

**VALLEY**  
BETTER IDEAS. BETTER RESULTS.  
valleyexpodisplays.com



Register Here for Online Ordering...  
<http://valleyexpodisplays.com/page/register>  
EMAIL: EVENTS@VALLEYEXPDISPLAYS.COM  
FAX: 815.873.1544

**GENERAL  
SHOW  
INFORMATION**

## Wisconsin State Music Conference 2019

Monona Terrace, October 24-25, 2019

DISCOUNT PRICE DEADLINE:  
October 1, 2019

### 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' x10' 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

<b>Exhibitor Move-In:</b>	Wednesday	October 23, 2019	3:00pm-9:00pm
<b>Show Hours:</b>	Thursday	October 24, 2019	8:30am-5:00pm
	Friday	October 25, 2019	8:30am-3:00pm
<b>Exhibitor Move Out:</b>	Friday	October 25, 2019	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 10/25/2019.**

### Shipping Addresses

#### Advance to Warehouse

Receiving Dates:  
9/27/2019 thru 10/18/2019  
Receiving Hours:  
Mon-Fri 7:30AM-2:30PM

TO: Exhibiting Company Name and Booth #  
FOR: **Wisconsin State Music Conference  
2019**  
C/O Valley Expo & Displays  
YRC Freight  
2573 Progress Road  
Madison WI 53716

#### Direct to Show Site

Receiving Dates and Times:  
10/23/2019; 3:00pm-9:00pm

TO: Exhibiting Company Name and Booth #  
FOR: **Wisconsin State Music Conference  
2019**  
C/O Valley Expo & Displays  
Monona Terrace  
1 John Nolen Drive  
Madison WI 53703





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## GENERAL SHOW INFORMATION

### Wisconsin State Music Conference 2019

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DISCOUNT PRICE DEADLINE:  
October 1, 2019

#### Important Deadlines

- Take advantage of order discount pricing! To receive discounted pricing your orders must be received with payment in full no later than the below date. Orders received after discounted price deadline will have their order placed at "Standard" pricing.

**Discount Price Deadline** Tuesday, October 1, 2019

- Freight received before or after receiving dates will incur an additional surcharge.

**Advance Shipments receiving dates :** September 27, 2019 thru October 18, 2019

**Advance Shipments receiving times :** Mon - Fri 7:30AM-2:30PM

**Show Site Shipments receiving dates & times:** October 23, 2019; 3:00pm-9:00pm

#### Payment Policies

- Payment information required when placing an order. Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Valley Expo & Displays services, any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show.
- For your convenience, we accept all major credit cards as well as cash, checks, ACH, wire transfers.

#### Cancellations & Adjustments

- Orders cancelled prior to move-in will be charged 50% of the original price. Orders cancelled after move-in begins will be charged 100% of the original price.
- Exhibitor may make adjustments to their order online before the pre show order deadline date.
- No adjustments/refunds will be issued after 14 days from the last day of the event, NO EXCEPTIONS

#### Tax Exemption

- If your company is exempt for payment of sales tax, Valley Expo & Displays requires an exemption certificate for the state in which the services are used. Valley cannot omit sales tax from your order without a copy of your certificate.

#### Third Party Payment Billing Exhibitor Appointed Contractor

- All third party and EAC forms must be completely filled out and submitted to Valley Expo & Displays. The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.
- Exhibitor must inform their EAC that they must send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

#### Miscellaneous

- Rental items not ordered, yet found in booth space, are invoiced at "Floor" pricing.
- All rental items are subject to applicable taxes.
- All rental items remain the property of Valley Expo & Displays.
- All rental items are subject to availability.
- You are able to place your order without your booth number(s). Booth number(s) may be assigned at a later date and your order will be updated accordingly.

