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GENERAL SHOW INFORMATION

Wisconsin State Music Conference 2012

Monona Terrace, October 25 - 26, 2012

ADVANCED PRICE DEADLINE:
October 10, 2012

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

Main Exhibit Booth Package:

Your standard 10' x10' booth will include:
Black 8' Back Drape and 3' Side Drape
(1) 8' x 30" Silver Skirted Table
(2) Contour Chairs
(1) Wastebasket
(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:
Black 8' Back Drape and 3' Side Drape
(1) 8' x 30" Silver Skirted Table
(2) Contour Chairs
(1) Wastebasket
(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:	Wednesday	October 10, 2012	
Exhibitor Move In:	Wednesday	October 24, 2012	3:00PM - 9:00PM
Show Hours:	Thursday	October 25, 2012	8:30AM - 5:00PM
	Friday	October 26, 2012	8:30AM - 3:00PM
Exhibitor Move Out:	Friday	October 26, 2012	3:00PM - *7:30PM

*Carriers must check in by 6:30PM

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.