

GBES

Green Bay Exposition Services, Inc.
598 Borvan Ave
Green Bay, WI 54304
Phone: 920-405-0100
Email: gbes12@gmail.com

Quick Facts

Show:

**Fox Cities House and Outdoor Living Show
March 28th, 29th and 30th 2025
Fox Cities Exhibition Center
355 W. Lawrence St.**

SERVICE CONTRACTOR CONTACTS:

*****IMPORTANT NOTE*****

GREEN BAY EXPOSITION SERVICES, INC.

598 Borvan Ave
Green Bay, WI 54304
Phone: 920-405-0100

ALL EXHIBITOR SHIPMENTS

**MUST BE DELIVERED TO THE
GBES WAREHOUSE PRIOR TO
March 21st, 2024.**

BOOTH EQUIPMENT: Each 10' x 10' booth will include:

- (1) 8' backdrop
- (1) 3' side drape
- (1) 3" x 44" Identification sign

The above items will automatically be placed in your booth. If other furnishings are needed, please see the enclosed Price List and place your order using the Furnishings and Accessories section of the order form.

EXHIBIT HALL CARPET

There is ***NO CARPETING*** in the entire exhibit area. Booth carpeting (**black and gray**) are available to rent.

DISCOUNT PRICE DEADLINE DATE

To receive the advanced order discount rates for the Booth Package and for items listed on the Price List; ***we must receive your order with full payment by March 12th, 2025.***

SHOW SCHEDULE

Friday March 28th 12 PM – 6 PM

Saturday March 29th 10 AM – 6 PM

Sunday March 30th 11 AM – 5 PM

MOVE IN

Thursday, March 27th 10 AM – 6 PM

Friday, March 28th 9AM – 11: 30 AM

****MOVE – IN is carted or hand - carried only.**

MOVE OUT

Sunday, March 30th 5 PM – 8 AM

Monday March 31th 8 AM – 1 PM

Exhibitor identification badges will be available for pick-up during move-in.

Please complete move-out by 1:00 PM on Monday. Otherwise, your exhibit will be moved out by the decorator and stored at your expense.

QUESTIONS

If you need to contact the show decorator to place orders for electrical services, booth carpeting or booth furnishings, call Green Bay Exposition Services at (920) 405-0100.

If you need to contact a show manager during the move-in, please call L&L Exhibition Management at 800-374-6463.

GBES SERVICE CENTER HOURS

Thursday, March 27th 10 AM – 6 PM

Friday, March 28th 9 AM – 11:30AM

SHIPPING INFORMATION

All exhibition materials (boxes, display cases, etc.) will be charged an incoming material handling fee of \$90.00 (\$45.00/100 lbs. Minimum charge of \$90.00) (Please refer to attached Material handling Order Form for crated, uncrated and oversized material handling rates; Item numbers 1175, 1176, 1177).

Green Bay Exposition Services will accept crated, boxed or skidded materials beginning March 12th, 2025 to the warehouse address. To avoid additional after deadline charges, materials must arrive by March 21st, 2025. If materials are sent to the warehouse location after March 21st, 2025 an additional \$100.00 handling fee will apply.

If you do need to send your exhibition materials directly to the show site, shipments will be accepted during the GBES Service Center hours only. The minimum \$90.00 material handling fee will be charged along with the \$50.00 additional handling fee.

⇒Any inbound exhibit materials received by GBES without payment will not be delivered to your booth until payment is made.

⇒Any outbound exhibit materials left in your booth without contracting of material handling through GBES will be held at our warehouse until payment is made AND/OR return shipping labels or Bill of Lading MUST be ready to go, or there will be an additional \$50.00 charge assessed to contact Exhibitor for either reason.

Warehouse shipping address:

<Exhibiting Company Name and phone number>

Booth #

C/O Green Bay Exposition Services, Inc.

598 Borvan Avenue

Green Bay, WI 54304

Warehouse receiving hours: 7:00 a.m. to 1:00 p.m., Monday through Friday

Showsite shipping address:

<Exhibiting Company Name and phone number>

Booth #

C/O Green Bay Exposition Services, Inc.

<Exhibition Center>

<Exhibition Center Address>

ASSISTANCE: Please call our Exhibitor Service Department at (920) 405-0100 for further assistance.

Green Bay Exposition Services Price List

Discount Deadline Date: March 12th, 2025

SKIRTED TABLES

4' x 30" skirted tables	\$70.00	\$85.00
6' x 30" skirted tables	\$80.00	\$95.00
8' x 30" skirted tables	\$90.00	\$110.00
4' x 42" high skirted tables	\$75.00	\$90.00
6' x 42" high skirted tables	\$90.00	\$110.00
8' x 42" high skirted tables	\$100.00	\$115.00

PLAIN TABLES

4' x 30"	\$50.00	\$65.00
6' x 30"	\$55.00	\$70.00
8' x 30"	\$60.00	\$75.00
4' x 42" high	\$60.00	\$75.00
6' x 42" high	\$65.00	\$80.00
8' x 42" high	\$70.00	\$5.00

SKIRTING ONLY

30" x 13'	\$40.00	\$50.00
42" x 13'	\$45.00	\$55.00

WHITE TABLE VINYL

8' Long	\$20.00	\$25.00
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30" ROUND COCKTAIL TABLES

30" round 30" high	\$60.00	\$65.00
30" round 42" high	\$70.00	\$85.00

MISCELLANEOUS

Tripod Easel	\$25.00	\$35.00
32" Flat TV Monitor	\$350.00	N/A
6 Ft Protection Screen	\$125.00	N/A
Retractable Stanchion	\$55.00	\$70.00
Linen	\$35.00	\$45.00
Spandex Cocktail Covers	\$45.00	\$55.00

Linens and Spandex Covers are available in White or Black

CHAIRS

Folding Chair	\$20.00	\$25.00
Bar Stool with Back	\$40.00	\$55.00

INBOUND/OUTBOUND MATERIAL HANDLING RATES

Rate per 100 lbs. (100 lbs/ Minimum Inbound)

Inbound Crated, palletized, uncrated materials, display cases	Inbound \$90.00
Outbound Crated, palletized, uncrated materials, display cases	Outbound \$45.00
Freight larger than 4' x 4' x 4' or over 400 lbs.	\$68.00 (per 100lbs)
Forklift Service	\$100.00/hr (1 hour minimum)

DISPLAY INSTALLATION/ DISMANTLE LABOR

Installation & Dismantling (straight time)	
Advance	\$50.00 per man hour
Floor	\$65.00 per man hour
Installation & Dismantling (overtime)	
Advance	\$80.00 per man hour
Floor	\$90.00 per man hour

BOOTH AND EXHIBIT CLEANING

Vacuuming (rate per day)

10' x 10' Standard Booth	\$25.00	\$35.00
10' x 20' Booth	\$40.00	\$60.00
10' x 30' Booth	\$55.00	\$75.00
10' x 40' Booth	\$70.00	\$110.00

BOOTH CARPETING

8' x 10'	\$90.00	\$110.00
8' x 20'	\$170.00	\$200.00
8' x 30'	\$250.00	\$295.00
8' x 40'	\$330.00	\$390.00

CUSTOM CARPET AND PADDING

Custom Size Carpet	\$30/sq.yd	\$40/sq.yd
8' x 10' Carpet Padding	\$30.00	\$50.00
8' x 20' Carpet Padding	\$50.00	\$70.00

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Green Bay Exposition Services

598 Borvan Ave

Green Bay, WI 54304

Phone: 920-405-0100

Email: Gbes12@gmail.com

Include company name and show
Name in subject Line

Order Form

Show:

Fox Cities Home and Garden Show

March 28th, 29th and 30th 2025

Fox Cities Exhibition Center

355 W. Lawrence St.

Discount Deadline Date: March 12th, 2025

COMPANY NAME:

BOOTH#

ADDRESS:

PHONE #:

FAX:

EMAIL:

ORDERED BY:

PRINT NAME:

DATE:

METHOD OF PAYMENT: *YOU'RE SIGNATURE BELOW DENOTES ACCEPTANCE OF ALL ATTACHED TERMS AND CONDITIONS* *The attached terms and conditions become part of the contractual agreement between GBES and the undersigned party.

IF YOU ARE TAX EXEMPT, YOU MUST ACCOMPANY A COPY OF YOUR CERTIFICATE WITH YOUR ORDER.

COMPANY CHECK

Please make check payable to: Green Bay Exposition Services, Inc.
Checks must be in U.S. funds drawn on a U.S. or Canadian bank.
("U.S. Funds" Must be Pre-Printed on Canadian Checks)

CREDIT CARD

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Green Bay Exposition Services, Inc. charges or any charges which Green Bay Exposition Services, Inc. may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS

DISCOVER

MASTERCARD

VISA

Account No.:

Exp. Date:

CVC:

Personal Credit Card Company Credit Card

Cardholder Name: (Please Print)

Signature:

Cardholder Billing Address:

Phone:

City/State/Zip:

Furnishings Accessories	Cleaning	Installation Labor	Dismantle Labor	Material Handling	Grand Total

⇒ **Orders received without payment or after the discount price deadline date will be charged at the standard price.**

Show: House and Outdoor Living Show 2025

COMPANY NAME: _____

BOOTH# _____

FURNISHINGS & ACCESSORIES

Item #	Description	Color	Qty.	Unit Price	Total Price
				Sub-Total	
				5.5% Tax	
				Total	

BOOTH CLEANING/SHAMPOOING

Item #	Description / # of Days	Booth Size	Unit Price	Total Price
		X		
		X		
			Total	

DISPLAY LABOR (One Hour Minimum per Worker)

Straight Time – 8:00 a.m. to 5:00 p.m. Monday through Friday

Overtime - 5:00 p.m. to 8:00 a.m. Monday through Friday

ALL DAY Saturday, Sunday and Holidays

- Start time guaranteed only at start of working day.
- Labor must be canceled in writing, 24 hours in advance to avoid a one(1) hour cancellation fee per worker.
- When scheduling dismantle labor, be sure to allow sufficient time for empty containers to be returned to your booth.
- *GBES supervised jobs will be completed at our discretion prior to show opening. **Please include setup plan/photo, special instructions and inbound shipping information with this order.**

INSTALLATION LABOR

Item #	Description	Date*	Start* Time	# of person	Approx Hrs/person	Total Hours	Hourly Rate	Estimated Total Cost
							Total	

DISMANTLE LABOR

Item #	Description	Date*	Start* Time	# of person	Approx Hrs/person	Total Hours	Hourly Rate	Estimated Total Cost
							Total	

GBES Supervised Labor

The charge for this service is 30% of the total dismantle labor bill, with a minimum of \$45.00
 GBES is not responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

Exhibitor Supervised Labor

Show Site Contact: _____

Telephone #: _____

- Supervisor must check in at Service Desk to pick up labor

GBES MATERIAL HANDLING ORDER FORM

Show: House and Outdoor Living Show

Date: March 28th, 29th, & 30th 2025

COMPANY NAME: _____

BOOTH# _____

INBOUND & OUTBOUND MATERIAL HANDLING RATES

Rates are charged per 100 lbs.

Inbound Material Handling has a **minimum charge of \$90.00 for any materials from 1 lb. To 100 lbs.**

Item #	Description	Price
1175	Crated, palletized freight, carpet bags and display cases	\$90.00 Minimum inbound 100 lbs or LESS
1176	Uncrated materials	\$45.00 Minimum inbound
1177	Oversized Materials larger than 4' x 4' x 4' or over 400 lbs.	\$68.00 (per 100 lbs.)

INBOUND MATERIAL HANDLING SERVICES

Part #	Description	Total Weight	CWT	Unit Price	Estimated Total Cost
	<i>Example</i>	<u>1200</u>	÷ 100 = <u>12</u>	<u>\$90.00</u>	<u>\$1080.00</u>
Total				\$	

YES, I WOULD LIKE TO ORDER OUTBOUND MATERIAL HANDLING SERVICES.

Material Handling Services mean that we bring your items back to our warehouse and have them picked up by the supplier of your choice, ALONG with your return shipping labels or Bill of Lading.

You MUST have a Bill of Lading or Return Shipping Labels for all your returnable items. In the event there are none, AND we have to contact the Exhibitor, there will be a \$50 charge assessed.

Name: _____

Booth# _____

OUTBOUND MATERIAL HANDLING SERVICES

Part #	Description	Total Weight	CWT	Unit Price	Estimated Total Cost
	<i>Example</i>	<u>1200</u>	÷ 100 = <u>12</u>	<u>\$45.00</u>	<u>\$540.00</u>
Total					

METHOD OF SHIPMENT: (Circle desired Carrier and Fill in following information)

UPS
 FEDERAL EXPRESS
 AIRBORNE EXPRESS
 OTHER

Carrier: _____	Phone: _____
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SHIP TO: _____

COMPANY NAME/ATTN: _____

ADDRESS: _____

Electrical/Special Services

Indicate your power needs by completing the form below
Please note that power strips are not permitted.

Advance Order Discount Deadline: March 12th, 2025

- _____ 110-Volt Outlet\$ 100.00 *advance order*
\$175 after discount deadline and day of show
- _____ Amperage or Wattage of 110 volt Equipment.....\$ 250 *advance order*
- 220-Volt Outlet (Please mark one)
- _____ 20-50 AMP 1 Phase.....\$ 250 *advance order*
- _____ 30 AMP 3 Phase.....\$300 *advance order*
- _____ 50 AMP 3 Phase.....\$400 *advance order*
- _____ Above 50 AMPS 3 Phase.....\$500 *advance order*

Please Fill out the Form Below in its Entirety

A 3% Credit Card Processing Fee will be applied when using a credit card. If you do not want to pay with a credit card, please mail a check to the address below with your form.

Name of Show:	
Exhibitor	Booth #
Complete Address	
Telephone ()	On-Site Contact
Email Address:	
Send Receipt To:	

Please return payment to: Green Bay Exposition Services (GBES)

E-Mail to: gbes12@gmail.com

Rob @ phone 920-405-0100

or **Circle one:** Visa MC Amex Discover

Credit Card # _____ **Exp. Date** _____

Name on Card _____

Credit Card Security Number _____

Authorized Signature _____ **Billing Zip Code** _____

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Green Bay Exposition Services, Inc.

RUSH

DO NOT DELAY

Deadline: March 21st, 2025

SHIP TO: Green Bay Exposition Services

598 Borvan Avenue

Green Bay, WI 54304

WAREHOUSE

EVENT: House and Outdoor Living Show

***Company Name:* _____**

Phone: _____

BOOTH # _____

NO. OF PCS: _____

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery. If more labels are needed, copies are acceptable.

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DO NOT DELAY

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