



QUICK REFERENCE
SHOW NAME: APPA Winter Training
SHOW CODE: 1701002

SHOW CITY: Reno, NV
SHOW FACILITY: Grand Sierra Resort
SHOW DATES: January 8-10, 2017



MARK YOUR CALENDAR!

Wednesday, December 12, 2016	FIRST DAY OF ADVANCE WAREHOUSE RECEIVING The Advance Warehouse will start accepting freight on this date. *Shipments received via small package carrier will be charged an additional 30%.
Wednesday, December 21, 2016	ADVANCE ORDER DISCOUNT DEADLINE/ CANCELLATION DEADLINE Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date
Thursday, December 29, 2016	LATE TO WAREHOUSE Advance Warehouse must receive your freight by December 29th to avoid late charges. All shipments received after this date will be charged a late fee (an additional 30%).
Thursday, January 5, 2017	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept freight. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Sunday, January 8, 2017 (9:30 AM- 6:00 PM ONLY)	SHOW SITE DELIVERIES ALL show site shipments are to be delivered this day only, during move-in hours ONLY. Shipments sent before these dates are at risk of being refused, or charges by venue and Viper will apply.



YOUR SHOW OUTLINE

Move-In/Installation	Sunday, January 8, 2017	9:30 am- 6:00 pm	
Exhibit Hours	Sunday, January 8, 2017	7:00 pm- 9:00 pm	Expo Reception
	Monday, January 9, 2017	10:00 am- 11:00 am	Expo Open
	Monday, January 9, 2017	5:30 pm- 7:00 pm	Expo Reception
	Tuesday, January 10, 2017	7:30 am - 9:00 am	Continental Breakfast in Expo
	Tuesday, January 10, 2017	10:30 am - 12:00 pm	Expo Open
Move-Out/Tear Down	Tuesday, January 10, 2017	12:00 pm - 5:00 pm	
RECONSOLIDATION ON VIPER TRANSPORTATION	Tuesday, January 10, 2017	@ 4:00 pm	

CARRIER CHECK IN BY:
4:00 pm on 1/10 @ Service Desk

MATERIAL HANDLING RATES
ADVANCED (2CWT MINIMUM):
\$147.20 / CWT
SHOWSITE (2CWT MINIMUM):
\$191.36 / CWT

ADVANCE WAREHOUSE
 California Sierra Express
 APPA Winter Training c/o
 Viper Tradeshow Services
 4965 Joule Street
 Reno, NV 89502

SHOW SITE FACILITY
 Grand Sierra Resort - Summit Pavilion
 APPA Winter Training
 c/o Viper Tradeshow Services
 2500 E 2nd St.
 Reno, NV 89595

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 4:00 pm to avoid force, as well as exhibitors must start their dismantle by 2:00 pm in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

Be sure to include Company Name & Booth Number on your freight.



ITEMS THAT COME STANDARD IN YOU BOOTH FOR THIS SHOW ARE:

10' x 10' Exhibit Spaces in a carpeted hall. Each booth comes with 8' Black & Purple back drape, Purple 3' side wall, (1) 6' Black skirted table, (2) side chairs, (1) wastebasket & one (1) ID sign. To purchase additional rental items/ services, please visit www.vipertradeshowstore.com// Show Code:1703005
 *Please note our online portal does not store credit card information. Please submit the Method of Payment form on pg. 3 to put a card on file.

Order Online @
www.vipertradeshowstore.com
Show Code:
1701002

VIPER SHOW COORDINATOR	SHOW MANAGEMENT CONTACT
Debra Turner p: 847.426.3100 f: 847.426.3111 dturner@vipertradeshow.com	Darlene Webb p:859.244.8206 f: 859.244.8001 dwebb@csg.org



VTS PAYMENT TERMS & DEFINITIONS

Viper Tradeshow Services has established the following terms and conditions for all services rendered:

IN ORDER TO RECEIVE A DISCOUNT:

Payment must accompany your advance order and be received prior to the early deadline date and with completed Payment Authorization Form. All payments to be in US currency.

OUTSTANDING PAYMENTS:

Viper Tradeshow Services **requires** payment for all services upon presentation of an invoice statement at the exhibit site.

It is the responsibility of the Exhibitor to advise the Viper Tradeshow Services Service Center representative of any problems with any orders before the start of the show. No credits will be issued after the exhibition closing.

Government Agencies please note: If your firm or agency requires a purchase order be issued for any services rendered such purchase order must accompany the order forms.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Viper Tradeshow Services.

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition. Viper Tradeshow Services reserves the right to hold any exhibitor freight who has unpaid material handling fees. Such fees must be paid prior to the release of freight onsite.

Viper Tradeshow Services will accept payment by cash, company check, or Method of Payment for Visa, MasterCard or American Express. Viper Tradeshow Services reserves the right to check the credit available on any card presented. If the exhibitor fails to pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.

International Exhibitors will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in US Funds or by credit card, cash, check, or bank wire transfer, when previously arranged by Viper Tradeshow Services.

Tax Exemption Status: If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers.

Payment for all labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties, shall be the responsibility of the exhibitor at the event.

Insurance: Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies.

Material Handling Form (MHA) aka Bill of Lading (BOL): Your bill of lading must be turned in no later than the force times listed on the Show-At-A-Glance Page Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.) **Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier Viper Transportation at the expense of the exhibitor!** *Your bill of lading must be turned in no later than the force times listed on the Show-At-A-Glance Page*

Small Package Shipments: Includes cartons received without documentation and delivered to the booth without guarantee of piece count and documentation, including but not limited to FedEx, UPS, Airborne, and DHL.

"Hand Carry": The ability for an exhibitor to "hand carry" their materials onto the exhibit hall without the use of wheels, including but not limited to, luggage carts, four wheel or two wheel dollies, baggage carts.

Final Show Audit: Viper Tradeshow Services reserves the right to perform a Final Audit of this event for up to 120 days after the move out date of the event. (Also an end of the year review in December. If additional charges for any service, labor or equipment are found, it will be added to the Exhibitor's invoice and the credit card on file will be charged. A Final Audit Invoice with explanation of any additional charges will be sent to the Exhibitor. If Viper does not have payment information, the invoice sent to the Exhibitor will be due upon receipt.



METHOD OF PAYMENT FOR:

APPA Winter Training

EXHIBITOR INFORMATION

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____

FAX #: _____ EMAIL ADDRESS: _____

**Paid invoices are emailed 3 - 5 business days after show closing*

SHOW SITE CONTACT: _____ CELL PHONE: _____

WAYS TO ORDER

ONLINE*

Login & Place Orders:

www.vipertradeshowstore.com

SHOW CODE: 1701002

**Credit Card Transaction Only*

FAX*

Send completed forms to:

Fax: 847.426.3111

SCAN* dturner@vipertradeshow.com

MAIL

Send completed forms to:

Viper Tradeshow Services

2575 Northwest Parkway

Elgin, Illinois 60124

VIPER TRADESHOW SERVICES ORDERS

Material Handling Estimate: \$ _____

Standard Furnishings & Accessories: \$ _____

Viper Custom Furnishings: \$ _____

Installation & Dismantle Labor: \$ _____

Floral/Booth Cleaning: \$ _____

Modular Rental Display: \$ _____

Shipping (Viper Transportation Service): \$ _____

Total Viper Tradeshow Service Orders \$ _____

METHOD OF PAYMENT / CREDIT CARD CHARGES

*

For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative; including labor, material handling, and shipping.

Please Circle Appropriate Credit Card

MasterCard Visa Amex Number: _____

Expiration Date: _____ CVV: _____

Cardholder Signature: _____

Name Printed: _____

Address (if different from above): _____

Company Check # (Please note show name on check): _____ **Date check mailed:** _____

Make Payable to: Viper Tradeshow Services

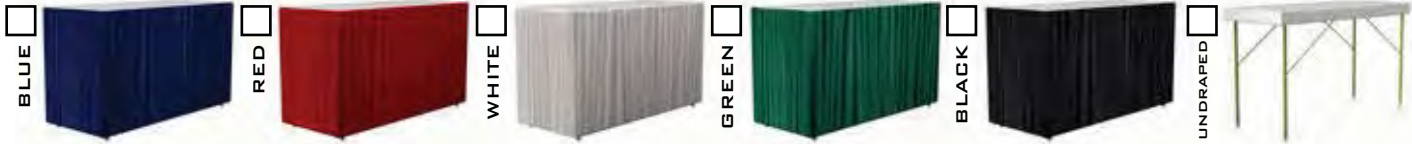
Mail to: 2575 Northwest Parkway, Elgin, Illinois 60124

STANDARD FURNITURE | ACCESSORIES

No credit will be given after close of event on items ordered but not received. Cancellation Policy: No refunds on orders cancelled after discount deadline.

30" TABLES

Please be sure to check a color selection box below



	Discount	Standard
Qty. _____ 4' Table	131.67	166.32
Qty. _____ 6' Table	166.32	187.11
Qty. _____ 8' Table	180.18	200.97
Qty. _____ 4th Side Drape	33.00	46.20
Qty. _____ Undraped Table	33.00 Less Than List Price Above	

42" COUNTERS

Please be sure to check a color selection box below



	Discount	Standard
Qty. _____ 4' Counter	159.39	194.04
Qty. _____ 6' Counter	194.04	228.69
Qty. _____ 8' Counter	221.76	256.41
Qty. _____ 4th Side Drape	39.60	52.80
Qty. _____ Undraped Counter	33.00 Less Than List Price Above	

ACCESSORIES



	Discount	Standard
Qty. _____ 4' Single Tier Table Riser	88.15	116.42
Qty. _____ 6' Single Tier Table Riser	111.43	145.53
Qty. _____ 8' Single Tier Table Riser	133.05	164.66
Qty. _____ Wastebasket	29.10	40.19
Qty. _____ Tripod Easel	53.22	68.18
Qty. _____ L1 Black Sherpa Side Chair	75.63	98.32
Qty. _____ L2 30" Table	200.97	261.26
Qty. _____ M1 Black Euro Barstool	187.11	243.24
Qty. _____ M2 Black 30" x 42" Bar Table	214.83	279.28
Qty. _____ Folding Chair	52.80	64.90
Qty. _____ Rope & Stanchios Set	124.74	163.00

CARPET | PADDING

Please be sure to check a color selection box below



	Discount	Standard
Qty. _____ 10' x 10' carpet	200.64	257.40
Qty. _____ 10' x 20' carpet	401.28	514.80
Qty. _____ Custom Carpet Per Sq Ft.	2.00 s/f	2.57 s/f
Qty. _____ 1/2" Padding Per Sq. Ft.	2.43 s/f	2.90 s/f
Qty. _____ 1" Padding Per Sq. Ft.	4.00 s/f	5.14 s/f
Qty. _____ Visqueen Per Sq. Ft.	0.55 s/f	0.68 s/f

Exhibitor Name _____ Booth # _____

LOUNGE



VIPER

PILOTS OF THE TRADESHOW INDUSTRY

Series
A



A1



A2



A3



A4

Series
B



B1



B2



B3



B5

Series
C



C1



C2



C3



C4



C5

SPECIALTY TABLES | CHAIRS



D1



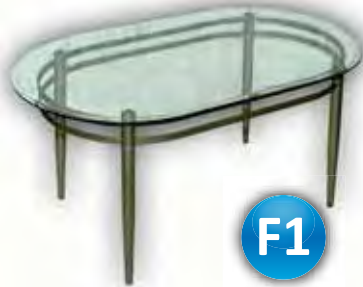
D2



E1



E2



F1



F2



F3



F4



F5



G1



G2



H1



H2

OFFICE



I1



I2



I3



J1



J2



J3

ACCESSORIES



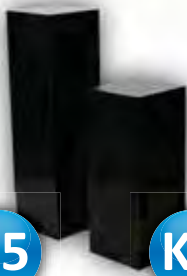
K1



K2



K4

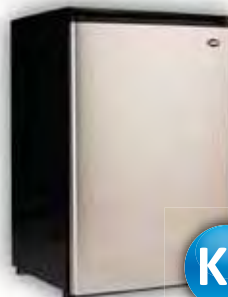


K5

K6



K7



K8

TABLES | CHAIRS

Series L



COCKTAIL TABLES | STOOLS

Series M





VIPER

PILOTS OF THE TRADESHOW INDUSTRY

FURNISHINGS PRICE GUIDE / ORDER FORM

LOUNGE

Discount Standard

Series
A

A1 - Durapella Sage Sofa	Qty. _____	602.91	783.78
A2 - Durapella Sage Loveseat	Qty. _____	533.61	693.69
A3 - Durapella Sage Chair	Qty. _____	395.01	513.51
A4 - Cherry Cocktail Table	Qty. _____	256.41	333.33

Series
B

B1 - Black Leather Sofa	Qty. _____	575.19	747.75
B2 - Black Leather Loveseat	Qty. _____	533.61	693.69
B3 - Black Leather Chair	Qty. _____	450.45	585.59
B5 - Black/Glass End Table	Qty. _____	194.04	252.25

Series
C

C1 - Grey Sofa	Qty. _____	464.31	603.60
C2 - Grey Loveseat	Qty. _____	422.73	549.55
C3 - Grey Chair	Qty. _____	381.15	495.50
C4 - Black Cocktail Table	Qty. _____	256.41	333.33
C5 - Black End Table	Qty. _____	228.69	297.30

SPECIALTY TABLES | CHAIRS

Discount Standard

Series
D

D1 - Black/Glass 42" Round Table	Qty. _____	311.85	405.41
D2 - Black Side Chair	Qty. _____	173.25	225.23

Series
E

E1 - Chrome/Glass 36" Round Table	Qty. _____	270.27	351.35
E2 - Brushed Silver Ladderback Chair	Qty. _____	145.53	189.19

Series
F

F1 - Pewter/Glass 60" Oval Table	Qty. _____	353.43	459.46
F2 - Pewter/Blue Chair	Qty. _____	200.97	261.26
F3 - Pewter/Red Chair	Qty. _____	200.97	261.26
F4 - Pewter/Yellow Chair	Qty. _____	200.97	261.26
F5 - Pewter/Green Chair	Qty. _____	200.97	261.26

Series
G

G1 - Birch/Steel 54" Round Table	Qty. _____	325.71	423.42
G2 - Birch/Steel Side Chair	Qty. _____	214.83	279.28

Series
H

H1 - Brushed Steel 42" Round Table	Qty. _____	311.85	405.41
H2 - Brushed Steel Chair	Qty. _____	200.97	261.26

OFFICE

Discount Standard

Series
I

I1 - Oak Desk	Qty. _____	464.31	603.60
I2 - Black Leather/Chrome Executive Chair	Qty. _____	297.99	387.39
I3 - Black Leather/Black Executive Chair	Qty. _____	297.99	387.39

Series
J

J1 - Black 6' Conference Table	Qty. _____	395.01	513.51
J2 - Black Steno Chair	Qty. _____	173.25	225.23
J3 - Black Drafting Stool	Qty. _____	242.60	315.38

ACCESSORIES

Discount Standard

Series
K

K1 - Black Accordion Lit Stand	Qty. _____	173.25	225.23
K2 - Black Lit Stand	Qty. _____	173.25	225.23
K4 - Coat Rack	Qty. _____	62.37	81.08
K5 - Black 12" x 12" x 42" Pedestal	Qty. _____	242.55	315.32
K6 - Black 12" x 12" x 30" Pedestal	Qty. _____	242.55	315.32
K7 - Black 24" x 24" x 42" Pedestal	Qty. _____	381.15	495.50
K8 - Refrigerator	Qty. _____	288.20	374.66

TABLES | CHAIRS

Discount Standard

Series
L

L1 - Black Sherpa Side Chair	Qty. _____	75.63	98.32
L2 - Black 30" x 30" Table	Qty. _____	200.97	261.26
L3 - Black Sherpa Arm Chair	Qty. _____	90.09	117.12
L5 - Black Side Chair	Qty. _____	173.25	225.23
L6 - Black Euro Chair	Qty. _____	173.25	225.23

COCKTAIL TABLES | STOOLS

Discount Standard

Series
M

M1 - Black Euro Barstool	Qty. _____	187.11	243.24
M2 - Black 30" x 42" Bar Table	Qty. _____	214.83	279.28
M3 - Euro Barstool	Qty. _____	214.83	279.28
M4 - Chrome/Black Euro Stool	Qty. _____	200.97	261.26
M5 - Black Ladderback Stool	Qty. _____	131.67	171.17
M6 - Brushed Steel/Black Stool	Qty. _____	228.69	297.30
M7 - Brushed Steel Stool	Qty. _____	228.69	297.30

MODULAR DISPLAY SELECTIONS

10 x 10

*ALL PRICES INCLUDE CARPET | SELECT YOUR CARPET COLOR ON PAGE 2.
 **PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.

DISCOUNT DEADLINE: December 14, 2016



10' INLINE - DISCOUNT
 GRAPHIC \$2,675.00

10' INLINE - STANDARD
 GRAPHIC \$3,750.00



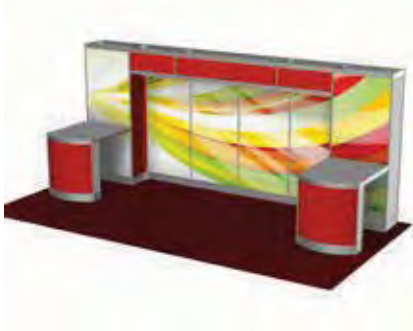
10' SHELF - DISCOUNT
 GRAPHIC \$2,850.00

10' SHELF - STANDARD
 GRAPHIC \$3,875.00

10 x 20

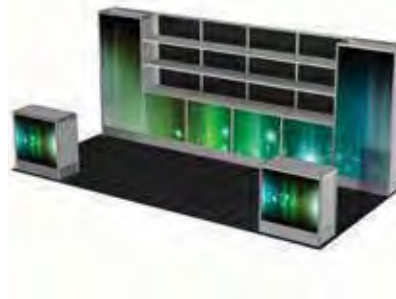
*ALL PRICES INCLUDE CARPET | SELECT YOUR CARPET COLOR ON PAGE 2.
 **PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.

DISCOUNT DEADLINE: December 14, 2016



20' INLINE - DISCOUNT
 GRAPHIC \$6,330.00

20' INLINE - STANDARD
 GRAPHIC \$8,550.00



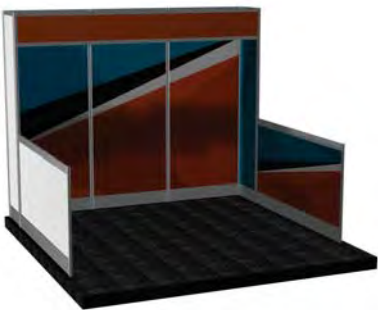
20' SHELF - DISCOUNT
 GRAPHIC \$6,425.00

20' SHELF - STANDARD
 GRAPHIC \$8,750.00

BASIC

*ALL PRICES INCLUDE CARPET | SELECT YOUR CARPET COLOR ON PAGE 2.
 **PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.

DISCOUNT DEADLINE: December 14, 2016



10' BASIC - DISCOUNT
 GRAPHIC \$2,975.00

10' BASIC - STANDARD
 GRAPHIC \$3,850.00



20' BASIC - DISCOUNT
 GRAPHIC \$5,900.00

20' BASIC - STANDARD
 GRAPHIC \$7,650.00

NO CREDIT WILL BE GIVEN AFTER CLOSE OF EVENT ON ITEMS OR SERVICES ORDERED, BUT NOT RECEIVED.
 CANCELLATION: NO REFUNDS ON ORDERS CANCELLED AFTER THE DEADLINE.

DISCOUNT DEADLINE: December 14, 2016

EXHIBITOR NAME: _____ BOOTH # _____

DISPLAY ACCESSORIES

A LA CARTE

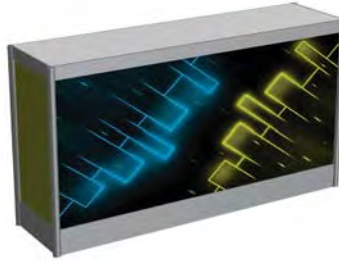
*ALL PRICES INCLUDE GRAPHIC PANELS

**WHITE OR BLACK PANELS AVAILABLE UPON REQUEST



**1 Mx1/2Mx42"
LOCKING COUNTER**

- DISCOUNT: \$298.00
- STANDARD: \$385.00



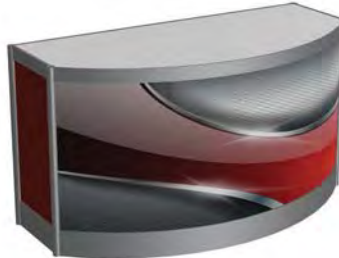
**2 Mx1/2Mx42"
LOCKING COUNTER**

- DISCOUNT: \$541.00
- STANDARD: \$703.00



**1 Mx1/2Mx42"
CURVED LOCKING COUNTER**

- DISCOUNT: \$331.00
- STANDARD: \$430.00



**2 Mx1/2Mx42"
CURVED LOCKING COUNTER**

- DISCOUNT: \$589.00
- STANDARD: \$765.00



**1 Mx1/2Mx8'
DISPLAY CASE**

- DISCOUNT: \$698.00
- STANDARD: \$905.00



PUBLICATION BIN

- DISCOUNT: \$358.00
- STANDARD: \$465.00

BOOTH SIGNAGE



- FREE STANDING METER BOARD
- SINGLE SIDED: \$506.00
- DOUBLE SIDED: \$800.00

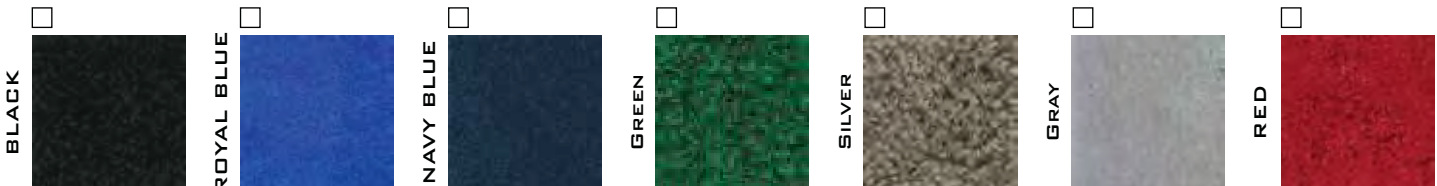


- 22x28 EASEL SIGN
- \$100.00



- 8'x10' BACKWALL BANNER
- \$1,100.00
- *BANNER IS YOURS TO KEEP
- INCLUDES INSTALL/DISMANTLE

BOOTH CARPET



NO CREDIT WILL BE GIVEN AFTER CLOSE OF EVENT ON ITEMS OR SERVICES ORDERED, BUT NOT RECEIVED.
CANCELLATION: NO REFUNDS ON ORDERS CANCELLED AFTER THE DEADLINE.

DISCOUNT DEADLINE: December 14, 2013

EXHIBITOR NAME: _____ BOOTH # _____



VIPER TRANSPORTATION SHIPPING ORDER FORM FOR APPA Winter Training

PRICING

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.75/lb. on shipments under 1,000 pounds and \$2.25/lb for shipments over 1,000 pounds. Dimensional weight may apply, and a \$525.00 minimum applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Material Handling charges apply for all shipments.

Inbound Shipping to: **Advance Warehouse** **Show Site**

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email: _____

Requested Pickup Date & 4 HR. Pickup Window Time: _____

5-7 Ground Service? _____ (If other, please call & arrange, and a different rate will apply).

Is this a residence: YES NO Do you have a dock: YES NO

Is this a Round Trip Shipment: YES NO (If address different than above please add address below)

Number of Pieces	Description of Package	Estimated Dims & Weight - INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate (Wooden) Exhibition Material		
	Cardboard Carton		
	Fiber Case		
	Pallets		
	Carpets		
	Miscellaneous		

Outbound Shipping *I only need Outbound shipping* (If this option is selected, please add your shipping address below).

***ONLY COMPLETE IF RETURN ADDRESS IS DIFFERENT THAN ABOVE** Returning to same address as above

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email: _____

ACCEPTANCE & PAYMENT

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment or \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping otherwise, and acknowledge i am purchasing only supplemental insurance protection (up to \$5,000.00) at \$10.00 for every \$1,000.00 declared value by entering a declared value on this form. Declared value \$ _____

Please note the Viper Tradeshow is not liable for shipping A/V equipment.

All shipment orders must be accompanied by a completed exhibitor information/method of payment form and pick ups will only be scheduled upon Receipt of both forms. A confirmation email will be sent when your shipment is officially scheduled, including a tracking number for your reference.

Signature to officially place this order and acceptance of terms: _____

Name printed: _____ Date: _____



ADVANCE WAREHOUSE SHIPPING LABELS

SHOW NAME: APPA Winter Training

SHOW CODE: 1701002

SHOW CITY: Reno, NV

SHOW FACILITY: Grand Sierra Resort

SHOW DATES: January 8-10, 2017

For your convenience labels are provided below for advance warehouse and show site delivery.
We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

ADVANCE WAREHOUSE LABELS

SHIPPER INFORMATION

FROM:

DELIVERY INFORMATION

TO (EXHIBITOR NAME): _____

BOOTH #: _____

PIECES: _____ **OF** _____

California Sierra Express
APPA Winter Training c/o Viper Tradeshow Services
4965 Joule Street
Reno, NV 89502

***Must be delivered by Thursday, December 29th by
4:00 pm to avoid late charges.**

SHIPPER INFORMATION

FROM:

DELIVERY INFORMATION

TO (EXHIBITOR NAME): _____

BOOTH #: _____

PIECES: _____ **OF** _____

California Sierra Express
APPA Winter Training c/o Viper Tradeshow Services
4965 Joule Street
Reno, NV 89502

***Must be delivered by Thursday, December 29th by
4:00 pm to avoid late charges.**



SHOW SITE SHIPPING LABELS

SHOW NAME: APPA Winter Training

SHOW CODE: 1701002

SHOW CITY: Reno, NV

SHOW FACILITY: Grand Sierra Resort

SHOW DATES: January 8-10, 2017

For your convenience labels are provided below for advance warehouse and show site delivery.
We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

SHOWSITE LABELS

SHIPPER INFORMATION

FROM:

DELIVERY INFORMATION

TO (EXHIBITOR NAME): _____

BOOTH #: _____

PIECES: _____ OF _____

Grand Sierra Resort - Summit Pavilion
APPA Winter Training c/o Viper Tradeshow Services
2500 E 2nd St.
Reno, NV 89595

***Must be delivered on Sunday, January 8, 2017
9:30 am- 5:00 pm**

SHIPPER INFORMATION

FROM:

DELIVERY INFORMATION

TO (EXHIBITOR NAME): _____

BOOTH #: _____

PIECES: _____ OF _____

Grand Sierra Resort - Summit Pavilion
APPA Winter Training c/o Viper Tradeshow Services
2500 E 2nd St.
Reno, NV 89595

***Must be delivered on Sunday, January 8, 2017
9:30 am- 5:00 pm**



MATERIAL HANDLING INFO FOR

APPA Winter Training

ADVANCE WAREHOUSE

California Sierra Express
 APPA Winter Training c/o Viper Tradeshow Services
 4965 Joule Street
 Reno, NV 89502

SHOWSITE

Grand Sierra Resort - Summit Pavilion
 APPA Winter Training c/o Viper Tradeshow Services
 2500 E 2nd St.
 Reno, NV 89595



Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up. A 200 pound minimum applies to every shipment, whether received at the Advance Warehouse or Show Site.

Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.

A 200 lb. minimum charge per shipment applies, whether received at the advance warehouse or show site. [CWT = 100 lbs.]

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds

Pounds Divided by 100: _____ Your CWT (No Less than 2)

ADVANCE WAREHOUSE DELIVERIES

	Rate per CWT
Boxed, crated, or skidded shipment via common carrier.....	\$147.20 per CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS or USPS.....	\$191.36 per CWT
Common carrier shipment received late, after **Thursday, December 29**	\$191.36 per CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$235.52 per CWT
Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published	

Estimated CWT _____ x _____ (Rate, listed above)= _____ Estimated Total

SHOWSITE DELIVERIES

	Rate per CWT
Boxed, crated, or skidded shipment via common carrier.....	\$191.36 per CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS or USPS.....	\$235.52 per CWT
Show site shipments off-target (before or after) **Sunday, January 8, 2017 (9:30 AM- 5:00 PM ONLY)** add 30% to the rate	
Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published	

Small package shipments not exceeding 75 lbs per shipment (not per box)..... \$70.00

Estimated CWT _____ x _____ (Rate, listed above)= _____ Estimated Total

Viper Tradeshow Services requires that all material handling fees be paid in full prior to the delivery of the freight on site. If a balance is due, please remit payment on site at the Viper Service desk. Freight will be delivered once payment has been received.

Exhibitor: _____ Booth #: _____



VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 21 days free storage if delivered by the advance deadline receiving date listed below and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to exhibitor's booth, removal from exhibitor's booth upon completion of packing, and turning in Bill of Lading to service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

Special Handling 30% Surcharge

Special Handling rates shall be applied to the total standard charges, but not limited to the following type of shipments and multiple scenarios may incur multiple special handling charges:

Moving Van Shipments	Shipments delivered by a moving van or shipments by any truck which because of the height of the truck bed, cannot be unloaded at the docks.
Loose Freight	Shipment packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, stacked freight etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
Undetermined Description	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)
Must be delivered by Hand	Materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services control (i.e.: elevators, rooms forklifts cannot be used, etc.)
Small Package Carriers (SPC)	The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and deliver large quantities on the dock requiring additional time to sort and identify.

Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded or received at the warehouse/show site before 8 AM or after 4:30 PM on weekdays, anytime Saturday, Sunday or holidays or after ONE WEEK OUT will be subject to overtime charges. Additionally, when warehouse freight must be moved into the exhibit site on overtime, due to scheduling conflict beyond the control of Viper Tradeshow Services, or show move in or move out times are after 4:30 PM weekdays, on Saturday, Sunday, Or Holidays overtime charges will apply.

If a shipment delivers outside of the Exhibitor Move In / Show Site Delivery Hours, Off Target charges will apply

Material Handling Terms

Material Handling: Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading. (**Please note material handling and shipping are two separate services. See page 12 for shipping details*).

CWT: 'Hundredweight' - a unit of measurement for weight, equal to 100 pounds.

Storage Terms: Exhibitors may hand deliver their own materials to the exhibit facility through the front doors. The use or rental of dollies, flat trucks or other mechanical equipment is not permitted. Viper Tradeshow Services must control access to the loading docks in order to provide a safe and orderly move-in/out. Material handling fees must be paid in full for any materials that require empty storage.

Multiple Shipments: Any shipments received from multiple locations and/or received at different times/dates are considered separate and will be assessed multiple Material Handling minimums. No cumulative weights will be allowed on minimums or split shipments. No liability will be assumed for such shipments.



FLORAL / CLEANING INFO FOR:

APPA Winter Training

FLORAL

Fresh Floral Arrangements

Small Floral Arrangement: _____ \$90.00 Discount / \$120.60 Standard
 Medium Floral Arrangement: _____ \$126.00 Discount / \$156.60 Standard
 Large Floral Arrangement: _____ \$162.00 Discount / \$198.00 Standard

Artificial Plants

2 Foot Green Plant: _____ \$55.20 Discount / \$69.60 Standard
 3 Foot Green Plant: _____ \$69.60 Discount / \$82.80 Standard
 4 Foot Green Plant: _____ \$82.80 Discount / \$98.40 Standard
 5 Foot Green Plant: _____ \$98.40 Discount / \$112.80 Standard
 6 Foot Green Plant: _____ \$112.80 Discount / \$127.20 Standard

For plants or floral not listed please call 888.458.9760

TOTAL ALL ITEMS ORDERED: \$ _____

VACUUMING

A Booth Unit = one 10 x 10 / 8 x 10 Booth (Please circle booth size). 10 x 20 = 2 Units. 20 x 20 = 4 units and so on. Please be sure to include ALL units.

Number of Booth Units: _____ x **\$70.00** Discount / **\$85.00** Standard
 \$ _____ Subtotal
 Subtotal x Number of Days: \$ _____ **Total**

PORTER SERVICE

Emptying refuse from containers as necessary throughout the show hours.

Monday - Friday: 8:00 am - 4:30 pm: \$57.60 per day
 Monday - Friday: After 4:30 pm: \$69.60 per day
 Any time Saturday, Sunday, & Holidays: \$78.00 per day

Number of Booth Units: _____ x _____ (use appropriate rates from above)
 \$ _____ Subtotal
 Subtotal x Number of Days: \$ _____ **Total**
 Total of All Cleaning & Porter Services: \$ _____



DISPLAY LABOR (I&D) INFO FOR:

APPA Winter Training

DISPLAY LABOR HOURLY RATES

Monday - Friday 8:00 am - 4:30 pm:	_____ \$75.00	per person, per hour
Monday - Friday before 8:00 am & after 4:30 pm:	_____ \$112.50	per person, per hour
Any time Saturday, Sunday & Holidays:	_____ \$150.00	per person, per hour

Add 50% to above rates for labor ordered at show site.

LABOR DEFINITIONS

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below.

Viper Tradeshow Services Supervised Labor: Exhibits are set up prior to exhibitor's arrival under the direction of Viper Tradeshow Services I & D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please provide complete booth plans, schematics, instructions and photos (if possible) for this service.

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Service Center to pick up labor. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor. Start time guaranteed only where labor is requested for the start of the working day (8:00 am) unless the official set time begins later in the day.

Please provide supervisor's name and cell number: _____

INSTALLATION CALCULATION & ORDER

- Day/Time of Set Up: _____ Enter hourly rate as outlined above.
- Number of Laborers: _____ X number of people
- Number of Hours: _____ X number of hours
- Total Amount of Hours** _____ x _____ (Rate) \$ _____
- Check here if Exhibitor Supervised: _____ MUST be marked or move to next step
- Viper Tradeshow Service Supervised Surcharge: _____ 35% of sub-total above
- Total Installation Charges** \$ _____ **Sub-total plus surcharge (4+6)**

DISMANTLE CALCULATION & ORDER

- Day/Time of Set Up: _____ Enter hourly rate as outlined above.
- Number of Laborers: _____ X number of people
- Number of Hours: _____ X number of hours
- Total Amount of Hours** _____ x _____ (Rate) \$ _____
- Check here if Exhibitor Supervised: _____ MUST be marked or move to next step
- Viper Tradeshow Service Supervised Surcharge: _____ 35% of sub-total above
- Total Installation Charges** \$ _____ **Sub-total plus surcharge (4+6)**

Total of All Items Ordered: \$ _____

50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value.

Please call 888-458-9760 for special requests or items you do not find on this form.

Exhibitor: _____ Booth #: _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

Viper Tradeshow Services, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Services Contracted are appointed to: insure the orderly and efficient installation and removal of the overall exposition, assure the distribution of labor to all exhibitors according to need, provide sufficient labor to satisfy the requirements of the exhibitors, and for the exposition itself, see that proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are: the exhibitor may provide supervision, exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display providing the exhibitor and the installation and dismantling contractor comply with the following requirements:

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. Exhibitor shall provide evidence that the EAC has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers' Compensation naming Viper Tradeshow Services as additionally insured, to show management and Viper Tradeshow Services at least 10 days before the show opening.
3. Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permit and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
5. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear at all times necessary, identification badges as determined by Show Management.
6. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
7. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
8. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all of its activities with Viper Tradeshow Services.
10. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

I have read the Exhibitor Appointed Contractors section of this manual and understand the terms and conditions. I understand that all the contractors listed above must be approved by Viper Tradeshow Services. I understand it is my responsibility to see that each representative from any EAC for my company abides by the rules and regulations of the event. I also understand that any EAC listed above that is not approved Viper Tradeshow Services will not be permitted on the floor.

Name: _____ Company: _____ Signature: _____ Date: _____



USE OF AN EAC NOTIFICATION

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

Please be sure to read the Official Service & Exhibitor Appointed (EAC) Contractors Guidelines. Exhibitors who plan to have an EAC unpack, install, assemble, dismantle and pack displays, equipment or materials must provide this form to Viper Tradeshow Services no later than 14 days before the start of move-in and see that their EAC adheres to the guidelines outlined on the previous page.

Notification of EAC: To be received no later than 14 days in advance.

For Exhibitor (Company Name): _____

Show Name/Booth Number: APPA Winter Training

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact *(if different than above):* _____

Cell Phone: _____

EAC Instructions

- 1) Refer to the Official Service & Exhibitor Appointed Contractors Guidelines and the Method of Payment Third Party Authorization for forms in this kit for additional requirements.
Before submitting service order forms (including this one). Preferably before the early registration deadline.
- 2) Provide Viper Tradeshow Services of the names of all exhibiting companies for whom they have orders on.
To be received no later than 10 days before move-in.
- 3) Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor.
Upon Arrival at Show Site.

Viper Tradeshow Services reserves the right to refuse any Non-Official Service Contractor (EAC) access to the show floor if any of the above conditions are not met. If there is a problem providing the necessary information within the deadlines, Viper Tradeshow Services must be contacted in advance of the deadline.



MOVE-OUT INFORMATION FOR: APPA Winter Training

This information will also be distributed before the start of the last day of show hours, however, we highly recommend reading these instructions carefully in order to know what to expect and plan in advance. Please share this information with your show site staff in advance of the show along with any arrangements for shipping you may make.

- Tuesday, January 10, 2017 12:00 pm** Exhibit Hall Officially Closes
- Tuesday, January 10, 2017 12:00 pm** Stored empty crates and containers returned.
- Tuesday, January 10, 2017 2:00 pm** Labor Force: all exhibitors should be started dismantle by now.
Exhibitors may now check in at the Viper Service Desk to sign out dismantle labor hired.
- Tuesday, January 10, 2017 4:00 pm** Freight Force: deadline for carriers to check in.

All outbound shipments loading onto a contracted carrier or personally owned vehicle require a Viper Tradeshow Services Bill of Lading (BOL). Please follow these instructions:

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to come by **4:00 pm** *. We suggest telling them **3:00 pm** , giving them room to fail without failing you! Here's the address for your convenience:
Grand Sierra Resort - Summit Pavilion c/o APPA Winter Training c/o 2500 E 2nd St. Reno, NV 89595
3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Viper Service Desk able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and Fed Ex are not the most reliable carriers for our industry so we highly suggest exhibitor's using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only the shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all your materials please hand in the BOL to the Viper Service Desk. Do not leave it in your booth! We will sign it and give you a copy, keep a copy and give the driver a copy! Please note, material handling must be paid in full.

*In the event you fail to turn in your BOL or your carrier does not check-in by the **4:00 pm** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 pounds or less; with a \$525.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

Viper is the Official Carrier for the show. If you would like Viper to be your carrier, simply complete and fax the attached form to the office. Your BOL and labels will be delivered to your booth before last days exhibit hours.

If you decide to choose Viper as your carrier at show site turn in the Viper Shipping Order Form provided into the Viper Service Desk by **11:00 am** (1 hour before closing) and we'll write up your Bill of Lading (BOL) and labels and deliver them to your booth. Once you are packed, sign the BOL turn it into us, you'll get a copy, we'll get a copy, and the driver will get a copy! No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

ANY QUESTIONS PLEASE CONTACT YOUR SHOW COORDINATOR, OR COME TO THE VIPER SERVICE DESK. WE'RE HAPPY TO ASSIST YOU AND HELP YOUR MOVE-OUT GO AS SMOOTHLY AS POSSIBLE. **Debra Turner (dturner@vipertradeshow.com)**



MAIL OR FAX FORMS WITH PAYMENT TO:

ADVANCE RATE DEADLINE:
December 21, 2016

ELECTRICAL SERVICES ORDER FORM (these services can not be ordered online - please complete and submit this form)

Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124

(847) 426-3100 Phone
(847) 426-3111 Fax

American Probation & Parole Association
Winter Training Institute

January 8-10, 2017

SCAN TO: dturner@vipertradesow.com

IMPORTANT NOTES:

* Pricing includes labor and is placed in the center back of the booth

Viper Tradeshow Services is the electrical provider for the APPA Winter Training. No other electrical service provider will be allowed on the show floor at any time.

ELECTRICAL USAGE	QTY	ADVANCE RATE	STANDARD RATE	SUB-TOTAL
5 Amps/ 500 Watts		\$105	\$150	
10 Amps/1000 Watts		\$130	\$175	
20 Amps/2000 Watts		\$205	\$290	

Electric Service: Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only.

RENTALS (Exhibitor must pick items up at Electrical Service Desk)

	QTY		STANDARD RATE	SUB-TOTAL
15' Extension Cord		\$20	\$30	
Power Strip		\$40	\$45	
Clip On Halogen Light		\$82	\$111	

Island Booths: Include a floor plan layout of your booth space indicating all outlet locations with measurements & orientation. If a main power drop/delivery location is not indicated on the floor plan, Viper will deliver to the most convenient location.

ELECTRICAL LABOR

	QTY		STANDARD RATE	SUB-TOTAL
ST (Mon-Fri, 8am -4:30pm), excluding holidays		\$75	\$98	
OT (Mon-Fri, 4:30pm-8am), excluding holidays		\$115	\$150	
DT (Saturdays, Sundays, Holidays)		\$150	\$195	

TOTAL ELECTRIC COST

Type of Labor needed

- Under Carpet
- Equipment Hookup
- Lighting Fixtures
- Overhead distribution
- Other
- Layout is attached
- Layout will follow

BOOTH NUMBER: _____

COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIPCODE: _____

No credits will be issued on services installed as ordered even though not used, and no credits will be issued once the event has officially opened. All cancellations after the deadline are subject to a 25% fee. Advance Rate Deadline: December 21, 2016

PAYMENT INFORMATION

CREDIT CARD NUMBER: _____ **EXP. DATE:** _____

CARDHOLDER'S NAME (AS IT APPEARS ON CARD) _____

SIGNATURE _____

CARDHOLDER'S BILLING ADDRESS (If different than above) _____

EMAIL ADDRESS (Please print!) _____

NEED ADDITIONAL ASSISTANCE?
Call 847-426-3100

Check Check Number: _____

Reno, NV
Grand Sierra Resort and Casino

1. Electricity will be live within 30 minutes of the show opening and turned off within 30 minutes of the show close each day. If power is needed earlier or later each day, advanced arrangements must be made prior to the show opening.
2. Twenty-four (24) hour service to any outlet will be double the listed price and can only be guaranteed before show opening with advance arrangements for date needed.
3. The services include one outlet. Any exhibitor requiring more than one outlet will need to order multi strips or provide their own.
4. All electrical outlets will be installed on the floor at the back wall of in line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of their original power order. If the circuit needs to be reset a second time, a 1 hour labor charge will be incurred at the appropriate rate (as listed on page 1) and the exhibitor will be required to purchase the appropriate power at the standard rate.
5. It is the exhibiting companies responsibility to order the appropriate amount of power, or to take the electricians advice while on show site. Viper Tradeshow Services is not responsible for any electrical damage caused to machinery or equipment.
6. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. Column and wall outlets are not part of the exhibitor booth space and these outlets will be charged for accordingly.
7. Any exhibitor using power not contracted for will be charged a show rate for the service they are not authorized to use. This includes using any wall outlets.
8. All exhibitor ordered Standby Labor will be invoiced at the prevailing hourly rate.
9. Labor will be charged for the following categories:
 - a. All distribution of electrical wiring under carpet or flooring.
 - b. All distribution of overhead electrical wiring.
 - c. All motor and equipment hookups.
 - d. Installation or repair of electrical fixtures.
 - e. Installation of electrical motors and apparatus to be energized.
 - f. Motorized hoists, truss and lighting installation.
 - g. Installation and removal of all overhead electrical signs, trusses, motors or apparatus.
10. All extension cords that run under carpet or flooring must be supplied and installed by Viper Tradeshow Services.
11. All wiring utilized for booth work must have a 3 wire grounded cord with a minimum of #14 Gauge wire. If these requirements are not met Viper reserves the right to disconnect the cord and rent the exhibitor the proper equipment as listed on page one.
12. The use of Clip on sign sockets, latex or lamp cord wire in displays or the use of 2 wire fixtures is prohibited.
13. Permit fees may apply.

For Show Management Purposes:

As part of any electrical service ordered, Viper Tradeshow Services will supply an onsite electrician for the first two hours of the first day your event is open. After that it is up to your discretion whether or not to employ an onsite electrician at your expense (cost outlined on page 1). The Stand-by Electrician is there for the safety and convenience of you, your exhibitors and the attendees. If you elect to waive this service and an issue does arise that dictates that an electrician is needed, the electrician will be summoned to the center, with the cost for that labor being charged to the show management invoice at the published labor rate. A 4 hour minimum will be applied to this labor call. If you have any questions regarding the Stand-by electrician and the waiver, please contact Viper Tradeshow Services.

Neither Viper Tradeshow Services nor the Grand Sierra Resort & Casino are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection you should install surge protection or over/under voltage protection on your equipment.

Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124
888.458.9760 – telephone
847.426.3111 - fax



Meeting/Conference Specialists

When you're searching for the best in audio visual needs for your event, look to Visual FX as your partner in success! We understand tradeshows and conferences and your need for quality products, attentive representatives, and superior services that reflect your vision.

No meeting is too large or small. At Visual FX, we have the staff necessary to partner in the production of your full scope convention visual and audio productions, or equipment available for simple rentals as you prefer. Our products are designed to present you and your company with a professional and confident look. Our design specialists are experienced in listening to your visions and ideas and transform them into reality.

Creative Solutions

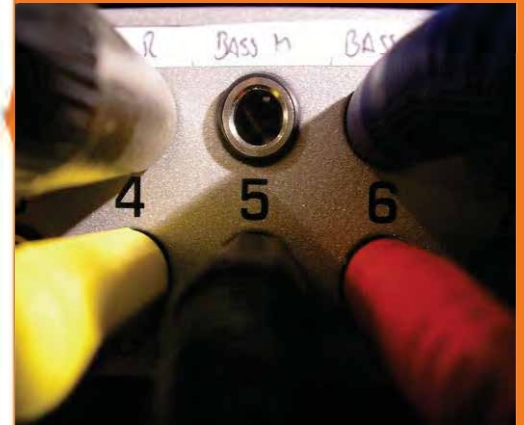
Anyone can provide a backdrop for your speakers. Visual FX works with you to create an environment and experience that highlights your speakers and their message in the best possible light. You don't share the same message year after year, why should your general session look the same? How can Visual FX help you showcase your speakers with a fresh look and energy? Let us find out together!



Products:

- *DVD/ VCR Players*
- *Microphones*
- *Sound*
- *Television Monitors*
- *Screens*
- *Lighting*
- *Computers/ Desktop-Laptop*
- *Printers*
- *LCD Projection*
- *Velour Drape*

**"YOU CREATE THE VISION...
WE CREATE THE VISUAL FX"**



Customer Service Commitment

Visual FX was created with customer service in mind. We pride ourselves in ensuring your event runs to your liking, and we settle for nothing less than total satisfaction. With all the facets of a convention you have to manage, and multitudes people to consider, we make it our goal to provide an AV collaboration that is friendly and professional, but most importantly thorough and seamless. We're committed to your success; so you create the vision and we will create the Visual FX!

P 847.426.3100
F 847.426.3111



2575 Northwest Parkway, Elgin IL 60124 Ph. 847.426.3100 Fx. 847.426.3111

Product Price List

Last updated [07/16]

Audio Equipment	Qty	Days	Daily Rate	Total
Wired Microphone			\$65.00	
Wireless Microphone- Handheld			\$165.00	
Wireless Microphone- Lavalieri			\$165.00	
5 disc CD Changer			\$100.00	
4-Channel Mixer			\$75.00	
8-Channel Mixer			\$125.00	
Full Range Speakers w/ Stand			\$200.00	
Video Equipment	Qty	Days	Daily Rate	Total
DVD Player			\$105.00	
17" Flat screen monitor			\$160.00	
19" Flat screen monitor			\$185.00	
32" LED monitor with stand			\$350.00	
42" LED monitor with stand			\$495.00	
50" LED monitor with stand			\$595.00	
LCD Data Projector 2500 Lumens			\$475.00	
LCD Data Projector 4000 Lumens			\$760.00	
LCD Data Projector 8000 Lumens			\$1,350.00	
Screens	Qty	Days	Daily Rate	Total
6' Tripod Screen			\$65.00	
8' Tripod Screen			\$85.00	
6' x 8' Fast-fold Screen			\$195.00	
7.5' x 10' Fast-fold Screen			\$225.00	
9' x 12' Fast-fold Screen			\$295.00	
Computer Systems	Qty	Days	Daily Rate	Total
Laptop Computer			\$225.00	
Wireless Mouse & Keyboard			\$65.00	
Mouse & Keyboard (wired)			\$50.00	
Ethernet Cables (25' to 50')			\$30.00	
VGA Cables (10ft)			\$20.00	
HDMI Cables (6ft)			\$15.00	
Multi-media Speakers			\$55.00	
Packages & Miscellaneous Accessories	Qty	Days	Daily Rate	Total
LCD Support Package			\$150.00	
LCD Projector Package, 2500 Lumens			\$825.00	
Overhead Projector Package			\$150.00	
Whiteboard Package			\$65.00	
Flipchart Package w/Easel			\$35.00	
Flipchart Pad			\$13.00	
Easel			\$27.00	
Black Velour Drape 16' high 10' Section			\$225.00	
Powerstrip			\$10.00	
Extension Cord 25'			\$20.00	
	Equipment Total			
	Delivery/Pickup		min \$95	\$95.00
	% sales tax			
	Other fees			
***Prices are based on a daily rate.	Grand Total			

Visual FX, Inc.
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111



Exhibitor Information / Method of Payment

Show Name: _____
 Exhibitor: _____
 Booth Number: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Fax: _____
 Email: _____

**Paid invoices are emailed 3-5 days after show closing*

Show Site Contact if Different Than Above: _____
 Cell Phone: _____

For Use of an Exhibitor Appointed Contractor / Third Party

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this Service Kit. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Authorized Signature for Exhibiting Company _____

Visual FX Orders

Audio Equipment	\$	_____
Video Equipment	\$	_____
Screens	\$	_____
Computer Systems	\$	_____
Miscellaneous Accessories	\$	_____
Delivery/Pickup		\$95
Total Visual FX Orders	\$	_____

Method of Payment / Credit Card Charges:

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative.

Please circle appropriate credit card

Please provide credit card number ~

MasterCard Visa American Express

Number: _____

Expiration Date: _____ Security Code: _____

Cardholder's Signature: _____

Name Printed: _____

Address (if different than above) _____

PLEASE IMPRINT YOUR CARD USING A PENCIL TO TRACE OVER THE NUMBERS

Company Check - Please note show name on check! _____ Date check being mailed: _____

Make payable to: Visual FX, Inc. **Mail to:** 2575 Northwest Parkway, Elgin, IL 60124