



Welcome, Exhibitors!

Listed below are some helpful hints and general policies for exhibitors in the Exposition Center at Wisconsin State Fair Park.

The following services listed below are available through the Exposition Center at the Wisconsin State Fair Park; the Exhibitor Services Office is located on the loading dock.

- Electricity
- Telephone and High Speed Internet Service
- Gas, Air, and Water Service
- Audio Visual Equipment
- Parking Passes

If you have any question on these services, please call 414-266-7300.

General Policy for Exhibitors

TAPE:

Duct tape, clear tape, double-faced tape and any tape that leaves residue is not allowed on the exhibit floor. If needed, an acceptable tape is available at the Exhibitor Services Office during move-in for \$15.00/roll.

MOVE-IN/OUT RESTRICTIONS:

Move-in/out of materials into the exhibit halls is allowed through the east and south loading dock side of the facility. No move-in/out is allowed through the pre-function (lobby space) area on the north and west side of the facility.

EXHIBITOR ENTRANCE:

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

DOLLIES/HAND TRUCKS:

Soft wheeled dollies are permitted in the facility. Hard wheel dollies, to move equipment or supplies, are allowed only in the exhibit halls and loading docks (concrete flooring). 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.

SMOKING:

The Exposition Center at Wisconsin State Fair Park is a smoke free facility. There is a designated outdoor smoking area for exhibitors by the Exhibitor Dock Entrance. This is a state law. Violators will be ticketed.

FOOD AND BEVERAGE:

If you are considering giving away food or beverage items (popcorn, cookies, etc.) you must notify your Event Manager. Food and beverages are not allowed to be brought into or sold in the facility. **Coolers are not allowed and carry-in of alcoholic beverages is strictly prohibited.**

Please note: the above listed information is an abbreviated version of our Facilities Guidelines which can be found on our website at <http://wistatefair.com/wsfp/wp-content/uploads/2013/02/DOWNLOAD-WSFP-FACILITY-GUIDELINES.pdf>

**PLEASE DO NOT USE DUCT TAPE
OF CLEAR TAPE TO FASTEN YOUR
FLOOR COVERING TO THE CONCRETE
FLOOR OF THE EXPOSITION CENTER
AT STATE FAIR PARK!**

If you do, you will be invoiced \$50 per 10' x 10' booth.

Please abide by this request to help preserve the floor at the Exposition Center.

**The acceptable tape can be purchase at the Exhibitor Services Office located
in the Loading Dock during move-in for \$15/roll.**

If you have any questions, please contact your Event Manager at (414) 266-7300.

Thank you for your consideration in this matter.