



Wisconsin Exposition Center-Utility Services Order Form

Wisconsin Exposition Center at State Fair Park

8200 W. Greenfield Avenue, West Allis, WI 53214

414.727.8841 phone 414.727.8842 fax

Advance Price Deadline November 12, 2010

Name of Event **Holiday Art, Craft & Gift Expo** Dates of Event **November 26-28, 2010**

Company Name _____ Booth Number: _____

Address _____ City, State _____ Zip _____

Phone # _____ Fax # _____ Contact Person _____

FULL PAYMENT FOR SERVICES ORDERED INCLUDING TAX MUST ACCOMPANY FORM. INCOMPLETE ORDERS WILL NOT BE PROCESSED. Any disputes on faxed orders will require proof from sender of successful transmission via a transaction report, indicating date received and number faxed, or standard prices will prevail. Increases will automatically be charged to credit cards. Advance prices apply to orders received by the Deadline Date. **IMPORTANT: All floor orders may be subject to additional labor fees.**

A. Electrical					B. Telephone				
The price includes providing the power to the booth with a standard outlet.					Local calls are considered (414) and (800) area codes. Long distance service requires a credit card on file.				
Qty	Description	Advance	Standard	Total	Qty	Description	Advance	Standard	Total
_____	2000 watt (20 amp 120v)	\$95.00	\$125.00	_____	_____	Phone Line	\$190.00	\$220.00	_____
_____	Powerstrip (electricity not included)	\$40.00	\$50.00	_____	_____	Phone	\$40.00	\$50.00	_____
_____	24 hour power: add 50% to electrical charge			_____					
Subtotal				\$ _____	Subtotal				\$ _____
⇨⇨⇨ 5.6% Sales Tax				\$ _____	⇨⇨⇨ 5.6% Sales Tax				\$ _____
Total				\$ _____	Total				\$ _____

Please check box if Long Distance Service is requested. Any long distance charges will be applied to your accompanied credit card after the Event. **Long Distance per minute:** US \$0.50, Mexico andCanda \$1.75, Dir Asst. \$2.00/call, Int'l \$3.00.

C. Information Technology				
Qty	Description	Advance	Standard	Total
_____	High Speed Internet (Wired)	\$250.00	\$350.00	_____
_____	IT Technician Labor	\$80.00/hr	\$120.00/OT	_____
_____	IT or Cable Service	\$100.00	\$150.00	_____
_____	Patch Fee			_____
Subtotal				\$ _____
⇨⇨⇨ 5.6% Sales Tax				\$ _____
Total				\$ _____

D. Parking Passes

Exhibitor Parking Passes, are good for the duration of the Holiday Art, Craft & Gift Expo and offer in & out privileges. They may be purchased from Wisconsin Exposition Center for \$15.00 each per parking space. There is no charge for parking during move-in or move-out. **Daily Parking Rate does not allow in and out privileges.**

Passes can only be picked up during move-in. They will not be mailed in advance. Passes will not be sold once move-in has ended or Exhibitor Services Desk is closed.

⇨ (Quantity) _____ 3-Day Exhibitor Parking Pass(es) at \$15.00 each.

Parking Pass Total \$ _____

E. Payment Information

Mail Payments and Order Forms to address above or fax your order with credit card information to the number above. Services payable to: **Wisconsin State Fair Park**. A service fee of \$20.00 will be assessed for any returned checks. Orders submitted without full payment and orders received after the Advance Price deadline are subject to Standard Pricing. Increases will automatically be charged to credit cards. Prices subject to change without notice.

1. VISA, MasterCard, Discover:	
2. Credit Card Expiration Date:	3-digit Security Code:
3. Name on Credit Card/Authorized Signature:	

Date Received: _____ Initials: _____ Total Received: _____ Form of Payment: _____