

Wisconsin Public Service Corporation P.O. Box 19001 Green Bay, WI 54307-9001 www.wisconsinpublicservice.com

February 2024

Dear WPS Farm Show Exhibitor,

We are pleased to confirm your booth reservation(s) at the 2024 WPS Farm Show.

Exhibitor kits should be picked up in the Farm Show office by 6 p.m. Monday, March 25. The show will run Tuesday, March 26, through Thursday, March 28. Tuesday and Wednesday from 9 a.m. to 4 p.m. and Thursday from 9 a.m. to 3 p.m. The show is held at EAA, 3130 Knapp St., Oshkosh, Wisconsin 54902.

Enclosed in this mailing are:

- Copy of your contract.
- Color-coded hangar maps with move-in times for all booths.
- EAA grounds aerial map noting preferred traffic patterns for move-in and move-out.
- Outdoor exhibit area map.
- Exhibitor reception invitation.
- Fire protection certification.

Move-in times

The enclosed color-coded maps show the move-in schedule for Thursday, March 21; Friday, March 22; and Monday, March 25. The grounds will **not** be open Saturday, March 23, or Sunday, March 24. The color-coded booths are for exhibitors that need the space, or forklifts and tractors, to set up large displays.

The grounds will be open for move-in from:

- 8 a.m. to 4 p.m. Thursday
- 7 a.m. to 5 p.m. Friday
- 7 a.m. to 6 p.m. Monday

Exhibitors with tabletop displays can set up Monday after noon. Outdoor exhibitors can set up anytime Friday or Monday.

Tractors and forklifts will be available for setup Thursday, Friday and Monday. Security services will begin at 8 a.m. Friday.

This year, during setup on Monday, there will be a food truck available located across from the Farm Show Office.

Equipment — delivery and staging

Equipment delivery before scheduled move-in will be allowed. All equipment delivered early will be left at the owner's risk. Staging hours are 8 a.m. to 4:30 p.m. March 11 to 22. A limited number of forklifts and tractors will be available from 8 a.m. to 4:30 p.m. beginning Monday, March 18. If necessary, after-hours drop-offs are available; please contact me to arrange – 920-660-8172. **No access to the grounds will be permitted March 25 or 26.**

Shipping address

Use the following address when shipping items to the show:

WPS Farm Show — (your company name) Booth (hangar letter or "O" for outside with booth number) 3130 Knapp St. Oshkosh, WI 54902

Farm Show office

The office is located on the west end of the grounds. Please stop by at setup to pick up your registration packet (includes parking passes, if they weren't mailed, more parking passes if needed, nametags and lanyards).

Safety

Safety regulations only permit use of one forklift at a time to lift equipment from flatbeds. Available forklifts have 96-inch forks and a capacity of 15,000 pounds, in addition to several smaller units. Please make other arrangements if this will not accommodate your equipment.

Fire protection certificate

A fire protection certificate is included. This is necessary only if your table covering/skirting does not have a tag that says it is flame retardant. We have flame-retardant spray in the Farm Show Office.

Exhibitor reception

The exhibitor reception will be Tuesday, March 26, in the food tent on the WPS Farm Show grounds. Doors will open at 4 p.m. and close at 6 p.m. Heavy hors d'oeuvres will be catered by LaSure's. AgriView will sponsor beer, and a cash bar for wine and cocktails will be available. All exhibitors are welcome.

Setup deadline

All booths not set up by 6 p.m. Monday, March 25, will be sold unless other arrangements have been made – please contact Rob Juneau

Booth removal

Booth removal begins at 3 p.m. Thursday, March 28. Tractors and forklifts will be available until 7:30 p.m. and again at 7 a.m. Friday, March 31, until noon. Anything left on the grounds after noon, March 29, will be moved outside the Farm Show gates to the west end of the grounds. No services will be available for loading these items. If you have UPS, FedEx or any other shipping companies picking up your displays, make them aware of these times. Contact me if you have any concerns with these times.

Are you exhibiting newsworthy products or services? Tell us about them.

Each year, news media look for story ideas while they are at the show. We'd like to help them and get publicity for your newsworthy products or services. Visit wpsfarmshow.com, select 'For exhibitors,' and complete our online news request form. We cannot guarantee coverage for all exhibitors that submit information, but we supply the media with story ideas when requested.

Free Wi-Fi

Free Wi-Fi service will be available to all exhibitors. Reliability has greatly improved over the years, but if you need continuous service, plan to use alternatives.

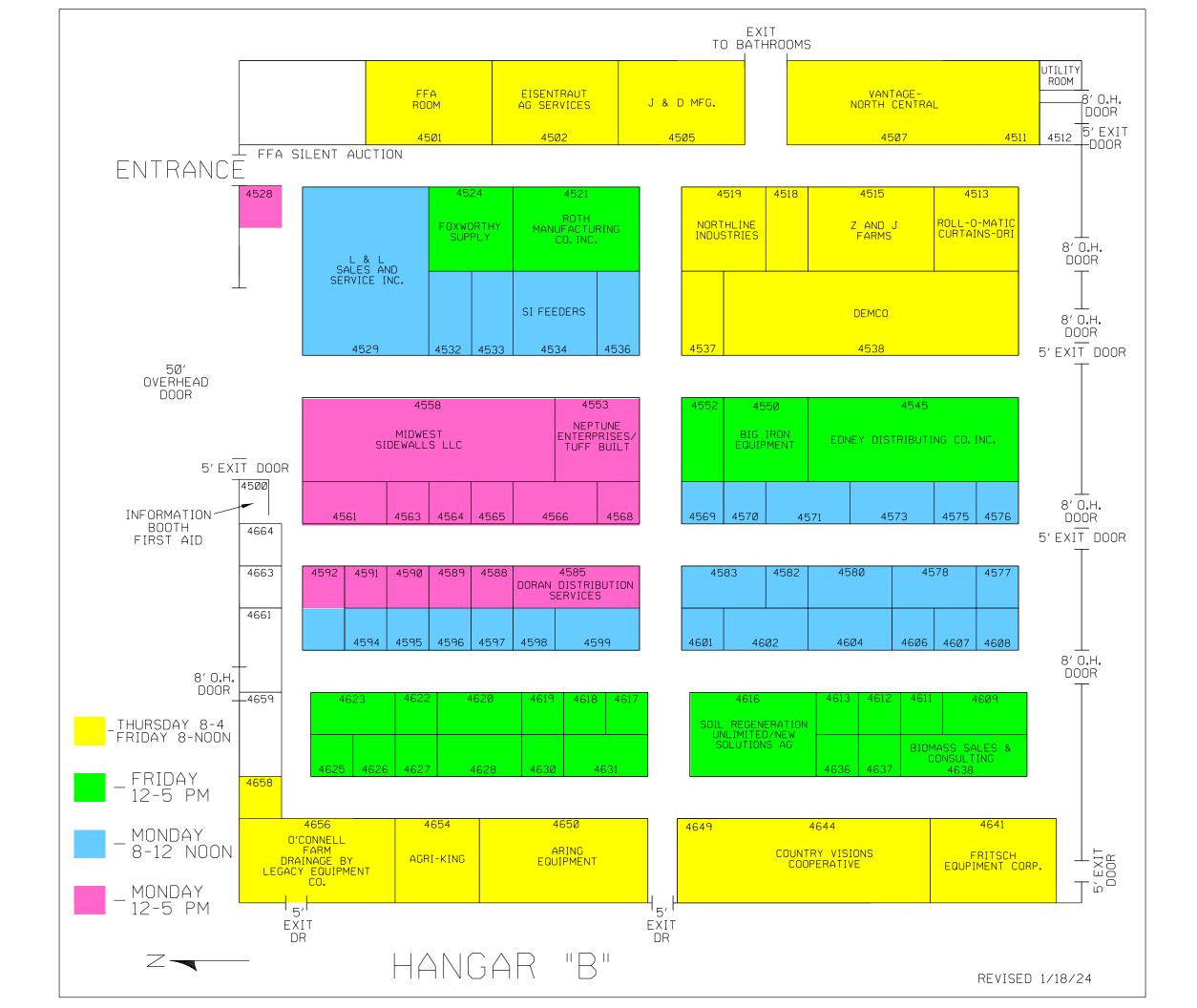
Sincerely,

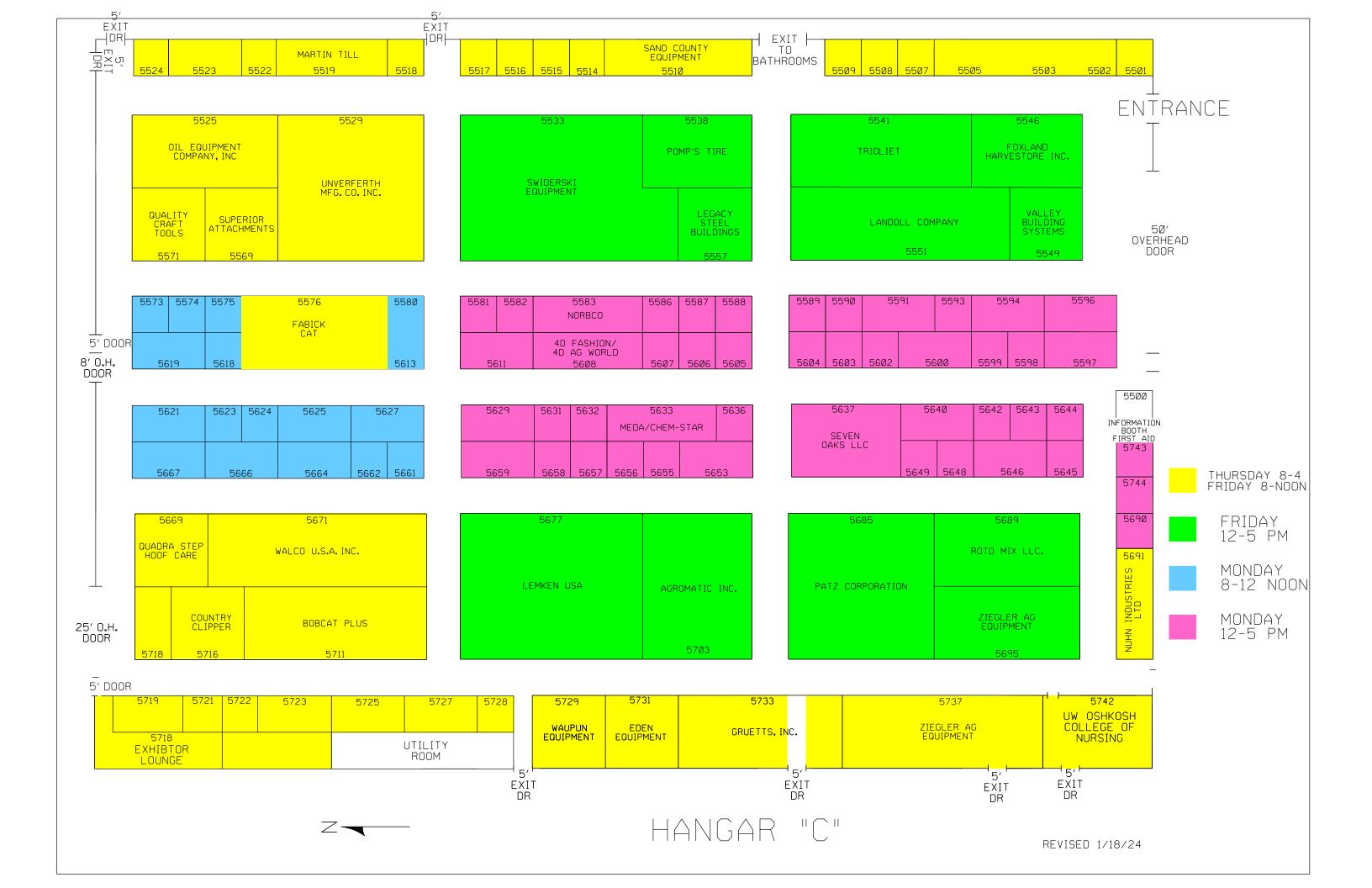
Robert Spineau

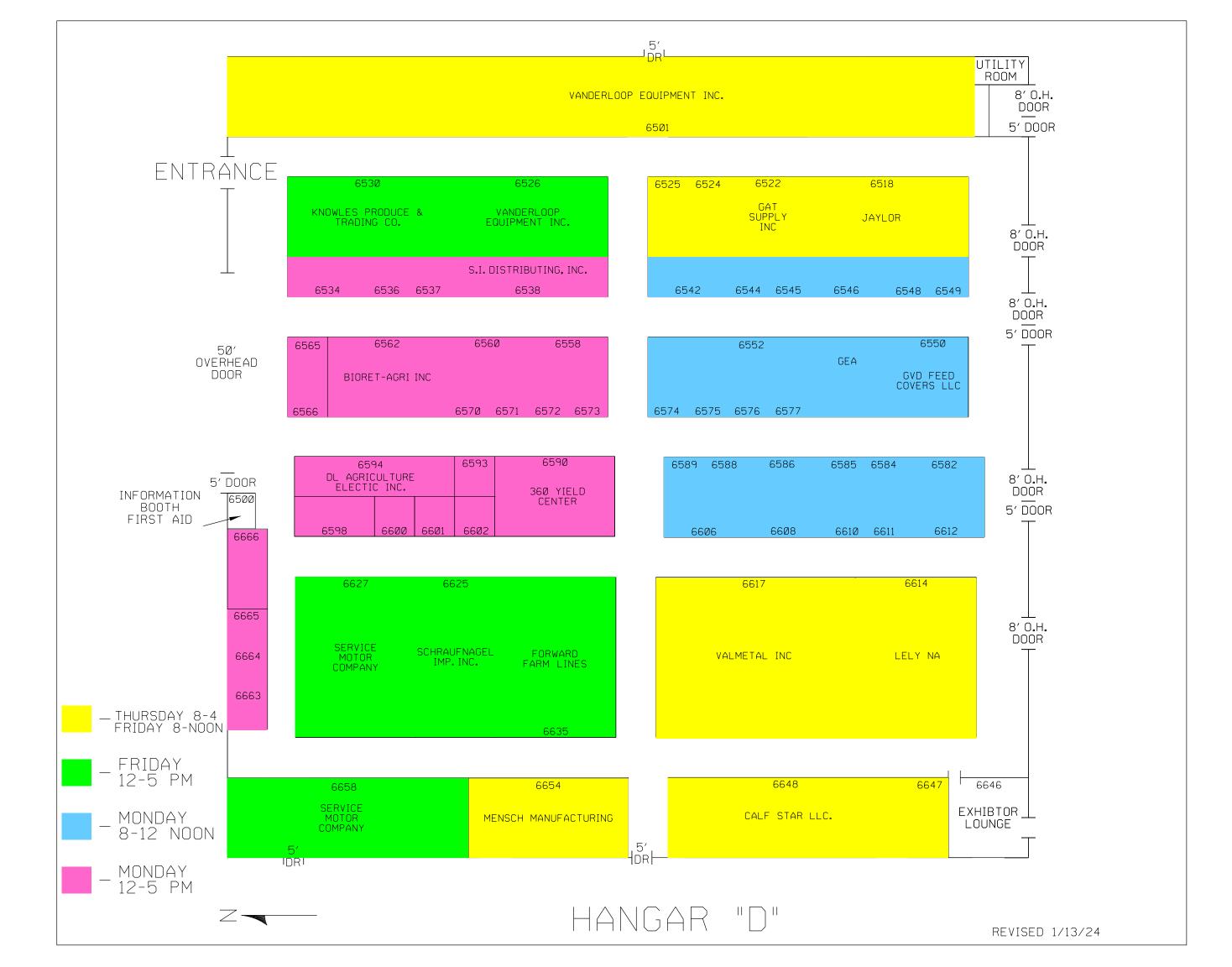
Rob Juneau Manager — WPS Farm Show 920-660-8172 cell robert.juneau@wisconsinpublicservice.com

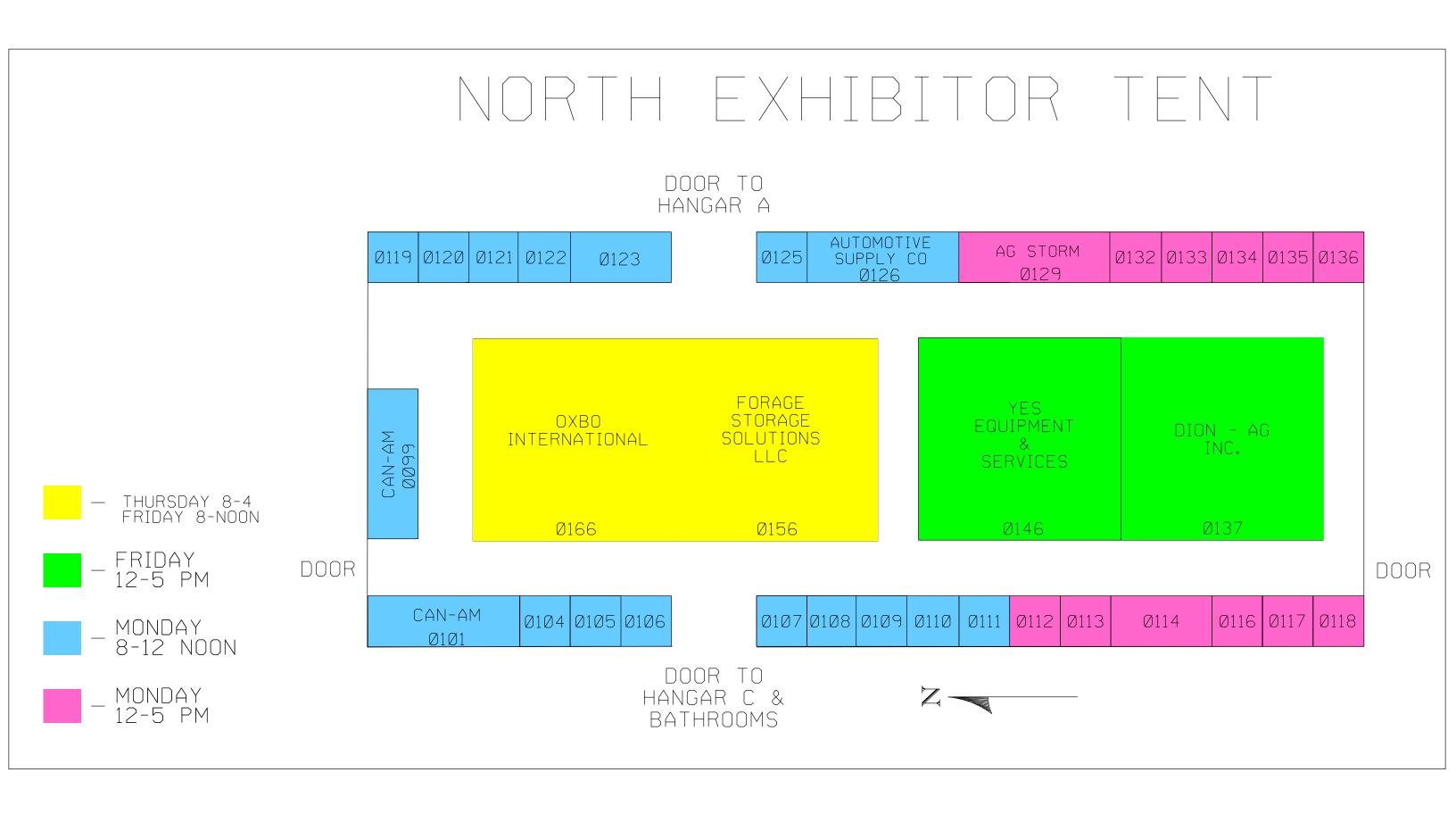
For more information about the 2024 WPS Farm Show, visit wpsfarmshow.com.

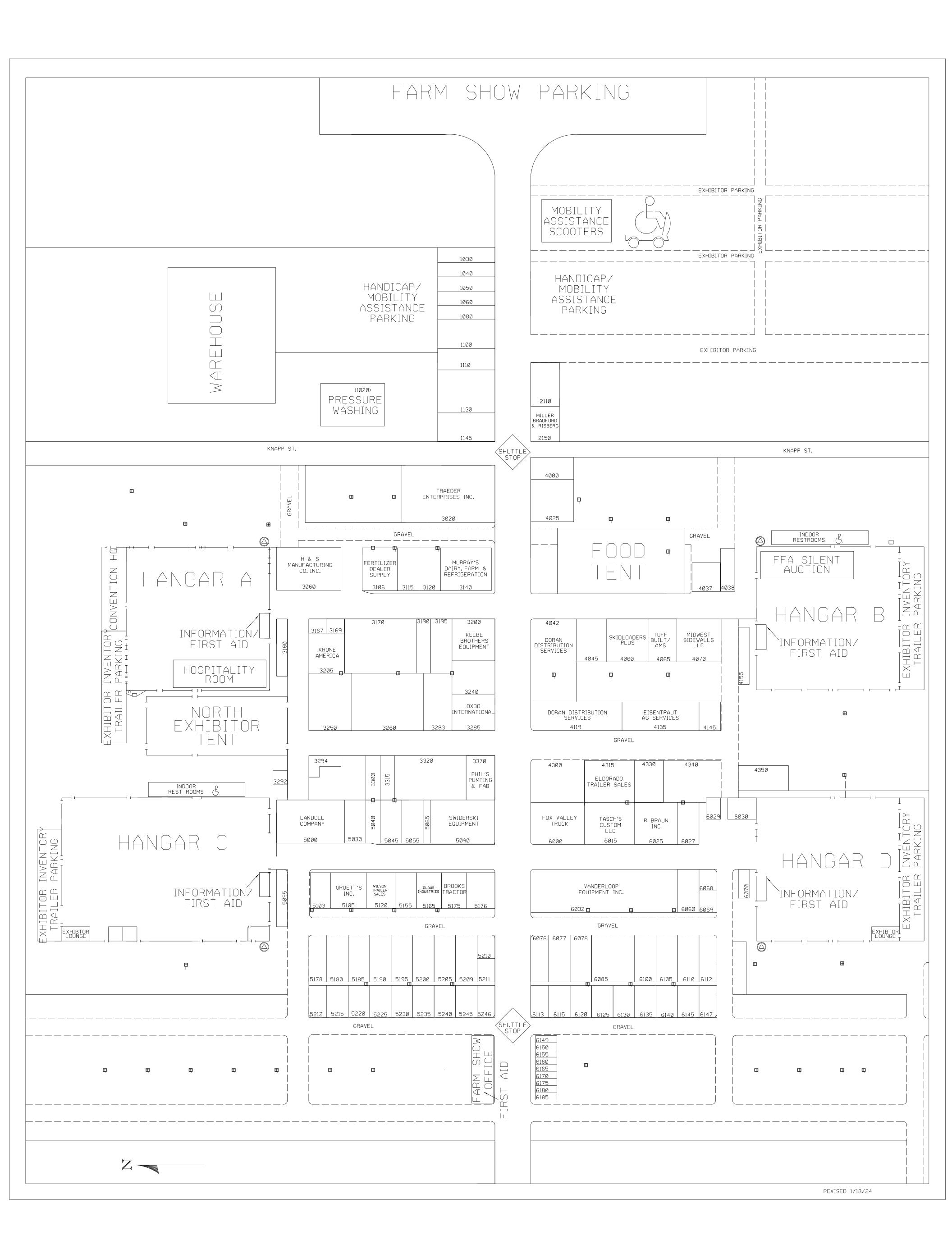












EAA Grounds 3130 Knapp St., Oshkosh WI 54902





Wisconsin Expo; Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022 Phone: 262-670-1300 | Email: orders@wi-expo.com

Dear Exhibitor:

Welcome to WPS FARM SHOW!

Your show will be held at the EAA, in Oshkosh on March 26-28, 2024.

As your official exhibitor service contractor, our goal is to provide support as well as booth necessities!

The following service packet includes forms detailing the variety of services we can provide.

Show Management provided equipment in your 10' x 10' booth:

- 8' high background drape -
- 3' high side rail drape -
- 1 7"x 44" booth identification sign

*No substitutions will be accepted for the provided list above.

Wisconsin Expo optional equipment and services available to order:

- Advanced to Warehouse Facility Freight Order Form
- Advanced Warehouse Freight Shipping Labels
- Outbound Shipping Procedure
- Blank Bill of Lading
- Tables/Risers/Linens Order Form
- Chairs, Accessories & Carpet Order Form
- Televisions and Stands Order Form
- Cleaning Service Order Form
- Payment Authorization Form

Send your order with payment authorization form by February 23, 2024 to receive Advance Pricing!

Wisconsin Expo, Inc. looks forward to meeting you at the show!



Wisconsin Expo, Inc. consin N113 W18750 Carnegie Drive

262.670.1300 | orders@wi-expo.com

TABLES / RISERS / LINENS **ORDER FORM**

TO RECEIVE ADVANCED PRICING, SUBMIT ORDER AND PAYMENT FORMS BY FEBRUARY 23, 2024.

QTY	DESCRIPTION	ADVANCED RATE	STANDARD RATE	TOTAL	
	Unskirted Table (all tables are 24" wide)				· · · · · · · · · · · · · · · · · · ·
	Unskirted Table 4'L x 30"H	\$ 40.00	\$ 55.00		
No	_ Unskirted Table 6'L x 30"H	\$ 40.00	\$ 55.00		X
	Unskirted Table 8'L x 30"H	\$ 40.00	\$ 55.00		12 17
	Unskirted Counter 4'L x 42"H	\$ 45.00	\$ 60.00		11 //
	Unskirted Counter 6'L x 42"H	\$ 45.00	\$ 60.00		
	Unskirted Counter 8'L x 42"H	\$ 45.00	\$ 60.00		
	Skirted Table (all tables are 24" wide)				
	Skirted Table 4'L x 30"H	\$ 55.00	\$ 80.00	4	Select Skirt Color:
	Skirted Table 6'L x 30"H	\$ 56.00	\$ 81.00		
	Skirted Table 8'L x 30"H	\$ 57.00	\$ 82.00		
	4th Side Skirted Table 6'L or 8'L x 30"H	\$ 52.50	\$ 65.00		
	Skirted Counter 4'L x 42"H	\$ 65.00	\$ 90.00		
	Skirted Counter 6'L x 42"H	\$ 66.00	\$ 91.00		
	Skirted Counter 8'L x 42"H	\$ 67.00	\$ 92.00		BLACK BLUE
	4 th Side Skirted Counter 6'L or 8'L x 42" H	\$ 52.50	\$ 65.00	———— □BURGL	
		· · · · · · · · · · · · · · · · · · ·			
	PEDESTAL TABLE Round Short Table 30"W x 18"H	£ 20.00	£ 105 00		T INCLUDED WITH TABLE
		\$ 80.00	\$ 105.00	None	All pedestal tables are designed to be covered with a
· · · · · · · · · · · · · · · · · · ·	Round Pedestal Table 30"W x 30"H	\$ 80.00	\$ 105.00	90"	 linen or other table covering.
	Round Pedestal Table 30"W x 40"H	\$ 80.00	\$ 105.00	108"	
	LINENS				
Select linen colo					
	90" Round Linen (select color)	\$ 40.95	\$ 51.45		-
	108" Round Linen (select color)	\$ 51.45	\$ 61.95		
	120" Round Linen (select color)	\$ 61.95	\$ 72.45		
L			Subtotal:	-	
			Tax 5.0%		
			Total		
NAME OF SHOW:	W	PS Farm Show	w 2024		
COMPANY NAME:		11.75 to 2		BOOTH #:	
ADDRESS:	CITY:			STATE:	ZIP:
PHONE:	FAX:	EM	AIL:		
ORDERED BY:	SIGNAT	TURE:			DATE:

Send form & payment to: Wisconsin Expo, Inc. N113 W18750 Carnegie Drive | Germantown, WI 53022 Phone: 262.670.1300 | Email: orders@wi-expo.com



Wisconsin Expo, Inc. N113 W18750 Carnegie Drive geo Jac. Germantown, WI 53022 262.670.1300 | orders@wi-expo.com

TELEVISIONS AND STANDS ORDER FORM

Quantity	Description	Advanced	Standard	Total
		Rate	Rate	Cost
	70" Monitor w/ floor stand	\$ 997.50	\$ 1,207.50	
	60" Monitor w/ floor stand	\$ 750.00	\$ 850.00	
	50" Monitor w/ floor stand	\$ 650.00	\$ 750.00	
	40" Monitor	\$ 375.00	\$ 475.00	
	32" Monitor	\$ 250.00	\$ 350.00	
	TV Floor Stand	\$ 140.00	\$ 170.00	
	DVD Player	\$ 55.00	\$ 75.00	
	Blu Ray Player	\$ 65.00	\$ 85.00	
- 19			Cubbadal	

Subtotal \$

Sales Tax

5.0% \$

Total \$

Electrical Service needed to operate the above products will be available to order:

- 1. Using Wisconsin Expo, Inc. Electrical Service Order Form OR
- 2. Using the Venue Electrical Service Order Form which would be attached to this service kit.

NAME OF SHOW: COMPANY NAME: BOOTH #: **ADDRESS:** CITY: STATE: ZIP: **PHONE:** FAX: **EMAIL: ORDERED BY:** SIGNATURE: DATE:

Send form & payment to: Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

Phone: 262.670.1300 Email: orders@wi-expo.com



Please fill out the Credit Card information below or you may send a check made out to Wisconsin Expo, Inc. Mail the check to our Germantown, WI address above.

Thank you for your business-we appreciate it very much!

Email: orders@wi-expo.com

SHOW NAME: WPS FARM SHOW 2024 SHOW DATE(S): MARCH 26-28, 2024

Company Name:	Booth #:		
Billing Address:			
City:	State:	Zip:	
Phone: Fax:	Email:		
American Express	MasterCard	Visa	
Card Number:		_ Expiration Date: /	
3 Digit Card Security Code:	(MasterCa	ard and Visa) back of card	
4 Digit Card Security Code:	(American Express) front of card		
Cardholder's Address (if different than ab	oove):		
City:	State:	Zip:	
Cardholder's Name (print):		· · · · · · · · · · · · · · · · · · ·	
Cardholder's Signature:			
Send form & payment to: Wisconsin Expo, L N113 W18750 Carnegia Drive			

113 W18750 Carnegie Drive | Germantown, WI 53022 Phone: 262.670.1300 | Email: orders@wi-expo.com

EXHIBITOR RECEPTION

Please join us for an exhibitor reception.

Tues., March 26, 2024

4 - 6 p.m.

In the Food Tent on the EAA Grounds

Heavy hors d'oeuvres will be served. AgriView will sponsor beer. A cash bar will be available for wine and cocktails. All exhibitors are welcome.



City of Oshkosh Fire Regulations

NOTE: This is not a complete listing of the fire regulations, only an example of commonly violated regulations. The fire chief may modify the regulations below and has the ultimate authority over regulations by local and state law.

Indoor exhibitors

- 1. Do not block fire extinguishers, exit ways or exit doors.
- 2. Booths and tables must comply with regulations for fire resistance of curtains, table drapes or decorations, per NFPA 701 (see *Fire-resistant materials and fire-retardant treatment* below).
- 3. No smoking is allowed inside the hangars.
- 4. No combustible vegetation (hay, straw, etc.) is allowed as decoration.
- 5. No open flame devices are allowed (for example, welding or soldering).
- Spark-producing devices (for example, drilling) are allowed subject to approval of the fire chief.
- 7. Fire extinguishers are located throughout the hangars.
- 8. Vehicles or trailers on display:
 - Vehicles must contain less than 5 gallons of fuel.
 - Fuel cap must be taped over.
 - Battery must be disconnected.
- 8. Fueled accessories (generators, blowers, chain saws, etc.):
 - Must not be running or operable.
 - Batteries disconnected, if applicable.
 - No fuel in fuel tank.
 - Fuel cap must be taped over.

Outdoor exhibitors

- 1. Tents shall be made of flame-resistant material.
- 2. Booths and tables must comply with regulations for fire resistance of curtains, table drapes or decorations, per NFPA 701 (see *fire-resistant materials and fire-retardant treatment* below).
- 3. A minimum of one 2A 10B C fire extinguisher is required.
 - Fire extinguisher shall be mounted or secured to prevent accidental discharge.
 - Fire extinguisher shall be in close proximity to welding or any other spark-producing demonstrations or displays.
- 4. Smoking shall not be permitted in tents, canopies or membrane structures.
- 5. Open flames or other devices emitting flames, fire or heat or any flammable or combustible

liquids, gas, charcoal or any other unapproved devices shall not be permitted inside or located within 20 feet of a tent while open to the public, unless approved by the Oshkosh Fire Department.

- 6. LP gas containers shall be located outside and safety release valves shall be pointed away from tents or canopies.
- 7. Flammable-liquid-fueled equipment shall not be used in tents or canopies.
- No hay, straw, shavings or similar combustible materials shall be located within any assembly occupancy tent. Sawdust or wood chips inside tents must be kept damp.

Fire-resistant materials and fire-retardant treatment

- Any decoration material used in a trade show must be made of flame-resistant material or shall be treated with a flame retardant in an approved manner.
- 2. Flame-resistant materials shall have a permanently affixed label bearing the identification of size and fabric or material type.
- 3. Exhibitors that have treated materials with a fire retardant (see *Fire-retardant products* below) shall retain a copy of an affidavit or affirmation of this treatment on the premises.
 - Please use the enclosed form, *Fire Protection Certification*, to fulfill this requirement.

Fire-retardant products

Exhibitors may use any approved fire-retardant products to treat their display materials, providing they follow the products' label directions and purchase them from a reputable supplier.

The supplier closest to the EAA Grounds is: Oshkosh Fire & Police Equipment 175 Indian Point Road Oshkosh, WI 54901 920-235-3610 Toll-free: 800-236-3610 Fax: 920-235-3287 Email: info@ofpe.com Web: ofpe.com



Pressure Washing Services will be available at the 2024 WPS Farm Show from:

Thursday, March 21st **7:00 AM - 5:00 PM** Friday, March 22nd **7:00 AM - 5:00 PM** Monday, March 25th **7:00 AM - 5:00 PM**

Washing Fees:

- \$35 per small piece
- \$50 per medium piece
- \$75 per large piece
- \$115 per XL piece
- \$140 and up for XXL pieces
- Tire shine available starting @ \$18 per tire up to \$35 per tire which will be determined by Demark's
- Window Cleaning available anywhere from \$35.00 to \$65.00 dollars per piece of equipment

Size of equipment for fee is determined by DeMark's Window & Pressure cleaning personnel and communicated prior to washing. Additional charges may be due for exceptionally dirty or demo equipment. DeMark's is not responsible for any damaged, chipped, or scratched paint.

We ask all vendors to please schedule an appointment with us prior to the show. If you are not scheduled with us we will service you on a first come first serve basis.

Cash, check or credit card accepted and payment will be due before any services are rendered.

DeMark's Window & Pressure Cleaning 262-894-2057



Support Wisconsin FFA! Silent Auction March 26-28, 2024 Wisconsin Public Service Farm Show



Wisconsin FFA Silent Auction

In Hangar B during the WPS Farm Show

We need your help!

Consider donating daily auction items and/or higher-value three-day auction items

As a sponsor, WPS invites you to donate an item or two for the auction (\$25 minimum value, please).

<u>IDEAS:</u> Items that sell really well are coolers filled with items, collectibles (paintings, collectible toys) tools, kids' toys/apparel, Carhartt clothing, experiences, gift cards, high-value farm supplies.

Thousands of visitors will see your item prominently

displayed during the WPS Farm Show and have a chance to register a bid – all to raise money for Wisconsin FFA!

Thank you in advance for your participation!

Wisconsin FFA now has more than 21,000 members statewide! We appreciate your support of this important organization.

<u>To donate,</u> items can be sent to: Wisconsin FFA Foundation 1241 John Q Hammons Drive Suite 200 Madison, WI 53717

• Items can also be dropped off at the Farm Show office in Oshkosh upon your arrival at the show, or at the silent auction site in Hangar B.

For more information about the silent auction:

- Emily Peters, Communications and Event Coordinator, Wisconsin FFA Foundation, 608-218-1597
 epeters@wisconsinffafoundation.org
- Corey Kuchta, Agribusiness Market Leader, Wisconsin Public Service, 906-863-4319

Yes, I'd like to donate to the Wisconsin FFA Foundation Silent Auction!

□ I have enclosed item(s) with this form	I will deliver item(s) to the WPS Farm Show				
Company	Show Booth No				
Contact Name (Feel free to attach a business card over this section)					
PhoneN	Mobile				
Address	_Email				
City	_StateZip				
Auction Item 1	Approx. \$ Value (min. \$25, please)				
Auction Item 2	Approx. \$ Value (min. \$25, please)				
Auction Item 3	Approx. \$ Value (min. \$25, please)				

Return this form to: Wisconsin FFA Foundation -1241 John Q. Hammons Dr. Suite 200 Madison, WI 53717 or email: info@wisconsinffafoundation.org.