



Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive | Germantown, WI 53022

Phone: 262-670-1300 | Email: orders@wi-expo.com

Welcome to the 2020 UW - Madison Spring Career Fair!

Your show will be held at the Kohl Center in Madison, WI on Tuesday, February 4, 2020.

Wisconsin Expo, Inc. will be handling the freight for this event.

Please note: Advanced to Warehouse freight is the ONLY way freight can be shipped.

You have from Monday January 6th until Wednesday, January 29, 2020 to send your freight to:

Exhibitor's Name and Booth #

c/o Wisconsin Expo, Inc.

N113 W18750 Carnegie Drive

Germantown, WI 53022

(Use the labels provided on page 3)

If you are shipping freight to our Warehouse, you MUST send us completed advanced freight form (page 2), along with your completed Payment Authorization form (page 6). If we receive freight at our warehouse and have not received payment before the show sets on Tuesday February 4th, 2020, your freight will not be delivered to your table until payment is finalized.

Show management will assign table numbers in the weeks prior to the event. If you do not have your table number when you are ready to ship your freight to Wisconsin Expo, Inc., clearly write your exhibiting company name on your shipping labels (Use the labels provided on page 3).

Rates include receipt of your freight on straight time, storage at warehouse until show sets, delivery to your booth at the convention site, storage and return of empty containers/boxes, reloading of materials on an outbound carrier at the close of the show. CWT stands for "per hundred weight". There is a 200 lb minimum for handling freight, regardless of how many pieces are in the shipment when the total is over 30 lbs. Example: If you are shipping freight weighing 78 lbs, you will be charged \$110.00 (\$55.00 x 2 cwt). If you are shipping 475 lbs, you will be charged \$275.00 (\$55.00 x 5 cwt). Always round your weight to the next 100 lbs. If you are shipping freight with a total weight less than 30 lbs, you qualify for the "Small Package" rate. ALL of your packages must total less than 30 lbs, are received on the same day from the same shipper and delivered by the same carrier. Example: We receive 5 boxes (2 lbs each) totaling 10 lbs-you will be charged \$90.00 (\$38 for the 1st pkg and \$13 for each additional pkg).

Wisconsin Expo, Inc. service forms:

- Advanced Freight Shipping to Warehouse Facility Form
- Advanced Warehouse Shipping Labels
- Outbound Shipping Procedure
- Bill of Lading
- Payment Authorization Form

Send your order with payment authorization form by Wednesday, January 29, 2020.

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



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**ADVANCED FREIGHT SHIPPING
 TO WAREHOUSE FACILITY**

**INCLUDE THE WI EXPO PAYMENT
 AUTHORIZATION FORM WITH YOUR
 ORDER DUE: JANUARY 29, 2020**

This option allows you the flexibility to ship your materials, crates, cases, cartons, or skids well in advance of the show move-in dates. Your freight will be in your booth prior to general exhibitor move-in.

ADVANCED WAREHOUSE FREIGHT ADDRESS	ADVANCED WAREHOUSE FREIGHT DEADLINES	
*Label each piece of your shipment(s) as follows: TO: EXHIBITING COMPANY NAME & BOOTH # c/o Wisconsin Expo, Inc. N113 W18750 Carnegie Drive Germantown, WI 53022 2020 UW – Madison Spring Career Fair	FIRST ADVANCED FREIGHT DATE	JANUARY 6, 2020
	LAST ADVANCED FREIGHT DATE	JANUARY 29, 2020
	RECEIVING DOCK HOURS	MONDAY – FRIDAY 8:00 AM - 3:30 PM

SHIPPING INFORMATION

- All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
- No shipments will be received on weekends or holidays. Freight will be stored at the warehouse until **the day of show set up**.
- Please be advised that any shipments sent to the advanced warehouse after the deadline may be refused and redirected to the direct shipping address (carriers such as UPS/Fed-Ex and van lines may not redirect shipments).
- An additional \$150 fee will be assessed to shipments received after the published dates and times listed.
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or a van line, 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.

CATEGORY	DESCRIPTION	RATE / 100 LBS	200 LB MIN Cat A/B
A	Crated or skidded shipments via common carrier: YRC, ABF, UPS, Van Lines, etc.	\$ 55.00/cwt	\$ 110.00
B	Small Package Shipments NOT EXCEEDING 30 LBS PER SHIPMENT: (Shipment totaling any number of pieces received on the same day, from the same shipper & delivered by the same carrier)	\$ 38.00 first carton	Each additional carton = \$ 13.00

Calculation:	Category	Qty of Pieces	Weight	Rate / 100 lbs	Total Cost
		Category B	200 lb Min Cat A		
By Weight	_____	_____	_____	x _____	= \$ _____
Sm Pkg	_____	_____	_____	x _____	= \$ _____
Total Due					= \$ _____

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NAME OF SHOW: **2020 UW-MADISON FALL CAREER FAIR / February 4, 2020**

COMPANY NAME: _____

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

Advanced Warehouse Shipping Labels

WAREHOUSE

DEADLINE DATE: JANUARY 29, 2020

TO: _____
EXHIBITOR NAME

Exhibitor's Name and Booth #
c/o Wisconsin Expo, Inc.
N113 W18750 Carnegie Drive
Germantown, WI 53022

2020 UW-MADISON SPRING CAREER FAIR

TABLE #: _____ (IF KNOWN)

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

WAREHOUSE

DEADLINE DATE: JANUARY 29, 2020

TO: _____
EXHIBITOR NAME

Exhibitor's Name and Booth #
c/o Wisconsin Expo, Inc.
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2020 UW-MADISON SPRING CAREER FAIR

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TABLE #: _____ (IF KNOWN)

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES

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2020 UW-MADISON SPRING CAREER FAIR

TABLE #: _____ (IF KNOWN)

CARRIER: _____

NUMBER _____ OF _____ TOTAL PIECES



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OUTBOUND SHIPPING PROCEDURE

EXHIBITORS: FOLLOW THESE EASY STEPS!!

- Shipping is **not** an automatic process. **You** must complete the required paperwork.
- Exhibits officially close Tuesday, February 4, 2020 at 8:00pm.
- Exhibitors are required to pack and secure the packages for outbound shipment. The packages **must** have labels affixed to your packages. You may leave your packages in your booth area only if these two steps have been completed.
- If Wisconsin Expo, Inc. finds any **UNLABELED** packages left in any booth area, these **UNLABELED** packages may be disposed of at show site if there is no indication of what to do with them.
- A completed Bill of Lading is also required for **all** outbound shipments. The Bill of Lading contains the details of your items for your carrier to ship your freight/packages correctly.
- You must sign the Bill of Lading **prior** to leaving your booth/show, but **NOT** before your packages are **PROPERLY LABELED**. The Bill of Lading should be handed to one of our onsite representatives who is dismantling the show.
- **Due to most third-party carriers (FedEx, UPS, etc.) pick up hours ending before the show's tear-down time, freight that is not picked up by your own company truck or removed from the show by the exhibitor will be taken back to the Wisconsin Expo, Inc. warehouse at the exhibitor's expense. If your package comes back to our warehouse, we will alert you by phone call or email so you can call your third-party carrier to pick your freight.**
- **NOTE:** If the packages are going to multiple destinations, complete a Bill of Lading for each destination.

Need help with labeling your outbound packages? Or filling out the Bill of Lading?
Call our office 262-670-1300

**Wisconsin Expo, Inc.**

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You must complete a bill of lading for each different destination. You may submit your completed BOL via email to orders@wi-expo.com. **CRITICAL:** Even if you submit your BOL ahead of your show, you MUST still find a Wisconsin Expo, Inc. rep or go to the Service Desk to let the rep know your freight is packed, labeled and ready to be picked up by your carrier. If you fail to go to the Service Desk, we will turn away your carrier and send your freight out using our Preferred Carrier, from whom you will receive an invoice.

SHIP FROM		SHIP TO	
Exhibiting Company:	Booth#	Company Name:	
Show:		Attention:	
Venue:		Phone #:	
Address:		Destination Address:	
City:	State:	Zip:	
Number of Different Destinations:	1 2 3 4 OR MORE	Special Instructions:	
Carrier:	Schedule Pick up Date:	Scheduled Pick up Time:	

QTY	DESCRIPTION OF ITEMS	WEIGHT (lbs)	Dimensions L x W x H	FOR WI EXPO USE ONLY	
	Crates (wooden) Exhibition Materials			Dock #:	
	Cartons (cardboard boxes)			Date/Time Loaded:	
	Fiber Cases/ Trunks			Loaded by:	
	Skids/Pallets			Trailer #:	
	Carpets (color _____)			Terms of Payment (check appropriate box)	
	Padded Display				
	Machines			<input type="checkbox"/> Prepaid <input type="checkbox"/> Collect	
	TOTAL				

BILL FREIGHT CHARGES TO:	Company Name:	Street Address:	
Contact Name:	City:	State:	Zip:

IN THE EVENT THE SHIPMENT HAS NOT BEEN PICKED UP BY THE SHOW DEADLINE, WISCONSIN EXPO, INC. IS AUTHORIZED TO:

1) Use carrier of Wisconsin Expo's choice to provide transportation and charge credit card, or invoice according to Wisconsin Expo, Inc. payment policy.

2) Return shipment to warehouse, assess all associated charges, charge credit card on file, or invoice according to Wisconsin Expo, Inc. payment policy.

(FAILURE TO SELECT AN OPTION ABOVE WILL RESULT IN ROUTING AT WISCONSIN EXPO'S DISCRETION. ALL TRANSPORTATION CHARGES WILL APPLY)

By receiving this Bill of Lading, Wisconsin Expo, Inc. assumes no responsibility for shipments left in booth by the exhibitor. All materials are subject to final count and correction at time of actual removal from booth. Wisconsin Expo, Inc. assumes no responsibility for misdirected shipments as a result of old shipping labels which remain on containers. It is the shipper's responsibility to state the National Motor Freight Classification Commodity Description; otherwise shipment shall be described as Exhibition Materials.

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading, the property described above in apparent good order, except as noted (contents & condition of contents package unknown), marked consigned, and destined as indicated above, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery as said destination. If on its own route, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms & conditions of the Uniform Domestic Straight Bill of Lading set forth (1) in Uniform Freight Classification in effect on the date hereof, if this is a rail or rail-water shipment, or (2) in the motor carrier classification or tariff if this is a motor carrier shipment. **Shipper hereby certifies that he is familiar with all the terms & conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment, and the said terms & conditions are hereby agreed to by the shipper and accepted for himself and his assigns.**

Payment Policy: We accept checks (payable to Wisconsin Expo, Inc.) or credit cards. Please complete a payment authorization and send to Wisconsin Expo, Inc. Payments must accompany orders. No credit will be given after close of event on items or services ordered, but not received.

SHIPPER SIGNATURE: This is to certify that the above named articles are properly packaged, marked and labeled, and are in proper condition for transportation according to applicable international and national government regulations. X _____ Print Name _____ Date: _____	CARRIER SIGNATURE: X _____ Print Name _____ Date: _____
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Do not sign until all items are packed and ready to ship. Give signed form to an onsite Representative or go to the Wisconsin Expo, Inc. Service Desk.



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PAYMENT AUTHORIZATION FORM

INCLUDE THE WI EXPO PAYMENT AUTHORIZATION FORM WITH YOUR ORDER DUE: JANUARY 29, 2020

Please fill out all required forms and submit them by Wednesday, January 29, 2020.

Wisconsin Expo, Inc. accepts checks made out to Wisconsin Expo, Inc. or please fill out the Credit Card information below.

Thank you for your business!

Email: orders@wi-expo.com

SHOW NAME: 2020 UW-MADISON SPRING CAREER FAIR

SHOW DATE(S): FEBRUARY 4, 2020

Company Name: _____ Booth #: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

American Express MasterCard Visa

Card Number: _____ Expiration Date: _____ / _____

3 Digit Card Security Code: _____ (MasterCard and Visa) back of card

4 Digit Card Security Code: _____ (American Express) front of card

Cardholder's Address (if different than above): _____

City: _____ State: _____ Zip: _____

Cardholder's Name (print): _____

Cardholder's Signature: _____

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