

INFORMATION FOR VENDOR MARKETPLACE

WHEDA Conference 2026: How Housing Happens



Booth Package

The below items are included as part of your company's registration for the event and will be placed in your booth ahead of move-in. Valley Expo will provide an online order form after you've registered if need additional support for your booth. Please note that our Vendor Marketplace is not carpeted.

- **10 x 10 Booth**
 - Green back drape and side drape
 - 8' skirted table
 - 2 chairs
 - Booth number and company name identification sign

- **10 x 20 Booth**
 - Green back drape and side drape
 - 2 - 8' skirted table
 - 4 chairs
 - Booth number and company name identification sign

Event Schedule

- **Exhibitor Move-in**
 - Wednesday, November 18 from 11 a.m. to 2 p.m. and 6 to 7 p.m.
 - Thursday, November 19 from 6:30 to 8:00 a.m.
- **Vendor Marketplace**
 - Thursday, November 19 from 9:00 a.m. to 3:30 p.m.
- **Exhibitor Move-out**
 - Thursday, November 19 at 4:00 p.m.

INFORMATION FOR VENDOR MARKETPLACE

WHEDA Conference 2026: How Housing Happens



Inbound Shipping Information

Please note that shipments received outside the Receiving Dates and/or without required event details may incur surcharges.

- **Advance Shipments**

- First Day Advance Freight Accepted: Tuesday, October 13
- Last Day for Advance Shipments: Friday, November 13
 - ♣ Valley Rockford
4950 American Road
Rockford, Illinois 61109

- **Direct Shipments**

- Direct Freight Receiving Date & Time: Wednesday, November 18 from 12 to 2 p.m.
 - ♣ WHEDA Conference 2026
Monona Terrace
One John Nolen Drive
Madison, Wisconsin 53703
Booth #_____

Material Handling

ALL shipments received at the advance warehouse and/or directly to show site will incur a material handling fee from Valley. For additional information and to place your order before you ship, please refer to the material handling tab under "See All Departments"

Exhibitor Supervised Labor and Forklift Service: Exhibitor must check in at the Valley Service Desk to request their labor personal and/or forklift operator when ready for service. Requested start times cannot be guaranteed, however, every effort is made to meet all requests. Valley reserves the right to dispatch all labor calls based upon availability of labor personal and/or forklift crews and in the order that the requests are confirmed. Upon completion of work, exhibitors must return to the Valley Service Desk to sign the completed work ticket and confirm accuracy of the work order. Failure to request labor personal and/or forklift service at the Valley Service Desk will result in a one (1) hour per man no show charge.

INFORMATION FOR VENDOR MARKETPLACE

WHEDA Conference 2026: How Housing Happens



Outbound Shipping Information

- **Outbound Pick-up**

- Carrier Check-in: Wednesday, November 19 at 5 p.m.
- WHEDA Conference 2026
Monona Terrace
One John Nolen Drive
Madison, Wisconsin 53703
Booth # _____

Outbound Bill of Lading & Carrier Notification

All outbound shipments require a completed Valley Bill of Lading. You can retrieve your Valley Bill of Lading from the service desk at the show site. Once you have completed your Valley Bill of Lading, packaged and labeled your shipment, leave your shipment in your booth and return the completed Bill of Lading to the Valley Service Desk. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded. It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event if you are using a carrier beside the official show carrier. Exhibitors must schedule pick-ups directly with their chosen carrier as well as provide carrier specific shipping labels, if required by your carrier, for pick up. Our Exhibitor Services Representatives, at the Valley Service Desk, are available during move out to assist you in arranging shipping through the official show carrier.

Payment and Cancellation Policies: A credit card on file is required when ordering from Valley. Any additional charges incurred for equipment and/or services will be billed to the card on file. All charges must be paid prior to close of show. For your convenience, we accept all major credit cards as well as cash, checks, ACH and wire transfers. When paying by wire transfer a 3% surcharge will apply. Orders cancelled prior 15 + days from move in will be charged 50% of the original price. Orders cancelled less than 15 days out from move in will be charged 100% of the original price. A 3.5% convenience fee will apply on all transactions.