

GBES

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: Tissue 2018
October 2-5, 2018
Fox Cities Exhibition Center
Appleton, WI 54911

Discount Deadline Date: September 17th, 2018

COMPANY NAME:

BOOTH#

ADDRESS:

PHONE #:

FAX:

EMAIL:

ORDERED BY:

PRINT NAME:

DATE:

METHOD OF PAYMENT: *YOUR 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.

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.

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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: Tissue 2018

October 2-5, 2018

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 200 lbs.**

Item #	Description	Price
1175	Crated, palletized freight, carpet bags and display cases	\$45.00 (\$90.00 Minimum inbound)
1176	Uncrated materials	\$45.00 (\$90.00 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>\$45.00</u>	<u>\$540.00</u>
				Total	

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 **YES, I WOULD LIKE TO ORDER OUTBOUND MATERIAL HANDLING SERVICES.** Please see our representative at the show. Name: \_\_\_\_\_ Booth# \_\_\_\_\_  
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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: _____
Account # _____	Labels attached: YES NO

SHIP TO: Company Name: _____

Attention: _____

Delivery Address: _____

City/State/Zip: _____

Special Instructions: _____