hours to generate your credentials. If your request is made on a holiday or weekend your login will be generated the next business day. We appreciate your patience in advance.

**Valley
Online
Ordering**

- Order early and take advantage of the advance pricing to receive discounted rates.
- Ship early to avoid delays. Shipments arriving late at show site will incur an additional cost and delays may occur.
- All correspondence, including final invoices, will be sent to the contact listed on the Recap of Cost & Payment form.
- Valley Expo & Displays will not accept orders without payment in full.

**Helpful
Hints**

Valley Expo & Displays does not take orders over the phone. All pre show orders must be entered online at (<https://valleyexpodisplays.boomerecommerce.com>), faxed to (815-873-1544), or emailed to (events@valleyexpodisplays.com) by **October 16, 2018**. After this date orders must be placed at the service desk at the show site during exhibitor move-in. Items ordered at show site are subject to availability.

**Ordering
Information**

Thank you for your business and we look forward to seeing you at the show!

Please contact our *Exhibitor Services Department* at
877.332.4292 or email: events@valleyexpodisplays.com with any
questions you may have.





Register Here for Online Ordering...
www.valleyexpodisplays.com
 EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM
 FAX: 815.873.1544

GENERAL SHOW INFORMATION

Wisconsin State Music Conference 2018

Monona Terrace, October 25 - 26, 2018

ADVANCE PRICE DEADLINE:
October 2, 2018

Valley Customer Service

- 815.873.1500 Fax 815.873.1544 email: events@valleyexpodisplays.com
- Office Hours: Mon - Fri; 8:00AM - 4:30PM (Central Standard Time)
- No telephone orders accepted; please complete and submit your order by Fax, Email, or Online.

Show Management

- Kenzie Trezise
- 608.850.3566
- kenziet@wsmamusic.org

Booth Package

Main Exhibit Booth Package:

Your standard 10' x 10' booth will include:
 Black 8' Back Drape and 3' Side Drape
 (1) 8' x 30" Black Skirted Table
 (2) Contour Chairs
 (1) Wastebasket
 (1) 7" x 44" Identification Sign
 Your exhibit area is **NOT** carpeted.
 Aisles carpeted in pepper speckle carpet.

Capitol Promenade Booth Package:

Your standard 8' x 10' booth will include:
 Black 8' Back Drape and 3' Side Drape
 (1) 8' x 30" Black Skirted Table
 (2) Contour Chairs
 (1) Wastebasket
 (1) 7" x 44" Identification Sign
 Your exhibit area is carpeted with Facility carpet.

Exhibitor Schedule

Exhibitor Move-In:	Wednesday	October 24, 2018	3:00PM-9:00PM
Show Hours:	Thursday	October 25, 2018	8:30AM-5:00PM
	Friday	October 26, 2018	8:30AM-3:00PM
Exhibitor Move Out:	Friday	October 26, 2018	3:00PM-7:30PM

- Drivers for all carriers must be checked in at the Valley Freight Desk for pick-up of freight by:
5:00PM on 10/26/2018.

Shipping Addresses

Advance to Warehouse

Receiving Dates:
9/28/2018 thru 10/19/2018

TO: Exhibiting Company Name and Booth #
 FOR: Wisconsin State Music Conference 2018
 C/O Valley Expo & Displays
 YRC Freight
 2573 Progress Road
 Madison WI 53716

Direct to Show Site

Receiving Dates and Times:
10/24/2018; 3:00PM-9:00PM

TO: Exhibiting Company Name and Booth #
 FOR: Wisconsin State Music Conference 2018
 C/O Valley Expo & Displays
 Monona Terrace
 1 John Nolen Drive
 Madison WI 53703



