

# The Wedding Show

-WINTER EDITION-

FRIDAY - SATURDAY

January 22-23, 2016

Shopko Hall, Green Bay



## Exhibitor Tool Kit

PMI  
ENTERTAINMENT  
group

**EXPO & EVENT**  
PRODUCTION

## Event Contacts

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### Sponsorship

Holly Williams

Director, Expo & Event Production

[Holly.Williams@pmiwi.com](mailto:Holly.Williams@pmiwi.com)

### Exhibitors

Kyle Nooker

Event Coordinator

[Kyle.Nooker@pmiwi.com](mailto:Kyle.Nooker@pmiwi.com)

### Wedding Trends & Seminars

Heather Ohde

Event Coordinator

[Heather.Ohde@pmiwi.com](mailto:Heather.Ohde@pmiwi.com)

### Marketing

Heidi Lou Radish

Marketing Manager

[Heidi.Radish@pmiwi.com](mailto:Heidi.Radish@pmiwi.com)

### Public Relations

Terry Charles

Public Relations Manager

[Terry.Charles@pmiwi.com](mailto:Terry.Charles@pmiwi.com)

## Event Directory

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Increase your exposure at the event:

Each attendee will receive the event directory as they enter the building

Presents information that is highly sought after by attendees, including:

- Schedule of events
- Exhibitor directory
- Floorplan of event

For more information about advertising in the event directory, please contact the event coordinator:

Kyle Nooker

PMI Entertainment Group

920-405-1134

[Kyle.Nooker@pmiwi.com](mailto:Kyle.Nooker@pmiwi.com)

## Event Dates & Hours

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Friday, January 22: 5 p.m. – 9 p.m.

Saturday, January 23: 9 a.m. – 3 p.m.

## Show Office & Exhibitor Registration

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The Show Office is located near the front lobby doors of Shopko Hall. The Show Office will open at 9 a.m. on Thursday, January 21, 2016. Registration will be during move-in hours. Prior to the opening of the event, all exhibitors must register with the Show Office to receive exhibitor passes for access to the event.

### Show Office & Exhibitor Registration Hours:

Thursday, January 21: 2 p.m. – 7 p.m.

Friday, January 22: 9 a.m. – 4 p.m.

The Show Office will be open during all event operational hours.

### All exhibitors must register by:

Friday, January 22: 4 p.m.

## Event Supplies & Equipment

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When requesting equipment, please refer to the equipment order form located on page 14 or visit [www.expoandeventgreenbay.com/exhibitors/wedding-show-winter/](http://www.expoandeventgreenbay.com/exhibitors/wedding-show-winter/) to order online.

### Official Decorator / Advance Shipment

Equipment can be rented in advance at a discounted rate. Equipment ordered in advance not only costs less, but will be present in your booth space quicker than equipment ordered on site. Equipment available includes, but is not limited to:

- Tables
- Chairs
- Carpet
- Electrical

### Telephone & Internet Services

Wireless internet, wired internet, cable TV and telephone services are available and can be ordered in advance through the methods listed above. All services require a two week advance order to qualify for the advance rate.

### Banner/Sign Hanging Services

Any banner or sign installation at the event must be contracted exclusively through PMI Entertainment Group and requires a two week advance order to qualify for the advance rate. Please note that all signs and/or banners are required to adhere to all requirements listed in the Exhibitor Requirements and Exhibitor Booth Guidelines sections located on pages 10 – 12. To order the service, please use one of the methods listed above.

## Loading In

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Any exhibitor using soil, mulch, stone, brick, sand or any other type of building materials in their display must use a layer of heavy protective plastic between building materials and the concrete floor. Each exhibitor assumes full liability to any damage caused to concrete surface by exhibitor's display.

**All exhibitor load-in must be completed by 4 p.m. on Friday, January 22.**

Load-in will take place through Doors #6 and #7. NO load-in will be allowed through front doors or side emergency exit doors.

## Loading Out

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**All exhibits must remain in place until the event closes at 3 p.m. on Saturday, January 23.** No exceptions will be made and failure to comply can be grounds for non-renewal of exhibit space the following year.

Load-out hours will be:

Saturday, January 23: 3 p.m. – 7 p.m.

For improved security during load-out, make sure all materials that can be easily packed up and carried are removed first and not left overnight. Make arrangements to have help during load-out. One person should remain in your exhibit space during this period.

Move-out must be completed by 7 p.m. on Saturday, January 23. If you have questions regarding load-out, please stop by the show office for assistance.

## Vehicle Access Policy

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Access policies are designed to be as convenient as possible, without disrupting the load-in process for other exhibitors. The following guidelines must be strictly adhered to:

Vehicle access during load-in is limited to the warehouse areas just inside the freight doors on a space-available basis. No vehicle access to the exhibit floor will be permitted.

During load-out on Saturday, January 23, vehicles are not allowed to enter or exit the building prior to 4 p.m.

Vehicle access is allowed only as absolutely necessary for loading, unloading and transportation to and from the booth. Please remember to remove tools, supplies and equipment needed for installation and tear down from vehicles, since they may not remain in the building during set-up and dismantling.

As a courtesy, a limited number of carts are available during published move-in and move-out hours to help exhibitors move equipment to and from booths and vehicles. Transportation and handling are solely the responsibility of the exhibitor. Exhibitors should pack all materials in a way that allows unloading, transportation to and from the booth using their own resources.

During periods when vehicles are allowed in event aisles, exhibitors are responsible for prompt removal of any oil, water or other debris coming from their vehicle.

Event management reserves the right to deny any vehicle access in any case where access may create a hazard or potentially disturb the ability of another exhibitor from loading in or out their booth materials.

In no case is a booth or display material to be removed to facilitate vehicle access. All vehicles must move through and remain in aisle space without exception.

## Exhibitor Entrances

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Exhibitor entrances during event hours are located on the north end of each building. Exhibitors may enter through Door #7. Be sure to familiarize yourself with this entrance during load-in.

No exhibitor entry will be allowed through the front lobby of either building. No exceptions will be made and exhibitors will be asked to walk around the building to the proper entrances.

## Exhibitor Credentials

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Exhibitor Credentials (passes) must be filled in completely before access will be granted. Exhibitor passes will be issued based on the size of your booth space. Six (6) exhibitor passes will be provided for a 10' x 10' exhibit booth. Six (6) passes will be provided for each additional 10' x 10' space.

You may pick up your exhibitor passes at the Show Office at any time during load-in hours. Exhibitor passes will **not** be mailed prior to the event.

Additional exhibitor passes are available for \$5 each. Please refer to the equipment order form located on page 14 or order online at [www.expoandeventgreenbay.com/exhibitors/wedding-show-winter/](http://www.expoandeventgreenbay.com/exhibitors/wedding-show-winter/).

## Advance Exhibitor Tickets

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General admission is \$10 for adults on Friday, January 22 – Saturday, January 23. If you are in need of tickets, you may purchase them in advance for \$8 each by ordering online at [www.weddingshowgreenbay.com](http://www.weddingshowgreenbay.com).

Exhibitors can also purchase admission tickets at the Show Office during move-in hours for \$8 each.

## Event Parking

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Exhibitor parking during the event is free with your exhibitor pass. Be sure to display the exhibitor pass to the parking attendant located at the entry to the parking lot. If an exhibitor is unable to present their exhibitor pass, parking will be charged at \$6 per car. No refunds will be issued to exhibitors unable to produce their exhibitor pass.

Parking will be available on a first-come, first-served basis behind Shopko Hall in the Silver Lot. Once full, parking is available in the Lambeau Field parking lot.

Based on the complex schedule of events, certain areas may be designated as unavailable for use. No parking will be allowed, under any circumstances, in these areas.

Unless you have proper credentials, do not park or place heavy materials in the handicap designated spaces. Your vehicle will be towed.

**Company vehicles that prominently display logos, contact information or other marketing messages and information may not be parked along entrance and exit pathways or along the outskirts of the Lambeau Field parking lot. No exceptions will be made and a fee of \$500 will be assessed.**

## Shipping Instructions

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Due to the schedule of events at the complex, no shipping will be accepting prior to move-in.

### **Shipments should be sent and prepaid to the following:**

(Exhibitor Name)

c/o The Wedding Show

Shopko Hall

1901 South Oneida Street

Green Bay, WI 54304

For: The Wedding Show

Booth # \_\_\_\_\_

### **Receiving Hours:**

Thursday, January 21: 7 a.m. – 6 p.m.

Friday, January 22: 7 a.m. – 4 p.m.

Saturday, January 23: 7 a.m. – 8 a.m.

## Rules & Regulations

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### Fire Safety Requirements

These guidelines must be carefully and completely followed. Failure to do so can jeopardize your participation in this and future events.

- No bottled fuels (of any type) allowed indoors.  
Gel Fuels:
  - Gel fuels are approved for use in displays
  - One (1) 13 oz. container per 100 square feet of space
  - Gel fuel flames must be covered and/or protected against human and combustible contact
  - Must follow manufacturer's guidelines on required distances to combustibles
  - Extra gel fuel containers and/or refills cannot be stored indoors
- Fireplace Displays, Gas Log Sets, etc.:
  - All displays require installation per manufacturer's installation guidelines (if installation guidelines require exhaust venting to exterior of structure, unit must be vented to the exterior – no exceptions)
- Backup Electric Generators
  - All displays require installation per manufacturers installation guidelines (if installation guidelines require exhaust venting to exterior of structure, unit must be vented to the exterior – no exceptions)
- Any other type of fueled devices:
  - All displays require installation per manufacturer's installation guidelines (if installation guidelines require exhaust venting to exterior of structure, unit must be vented to the exterior – no exceptions).

Additional questions pertaining to the state fire code should be directed to:

### **Village of Ashwaubenon**

Paul Hawley

Lead Fire Inspector

920-492-2315

[phawley@ashwaubenon.com](mailto:phawley@ashwaubenon.com)

## **Food Sampling & Sales**

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PMI Entertainment Group holds all rights to food and beverage sales. Items currently being sold by PMI Entertainment Group in the event concession stands cannot be sold by an exhibitor, and include but are not limited to: water, soda, popcorn, chips etc.

If permission is granted from event management to sell or sample food and/or beverage during event hours, the exhibitor is responsible for contacting the Brown County Health Department to secure any and all necessary permits, licenses and other approvals.

### **Sampling guidelines are as follows:**

Any food sales or sampling must be approved by PMI Entertainment Group

Solid foods will be limited to bite size

Liquids will be limited to a 4 ounce cup (this includes ice cream and frozen dessert)

## **Liquor Control Policy**

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All agents, employees, guests or exhibitors are prohibited from selling, giving away or bringing upon the premises, any intoxicating liquor, liquids or compounds. This section does not apply to liquor lawfully purchased through the liquor license holder of the building (PMI Entertainment Group)

## **Insurance Requirements**

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Exhibitors shall defend, indemnify and hold harmless PMI Entertainment Group and its respective directors, employees, volunteers, agents and affiliates from and against any liability, claims, demands, expenses, fees, fines, penalties, suites, proceedings, actions and causes of action arising from exhibitor activities.

Full insurance coverage for the duration of the exhibition, including move-in and move-out, must be obtained by the exhibitor. A certificate of insurance (COI) must be procured by the exhibiting company and their contractors prior to move-in.

Comprehensive general liability insurance with combined bodily injury and property damage limits of \$500,000 each occurrence and \$1,000,000 aggregate, and an umbrella liability insurance policy with limits of \$1,000,000 are required.

### **The following information must be included on your COI:**

Certificate Holder must list:

PMI Entertainment Group  
1901 South Oneida Street  
Green Bay, WI 54304

Description must list:

Shopko Hall  
1901 South Oneida Street  
Green Bay, WI 54304



## **Building Rules and Village Ordinances**

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The exhibitor agrees to obey all rules of the Brown County Veterans Memorial Complex, which may now be in existence or which hereafter may be made, and to abide by the rules and regulations of the Village of Ashwaubenon, Brown County and all other local departments whose duties embrace regulations of exhibits.

## **Music Licensing**

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Exhibitors shall play no music during the event unless the exhibitor is in compliance with all copyright or other laws applicable to the playing of such music. Exhibitors are solely liable for any music played regardless of whether such music is contained on a video/audio tape, compact disc or electronically transmitted by radio or television. To receive more information about licensing and the use of music, please contact the American Society of Composers, Artists and performers (ASCAP) and Broadcast Music, Inc. (BMI).

### **ASCAP**

P.O. Box 331608-7515

Nashville, TN 37203

800-505-4052

[www.ascap.com](http://www.ascap.com)

### **BMI**

3340 Peachtree Rd., NE, Suite 570

Atlanta, GA 30326

404-261-5151

[www.bmi.com](http://www.bmi.com)



## Exhibit Requirements

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For a successful event, it is very important to plan your display carefully to realize your share of this profitable marketplace. The first impression you make with event visitors is through the quality of your exhibit.

The following rules and regulations have been designed for your protection as well as customers and fellow exhibitors. Exceptions will be granted infrequently and must be obtained from Event Management in writing. Please avoid problems by reading the following material carefully.

- All booth arrangements shall conform in all respects to the dimension and height requirements specified by event management. Exhibits shall be arranged so as not to obstruct the general view or access to surrounding displays, aisles or public space within the exhibit facilities (see “Exhibitor Booth Guidelines” pages 10 - 12).
- Exhibits must remain intact until the scheduled conclusion of the event (**3 p.m. on Saturday, January 23**). Failure to comply can be grounds for non-renewal of exhibit space.
- Booth height shall not exceed 10’ from floor with signage displayed at 8’; booth size cannot exceed the space contracted (see “Exhibitor Booth Guidelines” pages 10 - 12).
- All booths must have a full back wall or drapery. Event management, if required, shall supply drapery. Back wall must be 8’ tall – no more, no less – and extend the entire back length of the booth. Exposed back walls and side walls, if any, **must be finished on both sides**. Balloons, stickers and laser pointers are prohibited. No signage is permitted on posts or walls. **No nails, bolts, screws, etc., may be used on walls, posts or floors of the exhibit hall.**
- No demonstrations or solicitations shall be permitted outside of the exhibitor’s assigned space and no signs or placards may be displayed on persons or in any other manner, outside exhibit space. Distribution by the exhibitors of any printed materials, samples or other articles shall be restricted to the confines of the exhibitor’s booth.
- Exhibitors shall not have or operate any display or exhibit that is the source of objectionable noises or odors, or has decorations or other aspects which event management deems obscene, inappropriate or objectionable, including signs, lights and exhibit personnel in costumes.

## Equipment & Furnishings

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An order form for equipment, furnishings and special services is included with this packet and also available online at [www.expoandeventgreenbay.com/exhibitors/wedding-show-winter/](http://www.expoandeventgreenbay.com/exhibitors/wedding-show-winter/). Remember to order equipment before the advance pricing deadline to receive a discounted rate. If you have questions regarding the rental of booth furnishings, contact the Event Coordinator (contact information listed under Event Contacts, page 1).

## Sound

Exhibitors operating sound, motion picture equipment, loud speakers, or any other noise-creating devices, shall do so only at a level which will not interfere with other exhibitors or create any undue acoustic inconvenience.

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## **Event Cleaning**

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Aisles will be swept nightly after closing at no cost to the exhibitor, but you will be required to keep your booth clean and neat at all times.

## **Security**

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Event management provides 24-hour guard service for surveillance of the premises; however, you are responsible for your own products. We highly recommend that portable products, which are not securely fastened to your display, be removed from the exhibit when it is not occupied.

## **Prizes - "Free"**

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The word "Free" or other words of similar meaning MAY NOT BE USED if conditions or other obligations are required of the consumer.

All questionable giveaways or prizes will be referred directly to event management.

## Exhibitor Booth Guidelines

### Plan Your Booth to Adhere to Height Requirements

Exhibitors whose displays do not initially meet the standards will be required to modify their booth design before the show opens. **An exhibitor seeking exemption from the height restrictions may apply in writing for a variance.** Show Management will approve a variance only if the proposed display will clearly add quality to the show.

Maximum Height for Standard, Endcap,  
Peninsula or Island Booths.....8'

**NOTE:** All booths are 10' x 10' unless otherwise noted.  
If Exhibit exceeds 8', back of display must be covered.

#### Standard Booth

##### Definition

One or more units measuring 10' x 10' or 8' x 10' in a straight line.

##### Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 9'. All structures going above the 8' pipe & drape needs to be finished and/or painted black. Signage will be permitted to a maximum height of 8'.

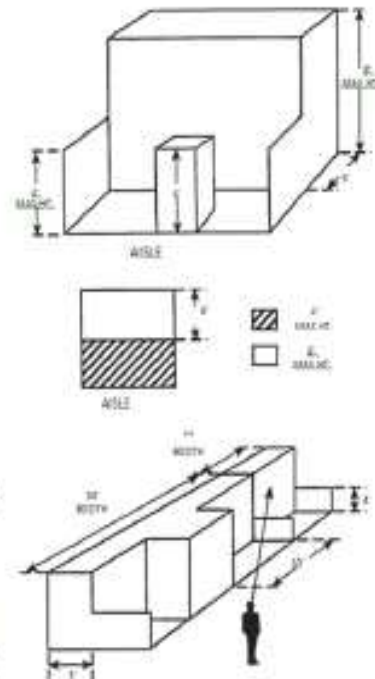
##### Depth

All display fixtures of 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to

that area of the exhibitor's space which is within 5' of the back line.

##### Intent

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space - 30 linear feet or more - should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4' and within 10 linear feet of a neighboring exhibit is intended to accomplish both of these aims.



#### Endcap Booth

##### Definition

Two units measuring 10' x 20' at the end of a run of standard booths with an aisle on three sides.

##### Height

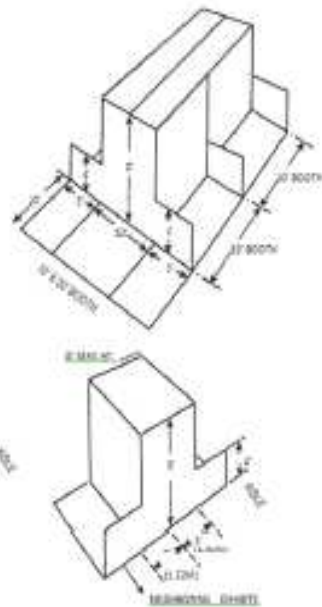
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 9'. All structures going above the 8' pipe and drape needs to be finished and/or painted black. Signage will be permitted to a maximum height of 8'.

##### Depth

All display fixtures of 4' in height and placed within 10 linear feet of an adjoining exhibit must be confined to that area of the exhibitor's space, which is within 5' of the back center line of the adjoining booths to avoid blocking the sightline from the aisle to the adjoining booths.

##### Intent

Exhibitors' adjoining endcap exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.



## Peninsula Booth

### Definition

Exhibit with one display level in four or more standard booths back to back with an aisle on three sides.

### Height

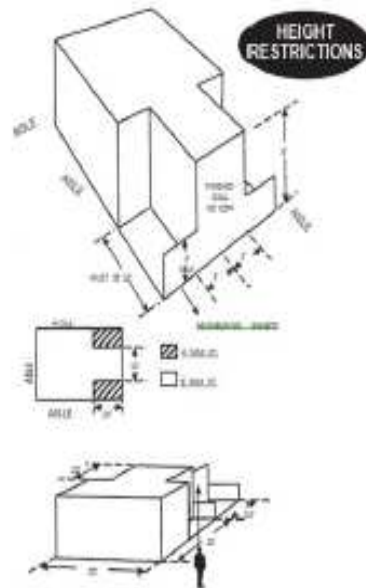
Exhibit fixtures and components will be permitted to a maximum height of 9'. All structures going above the 8' pipe and drape needs to be finished and/or painted black. Signage will be permitted to a maximum height of 8'.

### Depth

All display fixtures over 4' in height and placed within 10 linear feet of a neighboring exhibit, must be confined to the area within 5' of the center line to avoid blocking the sightline from the aisle to the adjoining booth.

### Intent

Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.



## Island Booth

### Definition

Exhibit with one display level in four or more standard booths with aisles on all four sides.

### Height

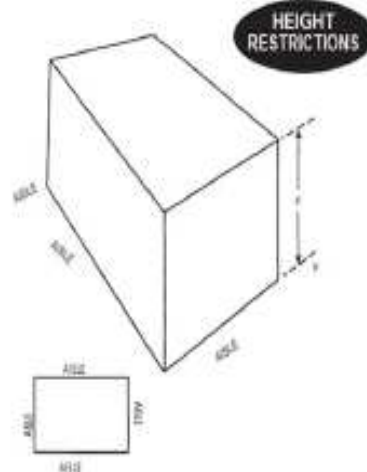
Exhibit fixtures and components will be permitted to a maximum height of 9'. All structures going above the 8' pipe & drape needs to be finished and/or painted black. Signage will be permitted to a maximum height of 8'.

### Depth

All display fixtures over 4' in height and placed within 10 linear feet of a neighboring exhibit, must be confined to the area within 5' of the center line to avoid blocking the sightline from the aisle to the adjoining booth.

### Intent

Exhibitors in the vicinity of Island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.



## Exhibitor Booth Guidelines

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Following are highlights that will ensure your exhibit meets the standard of quality our audience has come to expect:

- The exhibit structure for any 10' x 10' booth space cannot extend more than 10' in height on the back line. The 10' x 10' spaces must abide by the line-of-site rules, meaning that no structure higher than 4' tall may be positioned in the booth space from the midpoint to the aisle and beyond.
- Exposed exterior back walls and side walls must be finished.
- Signage cannot exceed 8' in height for booth exhibitors. All signage must be professionally printed.
- No laser pointers, loud noise-making devices, public address systems, and/or sound systems of any type shall be allowed without specific prior written approval of PMI Entertainment Group. No balloons or distribution or placement of stickers to or on persons or Brown County Veterans Memorial Complex grounds will be permitted.
- No calling, pulling, grabbing, etc. of visitors to booths will be tolerated and may lead to immediate dismissal from event.
- Derogatory remarks or false accusations of another exhibitor's product will not be tolerated. In addition, no confrontation between exhibitors in booth or aisle may take place. These actions may lead to immediate dismissal from event.
- No animals allowed unless written approval from PMI Entertainment Group is secured in advance and a pet form is completed.
- Subletting of space is strictly prohibited (any two or more companies that file independent tax returns cannot share the same exhibit space).
- Exhibitor's display/decorations may not obstruct other displays nor project into aisles.
- All tables must be covered.
- Exhibits must be staffed during all event hours.
- Exhibits must stay in place until the official close of the event.
- If exhibit is accessible to guests, exhibitor agrees that it is their liability and will ensure a trip hazard does not exist. A smooth transition from the event floor to the entrance/exit of the exhibitor's booth must exist.
- No bottled files (of any kind) allowed indoors (please refer to Exhibitor Info Kit for details).
- Carpet tape removal: Duct tape is not permitted for use of taping carpet. You are responsible for removal of **all tape and tape residue** from the floor area

## Places to Stay

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Enjoy a comfortable and relaxing stay at the full service Radisson Hotel. Special group rates will be published on <http://weddingshowgreenbay.com/winter/>.



## Lambeau Field GREEN LOT



**PLEASE NOTE:** All event move-in and move-out **MUST** occur through the back of Shopko Hall & Brown County Arena. Any move-in or move-out through the front of Shopko Hall or the side emergency exit doors is strictly **PROHIBITED**.

Oneida Street





# Equipment Rental Form

The Wedding Show

Winter Wedding Show | January 22-23, 2016

Company Name:

D/B/A Name:

Company Representative:

Title:

Email:

Phone:

Address:

City:

State:

Zip Code:

Website:

## EQUIPMENT RENTAL \*Advanced Rates End 1/01/16

Quantity	*Item	Advanced (Before 1/01/16)	Standard (After 1/01/16)	Total Due
	Carpet 9'x10' (Black, Gray or Blue)	\$47.25	\$73.50	
	Plain 3'x8' Table	\$15.75	\$21.00	
	Skirted 3'x8' Table (Black, Blue or Green)	\$42.00	\$63.00	
	Chair	\$5.25	\$10.50	
	110v Power Hook-Up (per plug)	\$42.00	\$63.00	
	220v Power Hook-Up (per plug)	\$63.00	\$105.00	
	Forklift (per hour)	\$52.50/hr.	\$52.50/hr.	
	High Reach (per hour)	\$52.50/hr.	\$52.50/hr.	
	Internet (hardwire)	\$157.50	\$210.00	
	Internet (wireless)	\$52.50	\$52.50	
	Phone Line	\$131.25	\$210.00	
	Pipe & Drape Per Ft.	\$2.63	\$3.15	
	Smoked Turkey & Cheese Sub, Chips, Cookie, Bottled Water	\$10.55	N/A after 1/01/16	
	Hummus & Veggie Sub, Fruit, Cookie, Bottled Water	\$10.55	N/A after 1/01/16	
	Ham & Swiss Sandwich, Chips, Cookie, Bottled Water	\$10.55	N/A after 1/01/16	
Total Order: *5% sales tax has been applied to all equipment orders.				\$ _____

## EXHIBITOR WRISTBANDS

Six (6) wristbands are issued with the first 100 sq. ft. of space, two (2) wristbands per each additional 100 square feet.

Number of additional exhibitor passes needed : \_\_\_\_\_ X \$5 each

**TOTAL COST FOR ADDITIONAL EXHIBITOR PASSES** \$ \_\_\_\_\_

## RAFFLE PRIZE

I would like to donate an attendee raffle prize:

\_\_\_ Yes \_\_\_ No \*Raffle prizes must be valued over \$25

Mail or fax this form to:

PMI Entertainment Group Expo & Event Production

1901 S. Oneida St. Green Bay WI 54304 Fax: 920.494.6868

## PAYMENT INFORMATION

**Total Equipment Order Cost** \$ \_\_\_\_\_

**Total Additional Exhibitor Pass Cost** \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

**Payment Type:** Credit Card Check

\*Please return with Credit Card Authorization on the following page

**Authorized Signature:** \_\_\_\_\_

I have read, understand and agree to the exhibitor rules and regulations.

PMI  
ENTERTAINMENT  
group



# PMI Entertainment Group 2015 -2016



## Payment Authorization Form

I hereby authorize PMI Entertainment Group to make payment toward the cost of my 2015/2016 exhibit space and other incidentals (admission passes, parking access, etc...).

Company Name: \_\_\_\_\_

D/B/A Name: \_\_\_\_\_ Booth/Space No.: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Please make this payment using the following:

☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Card Number:

Expiration:   /   Security Code:

Amount to Charge: \_\_\_\_\_ \$

Name on card and authorized signor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to pay the above total amount according to the card issuer agreement. I hereby authorize recurring charges, if necessary, to initiate adjustments or correct errors. I certify that I am the authorized holder and signor of the credit card reference above. I certify that all information and statements above are accurate to the best of my knowledge.

**Please complete this form and mail or fax to:**

PMI Entertainment Group  
P.O. Box 10567  
1901 S. Oneida Steet  
Green Bay WI 54307

Fax: 920-494-6868

Intl Fax: +1 920-494-6868

**PLEASE DO NOT EMAIL CREDIT  
CARD INFORMATION.  
Email is not secure and places  
your card information at risk.  
Thank you.**