



## Wisconsin State Fair Park Exhibitor Services

Thank you for exhibiting at the Wisconsin Manufacturing and Technology Expo at Wisconsin State Fair Park! For more information or to order your services online, visit us at <https://wistatefair.com/wsfp/exhibitor-order-forms-rates/>. From there, you will see your show specific Exhibitor Services Portal – one place to order all of your services.

The following services are available through Wisconsin State Fair Park. They may be ordered in advance via the link above or ordered onsite (additional fees may apply) at the Exhibitor Services desk, located off Dock A. **Orders placed and paid for by September 19<sup>th</sup>, 2023, are eligible for an advanced rate on utilities.**

- Electricity and Internet Services
- Sign Hanging
- Parking Passes

If you have any questions, please reach out to our Exhibitor Services department at 414.266.7300 or [eventservices@wistatefair.com](mailto:eventservices@wistatefair.com).

### General Policies for Exhibitors

*Policies listed here are an abbreviated version of our Facility Rules and Regulations, which can be found on our website at <https://wistatefair.com/wsfp/facility-guidelines/>*

#### TAPE

Duct tape, clear tape or any tape that leaves a residue is NOT allowed on the exhibit floor. If needed, an acceptable tape is available for purchase at the Exhibitor Services Desk off Dock A.

#### EXHIBITOR ENTRANCE

Exhibitors are allowed entrance to the building through the Exhibitor Entrance Door on the dock (east) side of the facility. Designated entrance doors will vary based on show management direction.

#### DOLLIES

Soft wheeled dollies are permitted in the facility. Hard wheeled dollies, to move equipment or supplies, are allowed only in the exhibit halls and loading docks. Steel wheeled dollies or carts are NOT permitted in the Facility.

#### COLUMNS

Column doors must remain accessible at all times; please keep this in mind if a column is in or near your booth. The West Allis Fire Department requires a three (3) foot clearance around any fire extinguisher including those on a column. No items can be attached to a column or wall. Fire extinguishers must remain visible at all times.

#### SIGN HANGING

All overhead signage must be hung by Wisconsin State Fair Park. Exhibitors who would like to suspend banners or other signage from the building rafters are asked to complete the sign hanging order form via your [Exhibitor Services Portal](#) to receive a custom quote for this service.

#### FOOD AND BEVERAGE

Food and beverages are not allowed to be brought into or sold in the facility without explicit consent of Wisconsin State Fair Park. All licensed exhibitors who are interested in selling or sampling food and beverage items during an event are required to complete the request form, <https://wistatefair.com/wsfp/food-beverage-sale-distribution-request-form/>. Only items that do not directly compete with concession items will be considered.

#### SALE OF THC/CBD

Wisconsin State Fair Park complies with and requires all activity on property to adhere to [Wisconsin State Statutes 94.55](#). Please see our Facility Guidelines and contact [eventservices@wistatefair.com](mailto:eventservices@wistatefair.com) for detailed information if applicable to your booth.