

Required items are highlighted below, all other items are optional.

FINAL PAYMENT FOR BOOTH SPACE DUE MONDAY, JULY 21, 2025 - INVOICES E-MAILED IN JUNE

All forms or links to forms listed below can be found at wimts.com/exhibitors/become-an-exhibitor

Deadline	Form/Service	Required?	Complete
Friday, August 22	Exhibitor Directory & Buyer's Guide Advertising Insertion Orders	NO	
Friday, August 22	Exhibitor Directory & Buyer's Guide Exhibitor Listings	YES	
Friday, August 22	Publicity Information Form	NO	
Friday, August 22	Shipping - 1,000-5,999 lbs. per piece	NO	
Friday, September 12	Booth Layout Form	NO	
Friday, September 12	Net Square Foot Plan	NO	
Friday, September 12	<p>Wisconsin Expo Inc. Advanced Rate Deadline</p> <p>A: Booth Furnishings (tables, chairs, accessories, etc.)</p> <p>B. Carpet, Padding & Visqueen (plastic covering for carpet)</p> <p>C. Cleaning Services (vacuuming, shampoo, exhibit booth cleaning)</p> <p>D. Displays & Graphics (modular, self-standing, signs, banners)</p> <p>E. Labor (forklift/rigging, booth labor)</p> <p>F. Material Handling & Net Square Foot Plan machinery drayage, advance (-6,000 Lbs), direct</p> <p>G. Scrap Barrel Rental</p> <p>H. Showcases</p> <p>I. Special Booth Packages (freight, furniture)</p> <p>J. Television Rental</p>	NO	<p>A: _____</p> <p>B: _____</p> <p>C: _____</p> <p>D: _____</p> <p>E: _____</p> <p>F: _____</p> <p>G: _____</p> <p>H: _____</p> <p>I: _____</p> <p>J: _____</p>
Tuesday, September 23	<p>Wisconsin State Fair Park Advanced Rate Deadline</p> <p>(electrical, Internet, phone, in-booth food/bev, sign hanging)</p>	NO	
Friday, September 26	Certificate of Insurance Due	YES	
Friday, September 26	Wisconsin Dept. of Revenue s-240 Form Due	YES	
Friday, September 26	Exhibitor Appointed Contractor (EAC) Acknowledgement	NO	
Friday, September 26	Exhibitor Badge Orders	YES	
Friday, September 26	Shipping - Advance Warehouse 6,000+ lbs. per piece	NO	
Friday, September 26	Coolant & Coolant Removal Orders	NO	
Friday, September 26	Lead Retrieval & App Orders	NO	
Friday, September 26	Plumbing/Water/Compressed Air/Drain Orders	NO	
Friday, October 10	Post-Show Attendee Database	n/a	