

## QUICK REFERENCE

### Mark Your Calendar!

<b>Tuesday, August 15, 2023</b>	<b>FIRST DAY ADVANCE WAREHOUSE RECEIVING</b> The advance warehouse will begin accepting freight on this date <b><i>The advance warehouse will be closed on Monday, September 4<sup>th</sup>.</i></b> <b>Advance Warehouse receiving is M-F 8:00 AM – 4:00 PM</b>
<b>Tuesday, August 22, 2023</b>	<b>ADVANCE ORDER DISCOUNT DEADLINE</b> Forms must be received by Viper with full payment and artwork for modular rentals is due. No refunds for cancellations are provided after this date.
<b>Tuesday, September 5, 2023</b>	<b>LATE TO WAREHOUSE</b> Advance Warehouse must receive your freight by EOD on 9/5/23 to avoid late charges.
<b>Monday, September 11, 2023</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!)
<b>Tuesday, September 12, 2023</b> <b>Wednesday, September 13, 2023</b>	<b>SHOW SITE DELIVERIES   3:00PM – 7:00PM &amp; 7:00AM - 11:00AM @ Renaissance Schaumburg</b> ALL show site shipments are to be delivered these days only. Shipments sent before 9/12/23 are at risk of being refused, or additional charges by venue and Viper may apply.

### Your Show Outline

<b>Move-In/Installation</b>	<b>Tuesday, September 12, 2023</b> <b>Wednesday, September 13, 2023</b>	<b>3:00 PM - 7:00 PM</b> <b>7:00 AM – 11:00 AM</b>
<b>Exhibit Hours</b>	<b>Wednesday, September 13, 2023</b> <b>Thursday, September 14, 2023</b>	<b>12:00 PM – 6:00 PM</b> <b>9:30 AM – 1:00 PM</b>
<b>Move-Out/Teardown</b>	<b>Thursday, September 14, 2023</b>	<b>1:00 PM – 6:00 PM</b>
<b>Freight Force Time 3:00 PM   ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 3:00 PM on Thursday, September 14, 2023 @ Renaissance Schaumburg Convention Center &amp; Hotel</b>		

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	OUTBOUND SHIPPING INFO
<b>ADVANCED (2 CWT MIN)</b> \$123.80 Common Carrier*  <b>SHOWSITE (2 CWT MIN)</b> \$142.37 Common Carrier*  <b>*Per CWT</b> <b>*This rate includes: Hotel Special Handling &amp; Overtime</b>	<b>PLRB- Central Regional Adjusters Conference</b> Viper Tradeshow Services 2575 Northwest Pkwy Elgin, IL 60124	<b>PLRB- Central Regional Adjusters Conference Renaissance Schaumburg Convention Center &amp; Hotel</b> Adventure Hall c/o Viper Tradeshow Services 1551 Thoreau Dr Schaumburg, IL 60173	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than <b>3:00 PM</b> to avoid force, as well as exhibitors must start dismantle by <b>1:00 PM</b> 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. Weight tickets are required upon delivery of 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' Navy blue & White back drape, 3' Navy Blue side drape, (1) 6' red skirted table, (2) side chairs, (1) wastebasket and (1) black and white 6" x 24" ID sign. **\*\*Booth carpet is mandatory for all booths – please ship with exhibit or rent from Viper (see page 19)**

To purchase additional rental items/services, please visit <https://order.vipertradeshow.com>

Viper Show Coordinator: Ashley Castillo | p: 847.426.3100 | f: 847.426.3111 | [ashley@vipertradeshow.com](mailto:ashley@vipertradeshow.com)

Show Management Contact: Tom O'Dowd | p: 630.724.2224 | [todowd@plrb.org](mailto:todowd@plrb.org)

## PRE-SHOW TIPS

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

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

## SHOW SITE TIPS

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

## MOVE OUT INFORMATION

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

Exhibit Hall Officially Closes: **Thursday, September 14, 2023 1 PM**

Stored empty crates and containers returned: **Within an hour of show close**

Labor Force: all exhibitors should have started dismantle by now: **Thursday, September 14, 2023 1 PM**  
Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.

Freight Force - deadline for carriers to check in: **Thursday, September 14, 2023 3 PM**

**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 **3:00 PM**. We suggest telling them **2:00 PM**, giving them room to fail without failing you! Here is the address for your convenience:

**Renaissance Schaumburg Convention Center & Hotel / Adventure Hall /**

**1551 Thoreau Dr Schaumburg, IL 60173**

3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers **MUST** check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.
5. Once you have packed up all your materials, please hand in your BOL to the Viper Service Desk. (Do not leave it in your booth.) We will sign it and give you a copy, keep a copy and give the driver a copy. Please note, material handling must be paid in full.

**\*In the event you fail to turn in your BOL or your carrier does not check in by the 3:00 PM deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.75/pound for shipments 1000 lbs. or more, \$3.25/pound for shipments 999 lbs. or less; with a **\$725.00 minimum**. Charges will be applied to the credit card on file. Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded. \*AV equipment and computers hold very specific packaging instructions in order to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.**

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

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by **12:00PM** (1 hour before show closing) and we will write up your Bill of Lading and labels and deliver them to your booth. Once you are packed, sign the BOL and turn it in to the Service Desk, you will get a copy, we will keep a copy, and the driver will receive a copy. No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE.

**Ashley Castillo | p: 224-795-2832 | [ashley@vipertradeshow.com](mailto:ashley@vipertradeshow.com)**

## TERMS AND DEFINITIONS:

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### IN ORDER TO RECEIVE A DISCOUNT:

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

### OUTSTANDING PAYMENTS:

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

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

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

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

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

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

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

**Tax Exemption Status:** If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers. Payment for all labor, equipment, and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties, shall be the responsibility of the exhibitor at the event.

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

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

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

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

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

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

## METHOD OF PAYMENT

### Exhibitor Information

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

### Ways to Order:

Online via Credit Card | Login & Place Orders | <https://order.vipertradeshow.com>

Email: [ashley@vipertradeshow.com](mailto:ashley@vipertradeshow.com)

Fax: Send completed forms to 847.426.3111

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

### Payment Terms

Full payment is due upon receipt of invoice

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

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

### Viper Tradeshow Services Orders

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

Estimated Total Viper Tradeshow Services Orders: \$ \_\_\_\_\_

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

### Method of Payment / Credit Card Charges\*

**\*3.5% convenience fee will be applied | All state and local taxes apply.**

By submitting this payment form, you are authorizing to charge your credit card account for your advance orders, and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative; including labor, material handling and shipping.

**Please circle appropriate credit card:**      MasterCard      Visa      American Express

Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

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

# VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (**7-15 business days**) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.25/lb. on shipments under 1,000 lbs. and \$2.75/lb. for shipments over 1,000 lbs. **Dimensional weight may apply** and a **\$725.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.25 for shipments under 1,000 lbs. and \$3.75 for shipments over 1,000 lbs.; a \$950.00 minimum applies. **Material Handling charges apply for all shipments. \*3.5% convenience fee, state & local taxes apply.**

**\*If expedited shipping is required, please contact Viper for a quote, 847.426.3100.**

## Inbound shipping from:

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

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

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

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

Email Address: \_\_\_\_\_

Requested Pickup Date/Time: \_\_\_\_\_

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

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

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

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

**Outbound Shipping:** \_\_\_\_\_ **I only need outbound shipping** (if this option is selected, please add your shipping address below)

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

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

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

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

Email Address: \_\_\_\_\_

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

## Acceptance & Payment

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment or \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping, otherwise, I am purchasing only supplemental insurance (does not include AV or computer equipment) protection (**up to \$5,000.00**) at \$25.00 for every \$1,000.00 declared value.

**\*Please note Viper Tradeshow is not liable for shipping A/V & computer equipment\*.**

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

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

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

Signature to officially place this order and acceptance of terms: \_\_\_\_\_



## ADVANCE WAREHOUSE SHIPPING LABELS

For your convenience labels are provided below for advance warehouse delivery.

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

SHIPPER INFORMATION	
FROM:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<b>Property Loss Research Bureau- Central Regional Adjusters Conference Viper Tradeshow Services 2575 Northwest Pkwy Elgin, IL 60124</b>	<b>*Deliver by <i>Tuesday, September 5, 2023</i> to avoid late fees</b>  <b>Weight ticket must be presented at the time of the delivery.</b>
PIECE: _____ OF _____	

## SHOW SITE SHIPPING LABELS

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

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

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<p>Property Loss Research Bureau- Central Regional Adjusters Conference Renaissance Schaumburg Convention Center &amp; Hotel Adventure Hall c/o Viper Tradeshow Services 1551 Thoreau Dr Schaumburg, IL 60173</p> <p>PIECE: _____ OF _____</p>	<p><b>*Deliver on Tuesday, September 12, 2023   3:00 PM – 7:00 PM or Wednesday, September 13, 2023   7:00 AM – 11:00 AM ONLY</b></p> <p><b>Weight ticket must be presented at the time of the delivery.</b></p>



## MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
<b>Property Loss Research Bureau- Central Regional Adjusters Conference</b> <b>Viper Tradeshow Services</b> <b>2575 Northwest Pkwy</b> <b>Elgin, IL 60124</b> <b>M – F 8:00 AM – 4:00 PM</b>	<b>Property Loss Research Bureau- Central Regional Adjusters Conference</b> <b>Renaissance Schaumburg Convention Center &amp; Hotel   Adventure Hall</b> <b>c/o Viper Tradeshow Services</b> <b>1551 Thoreau Dr</b> <b>Schaumburg, IL 60173</b> <b>Tuesday, September 12, 2023   3:00 PM – 7:00 PM or</b> <b>Wednesday, September 13, 2023   7:00 AM – 11:00 AM</b>

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

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- A weight ticket must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.
- Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.

### Calculate your CWT (hundred weight)

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

### Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$123.80 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$160.94 / CWT
Common carrier shipment received late, after 6/5/2023.....	\$142.37 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$185.08 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$37.14 / CWT

Estimated CWT \_\_\_\_\_ x \_\_\_\_\_ (Rate listed above) = \_\_\_\_\_ Estimated Total

### Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$142.37 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$185.08 / CWT
Off-target shipment (before or after) 9/12/2023 after 9/13/2023 11 AM via common carrier .....	\$163.73 / CWT
Off-target shipment (before or after) 9/12/2023 after 9/13/2023 11 AM via POV, or specialized carrier ....	\$212.84 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$42.71 / CWT
Small Package shipments not exceeding 75 lbs. per shipment (not per box) .....	\$97.34 ea

Estimated CWT \_\_\_\_\_ x \_\_\_\_\_ (Rate listed above) = \_\_\_\_\_ Estimated Total

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

## INBOUND SHIPPING INFORMATION

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

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

### Shipment 1

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: \_\_\_\_\_ Total Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Tracking Number(s): \_\_\_\_\_

Shipper: \_\_\_\_\_

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

Description of pieces: \_\_\_\_\_

### Shipment 2

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: \_\_\_\_\_ Total Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Tracking Number(s): \_\_\_\_\_

Shipper: \_\_\_\_\_

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

Description of pieces: \_\_\_\_\_

### Shipment 3

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: \_\_\_\_\_ Total Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Tracking Number(s): \_\_\_\_\_

Shipper: \_\_\_\_\_

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

Description of pieces: \_\_\_\_\_

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

## VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 28 days free storage if delivered by the advance deadline receiving date listed below, and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to an exhibitor's booth, and turning in Bill of Lading to the service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

### Special Handling 30% Surcharge

Special Handling rates shall be applied to the total standard charges, but are not limited to the following types of shipments. Multiple scenarios may incur multiple special handling charges.

<b>Moving Van Shipments</b>	Shipments delivered by a moving van or shipments by any vehicle which, because of the height, 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, loose carpet rolls unskidded, uncrated equipment, stacked freight, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
<b>Mixed/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) without an individual Bill of Lading or shipments without a certified weight ticket which requires additional time, labor and equipment to process.

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

## BOOTH CLEANING

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

### Vacuuming

A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Number of Booth Units: \_\_\_\_\_ x **\$130.00** Discount / **\$169.00** Standard

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

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

### Porter Service

Emptying refuse from containers as necessary throughout the show hours. A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

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

#### DISCOUNT

ST: \$109.25 per day, per booth unit  
 OT: \$130.00 per day, per booth unit  
 DT: \$152.50 per day, per booth unit

#### STANDARD

ST: \$164.00 per day, per booth unit  
 OT: \$194.50 per day, per booth unit  
 DT: \$228.75 per day, per booth unit

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

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

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

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

# DISPLAY LABOR (Installation & Dismantle) INFO

## Display Labor Hourly Rates

Straight Time (ST) | Monday – Friday: 8:00 am – 4:30 pm

Over Time (OT) | Monday – Friday before 8:00 am & after 4:30 pm

Double Time (DT) | Any time Saturday, Sunday & Holidays

### Exhibitor Supervised:

#### DISCOUNT

ST: \$115.00 per person, per hour

OT: \$172.50 per person, per hour

DT: \$230.00 per person, per hour

#### STANDARD

ST: \$172.50 per person, per hour

OT: \$258.75 per person, per hour

DT: \$345.00 per person, per hour

### Viper Supervised (35% supervision applied)\*\*:

#### DISCOUNT

ST: \$155.25 per person, per hour

OT: \$232.88 per person, per hour

DT: \$310.50 per person, per hour

#### STANDARD

ST: \$232.88 per person, per hour

OT: \$349.32 per person, per hour

DT: \$465.75 per person, per hour

## Labor Definitions

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

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

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

Please provide supervisors name and cell number: \_\_\_\_\_

## Installation Calculation & Order CIRCLE ONE: Exhibitor Supervision or Viper Supervision\*\*

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

## Dismantle Calculation & Order CIRCLE ONE: Exhibitor Supervision or Viper Supervision\*\*

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

*Services cancelled within 21 days of move-in are charged at full value.*

*The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.*

**\*\* IF ORDERING VIPER SUPERVISED LABOR – PLEASE COMPLETE THE FOLLOWING PAGE AND EMAIL TO YOUR SHOW COORDINATOR.**

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

## VIPER SUPERVISED LABOR INFORMATION FORM

**\*\*Please email this form to [ashley@vipertradeshow.com](mailto:ashley@vipertradeshow.com)**

Please confirm you have emailed your Exhibitor Service Coordinator complete booth plans, schematics, special instructions, and photos for this service: (circle one) YES NO

**\*\*If not, please email ASAP**

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

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Freight will be sent to: \_\_\_\_\_ Warehouse: \_\_\_\_\_ Show Site: \_\_\_\_\_ Date Shipped: \_\_\_\_\_

Carrier: \_\_\_\_\_ Tracking #: \_\_\_\_\_

Total number of: \_\_\_\_\_ Crates: \_\_\_\_\_ Cartons: \_\_\_\_\_ Fibercases: \_\_\_\_\_ Skids: \_\_\_\_\_

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

***\*Please complete the Viper Shipping Order Form and Method of Payment Form found in the Kit.***

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

### OUTBOUND SHIPPING INFORMATION: (Please complete all areas).

This information will be used to complete a pre-printed Bill of Lading (BOL) on your behalf at the close of the show.

**This info must be provided for a Viper Transportation shipment OR non-Viper Transportation shipment.**

Company Name: \_\_\_\_\_

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

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

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

CARRIER NAME: \_\_\_\_\_

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



## 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):**

Property Loss Research Bureau- Central Regional Adjusters Conference

**Show Name:**

Booth #:

**Name of Service Firm (EAC):**

**Address:**

**Telephone:**

**Fax:**

**Contact:**

**Email:**

**Show Site Contact (if different from above)**

**Cell Phone #:**

### EAC Instructions

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

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

# STANDARD FURNITURE, ACCESSORIES & FLORAL

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

## 30" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: \_\_\_\_\_ 4' Table

DISCOUNT:

\$222.75

STANDARD:

\$281.00

Qty: \_\_\_\_\_ 6' Table

\$281.00

\$317.50

Qty: \_\_\_\_\_ 8' Table

\$317.50

\$340.25

Qty: \_\_\_\_\_ 4<sup>th</sup> Side Drape

\$56.00

\$76.00

Qty: \_\_\_\_\_ Undraped Table

\$54.00 Less than list price above

## 42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: \_\_\_\_\_ 4' Counter

DISCOUNT:

\$270.25

STANDARD:

\$328.25

Qty: \_\_\_\_\_ 6' Counter

\$328.25

\$363.00

Qty: \_\_\_\_\_ 8' Counter

\$363.00

\$465.50

Qty: \_\_\_\_\_ 4<sup>th</sup> Side Drape

\$68.00

\$88.00

Qty: \_\_\_\_\_ Undraped Counter

\$54.00 Less than price list above

## Accessories

ITEM:

Qty: \_\_\_\_\_ Wastebasket

DISCOUNT:

\$50.00

STANDARD:

\$68.00

Qty: \_\_\_\_\_ Tripod Easel

\$89.75

\$110.50

Qty: \_\_\_\_\_ Plastic Folding Chair

\$91.50

\$115.00

Qty: \_\_\_\_\_ 4' Single Tier Table Riser

\$142.00

\$187.75

Qty: \_\_\_\_\_ 6' Single Tier Table Riser

\$179.50

\$224.50

Qty: \_\_\_\_\_ 8' Single Tier Table Riser

\$216.75

\$262.00

Qty: \_\_\_\_\_ Bag Rack

\$145.25

\$201.50

Qty: \_\_\_\_\_ Rope & Stanchions, ea.

\$210.75

\$276.25

Qty: \_\_\_\_\_ 4' x 8' Poster Board

\$431.00

\$492.50

## Floral

### Fresh Floral Arrangements

Small Floral Arrangement:

Qty: \_\_\_\_\_ \$249.75 Discount / \$324.75 Standard

Medium Floral Arrangement:

Qty: \_\_\_\_\_ \$354.00 Discount / \$460.25 Standard

Large Floral Arrangement:

Qty: \_\_\_\_\_ \$449.00 Discount / \$583.75 Standard

### Artificial Plants

2 Foot Green Plant

Qty: \_\_\_\_\_ \$165.00 Discount / \$193.00 Standard

3 Foot Green Plant

Qty: \_\_\_\_\_ \$193.00 Discount / \$230.00 Standard

4 Foot Green Plant

Qty: \_\_\_\_\_ \$230.00 Discount / \$273.50 Standard

5 Foot Green Plant

Qty: \_\_\_\_\_ \$273.50 Discount / \$328.25 Standard

6 Foot Green Plant

Qty: \_\_\_\_\_ \$328.25 Discount / \$394.00 Standard

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

**All Standard, Custom, & Enhanced furniture options are available to order online at <https://order.vipertradeshow.com>**

## CUSTOM FURNISHINGS

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



Black Leather Sofa  
Qty: \_\_\_\_  
**\$1,061.50 Discount**  
**\$1,380.00 Standard**



Black Leather Loveseat  
Qty: \_\_\_\_  
**\$985.00 Discount**  
**\$1,280.50 Standard**



Black Leather Chair  
Qty: \_\_\_\_  
**\$830.50 Discount**  
**\$1,080.00 Standard**



Gray Sofa  
Qty: \_\_\_\_  
**\$857.00 Discount**  
**\$1,114.25 Standard**



Gray Loveseat  
Qty: \_\_\_\_  
**\$780.50 Discount**  
**\$1,014.75 Standard**



Gray Chair  
Qty: \_\_\_\_  
**\$704.00 Discount**  
**\$915.25 Standard**



Cocktail Table  
Qty: \_\_\_\_  
**\$473.00 Discount**  
**\$615.00 Standard**



End Table  
Qty: \_\_\_\_  
**\$421.25 Discount**  
**\$547.75 Standard**



Oak Desk  
Qty: \_\_\_\_  
**\$857.00 Discount**  
**\$1,114.25 Standard**



6' Conference Table  
Qty: \_\_\_\_  
**\$783.75 Discount**  
**\$1,019.00 Standard**



8' Conference Table  
Qty: \_\_\_\_  
**\$860.00 Discount**  
**\$1,118.00 Standard**



Black Leather Executive  
Qty: \_\_\_\_  
**\$549.50 Discount**  
**\$714.50 Standard**



Black Office Chair  
Qty: \_\_\_\_  
**\$447.75 Discount**  
**\$582.25 Standard**



Accordion Lit Stand  
Qty: \_\_\_\_  
**\$321.00 Discount**  
**\$417.50 Standard**



Coat Rack  
Qty: \_\_\_\_  
**\$116.50 Discount**  
**\$151.50 Standard**



Refrigerator  
Qty: \_\_\_\_  
**\$532.25 Discount**  
**\$692.00 Standard**



30" x 30" Table  
Qty: \_\_\_\_  
**\$371.25 Discount**  
**\$483.00 Standard**



Side Chair  
Qty: \_\_\_\_  
**\$140.25 Discount**  
**\$182.50 Standard**



Arm Chair  
Qty: \_\_\_\_  
**\$166.50 Discount**  
**\$216.50 Standard**



42" x 30" Bar Table  
Qty: \_\_\_\_  
**\$397.50 Discount**  
**\$516.75 Standard**



Euro Barstool  
Qty: \_\_\_\_  
**\$346.00 Discount**  
**\$450.00 Standard**



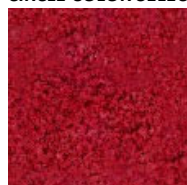
Gray Bar Stool  
Qty: \_\_\_\_  
**\$243.00 Discount**  
**\$316.00 Standard**

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

# CARPET SELECTIONS

**Booth carpet is mandatory. You may order utilizing this form or bring your own professional flooring.**

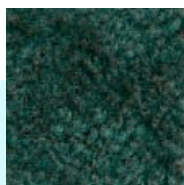
CIRCLE COLOR SELECTION BELOW



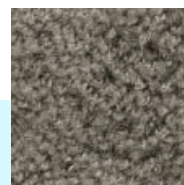
Red



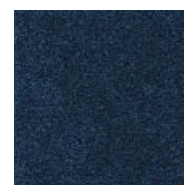
Royal Blue



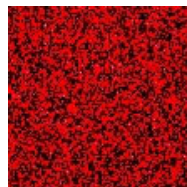
Green



Grey



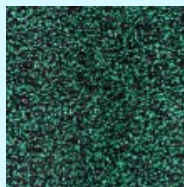
Navy Blue



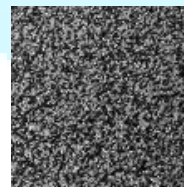
Speckled Red



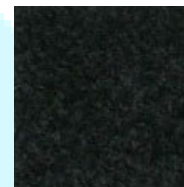
Speckled Blue



Speckled Green



Speckled Grey



Black

## Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
8' x 10' Carpet		\$375.00	\$475.00	
8' x 20 Carpet		\$750.00	\$950.00	
8' x 30' Carpet		\$1,125.00	\$1,425.00	
8' x 40' Carpet		\$1,500.00	\$1,900.00	
20' x 20' Carpet		\$1,500.00	\$1,900.00	
Custom Per Sq. Ft.		\$3.75	\$4.75	

## Prestige Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Plush Per Sq. Ft		\$10.75	\$12.75	

## Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$4.50	\$5.25	
Double Padding Per Sq. Ft		\$7.50	\$8.25	
Visqueen Per Sq. Ft.		\$1.00	\$1.75	

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

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

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

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

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

## MODULAR RENTALS – Includes custom graphics!

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

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

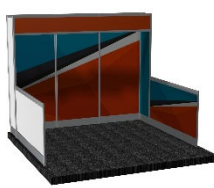
\*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



**10' INLINE BOOTH 1**  
Discount: \$5,172.25  
Standard: \$6,548.50



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



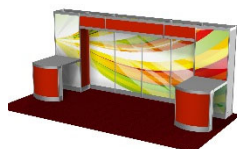
**10' STANDARD BOOTH**  
Discount: \$5,172.25  
Standard: \$6,548.50



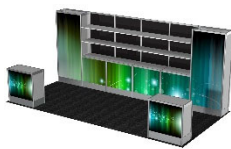
**10' POPUP LIGHTBOX RENTAL\***  
Discount: \$5,250.00  
Standard: \$6,825.00  
3 WEEKS LEAD TIME\*

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

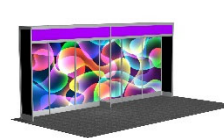
\*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



**20' INLINE BOOTH 1**  
Discount: \$11,121.25  
Standard: \$14,261.50



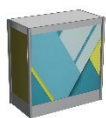
**20' SHELF BOOTH 2**  
Discount: \$11,121.25  
Standard: \$14,261.50



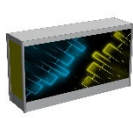
**20' STANDARD BOOTH**  
Discount: \$11,121.25  
Standard: \$14,261.50

### A La Carte

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



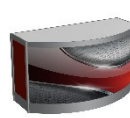
**1M COUNTER**  
Discount: \$523.75  
Standard: \$677.75



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



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



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



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

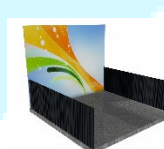
### MISC. ITEMS



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



**22x28 SIGN \*w/HOLDER**  
Discount: \$187.00  
Standard: \$243.25



**10'W X 8'H BACKWALL BANNER**  
Discount: \$1,932.50  
Standard: \$2,512.25

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

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

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

In order to have a pre-printed bill of lading (BOL) + shipping labels created & delivered to your booth the morning of show close, we must receive this form 9/12/23. Email this form to: [ashley@vipertradeshow.com](mailto:ashley@vipertradeshow.com). Please fill out a form for each shipment.

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

### Show Location

1551 Thoreau Dr Schaumburg, IL. / Adventure Hall

**\*\*Please make sure your Carrier checks-in (at the freight desk) NLT than 3:00 PM 9/14/2023**

### Exhibitor Information

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

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

Email Address: \_\_\_\_\_

### Shipping Destination

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

**OUTBOUND CARRIER:** \_\_\_\_\_

Delivering to (Company Name): \_\_\_\_\_

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

City: \_\_\_\_\_

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

ATTN: \_\_\_\_\_

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

### Freight billing address:

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_

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

ATTN: \_\_\_\_\_

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

### Show Site Instructions:

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





## 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 tradeshow and conferences and your need for quality products, attentive representatives, and superior services that reflect your vision.

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

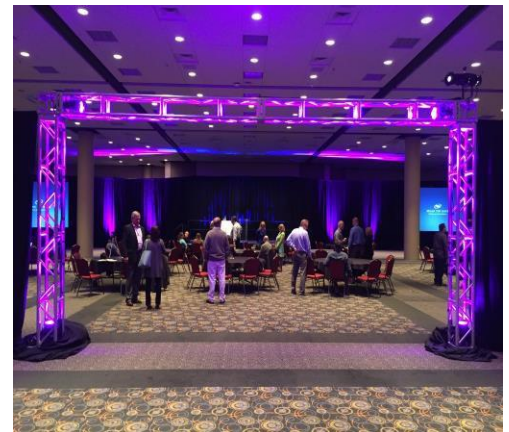
## Creative Solutions

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



## Products:

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



## Customer Service Commitment

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





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

## Exhibitor Order Form

Last updated [12/22]

Audio Equipment	Qty	Days	Daily Rate	Total
Wired Microphone			\$85.00	
Wireless Microphone- Handheld			\$195.00	
Wireless Microphone- Lavalier			\$195.00	
4-Channel Mixer			\$95.00	
8-Channel Mixer			\$160.00	
2 Powered Speakers w/ Stand			\$315.00	
XLR Cables (25ft)			\$35.00	
Video Equipment	Qty	Days	Daily Rate	Total
Micca Box			\$110.00	
19" Flat screen monitor			\$225.00	
23" Flat screen monitor			\$285.00	
32" LED monitor with table stand			\$405.00	
42" LED monitor with table stand			\$565.00	
50" LED monitor with table stand			\$680.00	
65" LED monitor with table stand			\$800.00	
LCD Data Projector 2500 Lumens			\$575.00	
LCD Data Projector 4000 Lumens			\$985.00	
Screens	Qty	Days	Daily Rate	Total
6' Tripod Screen			\$125.00	
8' Tripod Screen			\$145.00	
6' x 12' Fast-fold Screen			\$825.00	
7.6' x 14' Fast-fold Screen			\$1,350.00	
9' x 16' Fast-fold Screen			\$1,975.00	
Computer Systems	Qty	Days	Daily Rate	Total
Laptop Computer			\$320.00	
Wireless Mouse & Keyboard			\$80.00	
Mouse & Keyboard (wired)			\$70.00	
Ethernet Cables (25' to 50')			\$45.00	
VGA Cables (10ft)			\$35.00	
HDMI Cables (6ft)			\$40.00	
Multi-media Speakers			\$95.00	
Packages & Miscellaneous Accessories	Qty	Days	Daily Rate	Total
LCD Support Package (8ft easel screen, safelock table, advancer, cables)			\$210.00	
LCD Projector Package, 2500 Lumens			\$995.00	
HP Black & White Printer			\$250.00	
Whiteboard Package			\$95.00	
Flipchart Package w/Easel			\$50.00	
Flipchart Pad			\$25.00	
Easel			\$40.00	
Black Velour Drape 16' high 10' Section			\$285.00	
Powerstrip			\$20.00	
Extension Cord 25'			\$30.00	
***Prices are based on a daily rate.	Equipment Total			
	Delivery/Pickup			\$130.00
	% sales tax			
**Cancellation fee, 100% within 14days of Show Date.	Other fees			
	Grand Total			

Visual FX, Inc.  
2575 Northwest Parkway  
Elgin, IL 60124  
Phone 847.426.3100  
Email: [Rob@visualfxav.com](mailto: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	\$	_____
<b>Delivery/Pickup</b>	<b>\$130</b>	_____
<b>Total Visual FX Orders</b>	<b>\$</b>	_____

### 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](mailto:rob@visualfxav.com)

Mail to: 2575 Northwest Parkway, Elgin, IL 60124

INTERNET SERVICES	QTY	DAILY RATE
Wireless Internet Connection		\$32/device
Wired Internet Connection		\$200
Dedicated Bandwidth (please contact Encore for more information)		----
LIGHTING/SCENIC	QTY	DAILY RATE
LED Wash Light		\$100
Pin Spotlight		\$60
10' Décor Drapery		\$24 per foot
<b>SPECIAL REQUESTS/INFO: Please add any items or instructions not listed above that you require.</b>		

## BOOTH DIAGRAM

**Internet** – Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Adjacent Booth No. \_\_\_\_\_


**Form Submission** – Email completed forms to [ren.schaumburg@encoreglobal.com](mailto:ren.schaumburg@encoreglobal.com).

If you are experiencing technical difficulties onsite, please contact Encore at **312.296.7970**.

**THIS PHONE NUMBER IS FOR ONSITE SUPPORT ONLY!**

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

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

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Secondary/Contact at Booth/Show Site: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

## Payment Policy

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FACSIMILE, POSTAL MAIL, OR IN ANY OTHER MANNER TO SOURCEONE EVENTS, INC., YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "EXHIBITOR SERVICE KIT", INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS".

### Payment for Services

- SourceOne requires full payment prior to the time services are ordered.
- We require a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment.
- We understand that your calculation is only an estimate of charges by SourceOne Events, and may not reflect the balance of the final invoice, which may include labor and material handling.
- Discount rates will not apply to orders received without payment.

**NOTE:** Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.

### Method of Payment

- For your convenience, SourceOne Events, Inc. accepts Mastercard, VISA, Discover, American Express, checks, cash, ACH direct deposit, and wire transfers. Please contact SourceOne Events, Inc. for ACH and Wire Transfer Instructions. Any charge totaling \$10,000 or above that is to be paid by credit card in one transaction will be charged 3% surcharge.
- We do not accept purchase orders as forms of payments.
- All payments are to be made in U.S. funds drawn on a U.S. Bank.
- Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- ACH and Wire Transfers will be charged a \$50.00 fee.

### Third Party Billing

- SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf.
- In the event that you have arranged for an exhibit house or such other third party to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house or such other third party fail to meet the required payment terms explained above.
- If third party does not pay for services, SourceOne Events, Inc. reserves the right to collect full payment from Exhibitors.

### Cancellation of Order

- Orders cancelled by the Exhibitor prior to SourceOne Events Inc. move-in, or cancelled because of reasons beyond the exhibitor's control, please reference item number 4 under Payment Terms.
- Orders Cancelled after installation are subject to a cancellation fee of 100% of the total order.

## Method of Payment

- Requires credit card with initial order

Credit Card on File:



Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_

CVV2: \_\_\_\_\_

CVV2 number lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Cardholder's Billing Address: \_\_\_\_\_

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

Cardholder's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Terms & Conditions of this contract.

### Order Payment Method:

Charge the Credit Card listed in the Method of Payment Section of this form.

Check Enclosed # \_\_\_\_\_ Dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Amount: \_\_\_\_\_  
(Credit Card required on file)

Wire Transfer on \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_ (Please contact SourceOne Events, Inc. for ACH or Wire Transfer Instructions)  
(Date) (Bank) (Amount)

## Questions? Just Ask!

Contact us online at [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

Address: 596 Lamont Rd, Elmhurst, IL 60126 | Email: [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com) | Fax: 708.344.3050 | Phone: 708.344.4111 ext.120



# Third Party Billing Authorization

Show Name: PLRB Central | Show Date: September 13-14, 2023 | Location: Renaissance Schaumburg Convention Center

Discount Deadline Date: August 29, 2023

Exhibiting Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

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

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

Exhibitor Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms and conditions mentioned.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions provided to you with the "Exhibitor Service Kit", including but not limited to the "Exhibitor Terms and Conditions". In the event that the named third party fails to meet the required payment terms, charges will revert back to me, the exhibiting company.

## Payment Policy

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FACSIMILE, POSTAL MAIL, OR IN ANY OTHER MANNER TO SOURCEONE EVENTS, INC., YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "EXHIBITOR SERVICE KIT", INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS".

### Payment for Services

- SourceOne requires full payment prior to the time services are ordered.
- We require a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment.
- We understand that your calculation is only an estimate of charges SourceOne Events, Inc. and may not reflect the balance of the final invoice, which may include labor and material handling.
- Discount rates will not apply to orders received without payment.

**NOTE:** Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.

### Method of Payment

- For your convenience, SourceOne Events, Inc. accepts Mastercard, VISA, Discover, American Express, checks, cash, ACH direct deposit and wire transfers please contact SourceOne Events, Inc. for ACH and Wire Transfer Instructions. Any charge totaling \$10,000 or above that is to be paid by credit card in one transaction will be charged 3% surcharge.
- We do not accept purchase orders as forms of payments.
- All payments are to be made in U.S. funds drawn on a U.S. Bank.
- Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- ACH and Wire Transfers will be charged a \$50.00 fee.

### Third Party Billing

- SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf.
- As the 3rd Party on the exhibitors behalf, you are responsible for all charges incurred at the show on-site.
- If third party does not pay for services, SourceOne Events, Inc. reserves the right to collect full payment from Exhibitors.

### Cancellation of Order

- Orders cancelled by the Exhibitor prior to SourceOne Events Inc. move-in, or cancelled because of reasons beyond the exhibitor's control, please reference item number 4 under Payment Terms.
- Orders Cancelled after installation are subject to a cancellation fee of 100% of the total order.

## Method of Payment

- Requires credit card with initial order

Credit Card on File:



CVV2 number lets a merchant verify that the cardholder does in fact have the card in his or her possession.

3rd Party Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ CVV2: \_\_\_\_\_

3rd Party Cardholder's Billing Address: \_\_\_\_\_

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

3rd Party Cardholder's Name: \_\_\_\_\_ Email: \_\_\_\_\_

3rd Party Authorized Signature: \_\_\_\_\_ X \_\_\_\_\_ Date: \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Terms & Conditions of this contract.

### Order Payment Method:

Charge the Credit Card listed in the Method of Payment Section of this form.

Check Enclosed # \_\_\_\_\_ Dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Amount: \_\_\_\_\_  
(Credit Card required on file)

Wire Transfer on \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_ (Please contact SourceOne Events, Inc. for ACH or Wire Transfer Instructions)  
(Date) (Bank) (Amount)

## Questions? Just Ask!

Contact us online at [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

Address: 596 Lamont Rd, Elmhurst, IL 60126 | Email: [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com) | Fax: 708.344.3050 | Phone: 708.344.4111 ext.120

## Electrical Checklist

To Do	Description
Completed Payment & Credit Card Authorization	Required regardless of other form of payment. To secure discount rates, must be received by Discount Deadline Date.
Completed Electrical Outlet Order Form or Electrical Estimate for Higher Power Needs	Must complete Credit Card Authorization, Labor Order Form, and floor plan to secure discount rates, if applicable. Call SourceOne Events Electrical for assistance.
Completed Labor Order Form	Floor work labor must include complete floor plan. Regular or show site rates on outlets and labor will be applied based on the date the complete order is received.
Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or PDF format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus point).
Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
Do you require 24 hour power?	Required for refrigeration, computer systems, water pumps, heaters, etc. See 24 Hour Electrical Outlets Order Forms
Do you require overhead power?	Overhead power drops will require additional labor and equipment rental fees.
Do you have a hanging sign that requires power?	If so, please be sure to fill out the <b>Hanging Sign Information page 3</b> and applicable information.
Exhibitor's equipment will be modified to conform to SourceOne Events electrical cords and caps, and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> <li>• 15 amp 120 volt: Standard U-ground cord cap</li> <li>• 30 amp 208 volt: Hubbell</li> <li>• 60 amp 208 volt: Mennekes ME 560P9W 60A 4P 5W</li> <li>• 100 &amp; 200 amp 208 &amp; 480 volt: Hard wired - If Cam locks are needed please supply all sets.</li> </ul>
Avoid code violations	Check the electrical code requirements on the Electrical Information form. Does your exhibiting location allow Halogen Exhibit Booth Lighting? New Standard is LED lighting.
Helpful Tip	Please have the following available at show site: a successful fax transmittal and/or copy of email sent showing attachments of order. Also, the person ordering electrical needs to be present or inform us who will be on-site during installation.
Still have questions?	Please do not hesitate to contact us at 708-344-4111. We're here to help!

Please complete this form for all electrical labor needs. To determine if you need electrical labor, please read the Show Site work rules carefully.

## Important Information - Please Read

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, special placement of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures, and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system.
- Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (40%)
- Don't forget to order electrical labor for Move In and Move Out.
- SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling, or packing of exhibitor property.
- Onsite labor requests that are made during the exhibitor move-in is subject to a 4 hour minimum per laborer ordered. Example: 1 man would be 4 hours and 2 men would be 8 hours.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- SourceOne Events supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
- Orders placed at Show Site will be completed in the order in which they are received. Show Site prices will apply to all labor orders placed at Show Site.

## Installation & Removal Electrical Labor Rates

Labor Schedule	Description	Discount	Standard	Show Site
Straight Time (ST)	Monday through Friday from 8:00AM to 4:30PM.	\$99.00	\$118.80	\$154.44
Overtime (OT)	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$148.50	\$178.20	\$231.66
Double Time (DT)	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$198.00	\$237.60	\$308.88

## What is Electrical Labor Supervision?

An exhibitor chooses SourceOne Events Supervised Electrical Labor when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Please choose which type of electrical labor applies:

#### Exhibitor Supervised (DO NOT proceed without exhibitor)

- Exhibitor Supervision allows you to instruct the laborer. Exhibitor is required to be in the booth and there will not be supervision fees added.
- Indicate workers needed for installation and dismantling.
- SourceOne Events assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by SourceOne Events provided required area jurisdiction for labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by required area jurisdiction for labor under Exhibitor's supervision.
- Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the Show Site rate.

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### SourceOne Supervised (OK to proceed without exhibitor)

- SourceOne Events will determine if additional workers are needed for installation and removal.
- Disconnect after close of show.
- A 30% surcharge will be added to the labor rates above for this supervision service.
- Location of electrical in Booth: Please use the provided Electrical Booth Layout Form to represent your booth, indicate how you would like your electrical placed in your booth. Indicate what power sources are to go where using the symbols provided on form.

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### What type of work applies to what the electrician will be doing in your booth. Please check all that applies:

Distribution of electrical overhead (more than one drop location in your booth)  
 Distribution of electrical through booth structure  
 Connection or hard wiring of all exhibitor equipment  
 Connecting display lighting  
 Under carpet wiring

Wiring a machine or transformer  
 Wiring or installation of overhead signs or electrical headers and/or light boxes  
 Hooking up AV Monitors  
 Other \_\_\_\_\_

## Installation Electrical Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Installation Labor:							\$

## Removal Electrical Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Removal Labor:							\$

Company Name

Email

Please Sign

X

Authorized Signature

Phone Number

Booth Number

Authorized Name - Please Print

Date

Total Payment for Selections

\$

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.



## Electrical Helpful Tips

- In-Line & Peninsula Booths** – 120 Volt single phase power includes labor and materials to one location at the rear of the booth. If you require the outlets to be distributed to any other location, materials and labor charges will apply. There is a minimum charge of 1 hour for installation and removal. Prices do not include materials, e.g., extension cords, powerstrips, and cord caps.
- Island Booths** – All Electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis. Prices do not include materials, e.g., extension cords, powerstrips, and cord caps.
- Electrical Labor Order Form** – Complete and return. Please indicate your desired time for installation and removal.
- Electrical Layout Form** – Complete and return. Please indicate the outlet locations.
- Carpet Installation** – If carpet is installed prior to electrical installation, additional labor charges will apply.
- Electrical Services Information** – Review the important conditions, regulations and guidelines.
- 24 Hour Services** – Electricity will be turned on within 30 minutes of show opening and off 30 minutes after the show closes. If you require power outside the show hours, please make arrangements in advance of show by indicating 24 hour power on the electrical order form.
- Distribution of Power** – Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used – no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- 208/480 Volt Power Service and Connections** – Delivery and connection of high voltage services is done on a time and material basis. Please complete the SourceOne Events Electrical Labor Form to schedule your estimated connection time and return it with this order.

## 120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths – Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths – All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Rate Classification (Price includes labor)	Quantity (Show Hours Only)		Discount	Standard	Quantity (24 hours/day)		Discount	Standard	Total
10 Amps / 1000 Watts		X	\$197.40	\$236.88		X	\$394.80	\$473.76	= \$
20 Amps / 2000 Watts		X	\$241.50	\$289.80		X	\$483.00	\$579.60	= \$

Total: \$

## Miscellaneous

Accessories – Below items do not include power. All items are used with 120 V	Quantity		Discount	Standard	Total
Halogen Arm Light – (includes adjustable clamp for mounting on booth systems)		X	\$71.50	\$85.80	= \$
LED Arm Light – (includes adjustable clamp for mounting on booth systems)		X	\$104.50	\$125.40	= \$
15' Extension Cord (Price does not include power)		X	\$27.50	\$33.00	= \$
30' Flat Extension Cord (Price does not include power)		X	\$49.50	\$59.40	= \$
Power Strip (Price does not include power)		X	\$44.00	\$52.80	= \$

Total: \$

Total Payment  
for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

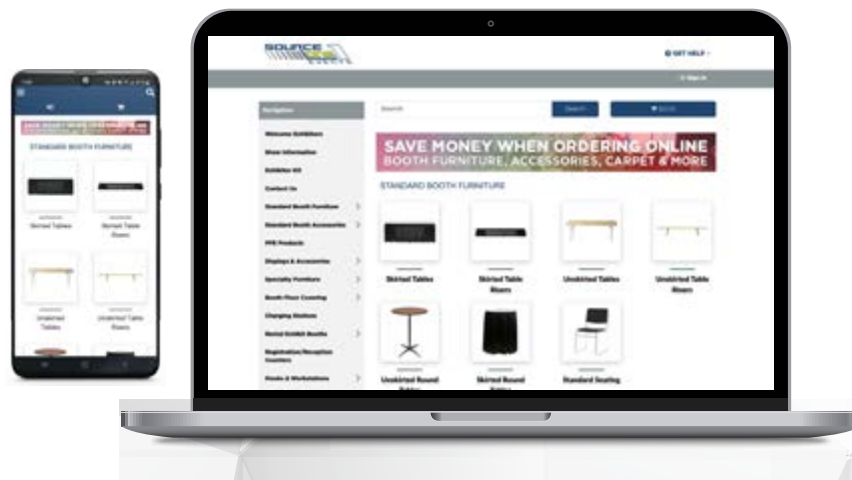
**Cancellation Policy:** Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation.

Please Mail, Email, or Fax Completed Forms to SourceOne Events:

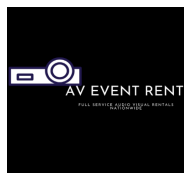
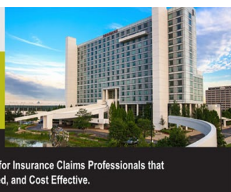
Address: 596 Lamont Rd, Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111 ext.120



# SAVE TIME ORDER ONLINE









Click to Visit Store



**Email form to:**  
**AV EVENT RENT**  
**Attn: Pepi Schweiger**  
**Direct: 917-270-7168**  
**Email: pepi@aveventrent.com**

**We carry more items than what is on the form, so call for items not listed below – ALL PRICING IS FOR THE ENTIRE SHOW.**

QUANTITY	EQUIPMENT	Show rate	Total
<b><u>LED DISPLAYS</u></b>			
	32" FLAT SCREEN LED DISPLAY HD 1920 X 1080	\$275.00	
	40" FLAT SCREEN LED DISPLAY HD 1920 X 1080	\$450.00	
	49" FLAT SCREEN LED DISPLAY HD 1920 X 1080	\$575.00	
	55" FLAT SCREEN LED DISPLAY HD 1920 X 1080	\$650.00	
	65" FLAT SCREEN LED DISPLAY HD 1920 X 1080	\$875.00	
	70" FLAT SCREEN LED DISPLAY HD 1920 X 1080	\$995.00	
	80" FLAT SCREEN LED DISPLAY HD 1920 X 1080	\$1,395.00	
	86" FLAT SCREEN LED DISPLAY 4K MONITOR	\$1,695.00	
	90" FLAT SCREEN LED DISPLAY HD 1920 X 1080	\$1,850.00	
<b><u>TOUCH SCREEN DISPLAYS</u></b>			
	40" TOUCH SCREEN HD DISPLAY	\$695.00	
	46" TOUCH SCREEN HD DISPLAY	\$995.00	
	55" TOUCH SCREEN HD DISPLAY	\$1,400.00	
	65" TOUCH SCREEN HD DISPLAY	\$1,595.00	
	80" TOUCH SCREEN HD DISPLAY	\$2,250.00	
<b><u>MONITOR ACCESSORIES</u></b>			
	DUAL POST STAND WHEN RENTING OUR DISPLAY	\$125.00	
	SPANDEX WRAP FOR DUAL POST STAND	\$35.00	
	SHELF USED THE POLE STAND TO HOLD A LAPTOP, DVD & MORE	\$30.00	
<b><u>VIDEO WALL</u></b>			
	46" NECX463UN, 1920x1080 SEAMLESS PANEL (call for configuration)	\$895.00	
	55" NECX551UN, 1920x1080 SEAMLESS PANEL (call for configuration)	\$1,195.00	
	LED WALL TILES-Call for options	CALL	
<b><u>DESKTOPS, LAPTOPS, TABLETS</u></b>			
	DESKTOP: i5, 2.2 GHZ, 8 GIG, WINDOWS 10	\$225.00	
	MICROSOFT OFFICE 2016	\$25.00	
	LAPTOP: i7 16 GB RAM, WINDOWS 10	\$250.00	
	APPLE 21.5" IMAC THIN BEZEL 8GB RAM	\$250.00	
	MAC MINI i5 2.5GHz DUAL-CORE 8GB RAM	\$195.00	
	IPADS AIR GEN 1 16GB, WIFI ONLY - CALL FOR ADDITIONAL OPTIONS	\$95.00	
	IPAD PRO 9.7", WIFI ONLY CALL FOR 4G OPTIONS	\$120.00	
	IPAD FLOOR STANDS	\$225.00	
<b><u>AUDIO VISUAL EQUIPMENT</u></b>			
	BOOTH SOUND SYSTEM - 1 Wireless Mic, Mixer and Speakers	\$450.00	
	MICROPHONE COMBO KIT	\$250.00	
	SMALL MEDIA PLAYER	\$95.00	
	8x8 TRIPOD SCREEN	\$125.00	
	5000 LUMENS PROJECTOR	\$625.00	

Extended Amount

Set up Labor Charges/Delivery & Pick up in your booth charge equal to 15% of equipment subtotal (minimum \$250.00)

4% Service fee

**Total rental cost**

Credit Card Authorization - Terms and Conditions (Page 2 must be returned complete with page one)

Company Name

Phone

Email form to:  
AV EVENT RENT  
Attn: Pepi Schweiger  
Direct: 917-270-7168  
Email: pepi@aveventrent.com



Exhibitor/Show Information:

Ordered By: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

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

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

Show Contact: \_\_\_\_\_

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

Cell Phone #: \_\_\_\_\_

Delivery Date/Time: \_\_\_\_\_ (2 hour window required)

Pick-up Date/Time: \_\_\_\_\_

Credit Card Information:

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Credit Card Type:



Cardholder Address: \_\_\_\_\_

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

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

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

Credit Card #: \_\_\_\_\_

CVV #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Equipment notes:**

\*\* Additional delivery charges apply - \$150.00 for first unit, \$100.00 each additional

**Terms and Conditions:**

Please make sure you receive a confirmation to ensure your order was placed for the show.

Drayage charges are the exhibitor's responsibility and are not included. If equipment is not ordered 10 days prior to the event, prices are subject to availability and applicable freight charges. No credits will be issued after delivery or attempted delivery of equipment. Exhibitor must be present in booth to accept delivery. If not in your booth at scheduled time, a repeat delivery fee will automatically be charged to your order. Customer is responsible for all loss or damage to rented equipment. **PAYMENT INFORMATION:** Payment required prior to delivery. Payment from customers outside the USA must be made by credit card only: I hereby authorize AV Event Rent to charge my credit card account (identified above) for the rental amount (indicated above); any applicable cancellation fees, and any other amounts due to AV Event Rent. Further, I hereby authorize AV Event Rent to charge my credit card account (identified above) for the repair or replacement cost (as applicable) of the damaged and/or lost or destroyed equipment if the optional Loss/Damage waiver is not purchased. All rentals will include 24hr/7day support.



## PLRB Central Regional Adjusters Conference 2023

# Lead Retrieval Order Form

This form is for *check payments only*. To order online, visit

<https://retrievemyleads.com/registration/index.php?ShowID=plrbcrac23>.

### Have questions?

Find answers or contact us at

📞 702.487.5876 x102

✉️ [info@expodatacapture.com](mailto:info@expodatacapture.com)

EDC Lead Retrieval Packages See page 2 for additional item information and descriptions.	Advance Before or on Aug 30, 2023	Regular Aug 31, 2023 to Sept 12, 2023	On-site On or after Sept 13, 2023	Quantity	Total
<b>EDC Zebra Scanner</b> Quick and easy badge scanning.	\$395	\$495	\$495		\$
<b>EDC Leads App</b> Use your own smartphone! iOS and Android compatible.  10% Discount for 2 licenses, 25% discount for 3 or more licenses.	First license \$195	First license \$250	First license \$250		\$
<b>Customized Follow-Up Action Codes (Optional)</b> Specify codes on page 3.	\$50	\$75	\$75		\$
<b>Active Qualifiers</b> See pg 2. Order in conjunction with EDC Mobile App. Only order 1 even w multiple licenses.	\$250	\$500	\$750		\$
<b>Developers Kit: Real-Time API</b> Use your own badge software and get full attendee data in real time, or get it post-show.	\$450	\$550	\$750		\$
Total Amount					\$

## Company Information

Exhibiting Company		Booth #
Address		
City	State	Zip
Phone	Fax	Email
Office Contact		
On-site Contact		

## Payment Information

Check #

Make check payable to Expo Data Capture, Inc.

When you pick up the equipment on-site, you must also provide your credit card information to be used as a security deposit in the event your equipment is not returned.



## Packages and Device Descriptions\*

### EDC Zebra Lead Plus

The most advanced wireless, handheld scanning device, built for ease and convenience.



- Latest Zebra scan technology w/ rapid scan engine
- Great battery life
- Receive leads in real time at [www.retrievemyleads.com](http://www.retrievemyleads.com)
- 21 Standard Action Codes pre-programmed
- Customized Follow-Up Action Codes available
- The EDC Lead Plus scanner requires an Internet connection, and the device comes with cellular connectivity enabled. At times, convention center cellular connectivity is unavailable, and leads are stored locally on the device and synched when connectivity is restored

**Download your leads** online as a .csv spreadsheet during and after the meeting.

### EDC Leads Mobile App

Use your own iOS or Android device with the EDC Mobile App. Mobile device is not included.



- Each device requires a separate license. Take advantage of discounted prices for additional licenses
- The EDC Mobile App requires either a cellular/mobile network or a Wi-Fi connection
- Only one login to the mobile app is allowed per license purchased
- Provides leads in real time at [www.retrievemyleads.com](http://www.retrievemyleads.com)
- 21 Standard Action Codes pre-programmed
- Customized Follow-Up Action Codes available

**Licenses are not transferable from one device to another. Be sure to order additional licenses for your fellow booth workers. Discounts available for multiple devices.**

**Download your leads** online as a .csv spreadsheet during and after the meeting.

### Active Qualifiers

Available only with the EDC Leads Mobile App on Your Own Device



Use your own device(s) to track attendees that visit your exhibit booth. Pre-show, use the EDC AQ interface to custom design your own email which builds your email as the sender. After you scan someone onsite, you can choose to immediately send an email to your prospect sending your custom email. You can also choose to include one or multiple PDFs that you upload as an attachment with your email. The ultimate in onsite lead follow-up! Your lead file will record your sent email and what attachments were sent, along with any notes or qualifiers you input.

### Real-Time API or Post-Show Data Merge

Use your own badge scanner and get full attendee data in real time, or post-event.



Use your own device(s) to track attendees that visit your exhibit booth and get attendee data in real time. Refer to page (4) for the list of fields which you will receive via the API. Within 48 hours of your order being placed, you will receive sample badges, API documentation and an API key. Or send us your scan file post-event, and we will send you the lead information in a data merge.

**Leads are received and sent in real time into the database specified by the exhibitor unless you opt for the post-event data merge.**



# Follow-Up Action Codes

Create up to 20 of your own Customized Follow-Up Action Codes that you can use instead of the 21 Standard Action Codes provided with your equipment rental. Capture your potential customer's interest in a specific product or service, or indicate the next action step for a specific member of your team by creating Custom Action Codes.

Listed below are the Standard Action Codes that are complimentary with your equipment rental:

- |                            |                               |                          |
|----------------------------|-------------------------------|--------------------------|
| 1. Add to Mailing List     | 8. Product Demo Required      | 15. Purchase in 30 Days  |
| 2. Send Literature         | 9. Immediate Contact Required | 16. Purchase in 3 Months |
| 3. Send Samples            | 10. Have Salesperson Call     | 17. Purchase in 6 Months |
| 4. Send Pricing            | 11. Recommends                | 18. Immediate Need       |
| 5. Technical Info Required | 12. Final Say                 | 19. Order Placed at Show |
| 6. Detailed Specs Required | 13. Makes Purchase Decision   | 20. Current Customer     |
| 7. Provide Quote           | 14. Partial Interest          | 21. HOT LEAD             |

## Order Customized Codes

Fill in the codes below. Don't forget to send all pages when you return the form. As a reminder, credit card information should not be submitted through the online Support Center or by email.

1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____

Each order of 20 codes can be used for multiple Lead Retrieval machines.

Each code can contain up to 40 characters. On the EDC Lead Plus, the first 30 characters of each code are visible on the screen.





## Terms and Conditions

The EDC Lead Retrieval products for the PLRB Central Regional Adjusters Conference 2023 feature handheld laser scanners or smart phone apps. Optionally, Customized Follow-Up Action Codes are available.

**The following fields will be included** in the scan data: Attendee First and Last Name, Title, Company Name, Street Address, City, State, Zipcode,, Phone Number, Email Address..

**Lead Format:** All packages provide leads via the website at [www.retrievemyleads.com](http://www.retrievemyleads.com). View and collect leads as you scan, even while the expo is still open. (Online leads will be in an Microsoft Excel-friendly .csv format.)

**Expo Data Caputre Inc (EDC)**, the Official Event Contractor for Lead Retrieval Services, agrees to provide its EDC Lead services to the Customer for the agreed upon fee listed on this Order Form. The service will include the use of the equipment for the duration of the meeting. EDC will furnish its equipment to the Customer in good working order and the Customer agrees to return the equipment in the same condition.

1. **Payment** shall be in United States dollars and submitted with this Order Form. EDC will accept authorized company checks drawn on banks located in the United States of America. Payment to EDC will not be refunded for any reason, except as stated in item 3 below. Any returned checks will be subject to a \$30.00 returned check fee and loss of early payment discounts. Credit card payments will only be accepted online at <https://retrievemyleads.com/registration/index.php?ShowID=plrbcrac23>.
2. **Replacement cost for lost or damaged equipment:** Customer acknowledges, understands and agrees that the total cost of replacement for EDC's equipment will be as follows: \$1,000.00 for the EDC Lead Plus scanner. Customer agrees to the immediate payment, upon request by EDC for all damages or loss of EDC's equipment, except such as may result from normal operation thereof. In the event that Customer does not immediately pay its obligation to EDC for lost or damaged equipment, Customer agrees to pay EDC a weekly rental fee equal to the service fee listed on the front of this Order Form. This is in addition to the replacement cost of EDC's equipment.
3. **Cancellations and refunds:** Orders canceled on or before Sept 12, 2023, will be subject to a \$75.00 administrative fee. Orders canceled on or after Sept 13, 2023, are non-refundable. *No refunds will be given for equipment that is not picked-up and/or not utilized by booth personnel.*
4. **EDC shall not be responsible for any special, incidental, or consequential damages** arising from the loss of customer information, for any reason, arising from or relating to EDC's equipment. EDC's liability for damage of any cause whatsoever will be limited to the total rental price for the equipment and services provided by EDC as listed on the front page of this Order Form.
5. **Return of equipment:** Customer agrees to return all equipment to the Lead Retrieval Service Desk within one (1) hour of the event closing. EDC's equipment must be picked up and returned to the Lead Retrieval Service Desk in the designated Contractor Service Area. Damaged or non-returned equipment will be charged in accordance with item 2 above. *Equipment not returned to the Lead Retrieval Service Desk, or left in the exhibit area, is the sole responsibility of the customer.* Should EDC, at its option and with no responsibility to do so, recover abandoned equipment, Customer agrees to pay EDC a \$100.00 abandonment fee. In no way does this absolve Customer from its responsibility to timely return EDC's equipment.
6. **Governing law:** It is agreed that the governing law pertaining to this contract will be the law of the State of Nevada with venue exclusively in Clark County.
7. **By submitting this order,** I agree to EDC's terms of use as defined in its privacy policy at <https://retrievemyleads.com/privacy>.
8. **Mail Checks to EDC c/o LR Orders | 8 Sunset Way, Suite 104 | Henderson, NV 89014**

Orders canceled on or before Sept 12, 2023, will be subject to a \$75.00 Administrative Fee.

Orders canceled on or after Sept 13, 2023, will not be refundable.

By signing below, I am stating that I am authorized to place this order and that I agree to all terms and conditions stated on all pages of this order form.

Signature

Date