

WICHITA INDUSTRIAL TRADE SHOW, INC.



Dear Exhibitors:

The WITS Committee is pleased to offer your company an opportunity for booth space at the 20th biennial WITS show this coming October 18-20, 2011. The show will again be held in the EXPO Hall at Century II in Wichita, Kansas.

With challenging times, come opportunities to improve methods, equipment and processes and WITS is the right venue to share your expertise with a targeted audience. Approximately 4,500 attended the 2009 WITS Show and we received great reviews for our ability to bring qualified personnel with the ability to make purchasing decisions to the show. We believe this is due to the high quality of our exhibitors and the reputation of the WITS organization to put together a 'top-notch show'. The show, organized in 1974, continues to grow in status and remains the largest industrial show in the Midwest.

Upon receipt of your completed contract, proof of insurance, application for electrical/air, and payment, the show committee will assign your booth. A quick response is required to ensure your choice can be confirmed. If there are any questions, a committee member will be in contact with you to resolve the concern.

Material Enclosed:

Contract (must be signed)

Application for electrical and air

Map of booth layout


Exhibitor booth work order (Please return directly to Henry Helgerson Co.)

We appreciate your interest and hope to hear from you soon. Please mail the contract, payment and application to WITS, P.O. Box 9251, Wichita, KS 67277.

Thank you,

Dianna Wolf

Booth Sales Coordinator



P.O. Box 9251
Wichita, KS 67277

Phone: 316-942-2401
Web: www.witshow.org

Fax: 316-942-2726
E-mail: wits@witshow.org

- Exhibitors Contract -
WITS – Wichita Industrial Trade Show - 316-942-2401
P O Box 9251 – Wichita, Kansas 67277

(Please sign and mail all copies to WITS or E-Mail to wits@witshow.org)

Tuesday, October 18, 2011 – 1:00 p.m. to 7:00 p.m.
Wednesday, October 19, 2011 – 10:00 a.m. to 7:00 p.m.
Thursday, October 20, 2011 – 10:00 a.m. to 4:00 p.m.

(Convention hall address)

CENTURY II – Expo Hall

316-264-9121

225 W Douglas, Wichita, KS 67202

WITS Fed. I.D. #48-0866194

Web page: www.witshow.org

E-mail: wits@witshow.org

Please accept this contract for (number of) _____ exhibit space(s). Our check in the amount of \$ _____ is enclosed (\$700 per booth for 1 to 3 booths; \$675 per booth for 4 to 9 booths; \$650 per booth for 10 or more booths). Please make checks payable to Wichita Industrial Trade Show (WITS), Inc. This cost will include:

One 10' wide by 8' deep Booth
Side and back curtains
Company Sign (Name only)
* House Electricity (120 V)

One 6' Draped Table (24" wide)
Two Chairs
Material Handling (3,000 lb. fork truck & dollies)
** House Air

* 120 VAC single phase, 20 amp, receptacle will be available at the rear of the booth. Exhibitor must furnish own extension cords. 208 VAC, 3-phase and 480 VAC, 3-phase are available in the Hall, upon notification; booth sales will attempt to locate your booth in close proximity to a source of 3-phase power. The connection of 208 VAC and 480 VAC will require an electrician at exhibitor's expense.

** 6 CFM of air at 70 PSI (guaranteed minimum) can be available at the rear of the booth through an air hose disconnect upon advanced request.

Our exhibit will consist of: _____

(Give brief Description)

WASTE REMOVAL: THERE WILL BE A CHARGE OF \$350 PER 55-GALLON DRUM FOR ANY WASTE REMOVAL. CHECK MUST ACCOMPANY CONTRACT. ANY EXHIBITOR THAT HAS WASTE MATERIALS DURING THE SHOW MUST SEND IN A \$350 DEPOSIT PER DRUM. THIS DEPOSIT WILL BE REFUNDED IF THE EXHIBITOR REMOVES THE WASTE MATERIAL THEMSELVES.

NOTE: Check and proof of insurance must accompany Application and Contract. If e-mailing your Application, the check must be received within 10 days of postmark or e-mail. An exhibit **MUST** be displayed. At least one person **MUST** be on duty at all times. This Contract is subject to the Rules and Regulations on following sheets. Booth(s) will be assigned on capacity of house, first come, first served basis. Final booth assignments will be at the discretion of the Wichita Industrial Trade Show committee.

Company Name: _____

Person to be Contacted: _____ Title: _____

Address: _____ City: _____ State: _____

Zip Code: _____ Phone: _____ Fax: _____

Estimated number of Motel nights: _____ And number of personnel: _____

Web site address: _____ E-Mail address: _____

Signature: _____ Date: _____

If show Contract is cancelled by August 1, 2011 – 75% refunded; by August 31, 2011 – 50% refunded; after September 1, 2011 – No refund. No portion of the rental payment will be refunded thereafter. Exhibitors are responsible for all applicable taxes.

RULES AND REGULATIONS FOR THE WICHITA INDUSTRIAL TRADE SHOW EXHIBITOR SPACE

Floor plan shows the approximate dimensions of each space and the price quoted covers booth rental, side and back curtains, company sign, house electricity, one 6' draped table, two chairs and material handling equipment (3,000 lb. fork truck and dollies). Full price of the space rented, shall be paid at time of Contract submittal.

The WICHITA INDUSTRIAL TRADE SHOW (hereafter referred to as the Association) reserves the right to rent to any other exhibitor any rented unoccupied space on or after the opening day of the WICHITA INDUSTRIAL TRADE SHOW, but this clause shall not remove the obligation of the exhibitor who contracted for the space to pay the full amount of the rental price whether the space is re-let or not.

EXHIBITS

The Association reserves the right to bar from the WICHITA INDUSTRIAL TRADE SHOW any exhibit or part of exhibit, person, or thing, that is not, in its opinion, in keeping with the character and purpose of the WICHITA INDUSTRIAL TRADE SHOW. The Association reserves the right to refuse to permit exhibitors to distribute souvenirs, helium balloons, advertising, or printed matter and anything else which it may consider objectionable. Distribution elsewhere than from within an exhibitor's space is forbidden. Front and sides of booth (including side rails and exposed back of exhibit) must be fully and properly covered with drapery or backdrop (included at no additional rent), so no gaps or bare spots show. There will be a concession stand open in the building and the serving of food and beverage from the exhibit location is prohibited. No outside exhibits will be permitted without special arrangements with the Association.

The Association will provide watchmen for general protection only, and cannot assume responsibility for any items removed from the booths.

RECEIVING AND INSTALLATION OF EXHIBITS

All goods must be plainly marked with the name of the Exhibitor and the Booth Number(s), and under no circumstances will goods be received on which there are CHARGES OF ANY KIND! All freight charges must be prepaid. Under no circumstances will the Association assume any responsibility for loss of, or damage to, goods consigned to its care. **ALL EXHIBITS RECEIVED PRIOR TO OCTOBER 18 WILL BE STORED AT EXHIBITORS EXPENSE. Prior storage arrangements may be made with Belger Cartage Service, 2555 S. Kessler, Wichita, KS 67217, P-316-943-0101 and/or Hall Industrial Service, 1221 E. Murdock, Wichita, KS 67214, P-316-945-4255 and/or Southwest Transfer & Storage, 811 E. Murdock, Wichita, KS 67214, P-316-264-8381.** Exhibits shall be arranged and ready for show not later than 12:00 Noon, Tuesday, October 18, after which, noisy or unsightly installation work will not be permitted! Century II will be open and material handling equipment will be available all day Saturday, Oct. 15; Sunday, Oct. 16; and Monday, Oct. 17. Packing cases, crates, etc. will not be allowed to remain in or behind the booth(s).

INSURANCE

Exhibitors must make provisions for the safekeeping of their goods before, during and after the WICHITA INDUSTRIAL TRADE SHOW. Neither the Association nor the management of the building shall be responsible for any injury that may occur to an Exhibitor or his representative or employee, nor for the safety of any exhibit or other property against robbery, fire, accident, or any other destructive cause. Insurance shall be provided by the exhibitor, who hereby agrees to hold the Association blameless and free from all damages or liabilities of any kind. Certificate of Insurance is required from every exhibitor and must be included with Application and Contract.

Rules and Regulations Continued:

REMOVAL OF EXHIBITS

Exhibits must be removed promptly after the close of the WICHITA INDUSTRIAL TRADE SHOW, **but no dismantling or packing of exhibits will be permitted before 4:00 p.m. Thursday, October 20. All exhibits must be knocked down and packed ready for removal from Century II by 6:00 p.m. Saturday, October 22. If the Exhibitor thereof fails to remove his exhibit as aforesaid, then the Association may remove such exhibit to a storage warehouse at the risk and EXPENSE OF THE EXHIBITOR, who shall also pay any damage incurred by the Association on account thereof.** No exhibit, or part of any exhibit, may be removed from the space allotted during the period of the show except in cases of extreme necessity. Permission for such removal must be obtained by the Exhibitor in writing from the Association and will be granted only when such removal can be made without disturbing another exhibitor and without detriment of the show as a whole.

PROTECTION OF MACHINERY AND PUBLIC

Exhibitors must protect machinery and exhibits so that no injury will result to the public, visitors, guests, employees, or any person, or property. Exhibitors agree to protect and keep blameless the Association from any and all claims for damages, suits, etc., by any and all persons or others which may result on account of injury, loss or damage sustained upon the space occupied by the Exhibitors respectively, or on account of machinery and property under the control of such Exhibitors, or on account of negligence of Exhibitors, their representatives or employees.

TRADE SHOW OBJECTIVES

The purpose of the WICHITA INDUSTRIAL TRADE SHOW is for educational purposes only. In order that the WICHITA INDUSTRIAL TRADE SHOW may be of the greatest benefit to Exhibitors, all revenues received by the Association shall be used for expenses and advertising in support of the Trade Show and the educational benefits of the Association.

WASTE REMOVAL

There will be a \$350 charge per 55-gallon barrel. All Exhibitors must conform to EPA Federal Regulation 40 CFR, Part 279 in accordance with KDHE Regulation 2829.26. All containers will have the appropriate MSDS sheet, if left for disposal. All waste material will be identified to the Association (Exhibitors name, type of material, quantity and removal plan) in writing prior to show set-up. The Association can provide registered 55-gallon barrels. The Association reserves the right to monitor all waste products during the show.

VIOLATION

Any violation of these rules and regulations on the part of any Exhibitor will annul the agreement to occupy space and such Exhibitor will forfeit to the Association all monies which may have been paid or are due and right is hereby given the Association to terminate the agreement to occupy space and to re-enter and take possession of the space occupied by the Exhibitor and remove all persons and goods at the Exhibitor's risk and expense, and the Exhibitor hereby waives the services of written notice to re-enter and terminate. Future participation may be barred.

Dear WITS Exhibitor:

Each exhibitor upon a advanced request will be provided compressed air in the easement behind their booth, through a ¼ - ½ disconnect (industrial female) coupler. Exhibitors are required to furnish the hose(s) from the WITS coupler (s) to their own equipment. While most booths areas have air from behind the curtain or overhead hose drop a few booths may not have air available when purchasing the booth indicate if air is required and verify from WITS it is available. Multi-booth Exhibitors must provide fittings, hose and tools to connect their own equipment to WITS air supply hose(s) which can be up to a ¾ disconnect (industrial female) coupler overhead under the catwalks. Exhibitors requiring multiple connections must bring and connect to a manifold. The air source will be 125psig from a 75 horsepower compressor and dryer. We guarantee 70psig @ 6cfm (we have not had complaints from exhibitors requiring a minimum of 100psig @ 30cfm).

Each booth is allocated one 20 amp, 110VAC receptacle located in the floor near the booth. The exhibitor must bring extension cords and plug-in strips to accommodate their needs. Although 25' of cord should be sufficient to reach your booth, placement of equipment within the booth may require additional lengths.

Exhibitors are NOT allowed to make any electrical connections at Century II. All connections are made by site-authorized electricians and can be requested at the WITS office during set-up. A licensed and authorized electrician at your expense must make the actual connection of 3-phase sources. An electrical company will be available at the show during set-up and teardown of the booths. Their charges are based on time and material.

Please complete this form and return before September 15, 2011 to facilitate booth assignment and the layout of trunk lines for air and to plan the master electrical distribution.

Company Name: _____

Booth Numbers: _____

Compressed Air () NO () YES; House Air (70psig @ 6cfm)

() YES Special (indicate below)

Booth #	Machine	Voltage	Current HP
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please E-mail, mail or fax directly to:

WITS

P.O. Box 9251

Wichita, KS 67277

E-mail: wits@witshow.org

Fax 316-942-2726

P.O. Box 9251
Wichita, KS 67277

Phone: 316-942-2401 Fax: 316-942-2726
Web: www.witshow.org E-mail: wits@witshow.org



Conventions Trade Shows Flags & Flag Poles
 601 N. Athenian Wichita, Kansas 67203
 316-943-1851 Fax 316-941-4613 Email: hrsd@hhco.kscoxmail.com

**RENTAL
ORDER
FORM**

Company Name _____
 Street Address _____
 City _____ State _____
 Ordered by: _____

Booth _____
 Phone _____
 Zip Code _____
 P.O. # _____

Following rental prices are for the duration of the show, and include delivery and removal.

SHOW:

Description	Standard Price	Discount Price*	Qty.	Total Price	Color
DISPLAY TABLES—Draped 3 Sides					
24"W x 30"H x 4'L	\$27.50	\$22.50			
24"W x 30"H x 6'L	\$30.50	\$25.50			
24"W x 30"H x 8'L	\$40.50	\$35.50			
30"W x 30"H x 8'L	\$41.50	\$36.50			
DISPLAY TABLES (42" Counter Height)—draped					
24"W x 42"H x 4'L	\$35.00	\$30.00			Color
24"W x 42"H x 6'L	\$43.50	\$38.50			
24"W x 42"H x 8'L	\$48.50	\$43.50			
30"W x 42"H x 8'L	\$49.50	\$44.50			
DISPLAY TABLES—Undraped					
24"W x 30"H x 4'L	\$17.00	\$12.00			
24"W x 30"H x 6'L	\$19.00	\$14.00			
24"W x 30"H x 8'L	\$26.00	\$21.00			
30"W x 30"H x 8'L	\$27.00	\$22.00			
SPECIAL DRAPING (additional draping above contracted amount)					
3' high per foot	\$3.00	\$2.00			Color
8' high per foot	\$4.00	\$3.00			
BOOTH CARPETING					
9' x 10'	\$85.00	\$65.00			Color
9' x 20'	\$170.00	\$130.00			
9' x 30'	\$230.00	\$195.00			
9' x 40'	\$310.00	\$260.00			
Set-up Labor: (available upon request)					
Opening Day Cleaning: \$.24 x _____ sq. ft.					
Daily Cleaning: \$.24 x _____ sq. ft. x _____ # days					
DRAYAGE (up to 20 days storage)					
per 100 lbs.	\$48.00	--			# crates/boxes
EXPO FURNISHINGS					
Plastic Side Chair	\$10.00	\$7.00			
Padded Chair	\$14.00	\$12.00			
Wastebasket	\$7.00	\$6.00			
Floor Easel	\$12.00	\$10.00			
High Stool	\$18.00	\$14.00			
TREES & PLANTS					
5' Corn Tree	\$27.50	\$22.50			
6' Ficus Tree	\$35.00	\$30.00			
8' Ficus Tree	\$60.00	\$55.00			
Table Top Plants	\$15.00	\$12.00			

**Wichita Industrial
Trade Show**

**Century II
Wichita, Kansas**

October 18-20, 2011

Draping Colors: Black Plum
 Blue Red
 Burgundy Silver
 Green White
 Gold
Carpet Colors: Black
 Blue
 Gray
 Green
 Red

CLEANING: Includes vacuuming carpet and emptying waste baskets prior to show opening (after booth setup). Cleaning prior to opening of each day of show is also available.

DRAYAGE: Please send your shipments directly to 601 N. Athenian, Wichita, KS 67203, unless delivery is scheduled during exhibitor move-in time. All shipments should be prepaid. Do not ship collect, they will be refused. Advance shipments should arrive no later than 48 hours prior to scheduled exhibitor move-in. The rate includes storage of up to 20 days, delivery to show site and return delivery if desired. Please mark each piece with the show name and booth number.

PAYMENT: Payment in full of rental charges, including applicable tax, must accompany your advanced order to qualify for the discount prices.

Check Enclosed
 Credit Card Charge: Visa Mastercard

Card Number _____
 Name on Card _____
 Expiration Date _____
 Signature _____

***NOTE:** TO RECEIVE DISCOUNT PRICE ALL ORDERS MUST BE RECEIVED WITH PAYMENT THREE (3) WORKING DAYS PRIOR TO SHOW OPENING.

SUB TOTAL \$ _____
 7.3% Sales Tax \$ _____
 TOTAL DUE \$ _____



601 N. ATHENIAN
 WICHITA, KANSAS 67203
 316-943-1851 * FAX 316-941-4613
 EMAIL: hrsd@hhco.kscoxmail.com

**Wichita Industrial
 Trade Show**
 Century II – Wichita, Kansas
 October 18-20, 2011

FREIGHT HANDLING ORDER FORM

THE HENRY HELGERSON COMPANY HAS BEEN SELECTED AS DRAYAGE CONTRACTOR FOR THIS SHOW.

1. Mail, fax or email this form and your advance payment to the address or fax number noted above as soon as possible.
 SEE BELOW FOR WAREHOUSE AND DIRECT TO SHOW SITE SHIPPING ADDRESSES.
2. All shipments must be sent pre-paid. COLLECT SHIPMENTS WILL BE REFUSED!
3. The rate of \$48.00 per 100 pounds includes storage up to 20 days and delivery to the show site.
4. Henry Helgerson Company will receive freight at :

ADVANCED SHIPPING WAREHOUSE ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)
 For: NAME OF SHOW C/O HENRY HELGERSON COMPANY
 601 N. ATHENIAN, WICHITA, KANSAS 67203

**ADVANCE TO WAREHOUSE MUST BE RECEIVED NO
 LATER THAN 48 HOURS BEFORE SCHEDULED
 EXHIBITOR MOVE-IN**

DIRECT TO SHOW SITE SHIPPING ADDRESS

To: (NAME OF EXHIBITOR & BOOTH NUMBER)
 For: NAME OF SHOW C/O HENRY HELGERSON COMPANY
 CENTURY II CONVENTION CENTER
 225 W. DOUGLAS, WICHITA, KS 67202

**PRIOR ARRANGEMENTS WITH HENRY HELGERSON
 COMPANY ARE REQUIRED BEFORE DELIVERY TO CII**

INBOUND SHIPPING INFO – PRIOR TO EXHIBIT: (CHECK ONE) _____ TO WAREHOUSE _____ TO SHOW SITE

SHIPPED VIA: _____ PRO# _____
 DATE SHIPPED: _____ ESTIMATED ARRIVAL DATE: _____

DESCRIPTION OF SHIPMENT

OF CRATES: _____ # OF DISPLAY CASES: _____ # OF CARTONS: _____ # OF SKIDS: _____
 TOTAL # PIECES: _____ TOTAL WEIGHT: _____ x \$48.00 = _____ Total Cost

OUTBOUND SHIPPING INFO – AT CLOSE OF EXHIBIT:

SHIP TO: _____
 ATTENTION: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____

SELECT OUTBOUND CARRIER (CHECK ONE THAT APPLIES)

_____ MOTOR FREIGHT (NAME) _____ VAN LINE (NAME) _____
 _____ UPS: _____ GROUND _____ BLUE LABEL (2ND DAY AIR) _____ RED LABEL(NEXT DAY AIR) – UPS ACCT # _____
 _____ FED EX – ACCT # _____
 _____ OTHER AIR CARRIER (NAME) _____ OTHER AIR CARRIER ACCT #: _____

If you have not designated a motor freight company, Henry Helgerson Company will select a carrier. Henry Helgerson Company will load out your shipments when your carrier arrives. Henry Helgerson Company cannot be held responsible for unattended or non-prearranged freights left on the show floor. ALL SHIPMENTS WILL BE SHIPPED COLLECT UNLESS OTHERWISE SPECIFIED. HENRY HELGERSON COMPANY WILL NOT BE RESPONSIBLE FOR ANY FREIGHT CHARGES!

NAME OF EVENT: _____ Booth # _____
 COMPANY NAME: _____
 ORDERED BY: _____ PHONE #: _____

Payment: payment in full, including applicable sales tax, must accompany your order.

Subtotal \$ _____
 7.3% Sales Tax \$ _____
 Total Due \$ _____

Payment: Check Enclosed Visa MasterCard AmEx
 Card # _____
 Name on Card _____
 Expiration date _____
 Signature _____