

**Green Bay Expo Services**

A Division of Midwest Event & Expo, LLC.

598 Borvan Ave

Green Bay, WI 54304

(920)405-0100

Completed Exhibitor Kits can  
be submitted via email to  
[info@gbexposition.com](mailto:info@gbexposition.com)  
or sent by mail to the address  
shown in the header

Show: Fox Cities Home & Garden Show

Location: Fox Cities Exhibition Center

Dates: January 16-18, 2026

Included in each 10x10 booth:

- (1) 8' backdrop- color: Black
- (1) 3' side drape- color: Black
- (1) 8' x 24" vinyl/skirted table - color: Black
- (2) plastic folding chairs
- (1) 3" x 44" booth identification sign

The above items will automatically be placed in your booth. These items cannot be substituted. If other furnishings are needed, please see the enclosed Price List (pg. 3-5) and place your order using the Payment Authorization Form (pg.8) If you are in need of additional items that aren't listed in the Price List or would like any of the above inventory removed from your booth please submit an email request to [info@gbexposition.com](mailto:info@gbexposition.com)

Material Handling: **Deadline: January 12, 2026**

All exhibitor shipments must be delivered to the GBES warehouse prior to the deadline date. The venue does not have space available to for storage of direct shipments. (reference pg.6).

Exhibit Hall Carpet:

The exhibit areas are not carpeted. Booth carpet (black or grey) and padding are available to rent (pg.4)

Exhibit Hall Electric:

Electrical services are not included. Please see the Electrical Services Order Form (pg. 7) to order.

Discounted Pricing: **Deadline: December 15, 2025**

To receive advanced order discount rates, we must receive your order with full payment by end of day on the above deadline date.



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### GBES Install:

\*All booth add-ons and inbound materials will be delivered to booths during this time

Date: January 13, 2026

Time: 8:00a-1:00p

### Vendor Load-in:

January 14, 2026 1:00p-6:00p (\must.have.prior.approval.from.management)

January 15, 2026 10:00a-6:00p

January 16, 2026 9:00a-12:00p (\carted.or.hand\_carried.items.only)

### Show Hours:

January 16, 2026 12:00p-6:00p

January 17, 2026 10:00a-6:00p

January 18, 2026 11:00a-5:00p

### Vendor Load-out:

January 18, 2026 5:00p-8:00p

January 19, 2026 8:00a-1:00p

### GBES Dismantle:

\*All outbound materials will be picked up during this time

.Paid.outbound.material.handling.materials.should.be.packaged.with.necessary.labels.and.left.in.  
booths\_our.team.will.have.them.ready.for.outbound.pickup.from.our.warehouse.on.7;87;8682

Date(s): January 19, 2026

Time(s): 1:00p



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### Price List

Advanced Rate Deadline: **12/15/2025**

\*If additional pipe and drape is needed or other booth materials, please submit a request to the email listed in the footer

| Unskirted Options (all tables are 24" width unless specified)                  |                                           |                                              |               |               |        |
|--------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------|---------------|---------------|--------|
| Qty:                                                                           | Available Inventory                       | Advanced Rate                                | Standard Rate | Total:        |        |
|                                                                                | Unskirted 4' (30" height)                 | \$45                                         | \$60          |               |        |
|                                                                                | Unskirted 4' Counter (42" height)         | \$50                                         | \$65          |               |        |
|                                                                                | Unskirted 6' (30" height)                 | \$45                                         | \$60          |               |        |
|                                                                                | Unskirted 6' - 30" width (30" height)     | \$55                                         | \$70          |               |        |
|                                                                                | Unskirted 6' Counter (42" height)         | \$50                                         | \$65          |               |        |
|                                                                                | Unskirted 8' (30" height)                 | \$45                                         | \$60          |               |        |
|                                                                                | Unskirted 8' - 30" width (30" height)     | \$55                                         | \$70          |               |        |
|                                                                                | Unskirted 8' Counter (42" height)         | \$50                                         | \$65          |               |        |
|                                                                                | Unskirted 48" Round- seats 6 (30" height) | \$50                                         | \$65          |               |        |
|                                                                                | Unskirted 60" Round- seats 8 (30" height) | \$55                                         | \$70          |               |        |
|                                                                                | Unskirted Serpentine Table                | \$45                                         | \$60          |               |        |
| Cocktail Tables (all tables are a 30" round)                                   |                                           |                                              |               |               |        |
| Qty:                                                                           | Available Inventory                       | Advanced Rate                                | Standard Rate | Total:        |        |
|                                                                                | 30" height                                | \$85                                         | \$115         |               |        |
|                                                                                | 42" height                                | \$85                                         | \$115         |               |        |
| Table Coverings (GBES will match size to table(s) identified above if ordered) |                                           |                                              |               |               |        |
| Available Colors:                                                              |                                           |                                              |               |               |        |
| Skirting: Black/ White/ Royal Blue/ Burgundy (white.vinyl.included)            |                                           |                                              |               |               |        |
| Linen and Spandex Covers: Black/White                                          |                                           |                                              |               |               |        |
| Qty:                                                                           | Color (options above)                     | Dimensions                                   | Advanced Rate | Standard Rate | Total: |
|                                                                                |                                           | 30" Skirting                                 | \$15          | \$20          |        |
|                                                                                |                                           | 42" Skirting                                 | \$20          | \$30          |        |
|                                                                                | Vinyl Covering (Color: White)             |                                              | \$20          | \$25          |        |
|                                                                                |                                           | Rectangular Linen                            | \$35          | \$45          |        |
|                                                                                |                                           | Round Linen                                  | \$35          | \$45          |        |
|                                                                                |                                           | Spandex Cover (fits 42" high cocktail table) | \$45          | \$55          |        |

| Seating |                            |               |               |        |
|---------|----------------------------|---------------|---------------|--------|
| Qty:    | Available Inventory        | Advanced Rate | Standard Rate | Total: |
|         | Plastic Folding Chair      | \$15          | \$25          |        |
|         | Padded Resin Folding Chair | \$25          | \$35          |        |
|         | Barstool with Back         | \$55          | \$75          |        |



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### Price List Continued

Advanced Rate Deadline: **12/15/2025**

| Carpeting                   |                          |                        |                  |                  |        |
|-----------------------------|--------------------------|------------------------|------------------|------------------|--------|
| <u>Available Colors:</u>    |                          |                        |                  |                  |        |
| Booth Carpeting: Black/Grey |                          |                        |                  |                  |        |
| Qty:                        | Color<br>(options above) | Available<br>Inventory | Advanced<br>Rate | Standard<br>Rate | Total: |
|                             |                          | 10 x 10                | \$100            | \$120            |        |
|                             |                          | 10 x 20                | \$180            | \$210            |        |
|                             |                          | 10 x 30                | \$260            | \$300            |        |
|                             | 10 x 10 Padding          |                        | \$40             | \$60             |        |
|                             | 10 x 20 Padding          |                        | \$60             | \$80             |        |
|                             | 10 x 30 Padding          |                        | \$80             | \$100            |        |

\*Custom carpeting and padding available upon request

| Accessories |                            |               |               |        |
|-------------|----------------------------|---------------|---------------|--------|
| Qty:        | Available Inventory        | Advanced Rate | Standard Rate | Total: |
|             | Tripod Easel               | \$25          | \$35          |        |
|             | Tac Board                  | \$35          | \$50          |        |
|             | Retractable Stanchion      | \$55          | \$75          |        |
|             | 32” TV Monitor             | \$350         |               |        |
|             | 27” HP Monitor (with HDMI) | \$150         |               |        |
|             | Waste Basket               | \$10          | \$15          |        |

Not seeing what you need? Send us an email!

| Install and Dismantle Labor |                                                                                |                   |                   |        |
|-----------------------------|--------------------------------------------------------------------------------|-------------------|-------------------|--------|
| Hours:                      | Available Inventory                                                            | Advanced Rate     | Standard Rate     | Total: |
|                             | Labor: Straight Time<br>Description: 8:00a-5:00p Mon-Fri                       | \$50/<br>Man Hour | \$65/<br>Man Hour |        |
|                             | Labor: Overtime<br>Description: 5:00p-8:00a Mon-Fri<br>Saturday/Sunday/Holiday | \$80/<br>Man Hour | \$90/<br>Man Hour |        |

- One hour minimum per worker
- Start time guaranteed only at the beginning of the workday
- Detailed plan should be supplied by the exhibitor including photos or special instructions



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### Cleaning Services

Carpet is clean upon installation, but to ensure your booth is show ready we recommend ordering vacuuming once prior to the show

- Carpet vacuuming and shampooing charges are based on the total square footage of your exhibit space- 766.sq.ft minimum.
- Exhibit cleaning rates are hourly- minimum of 7 hour will be charged with 3/4 hour increments thereafter.

Exhibitor Space Square Footage Calculator:

\_\_\_\_\_ (length) x \_\_\_\_\_ (width) = \_\_\_\_\_ \* Square feet

| Pre-Show Cleaning |                                                  |               |               |        |
|-------------------|--------------------------------------------------|---------------|---------------|--------|
| Square Feet       | Description                                      | Advanced Rate | Standard Rate | Total: |
|                   | Booth Vacuuming-<br>Once prior to show opening   | \$0.53        | \$0.63        |        |
|                   | Shampoo Carpeting-<br>Once prior to show opening | \$1.58        | \$1.84        |        |

\*100 Square Ft Minimum

| Exhibit Cleaning                                                  |                                                                                |               |               |        |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------|---------------|---------------|--------|
| Includes: vacuuming, wiping down surfaces, and taking out garbage |                                                                                |               |               |        |
| Hours:                                                            | Description                                                                    | Advanced Rate | Standard Rate | Total: |
|                                                                   | Labor: Straight Time<br>Description: 8:00a-5:00p Mon-Fri                       | \$120         | \$140         |        |
|                                                                   | Labor: Overtime<br>Description: 5:00p-8:00a Mon-Fri<br>Saturday/Sunday/Holiday | \$180         | \$210         |        |

\*1 hour minimum with 1/2 increments thereafter

Details (please specify below the hours and days of the week cleaning is requested):



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### Material Handling Order Form

Exhibitors may choose to ship freight to the advanced warehouse. Green Bay Expo Services will receive and manage the freight at the warehouse and deliver materials to your booth. Material handling fees are paid to GBES for these services and are separate from freight transportation charges which are paid to a carrier of the exhibitor's choosing. Exhibitors are responsible for arranging freight transportation to and from the advanced warehouse address referencing the inbound/outbound dates below.

| Advance Warehouse Freight Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Advance Warehouse Freight Deadlines                                                                                                                                                   |                                                               |                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------|
| Label each piece of your shipment(s) as follows:<br><br>To:<br>EXHIBITING COMPANYS NAME<br>BOOTH NUMBER:<br><b>Show Name</b><br>C/O Green Bay Expo Services<br>598 Borvan Avenue<br>Green Bay, WI 54304                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Inbound Dates:<br>*\$75 fee added to shipments received after deadline                                                                                                                | 1.2.2026 – 1.12.2026                                          |                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Outbound Date:                                                                                                                                                                        | 1.21.2026                                                     |                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Receiving Hours:                                                                                                                                                                      | Monday-Friday<br>*Excluding federal holidays<br>7:00a - 2:00p |                              |
| Important Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                       |                                                               |                              |
| <p>1.All shipments must be prepaid- collect shipments will be refused.</p> <p>2.All inbound shipments must have a Bill of Lading and/or certified weight ticket showing the number of pieces, type of merchandise and weight. If received weights differ from the order form an additional invoice will be sent.</p> <p>3.Outbound shipment must send a copy of their shipping labels/BOL as a confirmation that outbound shipping has been ordered/paid</p> <p>Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or FedEx, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Wisconsin Expo, Inc. will assume no liability for such shipments. Consignment or delivery of a shipment to Wisconsin Expo, Inc., or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight terms, conditions and rates listed</p> |                                                                                                                                                                                       |                                                               |                              |
| Category                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Description                                                                                                                                                                           | Rate                                                          |                              |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Cartons, Packages, Crated/Skidded shipments<br>- 100lb minimum (both.inbound.and.outbound)<br>- Always round your weight to the next 100lbs                                           | \$125/ cwt                                                    |                              |
| B                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Small Package - <b>NOT EXCEEDING 30 LBS PER SHIPMENT:</b><br>(Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier) | \$65 first box                                                | Each additional box = + \$18 |

|            | Category | Qty of Pieces | Weight<br>100lb minimum<br>category A | CWT<br>Round up to next 100lbs<br>Divide by 100<br>= cwt | Rate | Inbound<br>Total Cost | Outbound<br>Total Cost |
|------------|----------|---------------|---------------------------------------|----------------------------------------------------------|------|-----------------------|------------------------|
| Shipment 1 |          |               | lbs                                   | cwt                                                      | x    |                       |                        |
| Shipment 2 |          |               | lbs                                   | cwt                                                      | x    |                       |                        |
| Shipment 3 |          |               | lbs                                   | cwt                                                      | x    |                       |                        |

Examples:

- If you ship 245lbs, you will be charged \$375 for inbound (9.cwt.x.\$78)
- If you ship 3 small boxes (10lbs, 5lbs, and 2lbs), you will be charged \$101 (\$65 first pkg and \$18 for each additional pkg)

**Green Bay Expo Services**

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**598 Borvan Ave****Green Bay, WI 54304****(920)405-0100****Electrical Services Order Form****Advanced Rate Deadline: 12/15/2025**

For us to properly service all exhibitors this order form must be filled out and submitted prior to the show. Indicate your power needs by filling out the table below along with the Payment Authorization Form.

**Note:**

- Cost is reflective of the access to one outlet
  - If you have multiple booths, ensure the Qty reflects the number of outlets needed
- Power strips in vendor booths are not permitted by the venue

| Qty: | Description                               | Advanced Rate              | Standard Rate | Same Day Install (+\$25) | Total: |
|------|-------------------------------------------|----------------------------|---------------|--------------------------|--------|
|      | 110-Volt Outlet                           | \$100                      | \$175         |                          |        |
|      | Amperage or Wattage of 110-Volt Equipment | \$250- advanced order only |               |                          |        |
|      | 20-50 AMP 1 Phase                         | \$250- advanced order only |               |                          |        |
|      | 30 AMP 3 Phase                            | \$300- advanced order only |               |                          |        |
|      | 50 AMP 3 Phase                            | \$400- advanced order only |               |                          |        |
|      | Above 50 AMPS 3 Phase                     | \$500- advanced order only |               |                          |        |

**Terms and Conditions:**

1. Orders not received prior to set up day are subject to a \$25 same day set up fee above and beyond the above communicated rates
2. Credit will not be given for electrical services or equipment installed and not used
3. Electrical power supplies to an exhibitor shall not be shared with any other exhibitor
4. Under no circumstance shall anyone other than authorized personnel make electrical connections
5. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors

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or sent by mail to the address  
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Event Name: Fox Cities Home &amp; Garden Show

Event Date(s): January 16-18, 2026

**Payment Authorization Form (Advanced Rate Deadline: 12/15/2025)**

\*Please fill out form in its entirety and ensure handwriting is legible to allow for proper data entry

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Ordered By (print): \_\_\_\_\_

Date: \_\_\_\_\_

**METHOD OF PAYMENT:**

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

☐ COMPANY CHECK

Please make check payable to: Midwest Event &amp; Expo (use mailing address in header)

☐ CREDIT CARD

AMERICAN EXPRESS

DISCOVER

MASTERCARD

VISA

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

☐ Personal Credit Card ☐ Company Credit Card

Cardholder Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Cardholder Billing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

| Furnishing/<br>Accessories | Install<br>Labor | Dismantle<br>Labor | Booth<br>Cleaning | Material<br>Handling | Electrical<br>Services | Sub<br>Total | 5.5 %<br>Tax | Total |
|----------------------------|------------------|--------------------|-------------------|----------------------|------------------------|--------------|--------------|-------|
|                            |                  |                    |                   |                      |                        |              |              |       |

- Confirmation of order will be sent within 2 business days- if you do not receive this please call (920)405-0100 to follow up
- Receipt of payment will be sent to the email you list above- emails will come from Good Shuffle