

**NO ONE UNDER THE AGE OF 16 WILL BE ALLOWED ON THE FLOOR AT ANY TIME**

#### CHECK-IN:

Upon arrival, exhibitors can stop at the service desk at the back of the hall for questions related to booth location, decorator services, etc.

#### EXHIBITOR BADGES:

Exhibitor registration is located at the front of the hall. If you pre-registered your staff, we encourage you to pick up your badges during the hours listed below. If you did not pre-register, you can register on-site. REMINDER: If you lose or forget your badge, you will be charged a \$10 per badge replacement fee.

#### MOVE-IN/-OUT:

Show management will contact exhibitors with exhibit space larger than 400 sf regarding move-in/-out times.

Move-out instructions for large exhibit spaces will be assigned times. Move-out begins on Thursday, October 9 at 3pm, NO SOONER. Loading doors will remain closed until then. It is the sole responsibility of each exhibitor to secure display materials and products after 3pm on October 10.

#### STORAGE AREAS:

There will be unsecured storage in addition to Wisconsin Expo's "empties" storage area. Go to the Service Desk for information regarding storage. Storage behind booth drapes is permitted if the material stored meets fire codes, does not obstruct your neighbor's booth and has been **APPROVED** by Show Management.

#### WEDNESDAY, OCTOBER 1

- 12:00pm – 5:00pm
- Contractors will be marking floors and placing utilities.
  - **No exhibitors will be allowed in the hall/on show floor.**

#### THURSDAY, OCTOBER 2

- 7:00am – 6:00pm
- **ONLY TARGETED EXHIBITORS AND SHIPMENTS** will be allowed on the show floor.
  - Targeted exhibitors moving in that need to lay carpet must contact D3 Productions for approval and times.

#### FRIDAY, OCTOBER 3

- 8:00am – 5:00pm
- **ONLY TARGETED EXHIBITORS AND SHIPMENTS** will be allowed on the show floor.
  - Targeted exhibitors moving in that need to lay carpet must contact D3 Productions for approval and times.

#### SATURDAY, OCTOBER 4

TBD TENTATIVE  
Show floor workday for pre-approved exhibitors with large exhibit space/machinery.

#### SUNDAY, OCTOBER 5

HALL IS CLOSED

#### MONDAY, OCTOBER 6

- 8:00am – 8:00pm
- **ALL EXHIBITORS are permitted access to the hall and show floor.**
  - Those wishing to set up displays, but not on the schedule for targeted move in may do so during this time. Please use the side doors (not overhead doors) to hand carry in.
  - ALL EXHIBIT SPACES MUST BE SET BY 8 PM.
- 9:00am – 6:00pm
- Exhibitor Registration Open – Exhibitors should pick up their badges.
  - All exhibitors must have a badge to get into the show beginning Tuesday, October 7.

## **TUESDAY, OCTOBER 7**

7:00am – 9:00 am

- **ALL EXHIBITORS are permitted access to the hall.**
- This time frame can be used by exhibitors to handle last-minute finishing touches to their exhibit booths. Please use the side doors (not overhead doors) to hand carry in.
- Exhibitor registration is open.
- Remove any plastic covering (Visqueen) from the carpeting in your booth and place it in the aisles during this time frame.

9:30am **SHOW OPEN**

4:00pm **SHOW CLOSED**

All exhibitors must leave the hall by 5 pm. Security presence begins.

## **WEDNESDAY, OCTOBER 8**

7:00am **ALL EXHIBITORS are permitted access to the hall.** Exhibitor registration is open.

9:30am **SHOW OPEN**

4:00pm **SHOW CLOSED**

All exhibitors must leave the hall by 5 pm. Security presence begins.

## **THURSDAY, OCTOBER 9**

7:00am

- **ALL EXHIBITORS are permitted access to the hall.**

- Exhibitor registration is open.

9:30am **SHOW OPEN**

9:00am - 2:00pm Please make arrangements with show management and the appropriate service contractors regarding move-out. **Exhibitors should make plans for move-out with Service Desk: labor, electrical disconnections, plumbing, barrels, trucking, freight plans, coolant removal.**

3:00pm **SHOW CLOSED**

**Exhibitors who break down prior to the posted closing time will jeopardize their opportunity to participate in the 2027 Wisconsin Manufacturing & Technology Show.**

3:00pm - 8:00pm Move-out of exhibits.  
**TARGETED EXHIBITORS** begin move-out.

## **FRIDAY, OCTOBER 10**

8:00am - 7:00pm All 10'x10' booths should be completely moved out by end of day.  
**TARGETED EXHIBITORS** continue move-out.

**Any freight that is left on floor as of 3:00pm on Friday, October 10 will be picked up by our preferred carrier and exhibiting company will be billed.**

**SEMINARS AND KNOWLEDGE BAR DISCUSSION TOPICS AND TIMES TO BE ANNOUNCED SEPARATELY. VISIT [WWW.WIMTS.COM](http://WWW.WIMTS.COM) FOR UPDATES.**

**NOTE 1:** Coolant/oil removal must be pre-ordered. If you require this service and did not pre-order, contact Eric Leander at 636-448-5809.

**NOTE 2:** Any coolant left in your exhibit area will result in your company incurring charges according to the going rate with an additional fee of \$2,500.

**NOTE 3:** Pallets, coverings, and/or containers must be disposed of at your cost or be returned to your trucks during move-out.

**NOTE 4:** If your company installed/dismantled your booth and carpet and residue or adhesive from tape, etc. remains, you will be charged for clean-up of any tape or residue left behind on the floor of your exhibit space.

**PRODUCED BY:** D3 Productions, LLC | N113W18750 Carnegie Dr. | Germantown, WI 53022

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