TABLE OF CONTENTS

**Viper Discount Deadline Date: Wednesday, December 30, 2026*

Quick Reference/Deadlines:	Page 2
Move Out Information:	Page 3
Viper Shipping Order Form:	Page 6
Material Handling Rates & Info:	Pages 7 – 9
Inbound Shipping Labels:	Pages 10 – 11
Cleaning / I&D Labor:	Pages 12 – 14
EAC Forms:	Pages 15 – 16
Furnishings & Rental Carpet:	Pages 17 – 19
Modular Rental Options:	Page 20
Pre-Printed BOL Request form:	Page 21
Visual FX AV Order Form:	Pages 22 – 24

Electrical Orders, email:
kennitra.williams2@encoreglobal.com

Internet Orders, email:
Hanae.Meza@Sheraton.com

CONTACT INFORMATION

Viper Show Coordinator:
Jennifer Elhardt | m: 912-266-3173
jelhardt@vipertradeshow.com

Show Management Contact:
Darlene Webb | p: 859-244-8206
dwebb@csg.org

PRE-SHOW TIPS

- ***Submit orders early to receive the discounted rate*** – Please complete the necessary forms found in this kit or online at https://order.vipertradeshow.com. Standard pricing will apply to orders received after the published deadline.
- ***Payments*** – **All orders and balances (including material handling) need to be paid prior to the first day of move in. Standard pricing will apply to all orders not paid by the Discount Deadline.**
- ***Preparing freight shipments*** – We strongly encourage you to send all show freight to the advance warehouse. Some cost-saving tips are to consolidate your freight to have it 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. **Material handling applies to every shipment received and charges will automatically be applied to your account upon receipt of each shipment.**
- ***Review Quick Reference Page*** – Please review the show schedule outlined and make sure your travel plans accommodate for a smooth setup and move out; the return of the empty freight containers can take an hour+ after the close of the show. **Please plan accordingly!**
- ***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 in transit.

SHOW SITE TIPS

- ***Viper Service Desk*** – The service desk will be located on the show floor for assistance with questions or show site orders.
- ***Booth orders & freight delivery*** – Our team completes a rental order and advance freight check prior to exhibitor setup to ensure everything pre-ordered and/or sent to the Advance Warehouse is in your booth. A Viper representative will be at the Viper service desk for assistance. Please address discrepancies immediately because 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. Place one sticker on each empty item (crates/skids/boxes) you want Viper to store. All items are returned at the close of the show and can take at least an hour to be returned.
- ***Labor orders*** – All exhibitor supervised labor orders will need to check in at the Viper service desk once ready for the labor. Exhibitor Supervised dismantle labor orders will begin once the empties are returned to all booths.

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QUICK REFERENCE & DEADLINES

Wednesday, December 23, 2026
First day of advance warehouse receiving
WAREHOUSE IS CLOSED 12/25/2026 and 1/1/2027
RECEIVING HOURS: M - F | 8:00 am – 4:00 pm

Wednesday, December 30, 2026
Advance order discount deadline/cancellation deadline
Payment must be made in full to receive discounted rates. Refunds will not be made after this deadline.

Wednesday, December 30, by 12 pm CST
Artwork submission deadline.
All print ready approvals for modular rentals are due.

Thursday, January 14, 2027
Late to Warehouse Deadline
The warehouse must receive your freight by EOD 1/14/2027 to avoid late fees.

Thursday, January 21, 2027
Last day of Advance Warehouse receiving
Last day Advance Warehouse will accept exhibit material. (You will incur a late fee but your freight will be in your booth at the start of exhibitor move-in!)

Sunday, January 24, 2027 | 8am – 1pm
All show site deliveries are to be delivered on the listed date(s). Shipments received before the date(s) are at risk of being refused, and additional charges by the venue or Viper may apply.

SHOW INFO AT A GLANCE

EXHIBITOR INSTALL / MOVE-IN
Sunday, January 24, 2027 | 8am – 1pm

SHOW HOURS
Sunday, January 24, 2027 | 3:30pm – 5:45pm Reception
Monday, January 25, 2027 | 8am – 10am; 3:45pm – 6pm
Tuesday, January 26, 2027 | 9am – 11am

EXHIBITOR DISMANTLE / MOVE-OUT
Tuesday, January 26, 2027 | 11am – 4pm

Freight Force 2pm | All drivers must check in with Viper by this deadline. Complete move-out information can be found on page 3 of the exhibitor kit

ADVANCE WAREHOUSE
Receiving Hours: M–F | 8AM – 4PM

27 APPA Winter
Viper Tradeshow Services
c/o Surelogix
7 Middle Access Road
Kenner, LA 70062
All shipments must include company name, booth # and 27 APPA WINTER on the freight. USE LABEL ON PAGE 10

SHOW SITE FACILITY
Receiving only during move- in

27 APPA Winter
Sheraton New Orleans
Napoleon Ballroom
c/o Viper Tradeshow Serv.
500 Canal St
New Orleans, LA 70130
All shipments must include company name, booth # and 27 APPA Winter on the freight. USE LABEL ON PAGE 11

BOOTH PACKAGE ITEMS:
10' x 10' exhibit spaces include:
8' tall violet/gold/gold/violet back drape
3' tall violet side drape
(1) 6' table with black skirt
(2) side chairs
(1) wastebasket
6"x24" ID sign

***In a carpeted hall.**



CORPORATE BOOTH PACKAGE ITEMS:
10' x 10' exhibit spaces include:
8' tall violet/gold/gold/violet back drape
3' tall violet side drape
(1) 6' table with gold skirt
(2) side chairs
(1) wastebasket
6"x24" ID sign
***In a carpeted hall.**



DISMANTLE / MOVE OUT INFORMATION

FREIGHT FORCE: January 26, 2027 at 2pm | LABOR FORCE: January 26, 2027 at 12pm

Viper Transportation is the Official Carrier for this show. All carriers must check in at **Sheraton New Orleans – Napoleon Ballroom, 500 Canal St, New Orleans, LA 70130** no later than 2pm on 1/26/2027 to avoid freight force (reconsolidation of shipment).

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MOVE OUT INFORMATION

This information will also be distributed before the start of the last day of show hours.
Please read these instructions, plan accordingly and share with your show site staff.

Exhibit Hall Officially Closes:	**Tuesday, January 26, 2027 at 11am**
Labor Force: all exhibitors should have started dismantle by now: Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.	**Tuesday, January 26, 2027 by 12pm**
Freight Force - deadline for carriers to check in:	**Tuesday, January 26, 2027 at 2pm**

All outbound shipments loading onto a contracted carrier or personally owned vehicle require a Viper Tradeshow Services Bill of Lading (BOL), even if you have shipping paperwork from your office. Please follow these instructions.

1. Complete the Viper Transportation Form (if you would like us to ship for you) or the Pre-Printed Bill of Lading/Labels form (if you have your own carrier) prior to the show and email to jelhardt@vipertradeshow.com so that this paperwork can be delivered to your booth - this saves time on site! Or pick up a Bill of Lading at the Viper service desk at show site to complete by hand.

2. **Schedule your carrier to pick up before 2PM on 1/26/2027 from:**

Sheraton New Orleans – Napoleon Ballroom
500 Canal Street
New Orleans, LA 70130

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 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 **2pm** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper because of such rerouting or handling and exhibitor will be charged standard shipping rates of $3.40/pound for shipments 1000 lbs. or more, $4.00/pound for shipments 999 lbs. or less; with a **$900.00 minimum**. *Actual or dimensional weight will apply, whichever is greater*; material handling must be paid in full and applies to every shipment. Charges will be applied to the credit card on file. All Viper shipments, including reconsigned shipments, will be weighed by Viper. **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 to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment or shipping containers. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment and shipping containers.

Viper Transportation is the Official Carrier for this show. If you would like Viper to be your carrier please complete and send us the shipping order form. Your BOL and labels will be delivered to your booth on the morning of the last day of the show.

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE.
Jennifer Elhardt | jelhardt@vipertradeshow.com | mobile: 912-266-3173

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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 U.S dollars.

OUTSTANDING PAYMENTS: Viper Tradeshow Services requires payment for all services upon when ordered, including receiving shipments at the advance warehouse. Payment for show-site/additional services are due immediately. Any unpaid balances will be charges to the card on file.

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 can refuse or suspend services for any exhibitor who has unpaid orders, including material handling fees. Such fees must be paid prior to the release of freight onsite.

Viper Tradeshow Services will accept payment by 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. **A tax exemption certificate must be submitted prior to submitting orders.**

Insurance: Exhibitors are solely responsible for obtaining insurance covering their property, displays, equipment, freight, and related losses. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies. **Viper shall not be responsible for and does not cover any damage to shipping containers (crates, cases, pallets, cartons, boxes, trunks, etc.).**

The exhibitor must report the damage or loss at the Viper service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. Also, the exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived.

Viper shall not be responsible for damage to uncrated material, material improperly packed, concealed damage that is not visible at the time of delivery, pre-existing damage, damage that is caused by the exhibitor/third party, damage caused during transportation, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, Viper shall not be responsible for shipping containers (crates, cases, pallets, cartons, boxes, trunks, etc.). and packaging that are unsuitable for handling, in poor condition, or have prior damage. shipping containers (crates, cases, pallets, cartons, boxes, trunks, etc.). and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

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.). All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out.

All Material Handling Agreements submitted to Viper by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. Viper is not responsible for shipments left in booths by exhibitors. *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 through the front entrance 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 cancellation deadline in order to receive a refund. Refunds for orders that are cancelled or adjusted orders before the cancellation deadline date, will be processed after the close of the show unless additional services/rental items are ordered. 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. Refunds processed after 90 days of original payment will be paid via check or wire.

Dimensional weight is calculated by L x W x H (in.) divided by 200. Material handling and Shipping rates for this show are on actual or dimensional weight, whichever is greater.

An order is not binding on Viper until accepted/confirmed by Viper; an item is unavailable, price entered incorrectly, requested service/item conflicts with show rules, an order was submitted in error, etc.

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. 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. The exhibitor agrees to pay any additional amounts even if they were not reflected on the original invoice.

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METHOD OF PAYMENT

Exhibitor Information

Exhibiting Company Name: _____Booth #: _____Booth Size: _____

**EAC/Third Party Billing Company Name (if applicable): _____

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 | https://order.vipertradeshow.com
Email: jelhardt@vipertradeshow.com
Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Payment Terms:

Full payment is due when order is placed or when shipments are received.

All orders and balances (including material handling) need to be paid prior to the first day of move in.

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 and credit card must be submitted for final balances

EAC/Third-Pary Services:

If you are a third-party ordering on behalf of an Exhibiting Company, please include what services you are covering:

_____
_____
_____
_____
_____
_____
_____

Method of Payment / Credit Card Charges*

3.5% convenience fee will be applied to all orders paid via credit card

All state and local taxes apply.

By signing this payment form, you are authorizing to charge your credit card account for your advance orders, and any additional amounts including onsite orders, labor coverages, material handling adjustments, shipping charges, applicable taxes, final audit adjustments, etc. The authorization remains valid until all amounts owed to Viper have been paid in full.
Electronic submission of an order constitutes acceptance of the Terms & Conditions.

You can place your credit card on file through your online account at https://order.vipertradeshow.com.
Or email jelhardt@vipertradeshow.com to receive the Quick Bill Sign Up Link to place a credit card on file

Last four digits of card: _____ CVV Code: _____

Cardholder Signature: _____ Date: _____

Name Printed: _____

Billing Address (if different from above): _____

Email Address: _____

Phone Number: _____

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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 $4.00/lb. on shipments under 1,000 lbs. and $3.40/lb. for shipments over 1,000 lbs. A **$900.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of $5.00/lb. for shipments under 1,000 lbs. and $4.40/lb. for shipments over 1,000 lbs.; a $1,110.00 minimum applies. **Material Handling charges apply to all shipments.**
Actual or dimensional weight will apply, whichever is greater. Dimensional weight is calculated by L x W x H (in.) divided by 200.
3.5% convenience fee, state & local taxes apply. All Viper Transportation shipments will be weighed upon pick-up.

If expedited shipping is required, please email your Show Coordinator for a quote: jelhardt@vipertradeshow.com

Exhibitor: _____ **Booth #:** _____

INBOUND SHIPPING FROM:

Company Name: _____Booth #: _____

Street Address: _____

City: _____State: _____Zip: _____

Pickup Contact: _____Phone: _____

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 return address is different than above, please provide 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		
	Box		
	Fiber Case		
	Pallets		

OUTBOUND SHIPPING: ____ (I only need outbound shipping)

If this option is selected, please add your shipping address below:

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

Company Name: _____Booth #:_____

Street Address: _____

City: _____State:_____Zip:_____

Delivery Contact: _____Phone:_____

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, does not cover shipping containers) protection (**up to $5,000.00**) at $75.00 for every $1,000.00 declared value. ***Please note Viper Tradeshows is not liable for shipping A/V, computer equipment and does not cover shipping containers*.** ***AV equipment and computers hold very specific packaging instructions 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***

Insurance Cost (each way) $_____ ($75/$1000 value) Declared value $_____

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

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

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MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
APPA 2027 Winter Training Institute Viper Tradeshow Services c/o Surelogix 7 Middle Access Road Kenner, LA 70062 ***USE LABEL ON PAGE 10** ***RECEIVING: M-F | 8:00 am – 4:00 pm – Closed 12/25/2026 and 1/1/2027***	**APPA 2027 Winter Training Institute** Sheraton New Orleans | Napoleon Ballroom c/o Viper Tradeshow Services 500 Canal St New Orleans, LA 70130 ***USE LABEL ON PAGE 11** ***Receiving: Sunday, January 24, 2027 | 8am – 1pm***

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. Dimensional weight is calculated by L x W x H (in.) divided by 200.*
- *If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.*
- **A weight ticket/bill of lading must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket/bill of lading is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.**
- 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.
- Material handling charges will automatically be applied to your account upon receipt of each shipment.
- *Disposal of exhibit materials is not included as part of material handling. Please contact us for a disposal quote*

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……	**$280.57 / CWT**
Boxed, crated, or skidded shipment via POV, Van Line or specialized carrier, FedEx, UPS, or USPS……	**$333.17 / CWT**
Common carrier shipment received late, after **1/14/27**……	**$333.17 / CWT**
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after **1/14/27** ……	**$385.78 / CWT**
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	**$52.61 / CWT**
Off-target shipment - received before or after receiving dates (30% fee added to the above rates)	**$52.61 / CWT**

Estimated CWT_____ x _____ (Rate listed above) =_____ Estimated Total

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier……	**$333.18 / CWT**
Boxed, crated, or skidded shipment via POV, Van Lines or specialized carrier, FedEx, UPS, or USPS……	**$385.79/ CWT**
Off-target shipment (before or after) **1/24/2027** at **8am – 1pm** via common carrier ……	**$385.79/ CWT**
Off-target shipment (before or after) **1/24/2027** at **8am – 1pm** via POV, or specialized carrier ……	**$438.40/ CWT**
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	**$52.61/ CWT**

Estimated CWT_____ x _____ (Rate listed above) =_____ Estimated Total

Exhibitor: _____ **Booth #:** _____

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Corporate Office: 2575 Northwest Parkway Elgin, IL 60124

INBOUND SHIPPING INFORMATION

If using your own carrier, please fill out for all shipments that you will be sending into the show.

A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site.
Some cost-saving tips are to have all freight delivered in a single shipment on an LTL freight carrier.

Shipment 1

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 2

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 3

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Exhibitor: _____ **Booth #:** _____

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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.

Van Line Shipments	All Shipments delivered by a Van Line Carrier will be charged special handling due to additional labor/handling, designated unloading/loading, etc.
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.
Mixed/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.

Dimensional weight is calculated by L x W x H (in.) divided by 200. Material handling and Shipping rates for this show are on actual or dimensional weight, whichever is greater.

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ADVANCE WAREHOUSE SHIPPING LABELS

For your convenience, labels are provided below for advance warehouse delivery.
Please tape two labels on each piece of your freight.

SHIPPER INFORMATION

FROM:

ADVANCE WAREHOUSE DELIVERY INFORMATION

TO (Exhibiting Co. Name): _____ BOOTH #: _____

27 APPA Winter
Viper Tradeshow Services
c/o Surelogix
7 Middle Access Road
Kenner, LA 70062

Deliver by1/14/2027 to avoid late fees

****Last day of warehouse receiving 1/21/2027****

Weight ticket or BOL must be presented at the time of the delivery.

WAREHOUSE CLOSED: 12/25/2026 and 1/1/2027

PIECE: _____OF_____

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SHOW SITE SHIPPING LABELS

For your convenience, labels are provided below for show site delivery.
Please tape two labels on each piece of your freight.

SHIPPER INFORMATION

FROM:

SHOW-SITE DELIVERY INFORMATION

TO (Exhibiting Co. Name): _____ BOOTH #: _____

27 APPA Winter
Sheraton New Orleans
Napoleon Ballroom
c/o Viper Tradeshow Services
500 Canal Street
New Orleans, LA 70130

***Deliver on 1/24 8am – 1pm ONLY**

Weight ticket or BOL must be presented at the time of the delivery.

PIECE: _____OF_____

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Corporate Office: 2575 Northwest Parkway Elgin, IL 60124

BOOTH CLEANING

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

Vacuuming

Please be sure to include ALL booth units.

Number of Booth Units: _____ x $**170.00** Discount / $**200.00** Standard

Subtotal: $_____

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

Porter Service

Emptying refuse from containers as necessary throughout the show hours. Please be sure to include ALL booth units.

Number of Booth Units: _____ x $**136.00** Discount / $**166.00** Standard

Subtotal: $_____

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

Exhibitor: _____ **Booth #:** _____

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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	STANDARD
ST: $143.00 per person, per hour	ST: $214.50 per person, per hour
OT: $214.50 per person, per hour	OT: $321.75 per person, per hour
DT: $286.00 per person, per hour	DT: $429.00 per person, per hour

Viper Supervised (35% supervision included):**

DISCOUNT	STANDARD
ST: $193.05 per person, per hour	ST: $289.58 per person, per hour
OT: $289.58 per person, per hour	OT: $434.37 per person, per hour
DT: $386.10 per person, per hour	DT: $579.16 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 1/2-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 for installation and dismantle.** Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor.

All labor and equipment requests should be confirmed prior to the first day of move-in**. Requested starting times cannot be guaranteed; however, every effort is made to meet all requests**. Viper Tradeshow Services reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed.

YOU MUST CHOOSE EXHIBITOR SUPERVISED OR VIPER SUPERVISED LABOR.

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 after the discount/cancellation date are charged at full value.
The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.
***** IF ORDERING VIPER SUPERVISED LABOR – PLEASE COMPLETE THE FOLLOWING PAGE AND EMAIL TO YOUR SHOW COORDINATOR.***

Exhibitor: _____ **Booth #:** _____

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VIPER SUPERVISED LABOR INFORMATION FORM

***Please email this form to jelhardt@vipertradeshow.com* ONLY IF ORDERING VIPER SUPERVISED LABOR

Please confirm you have emailed your Exhibitor Service Coordinator complete booth plans, schematics, special instructions, and photos for this service: (circle one) YES NO
*****If not, please email ASAP***

Whom may we contact if we have any questions or concerns during installation/dismantle of your booth?

NAME: _____ Phone: _____

INBOUND SHIPPING INFORMATION: (Please complete all areas). If you want Viper Transportation to ship your freight to the show, please also complete the Viper Shipping Order Form and Method of Payment Form found in the Kit.

Freight will be sent to: Warehouse: _____ Show Site: _____ Date Shipped: _____

Carrier: _____ Tracking #: _____

Total number of: Crates: _____ Cartons: _____ Fibercases: _____ Skids: _____

Do you want Viper to be your outbound carrier: YES* NO

Please complete the Viper Shipping Order Form found in the Kit.

NOTE: If you are not using Viper Transportation for outbound shipping, you are responsible for booking an outbound carrier to recover your freight during the published move-out. We do not call your carrier to confirm pick-up arrangements; if your carrier fails to recover your freight it will be re-consigned to the house carrier at freight force time indicated on the quick reference page. Please note we cannot supply pre-printed small package labels for FedEx, UPS, DHL and others alike – you must print those airbills.

OUTBOUND SHIPPING INFORMATION: (Please complete all areas).

This information will be used to complete a pre-printed Bill of Lading (BOL) on your behalf at the close of the show.
This info must be provided for a Viper Transportation shipment OR non-Viper Transportation shipment.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

CARRIER NAME: _____

Exhibitor: _____ Booth #: _____

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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. EAC agrees to comply with all the rules and regulations of the show outlined in this agreement, the Exhibitor Kit, including all union rules and regulations and accept liability for any negligent actions.
3. EAC must provide certificates of insurance confirming the following required insurance:
    i. Commercial General Liability, including contractual liability, with a minimum limit of $1,000,000, $2,000,000 general aggregate and $2,000,000 products and complete operations aggregate.
    ii. Automobile Liability with a limit of not less than $1,000,000 combined single limit, each accident. All owned, hired, and non-owned boxes marked.
    iii. Workers Compensation, as required by law, with Employers Liability limits of not less than $1,000,000.
    iv. Umbrella/Excess Liability with a limit of not less than $1,000,00 each occurrence/aggregate.
    v. All policies (except Worker's Compensation) will name Viper Tradeshow Services (Official Service Contractor), Show Management, Show, and the Facility as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs, and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor.
6. 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. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. 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 identification badges as determined by Show Management. No EAC will be permitted on the exhibit floor during show hours without the proper exhibit badges supplied by the exhibiting company.
8. 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.
9. EAC/Exhibitor may not move freight from one booth to another booth or anywhere else within the Facility, Viper Tradeshow Services must provide labor.
10. 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.
11. The EAC is not allowed to bring in freight for their exhibitors, including but not limited to pros, décor, furniture, party rental equipment, display freight, etc. All freight must be unloaded and delivered to the exhibitor's booth space by Viper Tradeshow Services.
12. 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.
13. EAC will be responsible for all reasonable costs related to its operation. Where applicable a one-hour minimum labor charge will be charged at the appropriate labor rate per union to either the EAC or Exhibitor.
14. 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 its activities with Viper Tradeshow Services.
15. 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.
16. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set-up of the booth or force the setup into overtime.
17. The EAC/Exhibitor should arrange the protection of the product in the booth.
18. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
19. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

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: _____ Date: _____

Company: _____ Booth #: _____

Signature: _____

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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 these forms 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: 2027 APPA Winter Training Institute 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 14 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.

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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:	**DISCOUNT:**	**STANDARD:**
Qty: _____ 4' Table	$277.00	$339.00
Qty: _____ 6' Table	$339.00	$400.00
Qty: _____ 8' Table	$400.00	$462.00
Qty: _____ 4th Side Drape	$69.00	$89.00
Qty: _____ Undraped Table	$65.00 Less than list price above	

42" Tall Counters

CIRCLE COLOR SELECTION BELOW








BLUE **RED** **WHITE** **GREEN** **BLACK** **UNSKIRTED**

ITEM:	**DISCOUNT:**	**STANDARD:**
Qty: _____ 4' Counter	$336.00	$397.00
Qty: _____ 6' Counter	$397.00	$460.00
Qty: _____ 8' Counter	$460.00	$521.00
Qty: _____ 4th Side Drape	$79.00	$99.00
Qty: _____ Undraped Counter	$65.00 Less than price list above	

Café Table / Café Chairs



30" x 30" Table (L2)
Qty: ____
$461.50 Discount
$601.25 Standard



Side Chair (L1)
Qty: ____
$174.25 Discount
$226.75 Standard



Arm Chair (L3)
Qty: ____
$207.25 Discount
$268.00 Standard



Plastic Folding Chair
Qty: ____
$113.00 Discount
$145.00 Standard

Bar Table / Bar Stool



42" x 30" Bar Table (M2)
Qty: ____
$494.25 Discount
$642.50 Standard



Gray Bar Stool (M5)
Qty: ____
$301.00 Discount
$393.00 Standard

Exhibitor: _____ Booth #: _____

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ACCESSORIES & FLORAL/RENTAL PLANTS

***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

ITEM:	DISCOUNT:	STANDARD:
Qty: _____ Wastebasket	$62.00	$82.00
Qty: _____ Tripod Easel	$110.00	$130.00
Qty: _____ 4' Single Tier Table Riser	$175.00	$225.00
Qty: _____ 6' Single Tier Table Riser	$225.00	$275.00
Qty: _____ 8' Single Tier Table Riser	$275.00	$325.00
Qty: _____ Bag Rack	$181.00	$231.00
Qty: _____ Rope & Stanchions, ea.	$262.00	$322.00
Qty: _____ 4' x 8' Poster Board	$538.00	$598.00
Qty: _____ Accordion Lit Stand (K1)	$399.25	$505.00

Floral / Rental Plants

Fresh Floral Arrangements

Small Floral Arrangement: Qty: _____ $311.00 **Discount** / $428.00 **Standard**
Medium Floral Arrangement: Qty: _____ $439.00 **Discount** / $565.00 **Standard**
Large Floral Arrangement: Qty: _____ $553.00 **Discount** / $696.00 **Standard**

Artificial Plants

2 Foot Green Plant Qty: _____ $205.00 **Discount** / $236.00 **Standard**
3 Foot Green Plant Qty: _____ $236.00 **Discount** / $284.00 **Standard**
4 Foot Green Plant Qty: _____ $284.00 **Discount** / $336.00 **Standard**
5 Foot Green Plant Qty: _____ $336.00 **Discount** / $403.00 **Standard**
6 Foot Green Plant Qty: _____ $403.00 **Discount** / $475.00 **Standard**

Exhibitor: _____ Booth #: _____

All Standard furniture, accessories, & Enhanced furniture options are available to order online at https://order.vipertradeshow.com

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Corporate Office: 2575 Northwest Parkway Elgin, IL 60124

CARPET SELECTIONS

*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. *

CIRCLE COLOR SELECTION BELOW – Plush Carpet only available in solid colors.


Red


Royal Blue

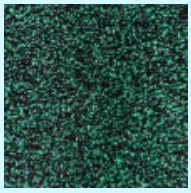

Green

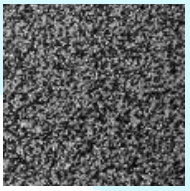

Charcoal Grey


Navy Blue


Speckled Red


Speckled Blue


Speckled Green


Speckled Grey


Black

Standard Carpet Rates

SIZE	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet	$474.00	$574.00	
10' x 20 Carpet	$948.00	$1,148.00	
10' x 30' Carpet	$1,422.00	$1,722.00	
10' x 40' Carpet	$1,896.00	$2,296.00	
20' x 20' Carpet	$1,896.00	$2,296.00	
Custom Per Sq. Ft.	$4.74	$5.74	

Prestige Flooring Rates

SIZE	SQ FT.	DISCOUNT PRICE /sq ft.	STANDARD PRICE /sq ft.	SUB-TOTAL
Astroturf Per Sq, Ft		$13.50	$15.50	
White Vinyl Per Sq. Ft		$13.50	$15.50	
*Custom Vinyl/Astroturf padding Per Sq. Ft.		$13.50	$15.50	
FloorFlex Plus flooring		$30.00	$40.00	
Floorscapes Clear Media flooring		$30.00	$40.00	
Plush Per Sq. Ft		$13.50	$15.50	

**Padding is HIGHLY recommended for vinyl and astroturf flooring if electrical is to be laid underneath flooring.*

Padding | Visqueen

SIZE	SQ FT.	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		$4.70	$5.45	
Double Padding Per Sq. Ft		$7.70	$8.45	
Visqueen Per Sq. Ft.		$1.20	$1.95	

Standard Carpet per sq. ft.: $_____

Prestige Flooring per sq. ft.: $_____

Padding/Visqueen per sq. ft.: $_____

ESTIMATED TOTAL **$_____**

Exhibitor: _____ **Booth #:** _____

All flooring, padding and visqueen options are available to order online at https://order.vipertradeshow.com

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MODULAR RENTALS – Includes custom graphics!

Artwork and payment for Modular Rental Displays must be submitted by noon on the Discount Deadline Date.

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 2
BTH032
Discount: $6,444.00
Standard: $8,033.50



10' STANDARD BOOTH
BTH003
Discount: $6,444.00
Standard: $8,033.50



10' POPUP LIGHTBOX
RENTAL – 3 WEEKS LEAD TIME
Discount: $6,744.00
Standard: $8,557.00

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 1
BTH033
Discount: $13,803.00
Standard: $17,716.00



20' INLINE BOOTH 2
BTH016
Discount: $13,803.00
Standard: $17,716.00



20' STANDARD BOOTH
BTH013
Discount: $13,803.00
Standard: $17,716.00

A La Carte – white or black panels available on request.
***All prices include shipping, labor & custom graphics | Please contact your Viper Rep for Artwork Guidelines**



1M COUNTER
CNTR01
Discount: $652.50
Standard: $838.50



2M COUNTER
CNTR03
Discount: $1,183.50
Standard: $1,492.00



1M CURVED COUNTER
CNTR02
Discount: $725.00
Standard: $941.00



2M CURVED COUNTER
CNTR04
Discount: $1,289.00
Standard: $1,673.00



1M X 8' DISPLAY CASE
DSPC003
Discount: $1,527.00
Standard: $1,982.00



TOWER 1
TWR04
Discount: $2,668.00
Standard: $3,470.00



COUNTER 1
CNTR24
Discount: $4,036.00
Standard: $5,246.00



COUNTER 2
CNTR25
Discount: $4,166.00
Standard: $5,415.00



COUNTER 3
CNTR26
Discount: $4,015.00
Standard: $5,219.00



6' TABLE COVER*
3 WEEKS LEAD TIME*
Discount: $708.00
Standard: $820.00



22X28 SIGN W/HOLDER
Discount: $232.00
Standard: $301.00



10'W X 8'H BACKWALL BANNER
Discount: $2,460.00
Standard: $3,130.00
*BANNER IS YOURS TO KEEP



SINGLE KONNECT COUNTER
Discount: $900.00
Standard: $1,170.00



DOUBLE KONNECT COUNTER
Discount: $1,800.00
Standard: $2,340.00

Exhibitor: _____ **Booth #:** _____

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* Request for Pre-printed Bill of Lading (BOL) & Outbound Shipping Labels *

To have a pre-printed bill of lading (BOL) + shipping labels created & delivered to your booth the morning of show close, we must receive this form prior to move out. Email this form to: jelhardt@vipertradeshow.com. DO NOT USE THIS FORM FOR VIPER SHIPMENTS. SEE PAGE 6.

Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL or others alike. The exhibiting company and/or EAC will need to supply these labels for their shipment. Any freight left on the show floor without a proper label and/or bill of lading (BOL), will be reconsigned to the house carrier, Viper Transportation, and the exhibitor will be responsible for shipping costs.
Viper Transportation cannot guarantee delivery dates, nor compete with other shipping carrier's costs.

Show Location

Sheraton New Orleans – Napoleon Ballroom | 500 Canal St, New Orleans, LA 70130
Please make sure your Carrier checks-in (at the freight desk) NLT than 2pm on 1/26/2027

Exhibitor Information

Company Name: _____ Booth #:_____

Contact:_____ Phone:_____

Email Address: _____

Shipping Destination 1

*Please let us know how many shipping labels you will require: _____
(**Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL**)

OUTBOUND CARRIER: _____

Delivering to (Company Name):
_____
Street Address:
_____
City:
_____State:_____Zip:_____
ATTN:
_____Phone:_____

Shipping Destination 2

*Please let us know how many shipping labels you will require: _____
(**Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL**)

OUTBOUND CARRIER: _____

Delivering to (Company Name):
_____
Street Address:
_____
City:
_____State:_____Zip:_____
ATTN:
_____Phone:_____

Show Site Instructions:

Once your shipment(s) is/are packed and ready to be picked up, **please return the outbound bill of lading (BOL) to the Viper service desk**. Verify the correct piece count and sign this legal document. Any shipments without paperwork turned in will be reconsigned onto the house carrier at the exhibitor's expense. Viper does not accept responsibility for any exhibitor property left on the show floor unattended at any time, for any reason. Do not leave the bill of lading (BOL) in your booth – you must bring to the Viper service desk.

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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.

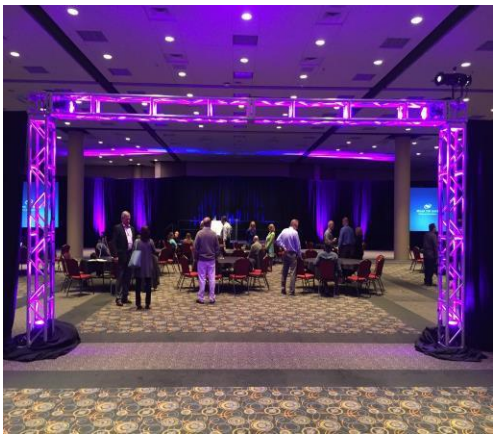
Creative Solutions

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!



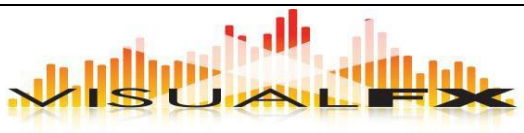
Products:

- Audio Sound Systems
- Microphones Wired/Wireless
- Video Projectors/Screens
- Video Monitors Rentals
- LCD Projector Packages
- Computers/ Laptops, Desktops
- Lighting/ Colored LED's, Stage Wash
- Scenic Stage Sets/ Velour Drape
- Audience Response Systems
- Printers/ Color & B/W, Radios



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 are committed to your success; so you create the vision and we will create the Visual FX!



2575 Northwest Parkway, Elgin IL 60124 Ph. 847.426.3100

Exhibitor Order Form

Last updated [11/25]

Audio Equipment	Qty	Days	Daily Rate	Total
Wired Microphone			$100.00	
Wireless Microphone- Handheld			$220.00	
Wireless Microphone- Lavaliere			$220.00	
4-Channel Mixer			$110.00	
8-Channel Mixer			$195.00	
2 Powered Speakers w/ Stand			$340.00	
XLR Cables (25ft)			$40.00	
Video Equipment	**Qty**	**Days**	**Daily Rate**	**Total**
Micca Box			$125.00	
19" Flat screen monitor			$260.00	
23" Flat screen monitor			$325.00	
32" LED monitor with table stand			$450.00	
42" LED monitor with table stand			$600.00	
50" LED monitor with table stand			$750.00	
65" LED monitor with table stand			$875.00	
LCD Data Projector 2500 Lumens			$750.00	
LCD Data Projector 4000 Lumens			$995.00	
Screens	**Qty**	**Days**	**Daily Rate**	**Total**
6' Tripod Screen			$175.00	
8' Tripod Screen			$200.00	
6' x 12' Fast-fold Screen			$975.00	
7.6' x 14' Fast-fold Screen			$1,500.00	
9' x 16' Fast-fold Screen			$2,300.00	
Computer Systems	**Qty**	**Days**	**Daily Rate**	**Total**
Laptop Computer			$370.00	
Wireless Mouse & Keyboard			$110.00	
Mouse & Keyboard (wired)			$85.00	
Ethernet Cables (25' to 50')			$50.00	
VGA Cables (10ft)			$40.00	
HDMI Cables (6ft)			$60.00	
Multi-media Speakers			$110.00	
Packages & Miscellaneous Accessories	**Qty**	**Days**	**Daily Rate**	**Total**
LCD Support Package (8ft easel screen, safelock table, advancer, cables)			$350.00	
LCD Projector Package, 2500 Lumens			$1250.00	
HP Black & White Printer			$325.00	
Whiteboard Package			$135.00	
Flipchart Package w/Easel			$65.00	
Flipchart Pad			$45.00	
Easel			$40.00	
Black Velour Drape 16' high 10' Section			$300.00	
Powerstrip			$30.00	
Extension Cord 25'			$40.00	
	Equipment Total			
****Prices are based on a daily rate.**	Delivery/Pickup			$175.00
	% sales tax			
*****Cancellation fee, 100% within 14days of Show Date.**	Other fees			
	Grand Total			

Visual FX, Inc.
2575 Northwest Parkway
Elgin, IL 60124
Phone 847.426.3100
Email: Rob@visualfxav.com

Exhibitor Information / Method of Payment

Show Name: _____

Exhibitor: _____

Booth Number: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax: _____

Email: _____

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	**$175**
Total Visual FX Orders	**$**

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: _____

Email orders to: rob@visualfxav.com **Mail to:** 2575 Northwest Parkway, Elgin, IL 60124