



Wisconsin State Music Conference

Monona Terrace, October 29-30, 2009

Valley Expo & Displays is the official general service contractor for this event. We will have clearly identifiable representatives on the show floor during set up to answer your questions. Prior to set up, please direct your questions to our exhibitor services department in our main office listed below. Our goal is to help you make your participation in this event a success!

This **Exhibitor Information Packet** contains shipping instructions for this event. **You can guarantee a smooth installation by completing these forms and sending them with payment to Valley Expo & Displays as soon as possible.**

Please read each form carefully, and return them to the address shown on **each** form. Sometimes other suppliers are used for some services (i.e.: electrical), and orders with payment should be sent separately to them for those services.

Please note: *We strongly recommend that you pay for your services in advance using a credit card. This allows your representative at the show site to order additional needed furniture and equipment without having to arrange for payment on the show floor. Valley Expo & Displays will accept no orders without payment in full.*

Official Contractor:	Valley Expo & Displays 4950 American Road Rockford, IL 61109	phone: (877) 332-4292 fax: (815) 873-1544 e-mail: events@valleyexpodisplays.com
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Main Exhibit Floor Booth Package:

Your standard 10' x 10' booth will include:

Gold 8' Back Drape and 3' Side Drape
 (1) 8' x 30" Black Skirted Table
 (2) Chairs
 (1) 7" x 44" Identification Sign

Your exhibit area is **NOT** carpeted.
 Aisles carpeted in grey speckle carpet.

Capitol Promenade Booth Package:

Your standard 8' x 10' booth will include:

Gold 8' Back Drape and 3' Side Drape
 (1) 8' x 30" Black Skirted Table
 (2) Chairs
 (1) 7" x 44" Identification Sign

Your exhibit area is carpeted with facility carpet.

Additional equipment and services may be ordered using the attached forms.

Important Schedule Information:

Advance Price Deadline:	Friday,	October 16, 2009	
Exhibitor Move In:	Wednesday,	October 28, 2009	3:00 PM - 9:00 PM
Show Hours:	Thursday,	October 29, 2009	8:30 AM - 5:00 PM
	Friday,	October 30, 2009	8:30 AM - 3:00 PM
Exhibitor Move Out:	Friday,	October 30, 2009	3:00 PM - *7:30 PM

*Carriers must check in by 6:30 PM

All the information you need is contained on the attached forms. If at any time you have questions, please call our Exhibitor Services Department at (877) 332-4292.

