

QUICK REFERENCE

Mark Your Calendar!

Friday, August 5	FIRST DAY ADVANCE WAREHOUSE RECEIVING The advance warehouse will begin accepting freight on this date. Warehouse receiving is M-F 8:00 AM – 4:00 PM.
Friday, August 12	ADVANCE ORDER DISCOUNT DEADLINE Forms must be received by Viper with Full Payment and artwork for modular rentals is due. This is also the deadline for cancellations. No refunds or discounts are provided after this date.
Friday, August 19	LATE TO WAREHOUSE Advance Warehouse must receive your freight by EOD on 8/19/22 to avoid late charges.
Friday, August 26	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept exhibit material. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Sunday, August 28 9:00am – 5:30pm	SHOW SITE DELIVERIES 9am – 5:30pm @ Hilton Chicago ALL show site shipments are to be delivered this day only. Shipments sent before this date are at risk of being refused, or additional charges by venue and Viper may apply.

Your Show Outline

Move-In/Installation	Sunday, August 28	9:00am – 5:30pm
Exhibit Hours	Sunday, August 28	7:00pm – 9:00pm
	Monday, August 29	8:00am – 9:00am
	Monday, August 29	5:00pm – 6:30pm
	Tuesday, August 30	9:00am – 11:00am
Move-Out/Teardown	Tuesday, August 30	11:00am – 5:00pm

Freight Force Time 4:00pm | ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 4:00pm on 8/30 @ Chicago Hilton

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	OUTBOUND SHIPPING INFO
ADVANCED (2 CWT MIN) \$334.40 Common Carrier*	APPA Viper Tradeshow Services 2575 Northwest Parkway Elgin IL 60124	APPA Hilton Chicago Salon A c/o Viper Tradeshow Services 720 South Michigan Ave Chicago IL 60605	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 4pm to avoid force, as well as exhibitors must start dismantle by 3pm in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.
SHOWSITE (2 CWT MIN) \$350.40 Common Carrier*			
*Per CWT *This rate includes: Hotel Special Handling, OT and DT			

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

Items That Come Standard In Your Booth For This Show Are:

10' x 10' exhibit spaces in a carpeted hall. Each booth comes with 8' back drape, 3' side drape, (1) 6' table, (2) Folding Chairs, (1) Wastebasket and (1) black and white 6" x 24" ID sign.

****To purchase additional rental items/ services, please visit www.vipertradeshowstore.com // Show Code: 2208003**

Order Online @ www.vipertradeshowstore.com with show code: **2208003**

Viper Show Coordinator: Diego Corona | p: 847.426.3100 | f: 847.426.3111 | dcorona@vipertradeshow.com

Show Management Contact: Darlene Webb | p: 859.224.8206 | dwebb@csg.org

PRE-SHOW TIPS

These tips can help you be fully prepared on show site. Should you have any questions, please contact your Viper Show Coordinator listed on the Quick Reference Page.

- **Submit orders early to receive the discounted rate** – This can be done by completing the necessary forms found in this kit or online at www.vipertradeshowstore.com. The standard pricing will apply to all show site orders.
- **Preparing freight shipments** – We strongly urge you to send your show freight to the advance warehouse. Some cost-saving tips are to have all of your freight delivered in a single shipment on an LTL freight carrier & arrange for the freight to be received on or before the Late to Warehouse Deadline to avoid late charges.
- **Review Quick Reference Page** – It is helpful to be familiar with the important dates outlined along with the show schedule. Be sure your travel plans accommodate for a smooth setup and move out; the return of the empty freight can take at least an hour after the close of the show.
- **Shipment tracking** – It is recommended you track your shipment prior to the show to confirm it has been delivered. You can send the tracking information to your Viper Show Coordinator as soon as your freight is shipped.

SHOW SITE TIPS

- **Viper Service Desk** – The service desk will be located on the show floor for any questions or show site orders.
- **Booth orders & freight delivery** – A booth and freight check will be completed prior to setup and everything that was pre-ordered and/or sent to the Advance Warehouse will be in your booth. A Viper representative will be at the Viper Service Desk if you see any discrepancy. Credits are not provided to claims made post show.
- **Empty Storage** – Material Handling (drayage) service includes the storage of empty containers for the duration of the show. “Empty” stickers will be available at the Viper Service Desk. One sticker is to be placed on each of your empty crates/skids/boxes/ or items you want Viper to store. All items will be returned at the close of the show but can take at least an hour to all be returned.
- **Labor orders** – All exhibitor supervised labor orders will need to check in at the Viper Service Desk once ready for the labor.

MOVE OUT INFORMATION

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.

Exhibit Hall Officially Closes: **Tuesday, August 30 @ 11:00am**

Stored empty crates and containers returned: **Tuesday, August 30 by 11:30am**

Labor Force: all exhibitors should have started dismantle by now: **Tuesday, August 30 @ 3pm**
Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.

Freight Force - deadline for carriers to check in: **Tuesday, August 30 @ 4pm**

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 arrive by **4pm**. We suggest telling them **1 HOUR BEFORE FREIGHT FORCE**, giving them room to fail without failing you! Here's the address for your convenience:

Hilton Chicago -- Salon A --720 South Michigan Ave. Chicago IL 60605

3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers **MUST** check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.
5. Once you have packed up all of your materials, please hand in your 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 **4pm** 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 \$2.75/pound for shipments 1000 lbs. or more, \$3.25/pound for shipments 999 lbs. or less; with a **\$725.00 minimum**. Charges will be applied to the credit card on file. Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded. *AV equipment and computers hold very specific packaging instructions in order to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

Viper Transportation is the Official Carrier for this show. If you would like Viper to be your carrier, simply complete and send us the shipping order form. Your BOL and labels will be delivered to your booth before the last days' exhibit hours.

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by 10am (1 hour before show closing) and we will write up your Bill of Lading and labels and deliver them to your booth. Once you are packed, sign the BOL and turn it in to the Service Desk, you will get a copy, we will keep a copy, and the driver will receive a copy. No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE.
Diego Corona | dcorona@vipertradeshow.com | mobile: 224.425.8368

TERMS AND DEFINITIONS:

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 Quick Reference 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 Quick Reference 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.

Cancellation of orders: Exhibitor orders must be cancelled on or by the discount/cancellation deadline in order to receive a refund. Any orders cancelled after the deadline will be charged at full. Credits will not be given for orders cancelled after this deadline or at show site. This is void for any full show cancellations at which point Viper will communicate policy.

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

Exhibitor Information

Company Name: _____ Booth #: _____ Booth Size: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Contact: _____ Phone: _____
 Fax #: _____ Email Address: _____
 Show Site Contact: _____ Cell Phone: _____

Ways to Order:

Online via Credit Card | Login & Place Orders | www.vipertradeshowstore.com | Show Code: **2208003**

Email: **dcorona@vipertradeshow.com**

Fax: Send completed forms to 847.426.3111

Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Payment Terms

Full payment is due upon receipt of invoice

Payment must be received prior to the discount deadline to receive the discounted rates

ACH or Wire Transfer payments need to be received prior to the show. A Method of Payment form must be submitted for final balances

Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Floral/Booth Cleaning:	\$
Installation & Dismantle Labor:	\$
Standard Furniture & Accessories:	\$
Viper Custom Furnishings:	\$
Carpet & Padding:	\$
Modular Rental Displays:	\$

Estimated Total Viper Tradeshow Services Orders: \$ _____

**A receipt with actual totals will be emailed to contact on file.*

Method of Payment / Credit Card Charges*

***3.5% Convenience Fee will be applied | All applicable state and local taxes apply**

By submitting this payment form, you are authorizing 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 American Express

Number: _____

Expiration Date: _____ **CVV:** _____

Cardholder Signature: _____

Name Printed: _____

Address (if different from above): _____

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

VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (7-15 business days) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.25/lb. on shipments under 1,000 lbs. and \$2.75/lb. for shipments over 1,000 lbs. **Dimensional weight may apply**, and a **\$725.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.25 for shipments 1,000 lbs. and \$3.75 for shipments over 1,000 lbs.; a \$950.00 minimum applies. **Material Handling charges apply for all shipments. *If expedited shipping is required, please contact Viper for a quote, 847.426.3100.**

Inbound shipping from:

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email Address: _____

Requested Pickup Date/Time: _____

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

Is this a Round Trip shipment: YES NO (if address is different than above please add address below)

Special Instructions (inside pickup, liftgate required, receiving hours, etc): _____

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate (Wooden) Exhibit 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)

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email Address: _____

Special Instructions (inside delivery, liftgate required, receiving hours, etc): _____

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, I am purchasing only supplemental insurance (does not include AV or computer equipment) protection (**up to \$5,000.00**) at \$25.00 for every \$1,000.00 declared value. ***Please note Viper Tradeshows is not liable for shipping A/V or computer equipment***

Insurance Cost \$ _____ (\$25/\$1000 value) Declared value \$ _____

I am not purchasing supplemental insurance protection: _____ **(please sign or initial)**

*AV equipment and computers hold very specific packaging instructions in order to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

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



ADVANCE WAREHOUSE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
APPA Viper Tradeshow Services 2575 Northwest Parkway Elgin IL 60124	*Deliver by <i>Friday, August 19</i> to avoid late fees
PIECE: _____ OF _____	

SHOW SITE SHIPPING LABELS

For your convenience labels are provided below for show site delivery.

We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
Hilton Chicago Salon A c/o Viper Tradeshow Services 720 South Michigan Ave Chicago IL 60605	*Deliver on Sunday, August 28 from 9am – 5:30pm ONLY
PIECE: _____ OF _____	

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
APPA Viper Tradeshow Services 2575 Northwest Parkway Elgin IL 60124 8am – 4pm	Hilton Chicago Salon A c/o Viper Tradeshow Services 720 South Michigan Ave Chicago IL 60605 Sunday, August 28 from 9am – 5:30pm

A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site.

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- 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/move-out times.

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds
 Pounds Divided by 100, rounded up: _____ Your CWT (no less than 2)

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$334.40 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$397.10/ CWT
Common carrier shipment received late, after 8/19	\$397.10 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$459.80 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$62.70 / CWT
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$350.40 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$416.10/ CWT
Off-target shipment (before or after) 8/28 at 9am – 5:30pm via common carrier	\$416.10 / CWT
Off-target shipment (before or after) 8/28 at 9am – 5:30pm via POV, or specialized carrier	\$481.80 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$65.70 / CWT
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Exhibitor: _____ Booth #: _____



VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 28 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 an exhibitor’s booth, and turning in Bill of Lading to the 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 are not limited to the following types of shipments. 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	Shipments packed in such a manner as to require special handling (i.e. loose display parts, loose carpet rolls unskidded, 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.) Including any mixed lot/multiple shipments that are delivered together.
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. 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 on weekdays, on Saturday, Sunday, or Holidays overtime charges will apply.

Material Handling / Special Handling Definitions

Material Handling: Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading.

CWT: ‘Hundred weight’- 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 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.

Ground Loading/Unloading: Vehicles that are not dock height preventing the use of loading docks, such as U-hauls, flat bed double drop trailers, company vehicles with trailers that are not dock level, etc.

Constricted Space Loading/Unloading: Trailer loaded “high and tight” shipments that are not easily accessible. Freight is loaded to full car trailer – top to bottom, side to side.

Designated Piece Loading/Unloading: Drivers that require the crew to bring multiple pieces of the freight to the rear of the trailer to the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded sequence to ensure all items fit.

Stacked Shipments: Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or “cubed out” shipments, loose items placed on top of crates and/or pallets constitute special handling.

Shipment Integrity: Shipment integrity involves shipments on a carrier that are intermingled or delivered in such a manner additional labor is needed to sort through and separate the various shipments on a truck for delivery.

Alternate Delivery Location: Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver shipments to different levels in the same building, or to other buildings in the same facility.

Mixed Shipments: Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for this shipment but does require special handling.

“No Documentation”: Shipments arrive from a small package carrier (including, not limited to, FedEx, UPS, DHL) without an individual Bill of Lading or shipments without a certified weight ticket which requires additional time, labor and equipment to process.

Difference Between Crated and Uncrated Shipments: Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped and/or unskidded without proper lifting bars and hooks.

BOOTH CLEANING

*Please contact your Viper Show Coordinator for a quote if you have specific cleaning requests.

Vacuuming

A Booth Unit = One (1) 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 \$108.00 Discount / \$131.00 Standard

Subtotal: \$ _____

Subtotal x Number of Days: _____ TOTAL: \$ _____

Porter Service

Emptying refuse from containers as necessary throughout the show hours. A Booth Unit = One (1) 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.

Straight Time (ST) | Monday – Friday: 8:00 am – 4:30 pm
Over Time (OT) | Monday – Friday before 8:00 am & after 4:30 pm
Double Time (DT) | Any time Saturday, Sunday & Holidays

DISCOUNT

ST: \$91.00 per day, per booth unit
OT: \$108.00 per day, per booth unit
DT: \$127.00 per day, per booth unit

STANDARD

ST: \$136.50 per day, per booth unit
OT: \$162.00 per day, per booth unit
DT: \$190.50 per day, per booth unit

Number of Booth Units: _____ x use appropriate rates from above

Subtotal: \$ _____

Subtotal x Number of Days: _____ TOTAL: \$ _____

Exhibitor: _____ Booth #: _____

DISPLAY LABOR (Installation & Dismantle) INFO

Display Labor Hourly Rates

Straight Time (ST) | Monday – Friday: 8:00 am – 4:30 pm
 Over Time (OT) | Monday – Friday before 8:00 am & after 4:30 pm
 Double Time (DT) | Any time Saturday, Sunday & Holidays

Exhibitor Supervised:

DISCOUNT

ST: \$159.00 per person, per hour
 OT: \$238.50 per person, per hour
 DT: \$318.00 per person, per hour

STANDARD

ST: \$238.50 per person, per hour
 OT: \$357.75 per person, per hour
 DT: \$477.00 per person, per hour

Viper Supervised (35% supervision applied):

DISCOUNT

ST: \$214.65 per person, per hour
 OT: \$321.98 per person, per hour
 DT: \$429.30 per person, per hour

STANDARD

ST: \$321.98 per person, per hour
 OT: \$482.97 per person, per hour
 DT: \$643.95 per person, per hour

Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below. Viper will not be responsible for any damage or loss of materials during installation, dismantle, unpacking or packing. There is a 1 hour minimum per worker at 1-hour increments thereafter.

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 for this service along with inbound and outbound shipping information.**

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Services 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 supervisors name and cell number: _____

Installation Calculation & Order CIRCLE ONE: Exhibitor Supervision or Viper Supervision

1. Day/Time of set up: _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours
4. TOTAL AMOUNT OF HOURS _____ x _____ (RATE) \$ _____

Dismantle Calculation & Order CIRCLE ONE: Exhibitor Supervision or Viper Supervision

1. Day/Time of set up: _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours
4. TOTAL AMOUNT OF HOURS _____ x _____ (RATE) \$ _____

*Services cancelled within 21 days of move-in are charged at full value.
 Please call 847.426.3100 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 Service Contractors are appointed to: ensure 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 managers and Viper Tradeshow Services at least 10 days before the show opening.
3. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permits 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 by Viper Tradeshow Services will not be permitted on the floor.

Name: _____

Company: _____ Date: _____

Signature: _____

USE OF AN EAC NOTIFICATION

Please complete and return both EAC forms

Please be sure to read the Official Services & Exhibitor Appointed Contractors (EAC) 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 the 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:

APPA

Booth #: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form 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 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.

STANDARD FURNITURE, ACCESSORIES & FLORAL

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" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Table
 Qty: _____ 6' Table
 Qty: _____ 8' Table
 Qty: _____ 4th Side Drape
 Qty: _____ Undraped Table

DISCOUNT:

\$202.50
 \$255.25
 \$288.50
 \$50.75
 \$49.00 Less than list price above

STANDARD:

\$255.25
 \$288.50
 \$309.25
 \$71.50

42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Counter
 Qty: _____ 6' Counter
 Qty: _____ 8' Counter
 Qty: _____ 4th Side Drape
 Qty: _____ Undraped Counter

DISCOUNT:

\$245.50
 \$298.25
 \$330.00
 \$61.50
 \$49.00 Less than price list above

STANDARD:

\$298.25
 \$330.00
 \$423.50
 \$81.50

Accessories

ITEM:

Qty: _____ Wastebasket
 Qty: _____ Tripod Easel
 Qty: _____ Plastic Folding Chair
 Qty: _____ 4' Single Tier Table Riser
 Qty: _____ 6' Single Tier Table Riser
 Qty: _____ 8' Single Tier Table Riser
 Qty: _____ Bag Rack
 Qty: _____ L1 Black Sherpa Side Chair
 Qty: _____ L2 30" Table
 Qty: _____ Rope & Stanchions, ea.
 Qty: _____ M1 Black Euro Barstool
 Qty: _____ M2 Black 30" x 42" Bar Table
 Qty: _____ 4' x 8' Poster Board

DISCOUNT:

\$45.25
 \$81.50
 \$83.00
 \$129.00
 \$163.00
 \$197.00
 \$132.00
 \$116.75
 \$309.25
 \$191.50
 \$288.25
 \$331.25
 \$391.75

STANDARD:

\$61.75
 \$100.25
 \$104.50
 \$170.50
 \$204.00
 \$238.00
 \$183.00
 \$150.75
 \$401.50
 \$251.00
 \$374.00
 \$429.00
 \$447.75

L1 & L2



M1 & M2



Floral

Fresh Floral Arrangements

Small Floral Arrangement: Qty: _____ \$208.00 Discount / \$278.50 Standard
 Medium Floral Arrangement: Qty: _____ \$295.00 Discount / \$361.00 Standard
 Large Floral Arrangement: Qty: _____ \$374.00 Discount / \$456.50 Standard

Artificial Plants

2 Foot Green Plant Qty: _____ \$137.50 Discount / \$160.75 Standard
 3 Foot Green Plant Qty: _____ \$160.75 Discount / \$191.50 Standard
 4 Foot Green Plant Qty: _____ \$191.50 Discount / \$227.75 Standard
 5 Foot Green Plant Qty: _____ \$227.75 Discount / \$262.00 Standard
 6 Foot Green Plant Qty: _____ \$262.00 Discount / \$294.00 Standard

Exhibitor: _____

Booth #: _____

CUSTOM FURNISHINGS

*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. *

Lounge Series B – Black Leather



B1: Sofa
Qty: ____
\$884.50 Discount
\$1,149.50 Standard



B2: Loveseat
Qty: ____
\$820.75 Discount
\$1,066.00 Standard

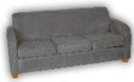


B3: Chair
Qty: ____
\$692.00 Discount
\$890.00 Standard



B5: End Table
Qty: ____
\$394.00 Discount
\$512.72 Standard

Lounge Series C – Grey Microfiber



C1: Sofa
Qty: ____
\$714.00 Discount
\$927.50 Standard



C2: Loveseat
Qty: ____
\$650.25 Discount
\$845.00 Standard



C3: Chair
Qty: ____
\$586.50 Discount
\$760.25 Standard



C4: Cocktail Table
Qty: ____
\$394.00 Discount
\$511.50 Standard



C5: End Table
Qty: ____
\$351.00 Discount
\$456.50 Standard

Specialty Tables | Chairs Series D



D1: 42" Black
Qty: ____
\$480.00 Discount
\$623.75 Standard



D2: Side Chair
Qty: ____
\$266.25 Discount
\$346.50 Standard

Office Series I



I1: Oak Desk
Qty: ____
\$714.00 Discount
\$927.30 Standard



I2: Black/Chrome Chair
Qty: ____
\$457.75 Discount
\$596.25 Standard



I3: Black/Black Chair
Qty: ____
\$457.75 Discount
\$596.25 Standard

Office Series J



J1: 6' Conference Table
Qty: ____
\$653.00 Discount
\$788.75 Standard



J2: Steno Chair
Qty: ____
\$266.25 Discount
\$346.50 Standard



J3: Drafting Stool
Qty: ____
\$373.00 Discount
\$485.25 Standard

Exhibitor: _____

Booth #: _____

CUSTOM FURNISHINGS

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.

Accessories Series K



K1: Accordion Lit Stand
Qty: ____
\$267.50 Discount
\$346.50 Standard



K4: Coat Rack
Qty: ____
\$97.00 Discount
\$124.50 Standard



K5: 42" Pedestal
Qty: ____
\$373.00 Discount
\$485.25 Standard



K6: 32" Pedestal
Qty: ____
\$373.00 Discount
\$485.25 Standard



K7: 24" x 42" Pedestal
Qty: ____
\$587.50 Discount
\$763.50 Standard



K8: Refrigerator
Qty: ____
\$443.50 Discount
\$576.50 Standard

Tables | Chairs Series L



L1: Side Chair
Qty: ____
\$116.75 Discount
\$150.75 Standard



L2: 30" Table
Qty: ____
\$309.25 Discount
\$401.50 Standard



L3: Arm Chair
Qty: ____
\$138.75 Discount
\$180.50 Standard



L5: Side Chair
Qty: ____
\$266.25 Discount
\$346.50 Standard



L6: Euro Chair
Qty: ____
\$266.25 Discount
\$346.50 Standard

Cocktail Tables | Stools Series M



M1: Barstool
Qty: ____
\$288.25 Discount
\$374.00 Standard



M2: 42" Bar Table
Qty: ____
\$331.25 Discount
\$429.00 Standard



M3: Euro Stool
Qty: ____
\$331.25 Discount
\$429.00 Standard



M4: Chrome Stool
Qty: ____
\$305.25 Discount
\$401.50 Standard



M5: Bar Stool
Qty: ____
\$202.50 Discount
\$263.00 Standard



M6: Steel/Black Stool
Qty: ____
\$352.00 Discount
\$456.50 Standard



M7: Steel Stool
Qty: ____
\$352.00 Discount
\$456.50 Standard

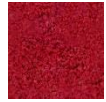
Exhibitor: _____

Booth #: _____

CARPET SELECTIONS

Standard

CIRCLE COLOR SELECTION BELOW



Red



Royal Blue



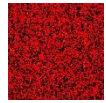
Green



Grey



Navy Blue



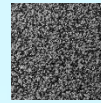
Speckled Red



Speckled Blue



Speckled Green



Speckled Grey

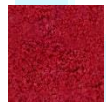


Black

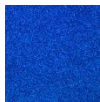
SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$325.00	\$425.00	
10' x 20' Carpet		\$650.00	\$850.00	
10' x 30' Carpet		\$975.00	\$1,275.00	
10' x 40' Carpet		\$1,300.00	\$1,700.00	
20' x 20' Carpet		\$1,300.00	\$1,700.00	
Custom Per Sq. Ft.		\$3.25	\$4.25	

Prestige

CIRCLE COLOR SELECTION BELOW



Red



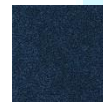
Royal Blue



Green



Grey



Navy Blue



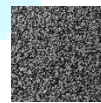
Speckled Red



Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Plush Per Sq. Ft.		\$9.75	\$11.50	

Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$4.00	\$4.75	
Double Padding Per Sq. Ft.		\$6.75	\$7.50	
Visqueen Per Sq. Ft.		\$0.75	\$1.50	

Standard Carpet per sq. ft.: \$ _____
 Plush Carpet per sq. ft.: \$ _____
 Padding/Visqueen per sq. ft.: \$ _____

ESTIMATED TOTAL \$ _____

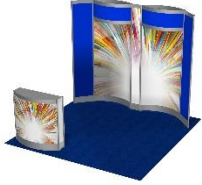
Exhibitor: _____ Booth #: _____

MODULAR RENTALS – Includes custom graphics!

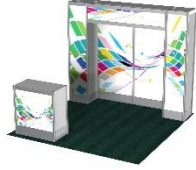
Artwork and payment for Modular Rental Displays must be submitted BY the discount deadline

10x10 Displays – Contact Viper for Additional Custom Exhibit Options!

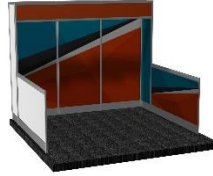
*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



10' INLINE BOOTH
Discount: \$5,172.25
Standard: \$6,548.50



10' INLINE BOOTH 2
Discount: \$5,172.25
Standard: \$6,548.50



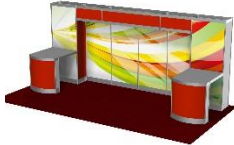
10' STANDARD BOOTH
Discount: \$5,172.25
Standard: \$6,548.50



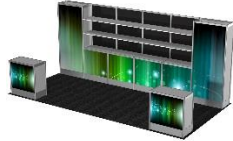
10' POPUP LIGHTBOX RENTAL*
Discount: \$5,250.00
Standard: \$6,825.00
3 WEEKS LEAD TIME*

10x20 Displays - Contact Viper for Additional Custom Exhibit Options!

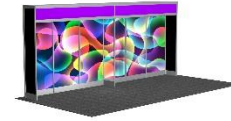
*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



20' INLINE BOOTH
Discount: \$11,121.25
Standard: \$14,261.50



20' SHELF BOOTH
Discount: \$11,121.25
Standard: \$14,261.50



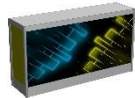
20' STANDARD BOOTH
Discount: \$11,121.25
Standard: \$14,261.50

A La Carte

*All prices include custom graphic panels | white or black panels available on request.



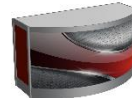
1M COUNTER
Discount: \$523.75
Standard: \$677.75



2M COUNTER
Discount: \$950.50
Standard: \$1,198.00



1M CURVED COUNTER
Discount: \$582.00
Standard: \$755.75



2M CURVED COUNTER
Discount: \$1,035.25
Standard: \$1,343.25



DISPLAY CASE
Discount: \$1,226.50
Standard: \$1,590.75

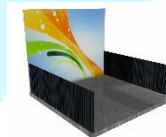
MISC. ITEMS



6' CUSTOMIZEABLE TABLE COVER*
Discount: \$625.00
Standard: \$812.50
3 WEEKS LEAD TIME*



22x28 SIGN *w/HOLDER
\$187.00



10'W X 8'H BACKWALL BANNER
\$1,932.50

*Banner is yours to keep.
Includes install/dismantle

Exhibitor: _____

Booth #: _____