



Viper Tradeshow Services is pleased to serve as the decorator/contractor for the upcoming 2017 SOMSA Convention. Within this kit you will find supplemental information, guidelines for the show and products and services you may order thru the attached forms or online at our website.

**Move Out is Wednesday
This Year, NO Thursday
Exhibit Hours**

Online ordering may be done at
vipertradeshowstore.com.

The show code is **1705003**

Any questions or difficulties, please email me at
SJacobs@vipertradeshow.com or 847.426.3100

This year there will be no breakfast/break in the hall on Thursday morning so tear down/move-out will be Wednesday starting at 1600. Be sure to book your carrier before 2000 Wednesday to avoid force. Specifics regarding force are in the details of the attached kit.

POV Dock Access: Viper manages the docks at the property for the safety of all persons and property. Exhibitors with a POV (privately owned vehicle) seeking access to a dock must come to the service desk and purchase a dock access pass. This flat rate allows access to the dock during move-in and more importantly puts you in rotation for a dock during the hectic move-out. This rate is limited to personally owned vehicles, NO trucks; commercial or otherwise.

ADDITIONAL DETAILS TO NOTE:

Booths only come with pipe & drape, no furniture. Within this kit you will find an array of furnishings available to rent as you would like for your booth. It does not come with any.

Utilities (electricity & internet). Order forms for these services may be found at the very end of this kit, and MUST be printed and emailed or faxed directly to the property. We are not allowed to accept these orders on their behalf, they require orders be made directly from you.

Full details on these items and all the other resources necessary for the show may be found within the remainder of this kit, but should it not, or you have any special requests, needs or questions please feel free to contact us. We look forward to working with you again this year and seeing you in Charlotte!

Viper Tradeshow Services SOMSA Viper Team!



QUICK REFERENCE

SHOW NAME: 2017 SOMSA

SHOW CODE: 1705003

SHOW CITY: Charlotte, NC

SHOW FACILITY: Charlotte Convention Center

SHOW DATES: May 23-24, 2017



MARK YOUR CALENDAR!

Monday, May 1, 2017	FIRST DAY OF ADVANCE WAREHOUSE RECEIVING The Advance Warehouse will start accepting freight on this date. *Shipments received via small package carrier will be charged an additional 30%.
Monday, May 8, 2017	ADVANCE ORDER DISCOUNT DEADLINE/ CANCELLATION DEADLINE Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date
Monday, May 15, 2017	LATE TO WAREHOUSE Advance Warehouse must receive your freight by May 15th @ 1600 to avoid late charges. All shipments received after this date will be charged a late fee (an additional 30%).
Friday, May 19, 2017	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept freight. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Monday, May 22, 2017 @ 0800 - 1700 ONLY	SHOW SITE DELIVERIES ALL show site shipments are to be delivered this day only, during move-in hours ONLY. Shipments sent before these dates are at risk of being refused, or charges by venue and Viper will apply.



YOUR SHOW OUTLINE

Move-In/Installation	Monday, May 22, 2017	0800 - 1700
Exhibit Hours	Tuesday, May 23, 2017	1000 - 1900
	Wednesday, May 24, 2017	1000 - 1545
Move-Out/Tear Down	Wednesday, May 24, 2017	1600 - 2100
RECONSOLIDATION ON VIPER TRANSPORTATION	Wednesday, May 24, 2017	@ 2000

CARRIER CHECK IN BY:

2000 @ Viper Service Desk

MATERIAL HANDLING RATES
ADVANCED (2CWT MINIMUM):
\$116.00 per CWT
SHOWSITE (2CWT MINIMUM):
\$129.00 per CWT

ADVANCE WAREHOUSE
 SOMSA
 Viper Tradeshow Services
 2205-B Distribution Center Drive
 Charlotte, NC 28269

SHOW SITE FACILITY
 SOMSA
 Charlotte Convention Center
 c/o Viper Tradeshow Services
 501 S. College Street
 Charlotte, NC 28202

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 2000 to avoid force, as well as exhibitors must start their dismantle by 1900 in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

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



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

10' x 10' Exhibit Spaces in a non-carpeted hall. Each booth comes with 8' Black & Silver back drape, Black 3' side wall, & (1) ID sign. **Carpet and furnishings may be ordered by kit forms or online at www.vipertradeshowstore.com// Show Code:1705003** Please note our online portal does not store credit card information. Please submit the Method of Payment form on pg. 3 to put a card on file.

Order Online @
www.vipertradeshowstore.com
Show Code:
1705003

VIPER SHOW COORDINATOR

Samantha Jacobs
 p: 847.426.3100
 f: 847.426.3111
 sjacobs@vipertradeshow.com

SHOW MANAGEMENT CONTACT

Hank Schlueter
 p: 816-984-3115
 f: 224.293.6126
 Hank@vipertradeshow.com



VTS PAYMENT TERMS & DEFINITIONS

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

IN ORDER TO RECEIVE A DISCOUNT:

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

OUTSTANDING PAYMENTS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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



METHOD OF PAYMENT FOR:

2017 SOMSA

EXHIBITOR INFORMATION

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

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____

FAX #: _____ EMAIL ADDRESS: _____

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

SHOW SITE CONTACT: _____ CELL PHONE: _____

WAYS TO ORDER

ONLINE*

Login & Place Orders:

www.vipertradeshowstore.com

SHOW CODE: 1705003

**Credit Card Transaction Only*

FAX*

Send completed forms to:

Fax: 847.426.3111

MAIL

Send completed forms to:

Viper Tradeshow Services

2575 Northwest Parkway

Elgin, Illinois 60124

VIPER TRADESHOW SERVICES ORDERS

Material Handling Estimate: \$ _____

Standard Furnishings & Accessories: \$ _____

Viper Custom Furnishings: \$ _____

Installation & Dismantle Labor: \$ _____

Floral/Booth Cleaning: \$ _____

Modular Rental Display: \$ _____

Shipping (Viper Transportation Service): \$ _____

Total Viper Tradeshow Service Orders \$ _____

METHOD OF PAYMENT / CREDIT CARD CHARGES

**NOTE 3.5% surcharge is applied to all credit card orders.*

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

Please Circle Appropriate Credit Card

MasterCard Visa Amex Number: _____

Expiration Date: _____ CVV: _____

Cardholder Signature: _____

Name Printed: _____

Address (if different from above): _____

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

Make Payable to: Viper Tradeshow Services

Mail to: 2575 Northwest Parkway, Elgin, Illinois 60124

STANDARD FURNITURE | ACCESSORIES

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

30" TABLES

Please be sure to check a color selection box below



	Discount	Standard
Qty. ___ 4' Table	144.83	182.95
Qty. ___ 6' Table	182.95	205.82
Qty. ___ 8' Table	205.82	221.06
Qty. ___ 4th Side Drape	36.30	50.82
Qty. ___ Undraped Table	36.30 Less Than List Price Above	

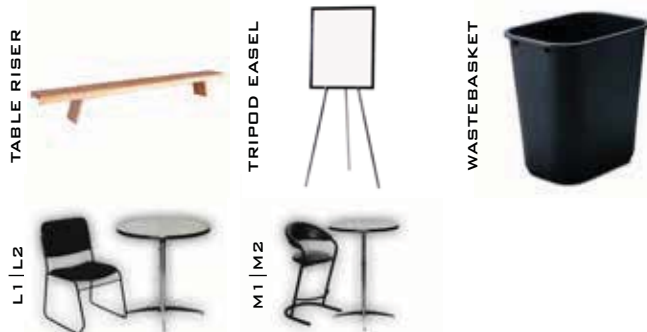
42" COUNTERS

Please be sure to check a color selection box below



	Discount	Standard
Qty. ___ 4' Counter	175.32	213.44
Qty. ___ 6' Counter	213.44	251.55
Qty. ___ 8' Counter	251.55	282.05
Qty. ___ 4th Side Drape	43.56	58.08
Qty. ___ Undraped Counter	36.30 Less Than List Price Above	

ACCESSORIES



	Discount	Standard
Qty. ___ 4' Single Tier Table Riser	96.96	128.06
Qty. ___ 6' Single Tier Table Riser	122.57	160.08
Qty. ___ 8' Single Tier Table Riser	146.35	181.12
Qty. ___ Wastebasket	32.01	44.20
Qty. ___ Tripod Easel	58.54	74.99
Qty. ___ L1 Black Sherpa Side Chair	83.19	105.15
Qty. ___ L2 30" Table	221.06	287.38
Qty. ___ M1 Black Euro Barstool	205.82	267.56
Qty. ___ M2 Black 30" x 42" Bar Table	236.31	307.20
Qty. ___ Folding Chair	58.08	71.39
Qty. ___ Rope & Stanchios Set	137.21	179.36
Qty. ___ Bag Rack	99.09	137.21

CARPET | PADDING

Please be sure to check a color selection box below



	Discount	Standard
Qty. ___ 10' x 10' carpet	220.70	283.14
Qty. ___ 10' x 20' carpet	441.40	566.28
Qty. ___ Custom Carpet Per Sq Ft.	2.25 s/f	2.82 s/f
Qty. ___ 1/2" Padding Per Sq. Ft.	2.67 s/f	3.19 s/f
Qty. ___ 1" Padding Per Sq. Ft.	4.40 s/f	5.65 s/f
Qty. ___ Visqueen Per Sq. Ft.	0.60 s/f	0.74 s/f

Exhibitor Name _____ Booth # _____

LOUNGE

Series
A



A1



A2



A3



A4



A5

Series
B



B1



B2



B3



B4



B5

Series
C



C1



C2



C3

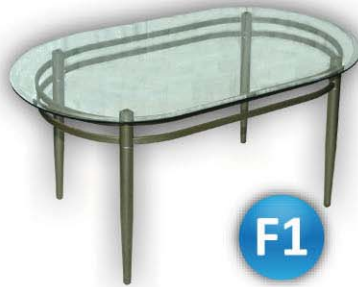


C4



C5

SPECIALTY TABLES | CHAIRS



OFFICE



I1



I2



I3



J1



J2



J3

ACCESSORIES



K1



K2



K3



K4



K5

K6



K7



K8

TABLES | CHAIRS

Series L



COCKTAIL TABLES | STOOLS

Series M





VIPER

PILOTS OF THE TRADESHOW INDUSTRY

FURNISHINGS PRICE GUIDE / ORDER FORM

LOUNGE

Discount Standard

Series
A

A1 - Durapella Sage Sofa	qty. —	663.20	862.15
A2 - Durapella Sage Loveseat	qty. —	586.97	763.05
A3 - Durapella Sage Chair	qty. —	434.51	564.61
A4 - Cherry Cocktail Table	qty. —	282.05	366.66

Series
B

B1 - Black Leather Sofa	qty. —	632.70	822.52
B2 - Black Leather Loveseat	qty. —	586.97	763.05
B3 - Black Leather Chair	qty. —	495.49	644.14
B5 - Black/Glass End Table	qty. —	209.04	277.47

Series
C

C1 - Grey Sofa	qty. —	510.74	663.96
C2 - Grey Loveseat	qty. —	465.00	604.50
C3 - Grey Chair	qty. —	419.26	545.05
C4 - Black Cocktail Table	qty. —	282.05	366.66
C5 - Black End Table	qty. —	251.55	327.03

SPECIALTY TABLES | CHAIRS

Discount Standard

Series
D

D1 - Black/Glass 42" Round Table	qty. —	343.03	445.95
D2 - Black Side Chair	qty. —	190.57	247.75

Series
E

E1 - Chrome/Glass 36" Round Table	qty. —	297.29	386.48
E2 - Brushed Silver Ladderback Chair	qty. —	160.08	208.10

Series
F

F1 - Pewter/Glass 60" Oval Table	qty. —	388.77	505.40
F2 - Pewter/Blue Chair	qty. —	221.06	287.32
F3 - Pewter/Red Chair	qty. —	221.06	287.32
F4 - Pewter/Yellow Chair	qty. —	221.06	287.32
F5 - Pewter/Green Chair	qty. —	221.06	287.32

Series
G

G1 - Birch/Steel 54" Round Table	qty. —	343.03	445.95
G2 - Birch/Steel Side Chair	qty. —	236.31	307.20

Series
H

H1 - Brushed Steel 42" Round Table	qty. —	350.35	445.95
H2 - Brushed Steel Chair	qty. —	221.06	287.32

OFFICE

Discount Standard

Series
I

I1 - Oak Desk	qty. —	510.74	663.96
I2 - Black Leather/Chrome Executive Chair	qty. —	327.78	426.12
I3 - Black Leather/Black Executive Chair	qty. —	327.78	426.12

Series
J

J1 - Black 6' Conference Table	qty. —	434.51	564.86
J2 - Black Steno Chair	qty. —	190.57	247.75
J3 - Black Drafting Stool	qty. —	266.86	346.92

ACCESSORIES

Discount Standard

Series
K

K1 - Black Accordion Lit Stand	qty. —	190.57	247.75
K2 - Black Lit Stand	qty. —	190.57	247.75
K4 - Coat Rack	qty. —	68.60	89.18
K5 - Black 12" x 12" x 42" Pedestal	qty. —	266.44	346.85
K6 - Black 12" x 12" x 30" Pedestal	qty. —	266.44	346.85
K7 - Black 24" x 24" x 42" Pedestal	qty. —	419.26	545.05
K8 - Refrigerator	qty. —	317.02	412.12

TABLES | CHAIRS

Discount Standard

Series
L

L1 - Black Sherpa Side Chair	qty. —	83.19	108.15
L2 - Black 30" x 30" Table	qty. —	221.06	287.38
L3 - Black Sherpa Arm Chair	qty. —	99.09	128.87
L5 - Black Side Chair	qty. —	190.57	247.75
L6 - Black Euro Chair	qty. —	190.57	247.75

COCKTAIL TABLES | STOOLS

Discount Standard

Series
M

M1 - Black Euro Barstool	qty. —	205.82	267.56
M2 - Black 30" x 42" Bar Table	qty. —	236.31	307.20
M3 - Euro Barstool	qty. —	236.31	307.20
M4 - Chrome/Black Euro Stool	qty. —	221.006	287.38
M5 - Black Ladderback Stool	qty. —	144.83	188.28
M6 - Brushed Steel/Black Stool	qty. —	251.55	327.03
M7 - Brushed Steel Stool	qty. —	251.55	327.03

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.

MODULAR DISPLAY SELECTIONS

10 x 10

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

DISCOUNT DEADLINE: May 8, 2017



10' INLINE - DISCOUNT
 GRAPHIC \$2942.00

10' INLINE - STANDARD
 GRAPHIC \$4125.00



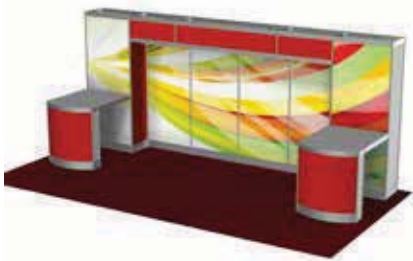
10' SHELF - DISCOUNT
 GRAPHIC \$3135.00

10' SHELF - STANDARD
 GRAPHIC \$4262.00

10 x 20

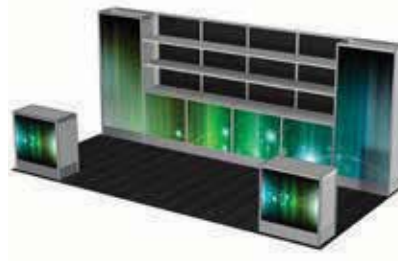
*ALL PRICES INCLUDE CARPET | SELECT YOUR CARPET COLOR ON PAGE 2.
 **PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.

DISCOUNT DEADLINE: May 8, 2017



20' INLINE - DISCOUNT
 GRAPHIC \$6963.00

20' INLINE - STANDARD
 GRAPHIC \$9405.00



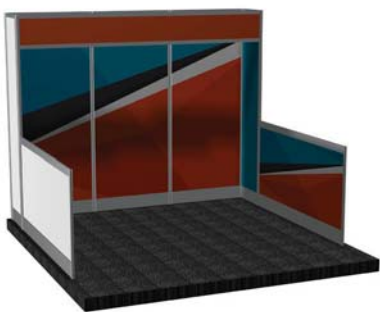
20' SHELF - DISCOUNT
 GRAPHIC \$7067.50

20' SHELF - STANDARD
 GRAPHIC \$9625.00

BASIC

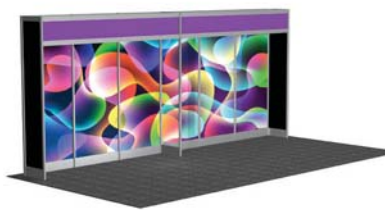
*ALL PRICES INCLUDE CARPET | SELECT YOUR CARPET COLOR ON PAGE 2.
 **PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.

DISCOUNT DEADLINE: May 8, 2017



10' BASIC - DISCOUNT
 GRAPHIC \$3272.50

10' BASIC - STANDARD
 GRAPHIC \$4235.00



20' BASIC - DISCOUNT
 GRAPHIC \$6490.00

20' BASIC - STANDARD
 GRAPHIC \$8415.00

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

DISCOUNT DEADLINE: May 8, 2017

EXHIBITOR NAME: _____ BOOTH # _____

DISPLAY ACCESSORIES

A LA CARTE

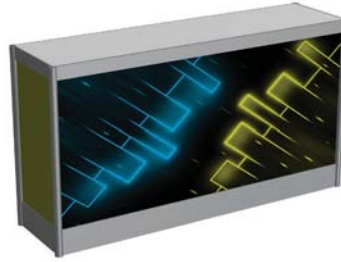
*ALL PRICES INCLUDE GRAPHIC PANELS

**WHITE OR BLACK PANELS AVAILABLE UPON REQUEST



1 Mx1/2 Mx42" LOCKING COUNTER

- DISCOUNT: \$327.80
- STANDARD: \$423.50



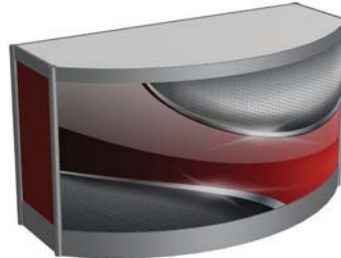
2 Mx1/2 Mx42" LOCKING COUNTER

- DISCOUNT: \$595.10
- STANDARD: \$773.30



1 Mx1/2 Mx42" CURVED LOCKING COUNTER

- DISCOUNT: \$364.10
- STANDARD: \$473.00



2 Mx1/2 Mx42" CURVED LOCKING COUNTER

- DISCOUNT: \$647.90
- STANDARD: \$841.50



1 Mx1/2 Mx8' DISPLAY CASE

- DISCOUNT: \$767.80
- STANDARD: \$995.50



PUBLICATION BIN

- DISCOUNT: \$393.80
- STANDARD: \$511.50

BOOTH SIGNAGE



- FREE STANDING METER BOARD
- SINGLE SIDED: \$556.60
- DOUBLE SIDED: \$880

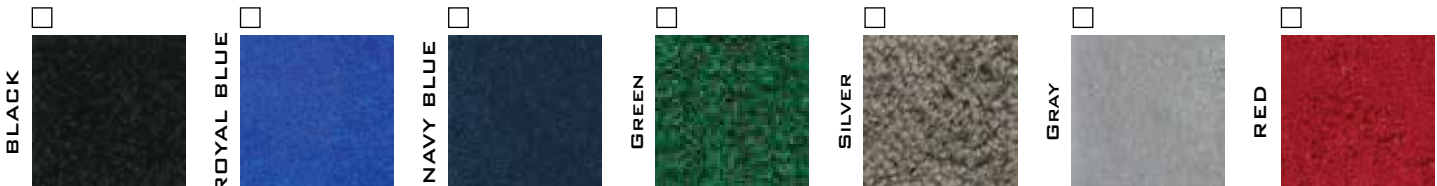


- 22x28 EASEL SIGN
- \$110.00



- 8'x10' BACKWALL BANNER
- \$1,210.00
- *BANNER IS YOURS TO KEEP
- INCLUDES INSTALL/DISMANTLE

BOOTH CARPET



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

DISCOUNT DEADLINE: May 8, 2017

EXHIBITOR NAME: _____ BOOTH # _____



VIPER TRANSPORTATION SHIPPING ORDER FORM FOR 2017 SOMSA

PRICING

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.75/lb. on shipments under 1,000 pounds and \$2.25/lb for shipments over 1,000 pounds. Dimensional weight may apply, and a \$545.00 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: **Advance Warehouse** **Show Site**

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email: _____

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

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

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

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

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

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

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

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email: _____

ACCEPTANCE & PAYMENT

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

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

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

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

Name printed: _____ Date: _____



ADVANCE WAREHOUSE SHIPPING LABELS
SHOW NAME: 2017 SOMSA
SHOW CODE: 1705003

SHOW CITY: Charlotte, NC
SHOW FACILITY: Charlotte Convention Center
SHOW DATES: May 23-24, 2017

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

ADVANCE WAREHOUSE LABELS

SHIPPER INFORMATION

FROM:

DELIVERY INFORMATION

TO (EXHIBITOR NAME): _____

BOOTH #: _____ PIECES: _____ OF _____

SOMSA
Viper Tradeshow Services
2205-B Distribution Center Drive
Charlotte, NC 28269

*Must be delivered NLT Monday, May 15, 2017 by
1600 to avoid late charges.

SHIPPER INFORMATION

FROM:

DELIVERY INFORMATION

TO (EXHIBITOR NAME): _____

BOOTH #: _____ PIECES: _____ OF _____

SOMSA
Viper Tradeshow Services
2205-B Distribution Center Drive
Charlotte, NC 28269

*Must be delivered NLT Monday, May 15, 2017 by
1600 to avoid late charges.



SHOW SITE SHIPPING LABELS

SHOW NAME: 2017 SOMSA

SHOW CODE: 1705003

SHOW CITY: Charlotte, NC

SHOW FACILITY: Charlotte Convention Center

SHOW DATES: May 23-24, 2017

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

SHOWSITE LABELS

SHIPPER INFORMATION

FROM:

DELIVERY INFORMATION

TO (EXHIBITOR NAME): _____

BOOTH #: _____ PIECES: _____ OF _____

SOMSA
Charlotte Convention Center
c/o Viper Tradeshow Services
501 S. College Street
Charlotte, NC 28202

***Must be delivered on Monday, May 22, 2017
Between Hours of: 0800 - 1700**

SHIPPER INFORMATION

FROM:

DELIVERY INFORMATION

TO (EXHIBITOR NAME): _____

BOOTH #: _____ PIECES: _____ OF _____

SOMSA
Charlotte Convention Center
c/o Viper Tradeshow Services
501 S. College Street
Charlotte, NC 28202

***Must be delivered on Monday, May 22, 2017
Between Hours of: 0800 - 1700**



MATERIAL HANDLING INFO FOR

2017 SOMSA

ADVANCE WAREHOUSE

SOMSA
 Viper Tradeshow Services
 2205-B Distribution Center Drive
 Charlotte, NC 28269

SHOWSITE

SOMSA
 Charlotte Convention Center
 c/o Viper Tradeshow Services
 501 S. College Street
 Charlotte, NC 28202

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

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

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

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds
 Pounds Divided by 100: _____ Your CWT (No Less than 2)

ADVANCE WAREHOUSE DELIVERIES

	Rate per CWT
Boxed, crated, or skidded shipment via common carrier.....	\$116.00 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS or USPS.....	\$143.00 / CWT
Common carrier shipment received late, after **Monday May 15th @ 1600**	\$143.00 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$170.00 / CWT
Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published	

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

SHOWSITE DELIVERIES

	Rate per CWT
Boxed, crated, or skidded shipment via common carrier.....	\$129.00 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS or USPS.....	\$159.00 / CWT
Show site shipments off-target (before or after) **Monday, May 22nd @ 0800 - 1700 only** add 30% to the rate	
Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published	

Small package shipments not exceeding 35 lbs per shipment (not per box)..... \$50.00
 POV Dock Access..... \$89.00

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 exhibitor's booth, removal from exhibitor's booth upon completion of packing, and turning in Bill of Lading to service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

Special Handling 30% Surcharge

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

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

Overtime or Off Target 30% Surcharge

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

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

Material Handling Terms

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

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

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

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



FLORAL / CLEANING INFO FOR: 2017 SOMSA

FLORAL

Fresh Floral Arrangements

Small Floral Arrangement: _____ \$99.00 Discount / \$132.66 Standard
 Medium Floral Arrangement: _____ \$138.60 Discount / \$172.20 Standard
 Large Floral Arrangement: _____ \$178.20 Discount / \$217.80 Standard

Artificial Plants

2 Foot Green Plant: _____ \$60.72 Discount / \$76.56 Standard
 3 Foot Green Plant: _____ \$76.67 Discount / \$91.08 Standard
 4 Foot Green Plant: _____ \$91.08 Discount / \$108.24 Standard
 5 Foot Green Plant: _____ \$108.24 Discount / \$124.80 Standard
 6 Foot Green Plant: _____ \$124.80 Discount / \$139.92 Standard

For plants or floral not listed please call 847.426.3100

TOTAL ALL ITEMS ORDERED: \$ _____

VACUUMING

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

Number of Booth Units: _____ x **\$77.00** Discount / **\$93.50** Standard

\$ _____ Subtotal

Subtotal x Number of Days: _____ \$ _____ **Total**

PORTER SERVICE

Emptying refuse from containers as necessary throughout the show hours.

Monday - Friday: 8:00 am - 4:30 pm: \$63.36 per day

Monday - Friday: After 4:30 pm: \$76.56 per day

Any time Saturday, Sunday, & Holidays: \$85.80 per day

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

\$ _____ Subtotal

Subtotal x Number of Days: \$ _____ **Total**

Total of All Vacuuming & Porter Services: \$ _____



DISPLAY LABOR (I&D) INFO FOR:

2017 SOMSA

DISPLAY LABOR HOURLY RATES

Monday - Friday 8:00 am - 4:30 pm:	_____ \$78.00	per person, per hour
Monday - Friday before 8:00 am & after 4:30 pm:	_____ \$98.00	per person, per hour
Any time Saturday, Sunday & Holidays:	_____ Not Applicable	per person, per hour

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

LABOR DEFINITIONS

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

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

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

Please provide supervisor's name and cell number: _____

INSTALLATION CALCULATION & ORDER

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

DISMANTLE CALCULATION & ORDER

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

Total of All Items Ordered: \$ _____

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

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

Exhibitor: _____ Booth #: _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

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

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

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

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

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

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

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



USE OF AN EAC NOTIFICATION

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

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

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

For Exhibitor (Company Name): _____

Show Name/Booth Number: **2017 SOMSA** _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

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

Cell Phone: _____

EAC Instructions

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

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



MOVE-OUT INFORMATION FOR: 2017 SOMSA

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.

- Wednesday, May 24, 2017 @ 1600** Exhibit Hall Officially Closes
- Wednesday, May 24, 2017 @ 1700** Stored empty crates and containers returned.
- Wednesday, May 24, 2017 @ 1900** Labor Force: all exhibitors should be started dismantle by now.
Exhibitors may now check in at the Viper Service Desk to sign out dismantle labor hired.
- Wednesday, May 24, 2017 @ 2000** Freight Force: deadline for carriers to check in.

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to come by **2000** *. We suggest telling them **1900** , giving them room to fail without failing you! Here's the address for your convenience:
Charlotte Convention Center | Hall C | 501 S. College St. Charlotte, NC 28202
3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Viper Service Desk able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and Fed Ex are not the most reliable carriers for our industry so we highly suggest exhibitor's using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only the shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all your materials please hand in the BOL to the Viper Service Desk. Do not leave it in your booth! We will sign it and give you a copy, keep a copy and give the driver a copy! Please note, material handling must be paid in full.

*In the event you fail to turn in your BOL or your carrier does not check-in by the **2000** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 pounds or less; with a \$545.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

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

If you decide to choose Viper as your carrier at show site turn in the Viper Shipping Order Form provided into the Viper Service Desk by **1500** (1 hour before closing) and we'll write up your Bill of Lading (BOL) and labels and deliver them to your booth. Once you are packed, sign the BOL turn it into us, you'll get a copy, we'll get a copy, and the driver will get a copy! No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

ANY QUESTIONS PLEASE CONTACT YOUR SHOW COORDINATOR, OR COME TO THE VIPER SERVICE DESK. WE'RE HAPPY TO ASSIST YOU AND HELP YOUR MOVE-OUT GO AS SMOOTHLY AS POSSIBLE. [Samantha Jacobs | sjacobs@vipertradeshow.com](mailto:sjacobs@vipertradeshow.com)



Meeting/Conference Specialists

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

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

Creative Solutions

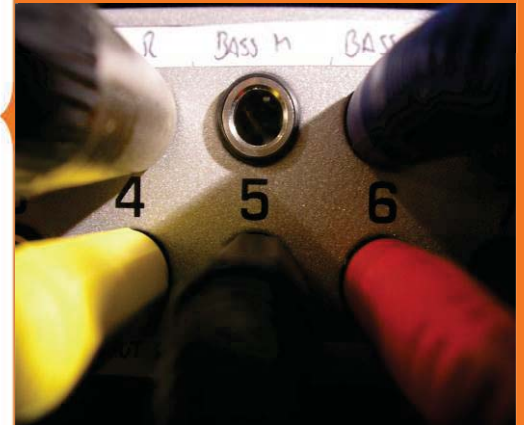
Anyone can provide a backdrop for your speakers. Visual FX works with you to create an environment and experience that highlights your speakers and their message in the best possible light. You don't share the same message year after year, why should your general session look the same? How can Visual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



Products:

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

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



Customer Service Commitment

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

P 847.426.3100
F 847.426.3111



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

Product Price List

Last updated [01/17]

Audio Equipment	Qty	Days	Daily Rate	Total
Wired Microphone			\$65.00	
Wireless Microphone- Handheld			\$165.00	
Wireless Microphone- Lavalier			\$165.00	
4-Channel Mixer			\$75.00	
8-Channel Mixer			\$125.00	
2 Powered Speakers w/ Stand			\$250.00	
XLR Cables (25ft)			\$15.00	
Video Equipment	Qty	Days	Daily Rate	Total
DVD Player			\$105.00	
19" Flat screen monitor			\$185.00	
23" Flat screen monitor			\$225.00	
32" LED monitor with stand			\$365.00	
42" LED monitor with stand			\$495.00	
50" LED monitor with stand			\$595.00	
LCD Data Projector 2500 Lumens			\$475.00	
LCD Data Projector 4000 Lumens			\$760.00	
LCD Data Projector 8000 Lumens			\$1,350.00	
Screens	Qty	Days	Daily Rate	Total
6' Tripod Screen			\$65.00	
8' Tripod Screen			\$85.00	
6' x 8' Fast-fold Screen			\$195.00	
7.5' x 10' Fast-fold Screen			\$225.00	
9' x 12' Fast-fold Screen			\$325.00	
Computer Systems	Qty	Days	Daily Rate	Total
Laptop Computer			\$250.00	
Wireless Mouse & Keyboard			\$65.00	
Mouse & Keyboard (wired)			\$50.00	
Ethernet Cables (25' to 50')			\$30.00	
VGA Cables (10ft)			\$20.00	
HDMI Cables (6ft)			\$15.00	
Multi-media Speakers			\$55.00	
Packages & Miscellaneous Accessories	Qty	Days	Daily Rate	Total
LCD Support Package (8ft easel screen, safelock table, advancer, cables)			\$150.00	
LCD Projector Package, 2500 Lumens			\$825.00	
Overhead Projector Package			\$150.00	
Whiteboard Package			\$65.00	
Flipchart Package w/Easel			\$35.00	
Flipchart Pad			\$13.00	
Easel			\$27.00	
Black Velour Drape 16' high 10' Section			\$225.00	
Powerstrip			\$10.00	
Extension Cord 25'			\$20.00	
	Equipment Total			
	Delivery/Pickup		min \$95	\$95.00
	% sales tax			
	Other fees			
***Prices are based on a daily rate.	Grand Total			

Visual FX, Inc.
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111
 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	\$95	_____
Total Visual FX Orders	\$	_____

Method of Payment / Credit Card Charges:

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

Please circle appropriate credit card

Please provide credit card number ~

MasterCard **Visa** **American Express** Number: _____

Expiration Date: _____ Security Code: _____

Cardholder's Signature: _____

Name Printed: _____

Address (if different than above) _____

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

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

Email orders to: rob@visualfxav.com

Mail to: 2575 Northwest Parkway, Elgin, IL 60124

electrical services order form



Effective January 1, 2017 - December 31, 2017

Electrical Rules & Regulations

01. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by media organizations or the exposition services provider unless specified otherwise. Electrical panels or other equipment in column recesses may not be blocked at any time.
02. All equipment regardless of source of power must meet federal, state and local safety codes. The Convention Center reserves the right to refuse electrical connection of equipment based on safety.
03. Claims will not be considered unless filed by exhibitors prior to close of show.
04. Prices are based on current wage rates and are subject to change without notice.
05. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc. The Convention Center will not be responsible for power failure or voltage fluctuation.
06. All material and equipment furnished by the Convention Center for electrical service orders shall remain the Convention Center's property and shall be removed only by Convention Center personnel, at the close of the show.
07. Convention Center electricians are authorized to cut floor coverings, to permit installation of service and to maintain floor pit systems. No exceptions will be made in this area. Failure to comply may result in loss of service order. Workspace layouts are prepared by convention management or media organizations, NOT the Convention Center.
08. All media-provided electrical cords must be of the 3-wire grounding type, suitable for installation. "Zip" cord or Romex are not allowed. All exposed non-current carrying metal parts of fixed equipment, which may become energized, shall be grounded.
09. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. All work performed within the booth will be charged on a time and material basis.
10. Advance orders must be received a minimum of twenty-one (21) days prior to show opening.
11. Payment must accompany order. No exceptions please. Notice of cancellation must be received prior to scheduled move-in in order to receive credit. Credit will not be given for services installed and not used.
12. Lighting levels for move-in and move-out will be at 50%. Exhibit halls are not air conditioned during move-in and move-out.
13. Media organizations are NOT allowed access to floor pits at any time.
14. Floor rate prices apply to orders received after the due date (21 days prior to show opening). The Convention Center does not guarantee service prior to show opening for late orders. All requirements exceeding the rate schedule must be priced and approved by the Convention Center prior to ordering.
15. Power will not be installed until payment is received. NO EXCEPTIONS.
16. Motor and equipment prices are for ordered power sources only. Hook-ups are not included. No receptacles of any kind are provided by the Convention Center. Media organizations may supply their own receptacles. Labor for electrical work on equipment including repairs, tracing malfunctions, fishing cable under carpet and hook-ups provided by Convention Center electricians, will be charged at the prevailing rate (\$70.00 per hour, 1 hour minimum). If floor plans are received in advance (21 days prior to show opening), every attempt will be made to work with the Decorator to install cable under carpet.
17. Exhibitor technicians are permitted to perform all electrical work inside booths, including hook-ups, to ordered power sources. All work must conform to national and local codes, and is subject to inspection by Convention Center personnel.
18. Labor rates are based on 9 hour days, typically from 7:30 a.m. to 5:00 p.m. Booth labor will be charged an overtime rate after 5:00 p.m. at the rate of 1.5 times the normal rate.
19. Larger lights such as Leiko lights can be ordered from the Convention Center's preferred in-house audio visual production contractor. For information on services and pricing call 704.339.6180.
20. All power 100 amps and below are typically brought to booths through the floor pit system, located 30 feet on center throughout exhibit halls. Air and water lines are NOT directed from overhead.
21. The Convention Center's power is 120/208 or 277/480 volts, 3 phase, 5 wire wye. Other voltages are not available unless step-up or step-down transformers are provided by the licensee. Rates run the duration of the show. Power, air and water are available 24 hours.
22. Will you require a Convention Center electrician?
 YES NO

QUANTITY	DESCRIPTION	ADVANCED RATE	FLOOR RATE	TOTALS
_____	Power Strip (no power)	—	20.00	_____
_____	Extension Cord (no power)	—	20.00	_____
120 VOLT LIGHTING AND UTILITY (DUPLEX) OUTLETS				
_____	5 AMP (600 WATT)	80.00	105.00	_____
_____	10 AMP (1200 WATT)	100.00	135.00	_____
_____	20 AMP (2400 WATT)	125.00	175.00	_____
MOTOR AND EQUIPMENT SCHEDULE				
208 VOLT SINGLE PHASE*				
_____	0 to 20 AMPS	195.00	290.00	_____
_____	21 to 30 AMPS	240.00	355.00	_____
_____	31 to 50 AMPS	325.00	475.00	_____
_____	51 to 70 AMPS	430.00	620.00	_____
_____	71 to 100 AMPS	525.00	750.00	_____
208 VOLT THREE PHASE*				
_____	0 to 20 AMPS	275.00	380.00	_____
_____	21 to 30 AMPS	360.00	510.00	_____
_____	31 to 50 AMPS	510.00	762.00	_____
_____	51 to 70 AMPS	650.00	975.00	_____
_____	71 to 100 AMPS	835.00	1,210.00	_____
480 VOLT THREE PHASE*				
_____	0 to 20 AMPS	485.00	715.00	_____
_____	21 to 30 AMPS	650.00	975.00	_____
_____	31 to 50 AMPS	1,010.00	1,480.00	_____
_____	51 to 70 AMPS	1,375.00	2,050.00	_____
_____	71 to 100 AMPS	1,750.00	2,560.00	_____
SERVICE DROPS				
_____	208 VOLT, 200 AMPS, SINGLE-PHASE	800.00	1,200.00	_____
_____	208 VOLT, 200 AMPS, THREE-PHASE	1,300.00	1,840.00	_____
_____	208 VOLT, 400 AMPS, SINGLE-PHASE	1,710.00	2,360.00	_____
_____	208 VOLT, 400 AMPS, THREE-PHASE	2,700.00	3,600.00	_____
			SUBTOTAL	_____
			RENTALS	_____
			TOTAL CHARGES	_____

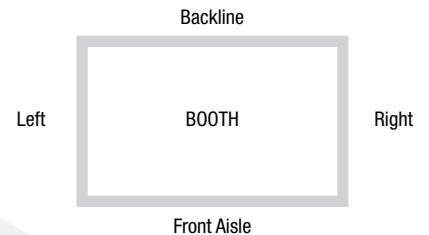
* For direct tie in only. No receptacles provided.

* Utility charges are based on estimated needs at the time of order. Over/under payments of less than \$5.00 will be written off at the conclusion of the event.

Please Print

Name of Event _____
 Event Date _____ Booth No. _____
 Company Name _____
 Contact _____
 Telephone _____
 Fax _____
 Email Address _____
 Address _____
 City _____
 State _____ Zip _____
 Authorized by _____
 Print Name _____
 Date _____
 Check / Money Order \$ _____

Please use the diagram on the right to indicate the desired locations for utility service orders.



Make checks payable to:
Charlotte Convention Center
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5795 W. Badura Ave Suite #110
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Order Verification
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 704.339.6700

Email Orders to:
 csr@smartcity.com

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Orders must be received 21 days prior to show opening to be eligible for advanced rate.

NOTE: Before any additional work can be performed, a credit card number must be on file. Under no circumstances can power be resold by show management, production companies, show's general contractor or exhibitors.



Complimentary WiFi \$Free

This complimentary wireless is provided as an amenity at no charge to guests. It is available **within the upper levels of the facility only**, at a speed of 768kbps upload/download.



Instant Internet \$12.95/user/day

This daily wireless service is designed for attendees and provides users with connection rates up to 768 Kbps. It is available **only in the exhibit halls**. This service is recommended for social media, general email and web access.



Exhibitor Internet \$79.99/user/day

This wireless service is provided on 802.11a/n or 5GHz and is designed for exhibitors, presenters or users who require a more robust connection with rates up to 1.54Mbps. Its available **facility wide** with bundled options of **\$159.99 for 3 days or \$239.99 for 5 days**.

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For additional information on services at the Charlotte Convention Center

Please contact our customer support team at (888) 446-6911

Hardwire services can be ordered online at

orders.smartcitynetworks.com/ordering.aspx