



## QUICK REFERENCE

SHOW NAME: AFS

SHOW CODE: 1608007

SHOW CITY: Kansas City, MO

SHOW FACILITY: Sheraton Crown Center

SHOW DATES: August 21-24, 2016



### MARK YOUR CALENDAR!

|   |  |
|---|--|
| <b>Friday, July 29, 2016</b>  | <b>FIRST DAY OF ADVANCE WAREHOUSE RECEIVING</b><br>The Advance Warehouse will start accepting freight on this date. *Shipments received via small package carrier will be charged an additional 30%.                           |
| <b>Friday, August 5, 2016</b>   | <b>ADVANCE ORDER DISCOUNT DEADLINE/ CANCELLATION DEADLINE</b><br>Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date          |
| <b>Friday, August 12, 2016</b>  | <b>LATE TO WAREHOUSE</b><br>Advance Warehouse must receive your freight by AUGUST 12 @ 4PM to avoid late charges. All shipments received after this date will be charged a late fee (an additional 30%).                       |
| <b>Friday, August 19, 2016</b>  | <b>LAST DAY OF ADVANCE WAREHOUSE RECEIVING</b><br>Last day Advance Warehouse will accept freight.<br>(You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)                |
| <b>Sunday, August 21 @ 2:00 PM - 6:00 PM or<br/>Monday, August 22 @ 8:00 AM - 9:00 AM</b> | <b>SHOW SITE DELIVERIES</b><br>ALL show site shipments are to be delivered this day only, during move-in hours ONLY. Shipments sent before these dates are at risk of being refused, or charges by venue and Viper will apply. |



### YOUR SHOW OUTLINE

|                             |   |   |                                 |
|-----------------------------|---|---|---------------------------------|
| <b>Move-In/Installation</b> | Sunday, August 21, 2016<br>Monday, August 22, 2016                                | 2:00 PM - 6:00 PM<br>8:00 AM - 9:00 AM  |                                 |
| <b>Exhibit Hours</b>        | Monday, August 22, 2016<br>Tuesday, August 23, 2016<br>Wednesday, August 24, 2016 | 9:00 AM - 8:30 PM<br>6:00 PM - 8:30 PM<br>9:00 AM - 6:00 PM<br>9:00AM - 2:00 PM | AFS Trade Show Networking Event |
| <b>Move-Out/Tear Down</b>   | Wednesday, August 24, 2016  | 2:00 PM - 4:00 PM   |                                 |

**FORCE @ 4:00 PM on August 24th**

#### MATERIAL HANDLING RATES

ADVANCED (2CWT MINIMUM):

**\$154.70 / CWT**

SHOWSITE (2CWT MINIMUM):

**\$167.70 / CWT**

#### ADVANCE WAREHOUSE

AFS  
c/o Viper Tradeshow Services  
3517 Enterprise Drive, Suite D  
Kansas City, MO 64129

#### SHOW SITE FACILITY

AFS  
Crown Center Exhibit Hall  
Hall A  
c/o Viper Tradeshow Services  
2323 McGee Street  
Kansas City, MO 64108

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 4:00 PM to avoid force, as well as exhibitors must start their dismantle by 3:00 PM in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

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



### ITEMS THAT COME STANDARD IN YOUR BOOTH FOR THIS SHOW ARE:

10' x 10' Exhibit Spaces in a non-carpeted hall. Each booth comes with 8' Blue & White back drape, Blue 3' side wall, (1) 8' Blue skirted table, (2) side chairs, (1) wastebasket & one (1) ID sign. To purchase additional rental items/ services, please visit [www.vipertradeshowstore.com//](http://www.vipertradeshowstore.com//) Show Code: 1608007. \*Please note our online portal does not store credit card information. Please submit the Method of Payment form on pg. 3 to put a card on file.

**Order Online @**

**[www.vipertradeshowstore.com](http://www.vipertradeshowstore.com)**

**Show Code:**

**1608007**

#### VIPER SHOW COORDINATOR

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

#### SHOW MANAGEMENT CONTACT

Shawn Johnston  
p: 301.897.8616 Ext. 230  
f: 301.897.8096  
sjohnston@fisheries.org



# VTS PAYMENT TERMS & DEFINITIONS

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

## IN ORDER TO RECEIVE A DISCOUNT:

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

## OUTSTANDING PAYMENTS:

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

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

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

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

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

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

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

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

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

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

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

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

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

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



## METHOD OF PAYMENT FOR:

AFS

### EXHIBITOR INFORMATION

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAX #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

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

SHOW SITE CONTACT: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### WAYS TO ORDER

#### ONLINE\*

Login & Place Orders:

[www.vipertradeshowstore.com](http://www.vipertradeshowstore.com)

**SHOW CODE: 1608007**

*\*Credit Card Transaction Only*

#### FAX\*

Send completed forms to:

Fax: 847.426.3111

#### MAIL

Send completed forms to:

Viper Tradeshow Services

2575 Northwest Parkway

Elgin, Illinois 60124

### VIPER TRADESHOW SERVICES ORDERS

Material Handling Estimate: \$ \_\_\_\_\_

Standard Furnishings & Accessories: \$ \_\_\_\_\_

Viper Custom Furnishings: \$ \_\_\_\_\_

Installation & Dismantle Labor: \$ \_\_\_\_\_

Floral/Booth Cleaning: \$ \_\_\_\_\_

Modular Rental Display: \$ \_\_\_\_\_

Shipping (Viper Transportation Service): \$ \_\_\_\_\_

**Total Viper Tradeshow Service Orders** \$ \_\_\_\_\_

### METHOD OF PAYMENT / CREDIT CARD CHARGES

*\* NOTE: 3.5% Surcharge is applied to all Credit Card Orders*

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

**Please Circle Appropriate Credit Card**

MasterCard    Visa    Amex    Number: \_\_\_\_\_

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

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

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

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

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

**Make Payable to:** Viper Tradeshow Services

**Mail to:** 2575 Northwest Parkway, Elgin, Illinois 60124

# STANDARD FURNITURE | ACCESSORIES

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

## 30" TABLES

Please be sure to check a color selection box below



|                         | Discount                         | Standard |
|-------------------------|----------------------------------|----------|
| Qty. ___ 4' Table       | 131.67                           | 166.32   |
| Qty. ___ 6' Table       | 166.32                           | 187.11   |
| Qty. ___ 8' Table       | 180.18                           | 200.97   |
| Qty. ___ 4th Side Drape | 33.00                            | 46.20    |
| Qty. ___ Undraped Table | 33.00 Less Than List Price Above |          |

## 42" COUNTERS

Please be sure to check a color selection box below



|                           | Discount                         | Standard |
|---------------------------|----------------------------------|----------|
| Qty. ___ 4' Counter       | 159.39                           | 194.04   |
| Qty. ___ 6' Counter       | 194.04                           | 228.69   |
| Qty. ___ 8' Counter       | 221.76                           | 256.41   |
| Qty. ___ 4th Side Drape   | 39.60                            | 52.80    |
| Qty. ___ Undraped Counter | 33.00 Less Than List Price Above |          |

## ACCESSORIES



|                                       | Discount | Standard |
|---------------------------------------|----------|----------|
| Qty. ___ 4' Single Tier Table Riser   | 88.15    | 116.42   |
| Qty. ___ 6' Single Tier Table Riser   | 111.43   | 145.53   |
| Qty. ___ 8' Single Tier Table Riser   | 133.05   | 164.66   |
| Qty. ___ Wastebasket                  | 29.10    | 40.19    |
| Qty. ___ Tripod Easel                 | 53.22    | 68.18    |
| Qty. ___ L1 Black Sherpa Side Chair   | 75.63    | 98.32    |
| Qty. ___ L2 30" Table                 | 200.97   | 261.26   |
| Qty. ___ M1 Black Euro Barstool       | 187.11   | 243.24   |
| Qty. ___ M2 Black 30" x 42" Bar Table | 214.83   | 279.28   |
| Qty. ___ Folding Chair                | 52.80    | 64.90    |
| Qty. ___ Rope & Stanchios Set         | 124.74   | 163.00   |

## CARPET | PADDING

Please be sure to check a color selection box below



|                                   | Discount | Standard |
|-----------------------------------|----------|----------|
| Qty. ___ 10' x 10' carpet         | 200.64   | 257.40   |
| Qty. ___ 10' x 20' carpet         | 401.28   | 514.80   |
| Qty. ___ Custom Carpet Per Sq Ft. | 2.00 s/f | 2.57 s/f |
| Qty. ___ 1/2" Padding Per Sq. Ft. | 2.43 s/f | 2.90 s/f |
| Qty. ___ 1" Padding Per Sq. Ft.   | 4.00 s/f | 5.14 s/f |
| Qty. ___ Visqueen Per Sq. Ft.     | 0.55 s/f | 0.68 s/f |

Exhibitor Name \_\_\_\_\_ Booth # \_\_\_\_\_

# LOUNGE



# VIPER

PILOTS OF THE TRADESHOW INDUSTRY

Series  
**A**



Series  
**B**

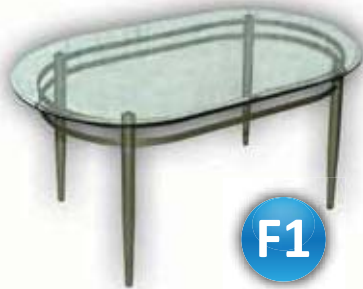


Series  
**C**





# SPECIALTY TABLES | CHAIRS



# OFFICE



I1



I2



I3



J1



J2



J3

# ACCESSORIES



K1



K2



K4



K5



K6



K7



K8

# TABLES | CHAIRS

Series L



L1



L2



L3



L5



L6

# COCKTAIL TABLES | STOOLS

Series M



M5



M4



M3



M2

M1



M6



M7





# VIPER

PILOTS OF THE TRADESHOW INDUSTRY

## FURNISHINGS PRICE GUIDE / ORDER FORM

### LOUNGE

Discount Standard

Series  
**A**

|                              |            |        |        |
|------------------------------|------------|--------|--------|
| A1 - Durapella Sage Sofa     | Qty. _____ | 602.91 | 783.78 |
| A2 - Durapella Sage Loveseat | Qty. _____ | 533.61 | 693.69 |
| A3 - Durapella Sage Chair    | Qty. _____ | 395.01 | 513.51 |
| A4 - Cherry Cocktail Table   | Qty. _____ | 256.41 | 333.33 |

Series  
**B**

|                             |            |        |        |
|-----------------------------|------------|--------|--------|
| B1 - Black Leather Sofa     | Qty. _____ | 575.19 | 747.75 |
| B2 - Black Leather Loveseat | Qty. _____ | 533.61 | 693.69 |
| B3 - Black Leather Chair    | Qty. _____ | 450.45 | 585.59 |
| B5 - Black/Glass End Table  | Qty. _____ | 194.04 | 252.25 |

Series  
**C**

|                           |            |        |        |
|---------------------------|------------|--------|--------|
| C1 - Grey Sofa            | Qty. _____ | 464.31 | 603.60 |
| C2 - Grey Loveseat        | Qty. _____ | 422.73 | 549.55 |
| C3 - Grey Chair           | Qty. _____ | 381.15 | 495.50 |
| C4 - Black Cocktail Table | Qty. _____ | 256.41 | 333.33 |
| C5 - Black End Table      | Qty. _____ | 228.69 | 297.30 |

### SPECIALTY TABLES | CHAIRS

Discount Standard

Series  
**D**

|                                  |            |        |        |
|----------------------------------|------------|--------|--------|
| D1 - Black/Glass 42" Round Table | Qty. _____ | 311.85 | 405.41 |
| D2 - Black Side Chair            | Qty. _____ | 173.25 | 225.23 |

Series  
**E**

|                                      |            |        |        |
|--------------------------------------|------------|--------|--------|
| E1 - Chrome/Glass 36" Round Table    | Qty. _____ | 270.27 | 351.35 |
| E2 - Brushed Silver Ladderback Chair | Qty. _____ | 145.53 | 189.19 |

Series  
**F**

|                                  |            |        |        |
|----------------------------------|------------|--------|--------|
| F1 - Pewter/Glass 60" Oval Table | Qty. _____ | 353.43 | 459.46 |
| F2 - Pewter/Blue Chair           | Qty. _____ | 200.97 | 261.26 |
| F3 - Pewter/Red Chair            | Qty. _____ | 200.97 | 261.26 |
| F4 - Pewter/Yellow Chair         | Qty. _____ | 200.97 | 261.26 |
| F5 - Pewter/Green Chair          | Qty. _____ | 200.97 | 261.26 |

Series  
**G**

|                                  |            |        |        |
|----------------------------------|------------|--------|--------|
| G1 - Birch/Steel 54" Round Table | Qty. _____ | 325.71 | 423.42 |
| G2 - Birch/Steel Side Chair      | Qty. _____ | 214.83 | 279.28 |

Series  
**H**

|                                    |            |        |        |
|------------------------------------|------------|--------|--------|
| H1 - Brushed Steel 42" Round Table | Qty. _____ | 311.85 | 405.41 |
| H2 - Brushed Steel Chair           | Qty. _____ | 200.97 | 261.26 |

### OFFICE

Discount Standard

Series  
**I**

|   |            |        |        |
|---|------------|--------|--------|
| I1 - Oak Desk                             | Qty. _____ | 464.31 | 603.60 |
| I2 - Black Leather/Chrome Executive Chair | Qty. _____ | 297.99 | 387.39 |
| I3 - Black Leather/Black Executive Chair  | Qty. _____ | 297.99 | 387.39 |

Series  
**J**

|                                |            |        |        |
|--------------------------------|------------|--------|--------|
| J1 - Black 6' Conference Table | Qty. _____ | 395.01 | 513.51 |
| J2 - Black Steno Chair         | Qty. _____ | 173.25 | 225.23 |
| J3 - Black Drafting Stool      | Qty. _____ | 242.60 | 315.38 |

### ACCESSORIES

Discount Standard

Series  
**K**

|                                     |            |        |        |
|-------------------------------------|------------|--------|--------|
| K1 - Black Accordion Lit Stand      | Qty. _____ | 173.25 | 225.23 |
| K2 - Black Lit Stand                | Qty. _____ | 173.25 | 225.23 |
| K4 - Coat Rack                      | Qty. _____ | 62.37  | 81.08  |
| K5 - Black 12" x 12" x 42" Pedestal | Qty. _____ | 242.55 | 315.32 |
| K6 - Black 12" x 12" x 30" Pedestal | Qty. _____ | 242.55 | 315.32 |
| K7 - Black 24" x 24" x 42" Pedestal | Qty. _____ | 381.15 | 495.50 |
| K8 - Refrigerator                   | Qty. _____ | 288.20 | 374.66 |

### TABLES | CHAIRS

Discount Standard

Series  
**L**

|                              |            |        |        |
|------------------------------|------------|--------|--------|
| L1 - Black Sherpa Side Chair | Qty. _____ | 75.63  | 98.32  |
| L2 - Black 30" x 30" Table   | Qty. _____ | 200.97 | 261.26 |
| L3 - Black Sherpa Arm Chair  | Qty. _____ | 90.09  | 117.12 |
| L5 - Black Side Chair        | Qty. _____ | 173.25 | 225.23 |
| L6 - Black Euro Chair        | Qty. _____ | 173.25 | 225.23 |

### COCKTAIL TABLES | STOOLS

Discount Standard

Series  
**M**

|                                |            |        |        |
|--------------------------------|------------|--------|--------|
| M1 - Black Euro Barstool       | Qty. _____ | 187.11 | 243.24 |
| M2 - Black 30" x 42" Bar Table | Qty. _____ | 214.83 | 279.28 |
| M3 - Euro Barstool             | Qty. _____ | 214.83 | 279.28 |
| M4 - Chrome/Black Euro Stool   | Qty. _____ | 200.97 | 261.26 |
| M5 - Black Ladderback Stool    | Qty. _____ | 131.67 | 171.17 |
| M6 - Brushed Steel/Black Stool | Qty. _____ | 228.69 | 297.30 |
| M7 - Brushed Steel Stool       | Qty. _____ | 228.69 | 297.30 |

# MODULAR DISPLAY SELECTIONS

## 10 x 10

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

**DISCOUNT DEADLINE: August 5, 2016**



10' INLINE - DISCOUNT  
 GRAPHIC \$2,675.00

10' INLINE - STANDARD  
 GRAPHIC \$3,750.00



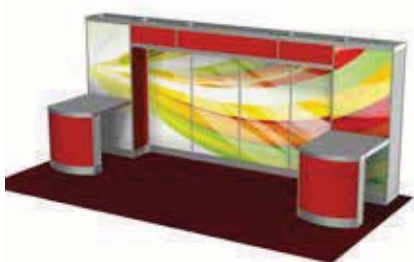
10' SHELF - DISCOUNT  
 GRAPHIC \$2,850.00

10' SHELF - STANDARD  
 GRAPHIC \$3,875.00

## 10 x 20

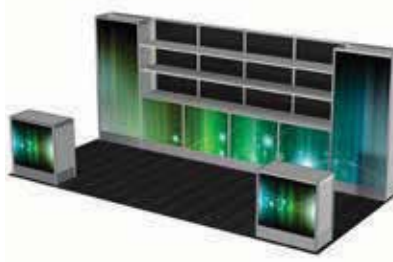
\*ALL PRICES INCLUDE CARPET | SELECT YOUR CARPET COLOR ON PAGE 2.  
 \*\*PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.

**DISCOUNT DEADLINE: August 5, 2016**



20' INLINE - DISCOUNT  
 GRAPHIC \$6,330.00

20' INLINE - STANDARD  
 GRAPHIC \$8,550.00



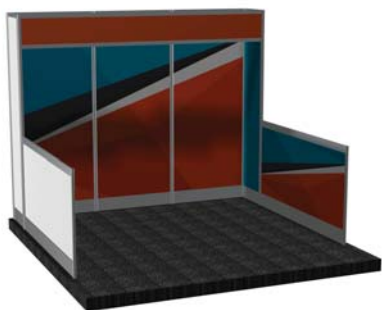
20' SHELF - DISCOUNT  
 GRAPHIC \$6,425.00

20' SHELF - STANDARD  
 GRAPHIC \$8,750.00

## BASIC

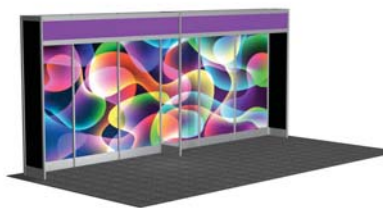
\*ALL PRICES INCLUDE CARPET | SELECT YOUR CARPET COLOR ON PAGE 2.  
 \*\*PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.

**DISCOUNT DEADLINE: August 5, 2016**



10' BASIC - DISCOUNT  
 GRAPHIC \$2,975.00

10' BASIC - STANDARD  
 GRAPHIC \$3,850.00



20' BASIC - DISCOUNT  
 GRAPHIC \$5,900.00

20' BASIC - STANDARD  
 GRAPHIC \$7,650.00

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

**DISCOUNT DEADLINE: August 5, 2016**

EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

# DISPLAY ACCESSORIES

## A LA CARTE

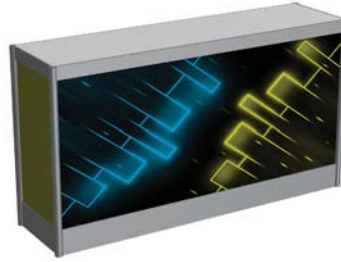
\*ALL PRICES INCLUDE GRAPHIC PANELS

\*\*WHITE OR BLACK PANELS AVAILABLE UPON REQUEST



**1 Mx1/2Mx42"  
LOCKING COUNTER**

- DISCOUNT: \$298.00
- STANDARD: \$385.00



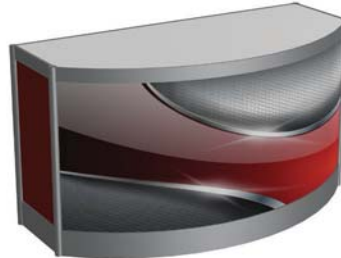
**2 Mx1/2Mx42"  
LOCKING COUNTER**

- DISCOUNT: \$541.00
- STANDARD: \$703.00



**1 Mx1/2Mx42"  
CURVED LOCKING COUNTER**

- DISCOUNT: \$331.00
- STANDARD: \$430.00



**2 Mx1/2Mx42"  
CURVED LOCKING COUNTER**

- DISCOUNT: \$589.00
- STANDARD: \$765.00



**1 Mx1/2Mx8'  
DISPLAY CASE**

- DISCOUNT: \$698.00
- STANDARD: \$905.00



**PUBLICATION BIN**

- DISCOUNT: \$358.00
- STANDARD: \$465.00

## BOOTH SIGNAGE



- FREE STANDING METER BOARD  
SINGLE SIDED: \$506.00  
DOUBLE SIDED: \$800.00

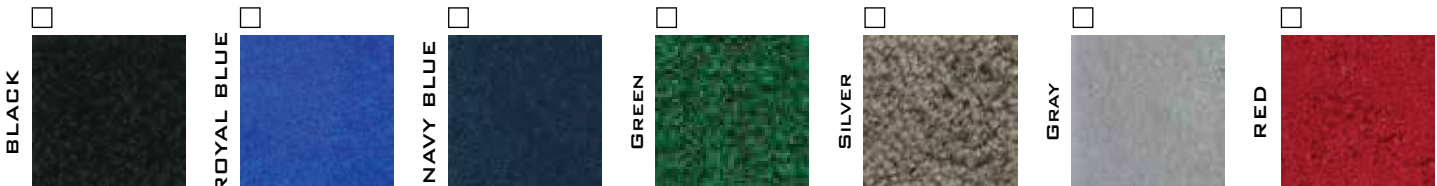


- 22x28 EASEL SIGN  
\$100.00



- 8'x10' BACKWALL BANNER  
\$1,100.00  
\*BANNER IS YOURS TO KEEP  
INCLUDES INSTALL/DISMANTLE

## BOOTH CARPET



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

**DISCOUNT DEADLINE: August 5, 2016**

EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_



# VIPER TRANSPORTATION SHIPPING ORDER FORM FOR AFS

## PRICING

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.75/lb. on shipments under 1,000 pounds and \$2.25/lb for shipments over 1,000 pounds. Dimensional weight may apply, and a \$525.00 minimum applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Material Handling charges apply for all shipments.

**Inbound Shipping to:**  **Advance Warehouse**  **Show Site**

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

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

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

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

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

Requested Pickup Date & 4 HR. Pickup Window Time: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

## ACCEPTANCE & PAYMENT

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

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

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

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

Name printed: \_\_\_\_\_ Date: \_\_\_\_\_



**ADVANCE WAREHOUSE SHIPPING LABELS**  
**SHOW NAME: AFS**  
**SHOW CODE: 1608007**

**SHOW CITY:** Kansas City, MO  
**SHOW FACILITY:** Sheraton Crown Center  
**SHOW DATES:** August 21-24, 2016

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

### ADVANCE WAREHOUSE LABELS

#### SHIPPER INFORMATION

FROM:

#### DELIVERY INFORMATION

TO (EXHIBITOR NAME): \_\_\_\_\_

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

PIECES: \_\_\_\_\_ OF \_\_\_\_\_

AFS  
c/o Viper Tradeshow Services  
3517 Enterprise Drive, Suite D  
Kansas City, MO 64129

\*Must be delivered NLT Friday, August 12th by  
4:00 PM to avoid late charges.

#### SHIPPER INFORMATION

FROM:

#### DELIVERY INFORMATION

TO (EXHIBITOR NAME): \_\_\_\_\_

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

PIECES: \_\_\_\_\_ OF \_\_\_\_\_

AFS  
c/o Viper Tradeshow Services  
3517 Enterprise Drive, Suite D  
Kansas City, MO 64129

\*Must be delivered NLT Friday, August 12th by  
4:00 PM to avoid late charges.





## SHOW SITE SHIPPING LABELS

SHOW NAME: AFS

SHOW CODE: 1608007

SHOW CITY: Kansas City, MO

SHOW FACILITY: Sheraton Crown Center

SHOW DATES: August 21-24, 2016

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

### SHOWSITE LABELS

#### SHIPPER INFORMATION

FROM:

#### DELIVERY INFORMATION

TO (EXHIBITOR NAME): \_\_\_\_\_

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

PIECES: \_\_\_\_\_ OF \_\_\_\_\_

AFS  
Crown Center Exhibit Hall | Hall A  
c/o Viper Tradeshow Services  
2323 McGee Street  
Kansas City, MO 64108

\*Must be delivered on  
Sunday, August 21 Between Hours of: 2:00 PM - 6:00 PM or  
Monday, August 22 Between Hours of: 8:00 AM - 9:00 AM

#### SHIPPER INFORMATION

FROM:

#### DELIVERY INFORMATION

TO (EXHIBITOR NAME): \_\_\_\_\_

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

PIECES: \_\_\_\_\_ OF \_\_\_\_\_

AFS  
Crown Center Exhibit Hall | Hall A  
c/o Viper Tradeshow Services  
2323 McGee Street  
Kansas City, MO 64108

\*Must be delivered on  
Sunday, August 21 Between Hours of: 2:00 PM - 6:00 PM or  
Monday, August 22 Between Hours of: 8:00 AM - 9:00 AM



# MATERIAL HANDLING INFO FOR AFS

## ADVANCE WAREHOUSE

AFS  
c/o Viper Tradeshow Services  
3517 Enterprise Drive, Suite D  
Kansas City, MO 64129

## SHOWSITE

AFS  
Crown Center Exhibit Hall | Hall A  
c/o Viper Tradeshow Services  
2323 McGee Street  
Kansas City, MO 64108

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

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

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

### Calculate your CWT (hundred weight)

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

## ADVANCE WAREHOUSE DELIVERIES

|   | Rate per CWT |
|---|--------------|
| Boxed, crated, or skidded shipment via common carrier.....                                  | \$154.70     |
| Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS or USPS..... | \$190.40     |
| Common carrier shipment received late, after <b>**Friday, August 12th @ 4:00 PM**</b> ..... | \$190.40     |
| POV, specialized carrier, FedEx, UPS or USPS shipment received late.....                    | \$226.10     |
| Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published   |              |

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

## SHOWSITE DELIVERIES

|   | Rate per CWT        |
|---|---------------------|
| Boxed, crated, or skidded shipment via common carrier.....                                  | \$167.70            |
| Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS or USPS..... | \$206.40            |
| Show site shipments off-target (before or after) <b>**August 21st or 22nd**</b> .....       | add 30% to the rate |
| Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published   |                     |

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

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



# VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 21 days free storage if delivered by the advance deadline receiving date listed below and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to exhibitor's booth, removal from exhibitor's booth upon completion of packing, and turning in Bill of Lading to service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

## Special Handling 30% Surcharge

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

|                                     |   |
|-------------------------------------|---|
| <b>Moving Van Shipments</b>         | Shipments delivered by a moving van or shipments by any truck which because of the height of the truck bed, cannot be unloaded at the docks.  |
| <b>Loose Freight</b>                | Shipment packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, stacked freight etc.) regardless of the kind of carrier or vehicle used, including small package shipments. |
| <b>Undetermined Description</b>     | Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)  |
| <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 will be subject to overtime charges. Additionally, when warehouse freight must be moved into the exhibit site on overtime, due to scheduling conflict beyond the control of Viper Tradeshow Services, or show move in or move out times are after 4:30 PM weekdays, on Saturday, Sunday, Or Holidays overtime charges will apply.

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

## Material Handling Terms

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

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

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

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



# FLORAL / CLEANING INFO FOR:

AFS

## FLORAL

### Fresh Floral Arrangements

Small Floral Arrangement: \_\_\_\_\_ \$90.00 Discount / \$120.60 Standard  
 Medium Floral Arrangement: \_\_\_\_\_ \$126.00 Discount / \$156.60 Standard  
 Large Floral Arrangement: \_\_\_\_\_ \$162.00 Discount / \$198.00 Standard

### Artificial Plants

2 Foot Green Plant: \_\_\_\_\_ \$55.20 Discount / \$69.60 Standard  
 3 Foot Green Plant: \_\_\_\_\_ \$69.60 Discount / \$82.80 Standard  
 4 Foot Green Plant: \_\_\_\_\_ \$82.80 Discount / \$98.40 Standard  
 5 Foot Green Plant: \_\_\_\_\_ \$98.40 Discount / \$112.80 Standard  
 6 Foot Green Plant: \_\_\_\_\_ \$112.80 Discount / \$127.20 Standard

*For plants or floral not listed please call 888.458.9760*

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

## VACUUMING

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

Number of Booth Units: \_\_\_\_\_ x **\$70.00** Discount / **\$85.00** Standard  
 \$ \_\_\_\_\_ Subtotal  
 Subtotal x Number of Days: \$ \_\_\_\_\_ Total

## PORTER SERVICE

*Emptying refuse from containers as necessary throughout the show hours.*

Monday - Friday: 8:00 am - 4:30 pm: \$57.60 per day  
 Monday - Friday: After 4:30 pm: \$69.60 per day  
 Any time Saturday, Sunday, & Holidays: \$78.00 per day

Number of Booth Units: \_\_\_\_\_ x \_\_\_\_\_ (use appropriate rates from above)  
 \$ \_\_\_\_\_ Subtotal  
 Subtotal x Number of Days: \$ \_\_\_\_\_ Total  
 Total of All Cleaning & Porter Services: \$ \_\_\_\_\_



# DISPLAY LABOR (I&D) INFO FOR:

AFS

## DISPLAY LABOR HOURLY RATES

|   |                       |                      |
|---|-----------------------|----------------------|
| Monday - Friday 8:00 am - 4:30 pm:              | _____ \$75.00         | per person, per hour |
| Monday - Friday before 8:00 am & after 4:30 pm: | _____ *Does not apply | per person, per hour |
| Any time Saturday, Sunday & Holidays:           | _____ \$150.00        | per person, per hour |

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

## LABOR DEFINITIONS

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

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

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

Please provide supervisor's name and cell number: \_\_\_\_\_

## INSTALLATION CALCULATION & ORDER

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

## DISMANTLE CALCULATION & ORDER

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

Total of All Items Ordered: \$ \_\_\_\_\_

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

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

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





# EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

**\*PLEASE COMPLETE AND RETURN BOTH EAC FORMS\***

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

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

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

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

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

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

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# USE OF AN EAC NOTIFICATION

**\*PLEASE COMPLETE AND RETURN BOTH EAC FORMS\***

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

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

**For Exhibitor (Company Name):** \_\_\_\_\_

**Show Name/Booth Number:**   AES   \_\_\_\_\_

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

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

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

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

**Show Site Contact** *(if different than above):* \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

## EAC Instructions

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

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



## MOVE-OUT INFORMATION FOR: AFS

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

**Wednesday, August 24th @ 2:00 PM** Exhibit Hall Officially Closes

**Wednesday, August 24th @ 2:00 PM** Stored empty crates and containers returned.

**Wednesday, August 24th @ 3:00 PM** Labor Force: all exhibitors should be started dismantle by now.  
Exhibitors may now check in at the Viper Service Desk to sign out dismantle labor hired.

**Wednesday, August 24th @ 4:00 PM** Freight Force: deadline for carriers to check in.

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to come by **4:00 PM** \*. We suggest telling them **3:00 PM** , giving them room to fail without failing you! Here's the address for your convenience:  
**Crown Center Exhibit Hall | Hall A | 2323 McGee Street Kansas City, MO 64108**
3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Viper Service Desk able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and Fed Ex are not the most reliable carriers for our industry so we highly suggest exhibitor's using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only the shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all your materials please hand in the BOL to the Viper Service Desk. Do not leave it in your booth! We will sign it and give you a copy, keep a copy and give the driver a copy! Please note, material handling must be paid in full.

\*In the event you fail to turn in your BOL or your carrier does not check-in by the **4:00 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 \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 pounds or less; with a \$525.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

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

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

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

## LEAD MANAGEMENT SOLUTIONS

### All Solutions

Leads can be accessed from any computer on our secure website with a unique username/password assigned to you upon pickup/delivery of the device(s) • Leads download during or after the show in Excel

- Can easily import to Databases

#### PRE SHOW

- Order online – easy and quick
- Take advantage of discount pricing - available for advance orders

#### SHOW SITE

- Avoid a line - pick up your devices early at show service desk
- Forgot to order in advance? Additional scanners available for onsite ordering
- Technician on site during set up and show hours and 24/7 support available at 800-476-9959

#### POST SHOW

- Access your leads from any computer on our secure website
- Easily download your leads data into an Excel file
- Misplaced your password – email Leads.Support@SmartSourceRentals.com

### Option 1 - App Software



#### Lead Retrieval App

An app built for Apple and Android devices. This badge scanning software is an installed option for use with your own phone/tablet with Apple Operating System 6 or higher or Android 4.4 or higher with rear facing autofocus camera with at least 5 megapixels. Leads can be accessed via website and downloaded to an Excel document.

#### iPad<sup>®</sup>, App & Strap

Includes a SmartSource iPad rental with App installed for your use during the show. Strap with 360 degree rotation secures iPad in one hand.



### Option 2 - Scanner

#### Scanner

Wireless, handheld badge scanner. Electrical Order not required. Battery will be fully charged. The scanner is pre-loaded with qualifiers and free-type notes section on Deluxe Scanner (A) only. Leads can be accessed from any computer on our secure website.



#### Lead Printer - Wireless

Small wireless bluetooth printer can print after each scan, or you can manually print individual leads at any time. Battery charged. One (1) printer per scanner. Rental includes two (2) paper rolls.



### Customize your lead

#### Automatic Email

Sends a pre-written email to each person you scan at your booth.

#### Why Custom Qualifiers?

A huge benefit of electronic lead management is the ability to 'qualify' your leads. A qualified lead is a much more valuable piece of information than a badge scanned with no qualification. Every badge scanned should have a qualifier or note to ensure you remember the interaction when you follow-up after the show. Create your own Custom Qualifiers. Make sure you take advantage of this valuable tool.

All systems include Standard Qualifiers. Examples are: Decision maker • Follow up email/phone

- Set up post show meeting





p. (800) 955-5171  
e. Leads@SmartSourceRentals.com

**ORDER ONLINE**  
**CLICK HERE**



Discount price deadline date: 8/03/2016  
Orders accepted until: 8/12/2016

**LEAD RETRIEVAL ORDER INFORMATION**

Business name:  Booth name if different:  Booth number:   
 Address:  City:  State:  Zip Code:   
 Ordered by:  Phone:  Email:   
 Onsite contact if different from above:  Cell:   
 Send data download link to email:  Send receipt to email:   
 Today's date:  Email confirmation, rental agreement and credit card receipt will be sent by email within one (1) business day of submitting this form. If order is not confirmed within this time period, please call 800-955-5171.

**LEAD RETRIEVAL PRODUCTS & ACCESSORIES**

|  | Discount available until | Orders accepted until | Qty              | Total         |
|--|--------------------------|-----------------------|------------------|---------------|
|  | 8/03/2016                | 8/12/2016             |                  |               |
| <b>BEST VALUE</b>  |                          |                       |                  |               |
| <b>Deluxe Scanner Package includes</b><br>Scanner, Instant Email, Custom Qualifiers, Lead Printer, In-booth Delivery & Training.<br>Delivery: <input type="text"/> (Date & Time - 2 hour window required)  | \$575                    | N/A                   | _____            | _____         |
| <b>OPTION 1 - Choose an app</b>  |                          |                       |                  |               |
| <b>App Software</b> Download to a Smartphone or Tablet. (1) App per (1) Device during entire show. Please note: App runs on iOS 6 or higher and Android 4.4 or higher. The following devices are supported with rear facing autofocus camera with at least five megapixels: iPod Touch (5th generation or later), iPhone 4 or later, iPad Mini, iPad, Android Phones, Android Tablets  | \$250                    | \$275                 | _____            | _____         |
| <b>Additional exhibitors in your booth?</b> Add an app license for your additional phones/tablets  | \$175                    | \$175                 | _____            | _____         |
| <b>App Software with iPad rental</b> Includes app, iPad, iPad strap for duration of show   | \$475                    | \$500                 | _____            | _____         |
| <b>OPTION 2 - Choose a scanner</b>   |                          |                       |                  |               |
| <b>Deluxe (A):</b> Handheld/wireless/battery operated  | \$355                    | \$385                 | _____            | _____         |
| <b>Scanner &amp; Automatic Email</b> With this option please complete Instant Email Order Form   | \$450                    | N/A                   | _____            | _____         |
| <b>Scanner &amp; Custom Qualifiers</b> With this option please complete Customer Qualifier Order Form  | \$430                    | \$480                 | _____            | _____         |
| <b>Standard (B):</b> Handheld/wireless/battery operated  | \$310                    | \$345                 | _____            | _____         |
| <b>Scanner &amp; Lead Printer</b> Wireless printer includes 2 rolls of paper   | \$385                    | \$440                 | _____            | _____         |
| <b>In-Booth Delivery &amp; Training</b> If delivery is ordered, a representative must be present in the booth at the date/time specified or we cannot provide delivery. Forfeited deliveries will not be refunded and scanner must be picked up from the service desk<br>Delivery: <input type="text"/> (Date & Time - 2 hour window required)   | \$75                     | \$75                  | _____            | _____         |
| <b>OPTION 3 - Developer's Kit</b>  |                          |                       |                  |               |
| <b>Developer's Kit</b> Badge Information available 7 days before show  | \$300                    | \$395                 | _____            | _____         |
| <b>How do I get my scanner or app?</b> Scanners and iPads: Unless "In-Booth Delivery & Training" is ordered, all equipment must be picked up from the SmartSource Service Desk within (2) two hours of the show floor opening. Upon close of the show, all devices and supporting equipment must be returned to the SmartSource Service Desk within (1) one hour. App: Email will be sent with instructions to download app, Log-in and Password 7 days before show. All rentals include 24/7 service and support at 800-476-9959.<br><b>Terms and Conditions:</b> No refunds will be made to any order or package option cancelled within 7 days of show start. Prices and equipment are subject to change without notice. All Lead Retrieval Information is provided at the discretion of Show Management. Drayage and union fees are not included. Our rental includes damage and loss clause at no charge. If a device is lost we do require a police report to accompany the claim of your lost unit. See details of terms and conditions at <a href="http://www.smartsourcerentals.com">www.smartsourcerentals.com</a> . |                          |                       |                  |               |
|  |                          |                       | <b>Subtotal:</b> | <b>\$0.00</b> |
|  |                          |                       | <b>% Tax:</b>    | <b>\$0.00</b> |
|  |                          |                       | <b>Total:</b>    | <b>\$0.00</b> |

**CREDIT CARD PAYMENT INFORMATION**

Cardholder acknowledges and agrees to the Terms and Conditions available upon request and authorizes this credit card to be used as payment for this rental/onsite additions.  Same address as above  
 Card number:  Address:   
 Expiration date:  Code:  City:  State:  Zip Code:   
 Cardholder name:  Cardholder signature: \_\_\_\_\_

Show name: **AFS 146th Annual Meeting** Show venue: **Sheraton Kansas City** Show code: **AFSA0816**

Return Order Form to email: Leads@SmartSourceRentals.com or fax to: 917 591 8021 or order online by clicking order button above





# POWER DISTRIBUTION SERVICES

PSAV is proud to serve as the exclusive in-house provider for Power Distribution Services at The Westin Kansas City at Crown Center / Sheraton Kansas City Hotel at Crown Center. As part of our comprehensive electrical safety program the facility has been equipped with industry standard single pole or pin and sleeve devices to eliminate bare wire connections. All power distribution must be UL/ETL listed and meet all state and local codes.

## ➤ ELECTRICAL SERVICES ACCESSORIES

|                        |      |
|------------------------|------|
| Power Strip (6 Outlet) | \$20 |
| 25' Extension Cable    | \$20 |

## ➤ ELECTRICAL SERVICES POWER DROP – THREE PHASE

|                                |         |
|--------------------------------|---------|
| Power Drop Three Phase 100 Amp | \$685   |
| Power Drop Three Phase 200 Amp | \$1,370 |
| Power Drop Three Phase 400 Amp | \$2,750 |

## ➤ POWER DISTRIBUTION – EQUIPMENT

|                             |       |
|-----------------------------|-------|
| Spider Box (2 x 20A)        | \$205 |
| AC Power Distro 100A - 120V | \$225 |
| AC Power Distro 200A - 208V | \$330 |

*All Distros have L21-20 and L21-30 outputs.*

## ➤ POWER DISTRIBUTION LABOR RATES

|                              |           |
|------------------------------|-----------|
| Electrical Tie-In/Disconnect | \$105/hr. |
|------------------------------|-----------|

*All Power Distribution labor calls are based on a (1) Hour minimum to tie-in and (1) hour minimum to disconnect and subject to all reasonable labor practices regarding overtime and non-standard calls and afterhours. Power Distribution labor is based on a per-show call basis.*

### Power Distribution Pricing

PSAV will not load or allow a service to be loaded beyond 80% of the rated capacity of the service. Power Distribution equipment distribution boxes are billed on a per-day basis. All power distribution PSAV uses will be UL/ ETL listed and will meet or exceed all state and local requirements for safe electrical distribution.

For more information, contact your PSAV representative at: 816.545.9160  
 or visit us on the Web at: [psav.com/crowncenter](http://psav.com/crowncenter)





Sheraton  
KANSAS CITY AT CROWN CENTER

THE WESTIN  
KANSAS CITY AT CROWN CENTER



# AUDIOVISUAL SERVICES

From helping small gatherings create a great impact to amplifying a stage experience for hundreds of attendees, PSAV's event technology enhances every image, note and nuance of your important communication. Our goal is to achieve yours, effectively delivering your messages and making your meeting a memorable success.

## POPULAR PACKAGES

### Meeting Room Projector Package - \$525

- AV Cable Lot
- LCD Projector
- Projection Stand
- Tripod Screen

### Projection Support Package - \$175

- AV Cable Lot
- Projection Stand
- Tripod Screen

### Fast-Fold® Projection Support Package - \$465

- AV Cable Lot
- Projection Stand
- 7'6" x 13'4" Fast-Fold Screen
- (Other screen sizes are available at each property)*

### Flip Chart Package - \$60

- Flip Chart Easel
- Flip Chart Pad
- Markers

### Post-it® Flip Chart Package - \$80

- Flip Chart Easel
- Post-it® Flip Chart Pad
- Markers

## POPULAR COMPONENTS

|  |       |
|--|-------|
| Conference Speaker Phone   | \$155 |
| Laptop Computer  | \$220 |
| LED Wash Light   | \$75  |
| 8" Powered Speaker w/Stand   | \$100 |
| 12" Powered Speaker w/Stand  | \$125 |
| Presidential Microphone*   | \$70  |
| Wired Microphone*  | \$60  |
| Wireless Microphone*   | \$175 |
| <i>* All microphones require the use of a mixer and house sound or external PA system.</i> |       |
| 4-Channel Mixer  | \$100 |
| 16-Channel Mixer   | \$230 |
| 46" LCD Monitor w/Floor Stand  | \$225 |
| 55" LCD Monitor w/Floor Stand  | \$600 |
| 8' Tripod Screen   | \$80  |
| 6' x 10'5" Fast-Fold® Screen   | \$335 |
| 7'6" x 13'4" Fast-Fold® Screen   | \$370 |
| 9' x 16' Fast-Fold® Screen   | \$415 |
| 10'6" x 18'8" Fast-Fold® Screen  | \$555 |

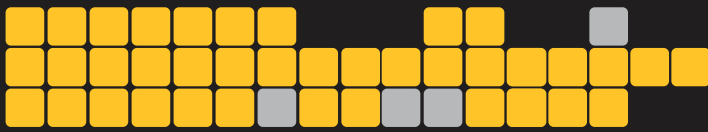
## STANDARD LABOR RATES

|                 |           |
|-----------------|-----------|
| Setup / Strike  | \$85/hr.  |
| Event Operation | \$110/hr. |

Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV® solutions may be subject to our property's standard service fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

For more information, contact your PSAV representative at: 816.545.9160  
or visit us on the Web at: [psav.com/crowncenter](http://psav.com/crowncenter)





# RIGGING SERVICES

PSAV<sup>®</sup> is proud to serve as the exclusive in-house rigging provider for The Westin Kansas City at Crown Center / Sheraton Kansas City at Crown Center. This Hotel is equipped with a permanent rigging point system in the ballrooms. As part of a comprehensive overhead safety and risk management program, the system is annually verified and inspected. We are required to approve all rigging designs and will provide all rigging labor and chain hoists for your event. We look forward to providing you with outstanding service and equipment.

## ➤ Pre-Show Standards

- The Schedule Rigging Services form must be submitted online along with a scaled rigging plot 21 days prior to load in. Events scheduled with less than 21 days notice will incur additional charges.
- A charge of \$150 per event will be assessed for a comprehensive safety review by our Rigging Supervisor. This review will verify point load calculations, staffing needs, equipment needs and CAD support to provide feedback on the initial rigging plot. Additional CAD assistance is available if needed and can be provided for an additional charge.
- Rigging plots must contain all flown equipment in addition to a reflective ceiling plan with hang-points. The Rigging Supervisor will contact you to give you our CAD file as your design template.
- All drawings must be received via email in a .dwg or .dxf format. Hard copies will be accepted in a scale of no smaller than 1/8"-1'.

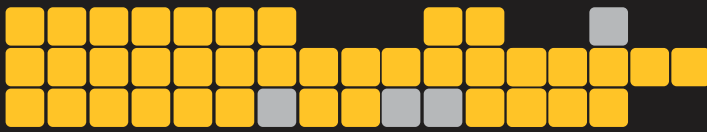
## ➤ Rigging Equipment Guidelines

- PSAV is pleased to exclusively provide Prostar Chain hoists. These hoists were designed specifically for hotel & convention center use. PSAV shall be the sole provider of all chain hoists used at this location.
- A scissor lift is required for all rigging calls at the hotel. PSAV has lifts onsite and available for rent. All lifts used in the Hotel must have white, non-marking tires and be in good condition. Operators must present documentation verifying that they are trained in scissor lift operations.
- Construction or outdoor lifts will not be allowed in the hotel.
- All equipment and materials flown must pass ANSI guidelines and be approved by PSAV.
- Any dynamic (moving) element requires an arrester device.
- A steel safety backup is required on each individual item suspended with a nylon sling.
- All nuts and bolts used overhead must be rated and all wire rope clips and overhead hardware (eyebolts etc.) must be forged, unless approved by PSAV.

## ➤ Ballroom Standards

- All Ballrooms are equipped with permanent rigging points with various load ratings. Please refer to the facility CAD files for exact locations of the rigging points and ratings. There is **NO RIGGING OTHER THAN TO THE PERMANENTLY INSTALLED RIGGING POINTS.**
- No rigging is allowed from the air-wall tracks.
- All connections to the ceiling or supporting structure of the Hotel must be made by PSAV.
- Flown equipment may only be moved by a PSAV rigger. Adjustments to any flown equipment will only be done under the supervision of PSAV.
- Additional weight cannot be applied to flown equipment after PSAV riggers leave the room.
- Under no circumstances may a person be suspended, walk or climb upon any point or supporting structure attached to the ceiling.





## ➤ PSAV Onsite Practices

- Late schedule changes or changes to the previously approved and submitted CAD Plot will result in additional charges.
- PSAV will make all connections to the ceiling and assist your staff in attaching those connections to your truss and equipment. Please contact our offices for clarification of what services and equipment we offer to assist you in a safe and cost effective event.
- PSAV will not “dead hang” items over 100lbs or 10’ in length with a scissor lift. Chain hoists or crank towers must be used.
- Cable bridge truss is required when cable bundles exceed four (4) Soco or other similar multi-cable.

## ➤ Rigging Equipment & Labor

### ➤ EQUIPMENT RATES

|                                |                    |
|--------------------------------|--------------------|
| Hoist/Rig Point/Hardware       | \$210/per day      |
| Charge Per Point               | \$50/per day       |
| Rigging Safety Review/CAD Work | \$150/per event    |
| Scissor Lift Weekly Rental     | \$930/per (5) days |
| Scissor Lift                   | \$335/per day      |

### ➤ LABOR RATES

|                              |                   |
|------------------------------|-------------------|
| Weekdays (Depending on time) | \$105/per hour    |
| Weekends and Holidays        | \$157.50/per hour |

- All rigging crews will consist of a minimum of two (2) riggers. The number of riggers and equipment required for your event will be determined by PSAV.
- Four (4) or eight (8) hour minimums will apply to all calls, per rigger. Time beyond eight (8) hours will be billed in full hour increments. Contact your PSAV representative for further details.
- Riggers must have a meal break every five (5) hours. If there is less than eight (8) hours between rigging calls, additional charges will apply.
- Scissor lift rental pricing is subject to availability and should be confirmed 14 days prior to your event. All prices subject to change without notice.
- A service charge will apply to all Rigging Services

**Please contact onsite staff for any specific holiday requests.**

## ➤ Rigging Instructions

### Step #1

To schedule Rigging Services and to receive updated CAD drawings of our facilities, please visit:  
<http://www.psav.com/RiggingForm>

By submitting your rigging request electronically it will go directly into our nation-wide rigging system, ensuring a prompt response and follow-up tracking.

### Step #2

If you have additional questions, please contact the area rigging supervisor at:

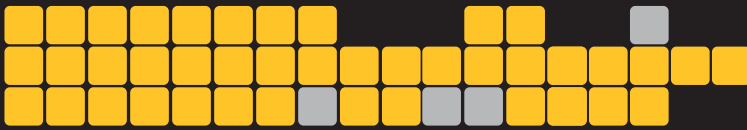
Kris Ackerman  
Area Rigging Coordinator  
612.889.4121  
kackerman@psav.com

John Kirby  
Director of Sales, Event Technology  
816.545.9166  
mailto:jkirby@psav.com

### Step #3

The PSAV Rigging Coordinator will review and forward your request to the PSAV onsite team. The onsite PSAV team will forward a rigging estimate for your review and signature along with verification of your proposed rigging plot.





# AUDIOVISUAL EXHIBITOR SERVICES

|                     |                       |                       |   |
|---------------------|-----------------------|-----------------------|---|
| NAME OF CONFERENCE: | START DATE:           | END DATE:             | # EVENT DAYS:   |
| COMPANY NAME:       | ON-SITE CONTACT NAME: | ROOM/EXHIBIT BOOTH #: |   |
| STREET ADDRESS:     | CITY & STATE :        | ZIP CODE:             |   |
| TELEPHONE NUMBER:   | DELIVERY DATE         | DELIVERY TIME         | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| EMAIL ADDRESS:      | PICKUP DATE           | PICKUP TIME           | <input type="checkbox"/> AM <input type="checkbox"/> PM |
| ORDERED BY:         |                       |                       |   |

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.**

➤ If you have a special request or need additional equipment, please call 816.545.9167. Email completed form to [smcafee@psav.com](mailto:smcafee@psav.com)

**PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.**

| VIDEO/DATA DISPLAY  | QTY | PRICE  |
|---------------------|-----|--------|
| LCD Projector (3k)  |     | \$ 415 |
| Blu-Ray /DVD Player |     | \$ 110 |

| AUDIO EQUIPMENT               | QTY | PRICE  |
|-------------------------------|-----|--------|
| Small Powered Speaker w/Stand |     | \$ 100 |

| ACCESSORIES                    | QTY | PRICE  |
|--------------------------------|-----|--------|
| Tripod Screens: 6' or 8'       |     | \$ 80  |
| 34" Rolling Cart w/Black Skirt |     | \$ 30  |
| 54" Rolling Cart w/Black Skirt |     | \$ 55  |
| Flipchart w/Markers            |     | \$ 60  |
| Post-It Flipchart w/Markers    |     | \$ 80  |
| Whiteboard w/Markers           |     | \$ 110 |
| Tripod Easel                   |     | \$ 15  |
| Wireless Presenter Mouse       |     | \$ 55  |

| SPECIAL REQUESTS | QTY | PRICE |
|------------------|-----|-------|
|                  |     |       |
|                  |     |       |
|                  |     |       |
|                  |     |       |
|                  |     |       |
|                  |     |       |
|                  |     |       |
|                  |     |       |
|                  |     |       |
|                  |     |       |

If you require an item not listed, please call and speak with one of our representatives for a complete list of available products and services.

If you require assistance on site, please call our on-site team: 816.545.9160.

**PREPAYMENT IS REQUIRED ON ALL ORDERS.**

| MONITORS   | QTY | PRICE  |
|--|-----|--------|
| 19" Multi Sync Data Monitor                          |     | \$ 120 |
| 46" Monitor (Dual Post Stand, Table Stand, Speakers) |     | \$ 455 |
| 55" Monitor (Dual Post Stand, Table Stand, Speakers) |     | \$ 600 |

| COMPUTER & ACCESSORIES        | QTY | PRICE  |
|-------------------------------|-----|--------|
| Laptop Computer               |     | \$ 220 |
| Computer Speakers             |     | \$ 40  |
| Black and White Laser Printer |     | \$ 165 |
| Color Laser Printer           |     | \$ 365 |

| INTERNET ACCESS              | QTY                           | PRICE  |
|------------------------------|-------------------------------|--------|
| Wired Internet Connection    |                               | \$ 165 |
| Wireless Internet Connection |                               | \$ 25  |
| Dedicated Bandwidth          | Please contact PSAV for quote |        |

| POWER (Includes Setup & Strike Labor)      | QTY | PRICE  |
|--|-----|--------|
| 5 AMP (single phase) includes power strip  |     | \$ 110 |
| 10 AMP (single phase) includes power strip |     | \$ 160 |
| 20 AMP (single phase) includes power strip |     | \$ 215 |
| 25' AC Cable                               |     | \$ 20  |
| Power Strip                                |     | \$ 20  |

| TOTAL   |                  |
|---|------------------|
| EQUIPMENT SUBTOTAL                                | \$               |
| 23% SERVICE CHARGE<br>(Equipment Subtotal x 0.23) | \$               |
| SUBTOTAL  | \$ <b>\$0.00</b> |
| 9.35% SALES TAX<br>(Subtotal x 0.0935)            | \$               |
| <b>GRAND TOTAL</b><br>(Subtotal + Sales Tax)      | \$               |

Please return Credit Card Authorization to:  
**Lisa Rickman-Taylor** Fax: 816.283.4946  
Westin and Sheraton Kansas City Hotels at Crown Center

### ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

**TAX EXEMPT 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 provided.

### CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor and/or service charges may apply, and/or loss damage waiver.**







**Credit Card Consent Form**

PSAV LOCATION NUMBER: \_\_\_\_\_ Property Name: \_\_\_\_\_

Credit Card Type: American Express \_\_\_\_\_ Discover \_\_\_\_\_ MasterCard \_\_\_\_\_ Visa \_\_\_\_\_

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

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

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

*(As it appears on credit card)*

Cardholder Billing Address: \_\_\_\_\_ Zip Code (REQUIRED): \_\_\_\_\_

*(Only numeric portion required)*

Cardholder email address: \_\_\_\_\_

Cardholder's Phone Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_

*(Name as it should appear on the invoice)*

Invoice/Order Number(s): \_\_\_\_\_ Customer PO: \_\_\_\_\_

*(If a PO # is not provided use loc # and Order ID XXXX XXXX)*

I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_