

## QUICK REFERENCE

### Mark Your Calendar!

<b>Wednesday, April 17<sup>th</sup></b>	<b>FIRST DAY ADVANCE WAREHOUSE RECEIVING</b> The advance warehouse will start accepting freight on this date. M-F 8:00am – 4:00pm.
<b>Wednesday, April 24<sup>th</sup></b>	<b>ADVANCE ORDER DISCOUNT DEADLINE</b> Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date.
<b>Wednesday, May 1<sup>st</sup></b>	<b>LATE TO WAREHOUSE</b> Advance Warehouse must receive your freight by EOD on 5/01/18 to avoid late charges.
<b>Friday, May 3<sup>rd</sup></b>	<b>LAST DAY OF ADVANCE WAREHOUSE RECEIVING</b> 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!)

### Your Show Outline

Move-In/Installation	<b>Wednesday, May 8<sup>th</sup></b>	<b>10:00am – 2:00pm</b>
Exhibit Hours	<b>Wednesday, May 8<sup>th</sup></b>	<b>3:00pm – 6:30pm</b>
Move-Out/Teardown	<b>Wednesday, May 8<sup>th</sup></b>	<b>6:30pm – 11:00pm</b>
Force Time <b>(List Time)</b>	ALL CARRIERS MUST BE CHECKED IN NO LATER THAN <b>10:00pm</b> on <b>May 2<sup>nd</sup></b>	

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	OUTBOUND INFO
<b>ADVANCED (2 CWT MIN)</b> \$72.00 Common Carrier*  \$93.60 Specialized Carrier*  *Per CWT	KCCREE 2019 Viper Tradeshow Services 3517 Enterprise Dr. Suite D Kansas City, MO 64129	<b>Show Site Shipments are not allowed for this show. Please send all freight to the advance warehouse.</b>	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 10:00pm to avoid force, as well as exhibitors must start dismantle by 6:30pm in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

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

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

**8' x 10'** Exhibit Spaces in a non-carpeted hall. Each booth comes with 8' Silver back drape, 3' Silver side drape, (1) 6' red skirted table, (2) side chairs, (1) wastebasket, and one (1) black and white ID sign.

**\*\*To purchase additional rental items/ services, please visit [www.vipertradeshowstore.com](http://www.vipertradeshowstore.com) // Show Code: 1905005**

**Order Online @ [www.vipertradeshowstore.com](http://www.vipertradeshowstore.com) with show code: 1905005**

**Viper Show Coordinator:** Faithful Williams | p: 816-541-8025 | f: 816-541-8026 | [fwilliams@vipertradeshow.com](mailto:fwilliams@vipertradeshow.com)

**Show Management Contact:** Cristalle Bozarth | [bae@bomakc.org](mailto:bae@bomakc.org)

## 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 Show-At-A-Glance Page*

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

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

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

## METHOD OF PAYMENT

### 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](http://www.vipertradeshowstore.com) | Show Code: **1905005**

Email: **Faithful Williams (fwilliams@vipertradeshow.com)**

Fax: Send completed forms to 816.541.8025

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

### 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**

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

**Please circle appropriate credit card:**      MasterCard      Visa      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 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.75/lb. on shipments under 1,000 lbs. and \$2.25/lb. for shipments over 1,000 lbs. Dimensional weight may apply, and a **\$550.00 minimum** applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Canadian shipments are provided at a flat rate of \$3.75 for shipments 1,000 lbs. and \$3.25 for shipments over 1,000 lbs.; a \$650.00 minimum applies. Material Handling charges apply for all shipments.

## Inbound shipping to (circle one):

**Advance Warehouse**

**Show Site**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requested Pickup Date & 4 Hour Pickup Window Time: \_\_\_\_\_

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

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

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

# 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: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## 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:	
<b>DELIVERY INFORMATION</b> *deliver by 05/01 to avoid late fees	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<b>KCCREE 2019</b> <b>Viper Tradeshow Services</b> <b>3517 Enterprise Dr. Suite D</b> <b>Kansas City, MO 64129</b>	
PIECE: _____ OF _____	

SHIPPER INFORMATION	
FROM:	
<b>DELIVERY INFORMATION</b> *deliver by 05/01 to avoid late fees	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<b>KCCREE 2019</b> <b>Viper Tradeshow Services</b> <b>3517 Enterprise Dr. Suite D</b> <b>Kansas City, MO 64129</b>	
PIECE: _____ OF _____	

**MATERIAL HANDLING**

ADVANCE WAREHOUSE	SHOWSITE
<b>KCCREE 2019</b> <b>Viper Tradeshow Services</b> <b>3517 Enterprise Dr. Suite D</b> <b>Kansas City, MO 64129</b>	<b>Show Site Shipments are not allowed for this show. Please send all freight to the advance warehouse.</b>

Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up.

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

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

**Calculate your CWT (hundred weight)**

Estimated Weight of Shipment: \_\_\_\_\_ Pounds  
Pounds Divided by 100: \_\_\_\_\_ Your CWT (no less than 2)

**Advance Warehouse Deliveries**

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	<b>\$72.00/ CWT</b>
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	<b>\$93.60/ CWT</b>
Common carrier shipment received late, after <b>05/01/2019</b> .....	<b>\$93.60/ CWT</b>
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	<b>\$101.20/ CWT</b>
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	

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 21 days free storage if delivered by the advance deadline receiving date listed below, and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to 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.

<b>Moving Van Shipments</b>	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.
<b>Loose Freight</b>	Shipments packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, stacked freight, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
<b>Undetermined Description</b>	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.
<b>Must be Delivered by Hand</b>	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.)
<b>Small Package Carriers (SPC)</b>	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) an individual Bill of Lading 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.

## FLORAL/CLEANING

### Floral

#### Fresh Floral Arrangements

Small Floral Arrangement: \_\_\_\_\_ \$109.00 Discount / \$146.00 Standard

Medium Floral Arrangement: \_\_\_\_\_ \$154.50 Discount / \$189.50 Standard

Large Floral Arrangement: \_\_\_\_\_ \$196.25 Discount / \$239.75 Standard

#### Artificial Plants

2 Foot Green Plant \_\_\_\_\_ \$67.00 Discount / \$84.25 Standard

3 Foot Green Plant \_\_\_\_\_ \$84.25 Discount / \$100.25 Standard

4 Foot Green Plant \_\_\_\_\_ \$100.25 Discount / \$119.25 Standard

5 Foot Green Plant \_\_\_\_\_ \$119.25 Discount / \$137.50 Standard

6 Foot Green Plant \_\_\_\_\_ \$137.50 Discount / \$154.00 Standard

**TOTAL FOR ALL ITEMS ORDERED:** \$ \_\_\_\_\_

### 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 **\$85.00** Discount / **\$103.00** Standard

Subtotal: \$ \_\_\_\_\_

**Subtotal x Number of Days:** \_\_\_\_\_ **TOTAL: \$** \_\_\_\_\_

### Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Monday – Friday: 8:00am – 4:30 pm \$69.75 per day

Monday – Friday: After 4:30 pm \$84.25 per day

Any time Saturday, Sunday & Holidays \$94.50 per day

Number of Booth Units: \_\_\_\_\_ x use appropriate rates from above

Subtotal: \$ \_\_\_\_\_

**Subtotal x Number of Days:** \_\_\_\_\_ **TOTAL: \$** \_\_\_\_\_

**Exhibitor:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

## DISPLAY LABOR (I&D) INFO

### Display Labor Hourly Rates

Monday – Friday: 8:00 am – 4:30 pm	\$71.00 per person, per hour
Monday – Friday before 8:00 am & after 4:30 pm	\$106.00 per person, per hour
Any time Saturday, Sunday & Holidays	Not Applicable

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

### Labor Definitions

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

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

**Exhibitor Supervised Labor:** Supervisor must check in at the Viper Tradeshow 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

- Day/Time of set up: \_\_\_\_\_ Hourly Rate as noted above
- Number of Laborers: \_\_\_\_\_ x number of people
- Number of Hours: \_\_\_\_\_ x number of hours
- TOTAL AMOUNT OF HOURS** \_\_\_\_\_ x \_\_\_\_\_ (RATE) \$ \_\_\_\_\_
- Check here if Exhibitor supervised: MUST be marked or move to next step \_\_\_\_\_
- Viper Tradeshow Services Supervised Surcharge: \_\_\_\_\_ 35% of subtotal above
- TOTAL INSTALLATION CHARGES** \$ \_\_\_\_\_ (Lines 4+6)

### Dismantle Calculation & Order

- Day/Time of set up: \_\_\_\_\_ Hourly Rate as noted above
- Number of Laborers: \_\_\_\_\_ x number of people
- Number of Hours: \_\_\_\_\_ x number of hours
- TOTAL AMOUNT OF HOURS** \_\_\_\_\_ x \_\_\_\_\_ (RATE) \$ \_\_\_\_\_
- Check here if Exhibitor supervised: MUST be marked or move to next step \_\_\_\_\_
- Viper Tradeshow Services Supervised Surcharge: \_\_\_\_\_ 35% of subtotal above
- TOTAL DISMANTLE CHARGES** \$ \_\_\_\_\_ (Lines 4+6)

50% surcharge is applicable on all show site orders. Services cancelled within 14 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:**

KCCREE 2019

**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**

\*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  
 Qty: \_\_\_\_\_ 6' Table  
 Qty: \_\_\_\_\_ 8' Table  
 Qty: \_\_\_\_\_ 4<sup>th</sup> Side Drape  
 Qty: \_\_\_\_\_ Undraped Table

\$76.50  
 \$102.95  
 \$118.20  
 \$41.00  
 \$40.00 Less than list price above

\$102.95  
 \$132.10  
 \$159.40  
 \$57.00

**42" Tall Counters****CIRCLE COLOR SELECTION BELOW****BLUE****RED****WHITE****GREEN****BLACK****UNSKIRTED****ITEM:****DISCOUNT:****STANDARD:**

Qty: \_\_\_\_\_ 4' Counter  
 Qty: \_\_\_\_\_ 6' Counter  
 Qty: \_\_\_\_\_ 8' Counter  
 Qty: \_\_\_\_\_ 4<sup>th</sup> Side Drape  
 Qty: \_\_\_\_\_ Undraped Counter

\$97.10  
 \$114.60  
 \$139.00  
 \$49.45  
 \$40.00 Less than price list above

\$132.10  
 \$143.15  
 \$156.50  
 \$65.95

**Accessories****ITEM:****DISCOUNT:****STANDARD:**

Qty: \_\_\_\_\_ Wastebasket  
 Qty: \_\_\_\_\_ Tripod Easel  
 Qty: \_\_\_\_\_ Bag Rack  
 Qty: \_\_\_\_\_ L1 Black Sherpa Side Chair  
 Qty: \_\_\_\_\_ L2 30" Table  
 Qty: \_\_\_\_\_ Tensa Stanchion (each)  
 Qty: \_\_\_\_\_ Garment Rack  
 Qty: \_\_\_\_\_ 4' x 8' Posterboard  
 Qty: \_\_\_\_\_ M1 Black Euro Barstool  
 Qty: \_\_\_\_\_ M2 Black 30" x 42" Bar Table  
 Qty: \_\_\_\_\_ M5 Standard Gray Stool

\$13.30  
 \$22.30  
 \$71.10  
 \$50.95  
 \$72.10  
 \$38.25  
 \$174.10  
 \$96.05  
 \$226.50  
 \$80.00  
 \$92.70

\$17.40  
 \$29.75  
 \$93.40  
 \$70.10  
 \$93.40  
 \$54.75  
 \$227.35  
 \$131.60  
 \$294.50  
 \$106.10  
 \$123.60

**L1 & L2****M1 & M2**

Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

## CUSTOM FURNISHINGS

### Lounge Series A – Durapella Sage



A1: Sofa

Qty: \_\_\_\_

**\$729.75 Discount**

**\$948.50 Standard**



A2: Loveseat

Qty: \_\_\_\_

**\$645.75 Discount**

**\$839.50 Standard**



A3: Chair

Qty: \_\_\_\_

**\$478.00 Discount**

**\$621.25 Standard**



A4: Cocktail Table

Qty: \_\_\_\_

**\$310.25 Discount**

**\$403.50 Standard**

### Lounge Series B – Black Leather



B1: Sofa

Qty: \_\_\_\_

**\$696.00 Discount**

**\$905.00 Standard**



B2: Loveseat

Qty: \_\_\_\_

**\$645.75 Discount**

**\$839.50 Standard**



B3: Chair

Qty: \_\_\_\_

**\$545.25 Discount**

**\$708.75 Standard**



B5: End Table

Qty: \_\_\_\_

**\$230.50 Discount**

**\$305.25 Standard**

### Lounge Series C – Grey Microfiber



C1: Sofa

Qty: \_\_\_\_

**\$562.00 Discount**

**\$730.50 Standard**



C2: Loveseat

Qty: \_\_\_\_

**\$511.50 Discount**

**\$665.00 Standard**



C3: Chair

Qty: \_\_\_\_

**\$461.25 Discount**

**\$599.75 Standard**



C4: Cocktail Table

Qty: \_\_\_\_

**\$310.25 Discount**

**\$403.50 Standard**



C5: End Table

Qty: \_\_\_\_

**\$276.75 Discount**

**\$359.75 Standard**

### Specialty Tables | Chairs Series D



D1: 42" Black

Qty: \_\_\_\_

**\$377.50 Discount**

**\$490.75 Standard**



D2: Side Chair

Qty: \_\_\_\_

**\$209.75 Discount**

**\$272.75 Standard**



E1: 42: Chrome

Qty: \_\_\_\_

**\$327.25 Discount**

**\$425.25 Standard**



E2: Silver Chair

Qty: \_\_\_\_

**\$176.25 Discount**

**\$229.00 Standard**

### Specialty Tables | Chairs Series F



F1: 60" Oval Table

Qty: \_\_\_\_

**\$427.75 Discount**

**\$556.00 Standard**



F2: Blue Chair

Qty: \_\_\_\_

**\$243.25 Discount**

**\$316.25 Standard**



F3: Yellow Chair

Qty: \_\_\_\_

**\$243.25 Discount**

**\$316.25 Standard**



F4: Red Chair

Qty: \_\_\_\_

**\$243.25 Discount**

**\$316.25 Standard**



F5: Black Chair

Qty: \_\_\_\_

**\$243.25 Discount**

**\$316.25 Standard**

Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

## CUSTOM FURNISHINGS

### Specialty Tables | Chairs Series G



G1: 54" Table

Qty: \_\_\_\_

**\$377.50 Discount**

**\$490.75 Standard**



G2: Birch Side Chair

Qty: \_\_\_\_

**\$260.00 Discount**

**\$338.00 Standard**



H1: 42" Round Table

Qty: \_\_\_\_

**\$385.50 Discount**

**\$490.75 Standard**



H2: Steel Chair

Qty: \_\_\_\_

**\$243.25 Discount**

**\$316.25 Standard**

### Office Series I



I1: Oak Desk

Qty: \_\_\_\_

**\$562.00 Discount**

**\$730.50 Standard**



I2: Black/Chrome Chair

Qty: \_\_\_\_

**\$360.75 Discount**

**\$468.75 Standard**



I3: Black/Black Chair

Qty: \_\_\_\_

**\$360.75 Discount**

**\$468.75 Standard**

### Office Series J



J1: 6' Conference Table

Qty: \_\_\_\_

**\$478.00 Discount**

**\$621.50 Standard**



J2: Steno Chair

Qty: \_\_\_\_

**\$209.75 Discount**

**\$272.75 Standard**



J3: Drafting Stool

Qty: \_\_\_\_

**\$293.75 Discount**

**\$381.75 Standard**

### Accessories Series K



K1: Accordion Lit Stand

Qty: \_\_\_\_

**\$100.75 Discount**

**\$153.85 Standard**



K2: Lit Stand

Qty: \_\_\_\_

**\$100.75 Discount**

**\$153.85 Standard**



K4: Coat Rack

Qty: \_\_\_\_

**\$75.50 Discount**

**\$98.25 Standard**



K5: 42" Pedestal

Qty: \_\_\_\_

**\$293.25 Discount**

**\$381.75 Standard**



K6: 32" Pedestal

Qty: \_\_\_\_

**\$293.25 Discount**

**\$381.75 Standard**



K7: 24" x 42" Pedestal

Qty: \_\_\_\_

**\$461.25 Discount**

**\$599.75 Standard**



K8: Refrigerator

Qty: \_\_\_\_

**\$348.75 Discount**

**\$453.50 Standard**

Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

## CUSTOM FURNISHINGS

### Tables | Chairs Series L



L1: Side Chair

Qty: \_\_\_\_

**\$50.95 Discount**

**\$70.10 Standard**



L2: 30" Table

Qty: \_\_\_\_

**\$72.10 Discount**

**\$93.40 Standard**



L3: Arm Chair

Qty: \_\_\_\_

**\$102.10 Discount**

**\$132.75 Standard**



L5: Side Chair

Qty: \_\_\_\_

**\$209.75 Discount**

**\$272.75 Standard**



L6: Euro Chair

Qty: \_\_\_\_

**\$209.75 Discount**

**\$272.75 Standard**

### Cocktail Tables | Stools Series M



M1: Barstool

Qty: \_\_\_\_

**\$226.50 Discount**

**\$294.50 Standard**



M2: 42" Bar Table

Qty: \_\_\_\_

**\$80.00 Discount**

**\$106.10 Standard**



M3: Euro Stool

Qty: \_\_\_\_

**\$260.50 Discount**

**\$338.00 Standard**



M4: Chrome Stool

Qty: \_\_\_\_

**\$243.25 Discount**

**\$316.25 Standard**



M5: Bar Stool

Qty: \_\_\_\_

**\$159.50 Discount**

**\$207.25 Standard**



M6: Steel/Black Stool

Qty: \_\_\_\_

**\$276.75 Discount**

**\$359.75 Standard**



M7: Steel Stool

Qty: \_\_\_\_

**\$276.75 Discount**

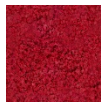
**\$359.75 Standard**

Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

## CARPET SELECTIONS

### Standard

CIRCLE COLOR SELECTION BELOW



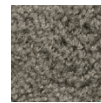
Red



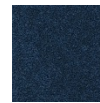
Royal Blue



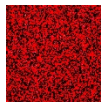
Green



Grey



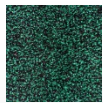
Navy Blue



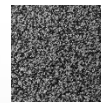
Speckled Red



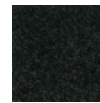
Speckled Blue



Speckled Green



Speckled Grey

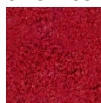


Black

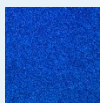
SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
8' x 10' Carpet		\$146.70	\$212.70	
8' x 20' Carpet		\$268.80	\$425.25	
8' x 30' Carpet		\$440.10	\$638.10	
8' x 40' Carpet		\$586.80	\$850.80	
16' x 20' Carpet		\$586.80	\$850.80	
Custom Per Sq. Ft.		\$3.35	\$4.85	

### Prestige

CIRCLE COLOR SELECTION BELOW



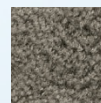
Red



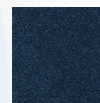
Royal Blue



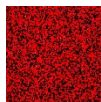
Green



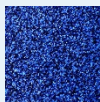
Grey



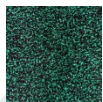
Navy Blue



Speckled Red



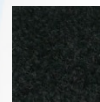
Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Plush Per Sq. Ft		\$6.60	\$8.40	

### Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$1.80	\$2.14	
Double Padding Per Sq. Ft		\$3.60	\$4.28	
Visqueen Per Sq. Ft.		\$0.25	\$0.32	

Standard Carpet per sq. ft.: \$ \_\_\_\_\_

Plush Carpet per sq. ft.: \$ \_\_\_\_\_

Padding/Visqueen per sq. ft.: \$ \_\_\_\_\_

ESTIMATED TOTAL \$ \_\_\_\_\_

Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

## MODULAR DISPLAY SELECTIONS

### 10' x 10' Displays

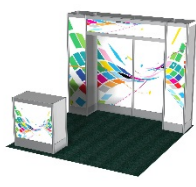
\*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.



**10' INLINE BOOTH** \_\_\_\_\_

Discount: **\$3,236.25**

Standard: **\$4,537.50**

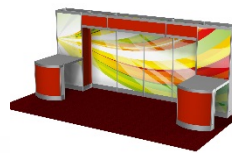


**10' SHELF BOOTH** \_\_\_\_\_

Discount: **\$3,448.50**

Standard: **\$4,688.25**

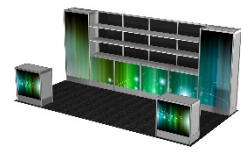
### 10' x 20' Displays



**20' INLINE BOOTH** \_\_\_\_\_

Discount: **\$7,659.50**

Standard: **\$10,345.50**



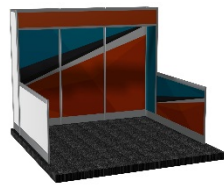
**20' SHELF BOOTH** \_\_\_\_\_

Discount: **\$7,774.25**

Standard: **\$10,587.50**

### Basic Displays

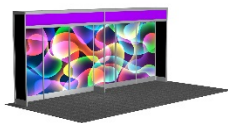
\*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.



**10' BASIC BOOTH** \_\_\_\_\_

Discount: **\$3,599.75**

Standard: **\$4,658.50**



**20' BASIC BOOTH** \_\_\_\_\_

Discount: **\$7,139.00**

Standard: **\$9,256.50**

### A La Carte

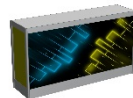
\*All prices include graphic panels | White or black panels available on request



**1M COUNTER** \_\_\_\_\_

Discount: **\$360.75**

Standard: **\$466.00**



**2M COUNTER** \_\_\_\_\_

Discount: **\$654.75**

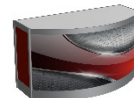
Standard: **\$850.75**



**1M CURVED COUNTER** \_\_\_\_\_

Discount: **\$400.75**

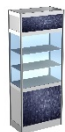
Standard: **\$520.50**



**2M CURVED COUNTER** \_\_\_\_\_

Discount: **\$712.75**

Standard: **\$925.75**



**DISPLAY CASE** \_\_\_\_\_

Discount: **\$844.75**

Standard: **\$1,095.25**



**LITERATURE BIN** \_\_\_\_\_

Discount: **\$433.00**

Standard: **\$562.75**

### Booth Signage

**METER BOARD** \_\_\_\_\_

Single Sided: \$611.75

Double Sided: \$968.00

**22" x 28" signage** \_\_\_\_\_

\$121.00

**8'x10' BACKWALL BANNER** \_\_\_\_\_

\$1,331.00

\*Banner is yours to keep. Includes install/dismantle

Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

## 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: **Wednesday, May 2<sup>nd</sup> @ 6:30pm**

Stored empty crates and containers returned: **Wednesday, May 2<sup>nd</sup> @ 7:30pm**

Labor Force: all exhibitors should have started dismantle by now: **Wednesday, May 2<sup>nd</sup> @ 9:00pm**  
Exhibitors may not check in at the Viper Service Desk to sign out dismantle labor hired.

Freight Force: deadline for carriers to check in: **Wednesday, May 2<sup>nd</sup> @ 10:00pm**

---

**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 **10:00pm**. We suggest telling them **8:00pm**, giving them room to fail without failing you! Here's the address for your convenience:  
**Union Station | Festival Plaza | 30 W Pershing Rd Kansas City, MO 64108**
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 **10:00pm** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 lbs. or less; with a **\$550.00 minimum**. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded. \*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 6:00pm (1 hour before 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.

Faithful Williams | [fwilliams@vipertradeshow.com](mailto:fwilliams@vipertradeshow.com)