

BROOKFIELD CONFERENCE CENTER



Neoconsin 2025

Vendor Info Packet

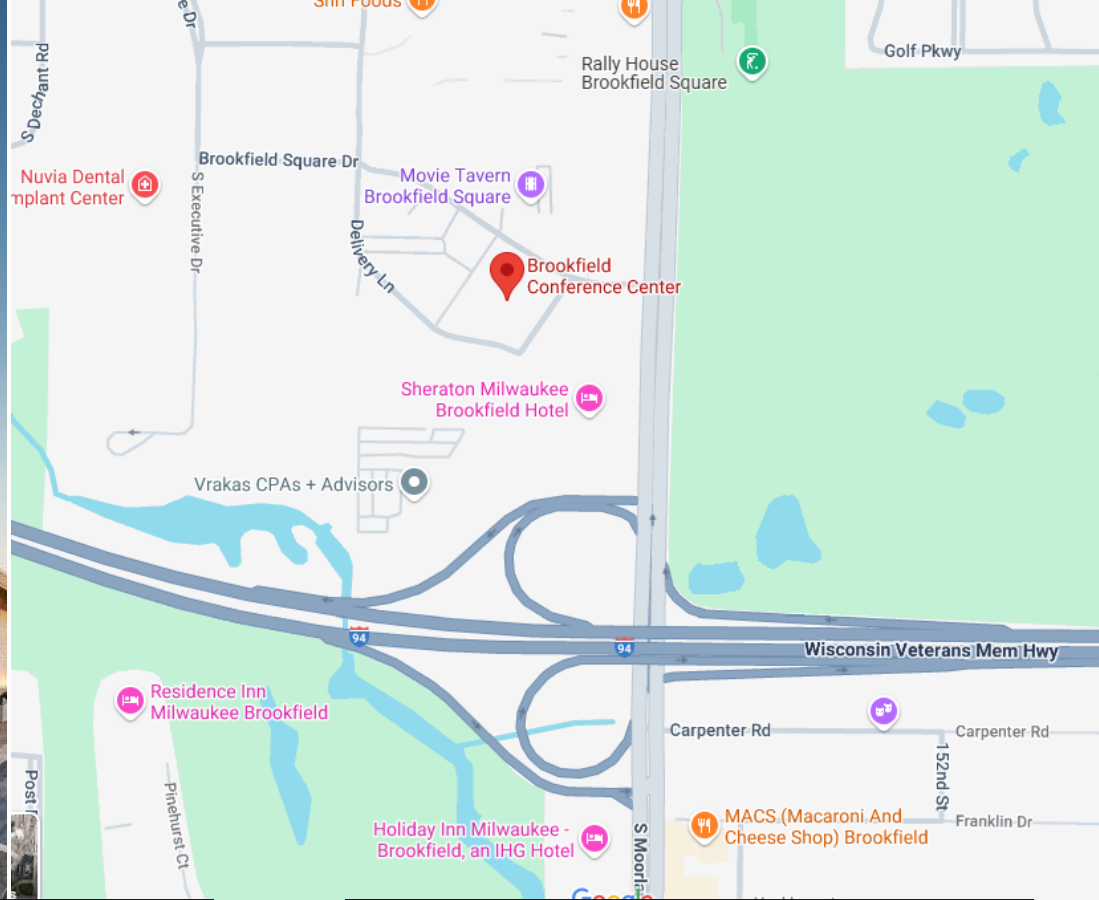
Brookfield Conference Center

Set Up October 8, 2025

Event Date October 9, 2025

Important Information

- We are so glad you are joining us for the Sixth Annual Neoconsin Event!
- There are over 100 booths and over 300 attendees registered
- Set up options: Wednesday October 8 from 1pm- 7pm
 Thursday October 9 from 7am-9am
- Large Item delivery will have a sign-up schedule in 20-minute increments
- If you need large item delivery email Kris@badgerlandtrading.com before September 2nd



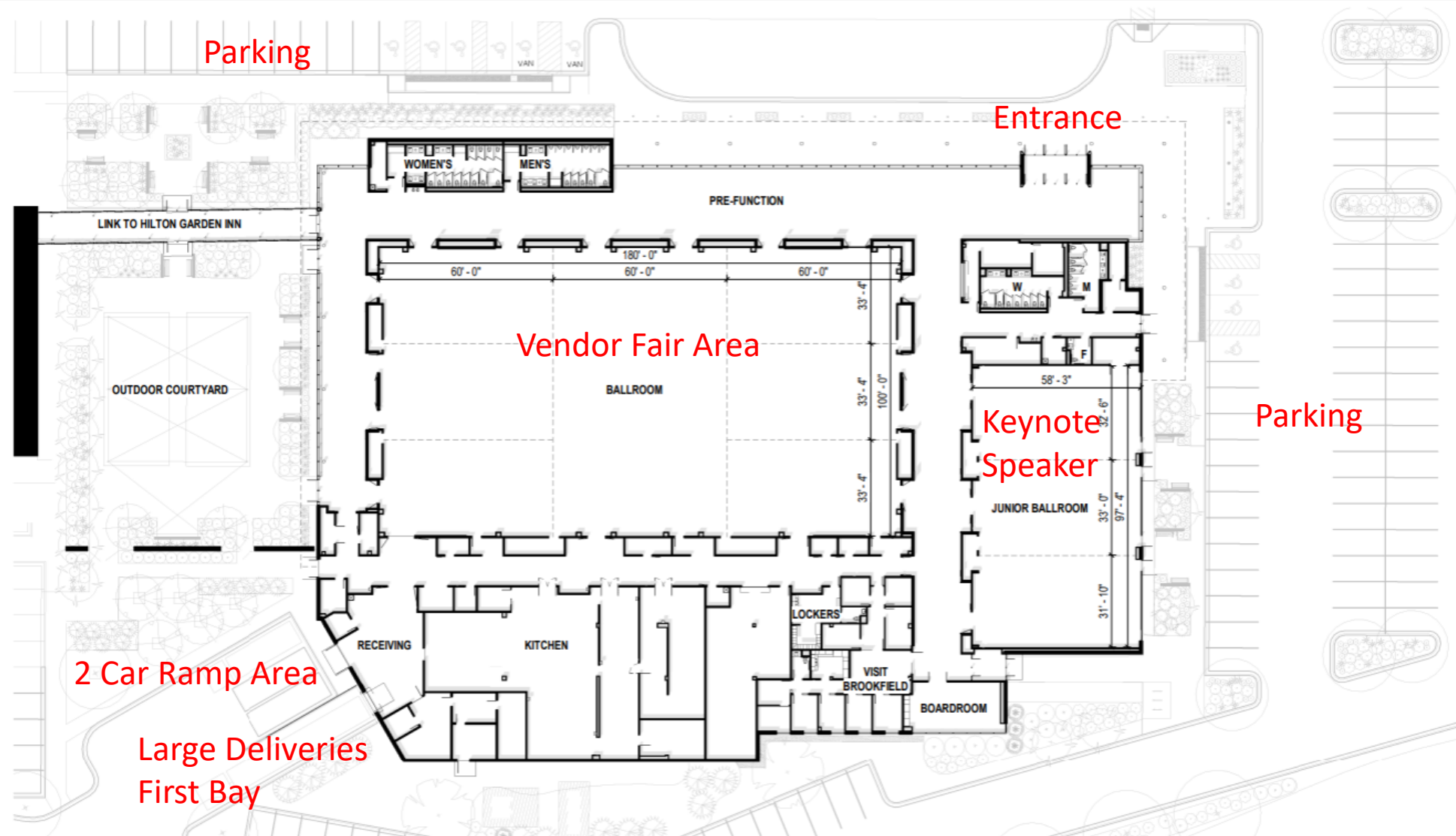
BROOKFIELD CONFERENCE CENTER

Phone

262-789-0220

Address

325 South Moorland Rd.
Brookfield WI 53005



New This Year

- We had a bunch of feedback regarding student's attendance and the overlap of designers and students causing some backlog. We decided to make a dedicated time for the students to eliminate the overlap.

- 10-11:30 am

Student Preview of the Vendor Fair

(this will be during the Keynote speaker for professionals)

- Noon- 1 pm

Student Specific Speaker with lunch

(this will be in the Collaborate Ballroom)

Details of the Day

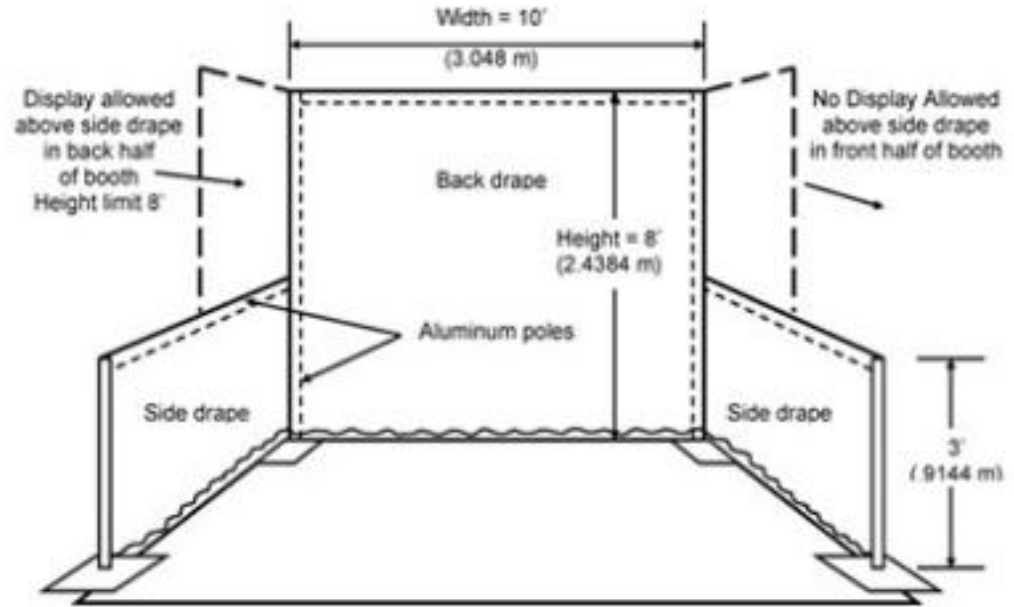
Wednesday October 8th

- Vendor Set Up 1-7pm

Thursday October 9th

- Vendor Set up 7am-9am
- Student Preview of Vendor Fair from 10-11:30 during Main Keynote Speaker
- Vendor Fair: 11 -5 pm
Connect Ballroom
- Lunch: Noon – 1:30
Within Vendor Fair
- Happy Hour: 3-5 pm
Within Vendor Fair
- Tear Down starting at 5pm
- Cash Bar available all day
- Any questions- there will be a reception desk manned outside the Exhibit Hall
- Thank You Again for participating!

Booth Information



Each 8 x 8 and 8 x 10 Booth comes with:

- Black Pipe and Drape
- 1 table and 1 chair
- Black tablecloth- will go to the floor
- Carpeted Floor
- Electric is not included and must be ordered through IIDA.wi.org and is \$80
- If you are participating in the Raffle- Keep your raffle prize in your booth- we will send the winner to your booth to pick it up
- If you do not need your table and chair, you must let us know- also let us know if you need extra tables or chairs email kris@badgerlandtrading.com

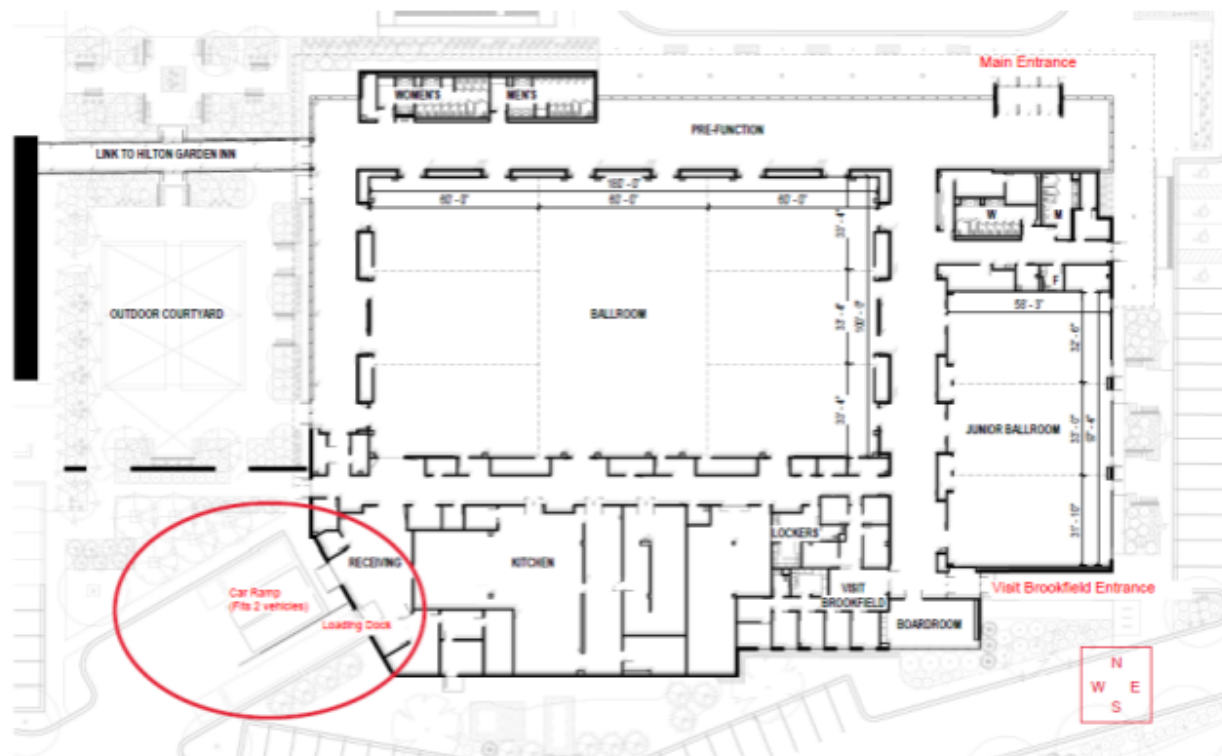
Details for Setup

Event Space Set Up

- Vendors can start set up on Wednesday the 8th from 1pm to 7pm
- Set Up on Thursday the 9th starting at 7 am
- Must be set up before 9:00 am
- Tear Down must occur after 5pm on the 9th
- We do not have access to the Brookfield Conference Center on Friday the 10th
- Area Rental will be tearing down the pipe and Drape at 7pm on the 9th
- Access for set up is through the front entry unless large delivery is needed

Loading and Unloading Information

Brookfield Conference Center Layout
including Loading Dock



- Loading Dock area for large deliveries- see schedule next slide
- (2) Car Ramp spots in rear of building can be utilized as well
- Car Ramp area is first come first served- no schedule will be set up
- You can also bring small hand carts through the Main front entrance
- Be careful if using the front entrance- they just replaced the doors due to damage from loading/unloading

Large Delivery Schedule

- 20-minute Time slots
- Be on Time
- Order was determined by registration date/time

Time	Name	Company
1:00	Alyssia Magnuson	Two Point/ Milliken
1:20	Liz Nelson	Ceramic Tileworks
1:40	Shpresa Tairi	Wilsonart/ Alpine Plywood
2:00	Matthew Cottick	MT Cottick Contract, LLC
2:20	Tim Coyne	Coyne Associates
2:40	Jackson Woods	The HON Company
3:00	Mike Norfolk	Norfolk Contract/ Kwalu Healthcare
3:20	Peter Kordus	M & M Office Interiors, LLC
3:40	Tina Kozak	Offices To Go
4:00	Michelle Mintzlaff	Global Furniture Group
4:20	Mark Kuepper	Insulation and Supply- IS Tile and Stone
4:40	Megan Matola	Level Reps

Shipping Instructions

Shipping Information

Arrangements for delivery of packages or rental equipment from outside companies should be made through BCC's Sales & Catering Office. Receiving, handling, and shipping charges may apply. No COD packages will be accepted. BCC is not responsible for items delivered to BCC in advance of the Event or left at BCC after the conclusion of the Event.

1. Shipping: Packages and rental equipment may not arrive more than 3 days in advance of the event. Due to limited storage and other events moving in-out, early deliveries may be refused at the BCC's discretion.

a. When shipping boxes to the BCC, please have the following information listed on the label:

YOUR NAME (OR PERSON WHO WILL BE ON SITE)

EVENT NAME & YOUR COMPANY NAME

C/O BROOKFIELD CONFERENCE CENTER

325 S. MOORLAND ROAD, SUITE 200

BROOKFIELD, WI 53005

**Include Number of Boxes*

b. Any palletized shipments that require use of pallet jack or forklift may acquire additional labor charges.

2. Tracking: Please track all packages prior to contacting the BCC to check their arrival. After delivery confirmation with your carrier, you may contact the BCC with the following information readily available:

- Tracking Number
- Number of Shipped Packages
- Shipping Carrier (i.e., FedEx, UPS, etc.)
- Shipment Arrival Date & Time
- Confirmation of Venue Mailing Address

3. Storage: Crate or box storage is not allowed on the dock or back of house.

4. Post-Event: Rental equipment must be picked up immediately upon the conclusion of the Event.

5. Returns: The BCC does not have a Shipping Department for returns.

a. BCC does not pack, store or ship packages left on premises after an event has moved out.

b. If arrangements have been made for a return/pick with the BCC Catering Office in advance of the event, Vendors are required to:

i. Properly box and label package(s) to be ready for pickup

ii. Schedule return/pickup through Shipping Carrier within one week of event date.

c. Any materials or equipment remaining at BCC after the event concludes will be deemed to have been abandoned, will at BCC's discretion become the property of BCC, and may be disposed of by BCC in its sole discretion at the cost and expense of the Vendor.

Exhibitor Rules and Regulations

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- 1. Signage:** All signs must be freestanding within the exhibitor booth. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to the permanent structure of the building. No signs may be placed or constructed outside the exhibitor's area without permission from the BCC Catering Office. Placement cannot cause a traffic or fire hazard.
- 2. Decorations:** All decorations must be approved by BCC prior to the Event. The use of birdseed, glitter, rice, sand, and confetti in BCC is prohibited. All candles must be enclosed. No incendiary devices or open flames are permitted within BCC.
- 3. Food & Beverage:** No sample foods or non-alcoholic beverage products may be distributed by exhibitors except upon written approval by The Brookfield Conference Center. Exhibitor Product Liability Waiver & Certificate of Insurance is required with client & exhibitor signatures if approved. Due to our policy, you may not bring alcoholic beverages into the conference center under any circumstances. After approval by the conference center, any exhibitor that will be preparing or displaying 2-ounce samples of food products within the exhibit hall must take precaution for protecting the permanent carpet by using Visqueen, mats, plastic, etc. Use of BCC back of house (kitchen, equipment, etc.) is not allowed.
- 4. Exhibitor Set-Up:** No maintenance, electrical room, back of house, fire exit doors or panels may be blocked in any way. Power strips & extension cords can be rented for a fee. If any exhibitor brings in their own power strips or extension cords, they will need to be taped down with gaff tape only.
- 5. Medical Supply:** No medical supply products may be displayed or distributed by exhibitors except upon written approval by The Brookfield Conference Center. After approval by the conference center, any exhibitor that will displaying medical supply within the exhibit hall must take precaution for protecting the permanent carpet by using Visqueen, mats, plastic, etc.
- 6. Exhibitor Labor Policy:** With no General Contractor (Decorating and Drayage Company) involved, exhibitors are required to assemble and disassemble their entire display. Also, exhibitors are required to unpack and repack their own product. If General Contractor is involved, please abide by the rules of the BCC and the General Contractor.
- 7. Service Entrance:** All supplies and materials that are used as part of the exhibit must be delivered to or brought in through the loading dock, located in the southwest corner of the conference center building. The Brookfield Conference Center Security Department will remove any unauthorized personnel from the aforementioned areas. All unauthorized vehicles left in the loading area will be towed away at the owner's expense.
 - a. Loading Dock Receiving Door: 8.5' W x 9.5' H
 - b. Loading Dock Ramp: 7' W
- 8. Trash Removal:** BCC will provide trash disposal receptacles for trash, debris, and general packing material as a result of Group's use of BCC. Fluids, chemicals, petroleum-based products, perishable items, or other non-dry material must be disposed of in the manner prescribed by BCC. Group agrees to advise BCC in advance with respect to excessive disposal needs for the Event, and BCC reserves the right to charge a fee for such services.
- 9. Damage:** No products or materials shall be hung, fixed, taped, tacked, glued, nailed and/or attached to any wall, ceiling, or floor in the building. Any damage caused by carts, pallet jacks, crates, tape, etc. is not tolerated on this property. Damage caused will be assessed and repair charges shall be billed directly to the exhibitor. **Note: Pallet jacks are not allowed directly on Atrium floor.**

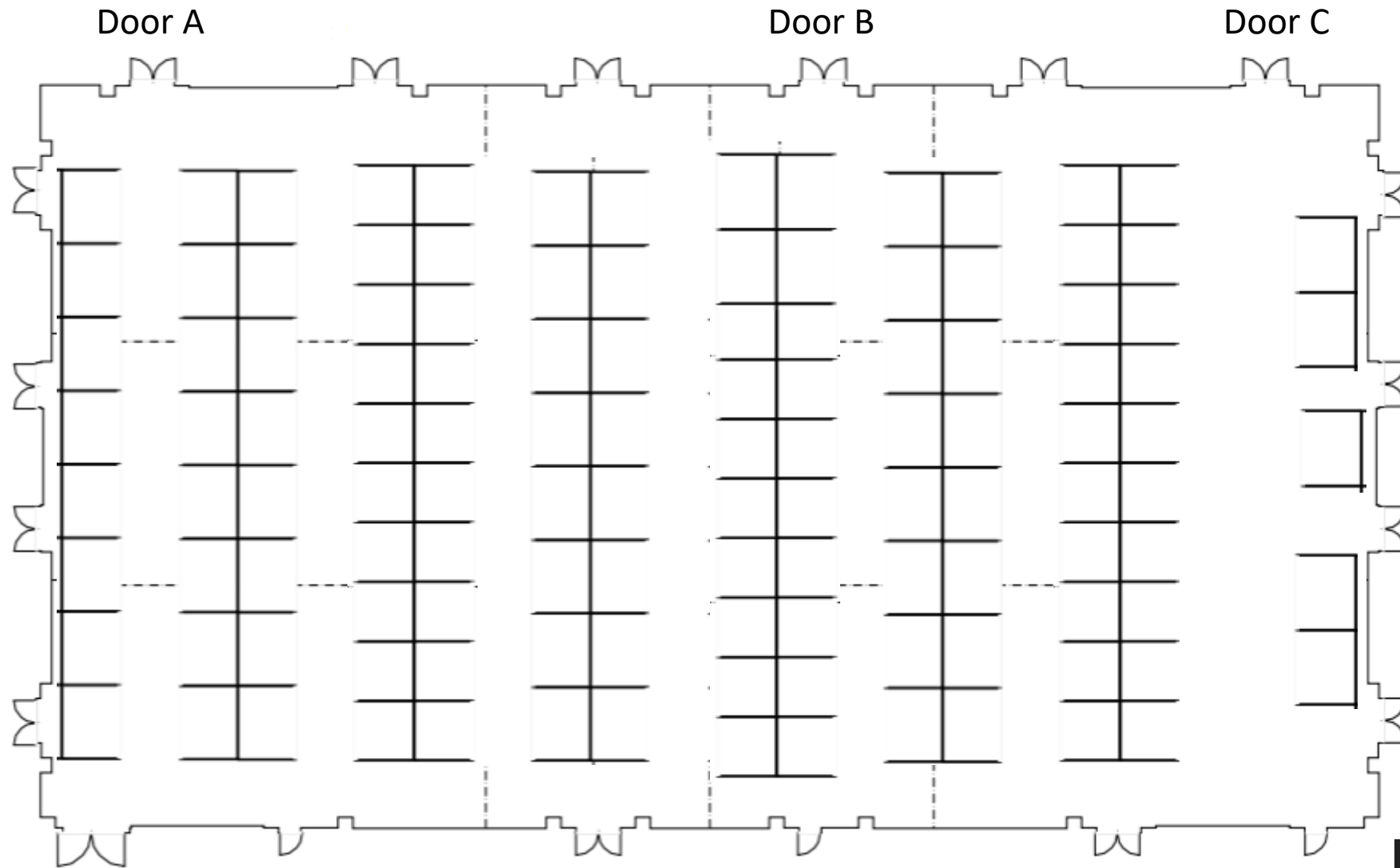
Booth Personnel & Other Info

- If you are having more people in your booth than you listed during registration, please register them as a guest for lunch purposes and email kris@badgerlandtrading.com so we can add them to the list for name tags. This needs to be done before October 1st
- Vendor nametags will be placed in your booth- do not go to the registration desk when you come to the show for the nametags
- Your box lunches will also be placed in your booth prior to the show start. If you do not register your additional staff in the booth, they will not be provided a lunch
- If you have any dietary restrictions, please email kris@badgerlandtrading.com so we can accommodate your needs
- **Vendor Map location will be emailed out prior to the show**

Lanyard
Colors –what
they signify

- **Green** – Attendees
- **Blue** – Students
- **Black** - Vendors





Tear Down Instructions

- Tear down cannot begin until after 5pm on the 9th
- There is not a delivery schedule for pick up- it is first come first served
- Access available to the Event Space until 9 pm on the 9th
- Area Rental will be tearing down pipe/drape/tables/chairs on the 9th starting at 7pm

IIDA

WISCONSIN
chapter

Thank you!

This event would not be possible without your support. The Neoconsin committee would like to thank you for your participation and hope to see you again next year! Next year's event will be in Brookfield WI at the Brookfield Conference Center on October 15, 2026! Mark your calendars☺

AMERICAN
SOCIETY OF
INTERIOR
DESIGNERS



WISCONSIN