

GBES

Green Bay Exposition Services, Inc.

598 Borvan Ave

Green Bay, WI 54304

Phone: 920-405-0100

Email: gbes12@gmail.com

Include company name and show
Name in subject Line

Quick Facts

Show: Tissue 2018

October 2-5, 2018

Fox Cities Exhibition Center

355 Lawrence Street

Appleton, WI 54911

Discount Deadline Date: September 17, 2018

SERVICE CONTRACTOR CONTACTS:

GREEN BAY EXPOSITION SERVICES, INC.

598 Borvan Ave

Green Bay, WI 54304

Phone: 920-405-0100

IMPORTANT NOTE

**ALL EXHIBITOR SHIPMENTS
MUST BE DELIVERED TO THE
GBES WAREHOUSE PRIOR TO
SEPTEMBER 27 2018. THE
CONVENTION CENTER / PAPER
VALLEY DOES NOT HAVE SPACE
AVAILABLE FOR STORAGE.**

BOOTH EQUIPMENT: Each 8' x 10' booth will include:

- (1) 8' backdrop (Green and White)
- (1) 3' side drape (Green and White)
- (1) 8' x 24" skirted table (Green)
- (2) Chairs
- (1) Wastebasket
- (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

The entire exhibit area is **Carpet**. Booth carpeting (**black, burgundy, green, royal blue, 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 September 17, 2018.*

SHOW SCHEDULE

Exhibitor Move In

Wednesday, October 3rd 8:00am – 12:00pm

Show Hours

Wednesday, October 3rd 12:00pm – 1:30pm & 3:00pm – 5:00pm

Thursday, October 4th 12:00pm – 1:30pm & 3:00pm – 5:00pm

Exhibitor Move Out

Thursday October 4th 5:00pm – 6:30pm

Friday October 5th 8:00am – 12:00pm

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 Monday, September 17, 2018 to the warehouse address. To avoid additional after deadline charges, materials must arrive by September 27, 2018.

The Fox Cities Exhibitor Center and the Radisson Paper Valley Hotel will not accept any exhibition materials.

⇒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.

Warehouse shipping address:

Tissue 2018

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 3:00 p.m., Monday through Friday

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