

EXHIBITOR MOVE-IN

Thursday, March 4	12:00 PM – 5:00 PM
Friday, March 5	8:00 AM – 4:00 PM

SHOW HOURS

Friday, March 5	5:00 PM – 8:30 PM
Saturday, March 6	9:00 AM – 2:30 PM

EXHIBITOR MOVE-OUT

Saturday, March 6	2:30 PM – 10:00 PM

All drivers must check in with Viper at the show site address below between 4:00 PM – 8:00 PM. Freight Force is 8:00 PM.

VIPER TRANSPORTATION

Is the official carrier for the show. Let us ship for you!

ADVANCE WAREHOUSE

Receiving Dates: February 4 – 23, 2027
We will receive up until February 26 with late fee
Receiving Hours: M – F | 8 AM – 4 PM
Material Handling Rates Apply
Viper Tradeshow Services
VISION/Exhibitor Name/Booth #
3517 Enterprise Dr, Suite D
Kansas City MO 64129

SHOW SITE

Receiving Dates: March 4 - 5, 2027 ONLY
Material Handling Rates Apply
Overland Park Convention Center
c/o Viper Tradeshow Services
VISION/Exhibitor Name/Booth #
6000 College Blvd
Overland Park, KS 66211

FREE FORKLIFT SERVICE

Free forklift service is provided for unloading/loading personal vehicles and company trucks. Commercial carriers do not qualify for this service; material handling charges will apply. In booth forklift (un-skidding, machine assembly, etc.) is also not included, forklift rates will apply. Storage is not included.

Discount Deadline: February 11, 2027

Online ordering: https://order.vipertradeshow.com

Viper: Lesa Davis Ldavis@vipertradeshow.com | m: 816-786-0567

VISION Show Management Offices: info@visionkc.com | 816-413-9800

EACH 10' X 10' INCLUDES:

8' high yellow, black and white drape
3' high black drape
1 – 6' table skirted black
2 – side chairs
1 – wastebasket
1 – ID Sign
Hall is not carpeted, it is concrete.
Booths 100 – 119 in foyer are carpeted.



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Electrical/Internet/AV/Plumbing - Overland Park Convention Center
Order through this link: https://opconventioncenter.com

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VIPER TRADESHOW SERVICES



PRE-SHOW TIPS

These tips can help you be fully prepared on show site. Should you have any questions, please contact Lesa Davis – Ldavis@vipertradeshow.com.

- ***Submit orders by February 11, 2027 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 discount deadline.
- ***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 a couple hours after the close of the show.
- ***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 between February 4 – 23, 2027 to avoid additional early/late charges.
- ***Shipment tracking –*** It is recommended you track your shipment prior to the show to confirm it has been delivered. Please send the tracking information for all shipments to advance or show site on the Inbound Shipment Information Form in this kit to Lesa Davis – Ldavis@vipertradeshow.com as soon as your freight is shipped.
- ***Outbound Shipping –*** It is recommended to complete your outbound shipping forms prior to the show so that it is easier for on site staff. In this Kit is the Pre-Printed BOL Form (if you are using your own carrier) and the Viper Transportation Form (if you would like us to ship). Please send one of these forms to Lesa Davis – Ldavis@vipertradeshow.com prior to exhibitor move in.

SHOW SITE TIPS

- ***Viper Service Desk –*** The service desk will be located at the end of the 200 aisle.
- ***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.
- ***Labor orders –*** All exhibitor supervised labor orders will need to check in at the Viper Service Desk once ready for the labor.
- ***Free Forklift Service -*** Free forklift service is provided for unloading/loading personal vehicles and company trucks. Commercial carriers do not qualify for this service; material handling charges will apply. In booth forklift (un-skidding, machine assembly, etc.) is also not included, forklift rates will apply. Storage is not included.

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MOVE OUT INFORMATION

Please read these instructions to know what to expect and plan accordingly; share this information with your show site staff.

Exhibit Hall Officially Closes:	**2:30 PM on March 6, 2027**
Freight Force - deadline for carriers to check in:	**8:00 PM on March 6, 2027**

All outbound shipments will require a Viper Tradeshow Services Bill of Lading (BOL), even if you have shipping paperwork from your office. Please follow these instructions.

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

2. Schedule your carrier to pick up on **Saturday, March 6, 2027 between 4:00 PM – 8:00 PM** at the address below.

Overland Park Convention Center
c/o Viper Tradeshow Services
6000 College Blvd
Overland Park, KS 66211

3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers MUST check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.

4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.

5. Once you have packed up all of your materials, please hand in your BOL to the Viper Service Desk. (Do not leave it in your booth.) We will sign it and give you a copy, keep a copy and give the driver a copy. Please note, material handling must be paid in full.

*In the event you fail to turn in your BOL or your carrier does not check in by 8:00 PM on March 6, 2027, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper because of such rerouting or handling and exhibitor will be charged standard shipping rates of $3.40/pound for shipments 1000 lbs. or more, $4.00/pound for shipments 999 lbs. or less; with a **$900.00 minimum**. *Actual or dimensional weight will apply, whichever is greater*; material handling must be paid in full and applies to every shipment. Charges will be applied to the credit card on file. All Viper shipments, including re-consigned shipments, will be weighed by Viper. **Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.** *AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment or shipping containers. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment and shipping containers.

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

Questions: Lesa Davis | Ldavis@vipertradeshow.com | m: 816-786-0567

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Corporate Office: 2575 Northwest Parkway Elgin, IL 60124 | 847-426-3100 (t)

VIPER TRADESHOW SERVICES



METHOD OF PAYMENT

Exhibitor Information

Exhibiting Company Name: _____Booth #: _____Booth Size: _____

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

Street Address: _____

City: _____State: _____Zip: _____

Contact: _____Phone: _____

Fax #: _____Email Address: _____

Show Site Contact: _____ Cell Phone: _____

Ways to Order:

Online via Credit Card | Login & Place Orders | https://order.vipertradeshow.com
Email: Ldavis@vipertradeshow.com
Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Payment Terms:

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

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

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

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

EAC/Third-Pary Services:

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

_____
_____
_____
_____
_____

Method of Payment / Credit Card Charges*

3.5% convenience fee will be applied to all orders paid via credit card. All state and local taxes apply.
By signing this payment form, you are authorizing to charge your credit card account for your advance orders, and any additional amounts including onsite orders, labor coverages, material handling adjustments, shipping charges, applicable taxes, final audit adjustments, etc. The authorization remains valid until all amounts owed to Viper have been paid in full.
Electronic submission of an order constitutes acceptance of the Terms & Conditions.

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

Last four digits of card: _____

Cardholder Signature: _____ Date: _____

Name Printed: _____

Billing Address (if different from above): _____

Email Address: _____

Phone Number: _____

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VIPER TRADESHOW SERVICES



TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT: Payment must accompany your advance order and be received prior to the early deadline date and with completed Payment Authorization Form. All payments to be in U.S dollars.

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

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

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

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Viper Tradeshow Services. Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

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

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

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

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

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

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

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

Bill of Lading (BOL): Your bill of lading must be turned in no later than the force times listed on the Quick Reference page. Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.). All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out.

All Material Handling Agreements submitted to Viper by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. Viper is not responsible for shipments left in booths by exhibitors. *Any shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier, Viper Transportation, at the expense of the exhibitor. Your bill of lading must be turned in no later than the force times listed on the Quick Reference Page.*

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

"Hand Carry": The ability for an exhibitor to "hand carry" their materials onto the exhibit hall through the front entrance without the use of wheels, including but not limited to, luggage carts, four wheel or two-wheel dollies, baggage carts. No one other than Viper can use pallet jacks.

Cancellation of orders: Exhibitor orders must be cancelled on or by the cancellation deadline in order to receive a refund. Refunds for orders that are cancelled or adjusted orders before the cancellation deadline date, will be processed after the close of the show unless additional services/rental items are ordered. Any orders cancelled after the deadline will be charged at full. Credits will not be given for orders cancelled after this deadline or at show site. This is void for any full show cancellations at which point Viper will communicate policy. Refunds processed after 90 days of original payment will be paid via check or wire.

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

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

Final Show Audit: Viper Tradeshow Services reserves the right to perform a Final Audit of this event for up to 120 days after the move out date of the event. If additional charges for any service, labor or equipment are found, it will be added to the Exhibitor's invoice and the credit card on file will be charged. A Final Audit Invoice with explanation of any additional charges will be sent to the Exhibitor. If Viper does not have payment information, the invoice sent to the Exhibitor will be due upon receipt. The exhibitor agrees to pay any additional amounts even if they were not reflected on the original invoice.

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STANDARD FURNITURE & ACCESSORIES

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

30" Tall Tables – 30" wide

CIRCLE COLOR SELECTION BELOW



BLUE **RED** **WHITE** **GREEN** **BLACK** **UNSKIRTED** **30" Ped Table**

ITEM:	DISCOUNT:	STANDARD:
Qty: _____ 4' Table skirted 3 sides	$140.00	$186.55
Qty: _____ 6' Table skirted 3 sides	$188.00	$241.70
Qty: _____ 8' Table skirted 3 sides	$216.00	$291.40
Qty: _____ 4' Table skirted 4 sides	$208.30	$282.65
Qty: _____ 6' Table skirted 4 sides	$256.35	$337.70
Qty: _____ 8' Table skirted 4 sides	$284.50	$387.50
Qty: _____ 4' Table un-skirted	$89.40	$127.40
Qty: _____ 6' Table un-skirted	$128.70	$182.45
Qty: _____ 8' Table un-skirted	$156.85	$232.15
Qty:_____ 30" Round Café Table	$131.75	$170.70

42" Tall Counters – 30" wide

CIRCLE COLOR SELECTION BELOW



BLUE **RED** **WHITE** **GREEN** **BLACK** **UNSKIRTED** **30" Ped Table**

ITEM:	DISCOUNT:	STANDARD:
Qty: _____ 4' Counter skirted 3 sides	$177.55	$241.80
Qty: _____ 6' Counter skirted 3 sides	$209.60	$286.40
Qty: _____ 8' Counter skirted 3 sides	$254.10	$343.20
Qty: _____ 4' Counter skirted 4 sides	$259.80	$351.75
Qty: _____ 6' Counter skirted 4 sides	$291.90	$396.10
Qty: _____ 8' Counter skirted 4 sides	$336.35	$453.15
Qty: _____ 4' Counter un-skirted	$118.25	$182.55
Qty: _____ 6' Counter un-skirted	$150.40	$227.00
Qty: _____ 8' Counter un-skirted	$194.80	$284.00
Qty:_____ 30" Round Bar Table	$145.55	$193.85

Chairs - Accessories

ITEM:	DISCOUNT:	STANDARD:
Qty: _____ Wastebasket	$25.00	$32.00
Qty: _____ Tripod Easel	$41.00	$54.50
Qty: _____ Tensa Stanchion	$70.00	$100.00
Qty: _____ Bag Rack	*$130.00*	*$175.70*
Qty: _____ 4' x 8' Poster Board	$175.60	$225.90
Qty: _____ Garment Rack	$130.00	$175.70
Qty: _____ Accordion Literature Rack	$130.00	$175.70
Qty: _____ Side Chair	$93.30	$114.00
Qty: _____ Arm Chair	$106.70	$127.40
Qty: _____ Gray Bar Stool	$169.35	$220.20

Enhanced Furnishings are available online or contact Lesa Davis – Ldavis@vipertradeshow.com for a brochure/pricing.

Exhibitor: _____ Booth #: _____

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VIPER TRADESHOW SERVICES



CARPET & FLOORING SELECTIONS Booths 100 – 119 are carpeted

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

CIRCLE COLOR SELECTION BELOW


Red


Royal Blue


Green

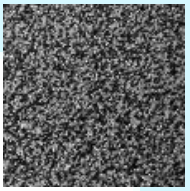

Charcoal Grey

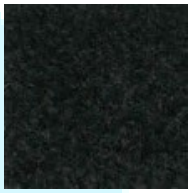

Navy Blue


Speckled Red


Speckled Blue


Speckled Green


Speckled Grey


Black

Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		$250.00	$336.00	
10' x 20 Carpet		$500.00	$672.00	
10' x 30' Carpet		$750.00	$1008.00	
10' x 40' Carpet		$1,000.00	$1,344.00	
20' x 20' Carpet		$1000.00	$1,344.00	
Custom Per Sq. Ft.		$4.52	$5.90	

Prestige Flooring Rates

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

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

Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		$3.42	$4.00	
1" Padding Per Sq. Ft		$6.84	$8.00	
Visqueen Per Sq. Ft.		$.51	$.57	

Standard Carpet per sq. ft.: $_____

Prestige Flooring per sq. ft.: $_____

Padding/Visqueen per sq. ft.: $_____

ESTIMATED TOTAL **$_____**

Exhibitor: _____ **Booth #:** _____

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VIPER TRADESHOW SERVICES



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 $**145.00** Discount / $**176.00** 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.

Number of Booth Units: _____ x $**147.00** Discount / $**184.00** Standard

Subtotal: $_____

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

Exhibitor: _____ **Booth #:** _____

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VIPER TRADESHOW SERVICES



MODULAR RENTALS – Includes custom graphics!

Custom Exhibit options available. All prices below include shipping, labor and custom graphics. 10' and 20' units include carpet. *Artwork and payment for Modular Rental Displays must be submitted by noon February 11, 2027.* Contact Lesa Davis with questions/options: Ldavis@vipertradeshow.com. Graphic sizes and specs will be sent once order has been placed.

10 X 10 DISPLAYS



10' INLINE BOOTH 2
BTH032
Discount: $6,444.00
Standard: $8,033.50



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

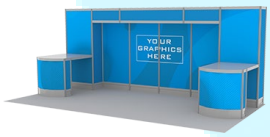


10' POPUP LIGHTBOX
RENTAL – 3 WEEKS LEAD TIME
Discount: $6,744.00
Standard: $8,557.00



10'W X 8'H BACKWALL BANNER
Discount: $2,460.00
Standard: $3,130.00
Banner is yours to keep

10 X 20 DISPLAYS



20' INLINE BOOTH 1
BTH033
Discount: $13,803.00
Standard: $17,716.00



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



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

A La Carte – white or black panels available on request.



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



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



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



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



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



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



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



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



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



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



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



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



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

Exhibitor: _____ **Booth #:** _____

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VIPER TRADESHOW SERVICES



MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
Viper Tradeshow Services Vision/Exhibitor Name/Booth # 3517 Enterprise Dr, Suite D Kansas City MO 64129 **Must arrive between February 4 - 23, 2027.** **We will receive until February 26, 2027 with late fee. Receiving Hours: M-F - 8:00 AM – 4:00 PM**	Overland Park Convention Center c/o Viper Tradeshow Services Vision/Exhibitor Name/Booth # 6000 College Blvd Overland Park KS 66211 **Must arrive on March 4 - 5, 2027 ONLY!!**

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

- *Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number. Dimensional weight is calculated by L x W x H (in.) divided by 200.*
- *If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.*
- A weight ticket/bill of lading must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket/bill of lading is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.
- Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.
- Material handling charges will automatically be applied to your account upon receipt of each shipment.
- *Disposal of exhibit materials is not included as part of material handling. Please contact your show coordinator for a disposal quote*

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds

Pounds Divided by 100, rounded up:_____ Your CWT (**no less than 2**)

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	**$104.00 / CWT**
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	**$135.20/ CWT**
Common carrier shipment received late, between 2/24/27 – 2/26/27.....	**$135.20 / CWT**
POV, specialized carrier, FedEx, UPS or USPS shipment received late, between 2/24/27 – 2/26/27	**$175.75 / CWT**
Small Package shipment not exceeding 35 lbs. per shipment (not per box)	**$87.50**

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

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	**$100.00 / CWT**
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	**$130.00 / CWT**
Off-target shipment (before 3/4/27) via common carrier	**$130.00 / CWT**
Off-target shipment (before 3/4/27) via POV, or specialized carrier	**$169.00 / CWT**
Small Package shipment not exceeding 35 lbs. per shipment (not per box)	**$87.50**

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

Exhibitor: _____ **Booth #:** _____

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VIPER TRADESHOW SERVICES



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 dates, and includes delivering freight direct to the exhibitor's booth, storage of empties during the show, delivery of empties at the end of the show to an exhibitor's booth, and turning in Bill of Lading to the service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

Special Handling 30% Surcharge

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

Van Line Shipments	All Shipments delivered by a Van Line Carrier will be charged special handling due to additional labor/handling, designated unloading/loading, etc.
Loose Freight	Shipments packed in such a manner as to require special handling (i.e., loose display parts, loose carpet rolls un-skidded, uncrated equipment, stacked freight, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
Mixed/Undetermined Description	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e., 1 lot 20 assorted pieces, etc.) Including any mixed lot/multiple shipments that are delivered together.
Must be Delivered by Hand	Materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services' control (i.e., elevators, rooms forklifts cannot be used, etc.)
Small Package Carriers (SPC)	The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and deliver large quantities on the dock requiring additional time to sort and identify.

Overtime or Off Target 30% Surcharge

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

Material Handling / Special Handling Definitions

Material Handling: Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading.

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

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

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

Ground Loading/Unloading: Vehicles that are not dock height preventing the use of loading docks, such as U-hauls, flat bed double drop trailers, company vehicles with trailers that are not dock level, etc.

Constricted Space Loading/Unloading: Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full car trailer – top to bottom, side to side.

Designated Piece Loading/Unloading: Drivers that require the crew to bring multiple pieces of the freight to the rear of the trailer to the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded sequence to ensure all items fit.

Stacked Shipments: Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Shipment Integrity: Shipment integrity involves shipments on a carrier that are intermingled or delivered in such a manner additional labor is needed to sort through and separate the various shipments on a truck for delivery.

Alternate Delivery Location: Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver shipments to different levels in the same building, or to other buildings in the same facility.

Mixed Shipments: Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for this shipment but does require special handling.

"**No Documentation**": Shipments arrive from a small package carrier (including, not limited to, FedEx, UPS, DHL) without an individual Bill of Lading or shipments without a certified weight ticket which requires additional time, labor and equipment to process.

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

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

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VIPER TRADESHOW SERVICES



INBOUND SHIPPING INFORMATION

If using your own carrier, please fill out for all shipments that you will be sending into the show. Email to Lesa Davis – Ldavis@vipertradeshow.com .

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.

Exhibitor: _____ **Booth #:** _____

Shipment 1

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces (crate, carton, case, etc): _____

Shipment 2

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces (crate, carton, case, etc): _____

Shipment 3

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces (crate, carton, case, etc): _____

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VIPER TRADESHOW SERVICES



ADVANCE WAREHOUSE SHIPPING LABEL

For your convenience labels are provided below for advance warehouse delivery. Material Handling Rates apply.
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 #: _____

VIPER TRADESHOW SERVICES
3517 ENTERPRISE DRIVE, SUITE D
KANSAS CITY MO 64129

MUST DELIVER BETWEEN FEBRUARY 4 - 23, 2027

M-F: 8:00 AM – 4:00 PM

WEIGHT TICKET OR BILL OF LADING MUST BE PRESENTED AT TIME OF DELIVERY.

VISION
Hi-Tech Training & Expo

PIECE: _____OF_____

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VIPER TRADESHOW SERVICES



SHOW SITE SHIPPING LABEL

For your convenience labels are provided below for show site delivery. Material Handling Rates apply.
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 #: _____

OVERLAND PARK CONVENTION CENTER
C/O VIPER TRADESHOW SERVICES
6000 COLLEGE BLVD
OVERLAND PARK KS 66211

MUST DELIVER ON

MARCH 4 - 5, 2027 ONLY!!

WEIGHT TICKET OR BILL OF LADING MUST BE PRESENTED AT TIME OF DELVERY.

VISION Hi-Tech Training & Expo

PIECE: _____OF_____

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VIPER TRADESHOW SERVICES



VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (**7-15 business days**) anywhere in the contiguous United States regardless of destination, at a flat rate of $4.00/lb. on shipments under 1,000 lbs. and $3.40/lb. for shipments over 1,000 lbs. A **$900.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of $5.00/lb. for shipments under 1,000 lbs. and $4.40/lb. for shipments over 1,000 lbs.; a $1,110.00 minimum applies. **Material Handling charges apply to all shipments.**

Actual or dimensional weight will apply, whichever is greater. Dimensional weight is calculated by L x W x H (in.) divided by 200.

3.5% convenience fee, state & local taxes apply. All Viper Transportation shipments will be weighed upon pick-up.

If expedited shipping is required, please email your Show Coordinator for a quote: Lesa Davis - Ldavis@vipertradeshow.com

INBOUND SHIPPING FROM:

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Pickup Contact: _____ Cell Phone: _____

Requested Pickup Date/Time: _____

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

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

Special Instructions (inside pickup, liftgate required, business hours, etc.): _____

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate (wooden)		
	Box (carboard)		
	Fiber Case (plastic)		
	Pallet/Skid		

OUTBOUND SHIPPING: ____ (I only need outbound shipping)

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

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

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Delivery Contact: _____ Cell Phone: _____

Special Instructions (inside pickup, liftgate required, business/dock hours, etc.): _____

Acceptance & Payment

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to $50.00 per shipment or $0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping, otherwise, I am purchasing only supplemental insurance (does not include AV or computer equipment, does not cover shipping containers) protection (**up to $5,000.00**) at $75.00 for every $1,000.00 declared value. ***Please note Viper Tradeshows is not liable for shipping A/V, computer equipment and does not cover shipping containers*.** ***AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment***

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

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

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

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VIPER TRADESHOW SERVICES



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, you must send this form in prior to the show to Lesa – Ldavis@vipertradeshow.com. Please fill out a form for each shipment.

We cannot supply UPS/FedEx/DHL labels, you will need to bring those with you. Any freight left on the show floor without a proper label and/or bill of lading (BOL), will be re-consigned 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 Pick Up Location

Overland Park Convention Center
c/o Viper Tradeshow Services
6000 College Blvd
Overland Park KS 66211

You must schedule your carrier to pick up on Saturday, March 6, 2027 between 4:00 PM – 8:00 PM. Your carrier must check in with Viper at the freight desk on the dock and provide the exhibitor and booth number. Freight Force is 8:00 PM.

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 re-consigned 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.

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VIPER TRADESHOW SERVICES



DISPLAY LABOR (Installation & Dismantle)

Display Labor 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: $132.00 per person, per hour
OT: $198.00 per person, per hour
DT: $264.00 per person, per hour

STANDARD
ST: $198.00 per person, per hour
OT: $297.00 per person, per hour
DT: $396.00 per person, per hour

Viper Supervised (35% supervision included):

DISCOUNT
ST: $178.20 per person, per hour
OT: $267.30 per person, per hour
DT: $356.40 per person, per hour

STANDARD
ST: $267.30 per person, per hour
OT: $400.95 per person, per hour
DT: $534.60 per person, per hour

Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below. Viper will not be responsible for any damage or loss of materials during installation, dismantle, unpacking or packing. There is a 1 hour minimum per worker at 1/2-hour increments thereafter.

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

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Services Center to pick up labor for installation and dismantle. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor.

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

Please provide supervisors name and cell number: _____

Installation Calculation & Order PICK 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 PICK ONE: ____Exhibitor Supervision or _____Viper Supervision

1. Day/Time of set up: _____ _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours

4. **TOTAL AMOUNT OF HOURS _____ x _____ (RATE) $_____**

Services cancelled after the discount/cancellation date are charged at full value. The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.

Exhibitor: _____ Booth #: _____

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VIPER TRADESHOW SERVICES



EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

Please complete and return both EAC forms

Viper Tradeshow Services, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to: ensure the orderly and efficient installation and removal of the overall exposition, assure the distribution of labor to all exhibitors according to need, provide sufficient labor to satisfy the requirements of the exhibitors, and for the exposition itself, see that proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations and requirements.

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

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

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address, and telephone number of the firm.
2. EAC agrees to comply with all the rules and regulations of the show outlined in this agreement, the Exhibitor Kit, including all union rules and regulations and accept liability for any negligent actions.
3. EAC must provide certificates of insurance confirming the following required insurance:
    i. Commercial General Liability, including contractual liability, with a minimum limit of $1,000,000, $2,000,000 general aggregate and $2,000,000 products and complete operations aggregate.
    ii. Automobile Liability with a limit of not less than $1,000,000 combined single limit, each accident. All owned, hired, and non-owned boxes marked.
    iii. Workers Compensation, as required by law, with Employers Liability limits of not less than $1,000,000.
    iv. Umbrella/Excess Liability with a limit of not less than $1,000,00 each occurrence/aggregate.
    v. All policies (except Worker's Compensation) will name Viper Tradeshow Services, MWACA (Midwest Auto Care Alliance, H+A Events, and Overland Park Convention Center as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs, and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor.
6. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear identification badges as determined by Show Management. No EAC will be permitted on the exhibit floor during show hours without the proper exhibit badges supplied by the exhibiting company.
8. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
9. EAC/Exhibitor may not move freight from one booth to another booth or anywhere else within the Facility, Viper Tradeshow Services must provide labor.
10. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
11. The EAC is not allowed to bring in freight for their exhibitors, including but not limited to pros, décor, furniture, party rental equipment, display freight, etc. All freight must be unloaded and delivered to the exhibitor's booth space by Viper Tradeshow Services.
12. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
13. EAC will be responsible for all reasonable costs related to its operation. Where applicable a one-hour minimum labor charge will be charged at the appropriate labor rate per union to either the EAC or Exhibitor.
14. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all its activities with Viper Tradeshow Services.
15. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
16. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set-up of the booth or force the setup into overtime.
17. The EAC/Exhibitor should arrange the protection of the product in the booth.
18. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
19. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

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

Name: _____ Date: _____

Company: _____ Booth #: _____

Signature: _____

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VIPER TRADESHOW SERVICES



USE OF AN EAC NOTIFICATION

Please complete and return both EAC forms

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

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

For Exhibitor (Company Name): _____

Booth: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form in this kit for additional requirements.
   *Before submitting service order forms (including this one). Preferably before the early registration deadline.
2. Provide Viper Tradeshow Services the names of all exhibiting companies for whom they have orders on
   *To be received no later than 14 days before move-in.
3. Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor
   *Upon arrival at show site.

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

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VIPER TRADESHOW SERVICES



VEHICLE SPOTTING FORM

If you are displaying a vehicle in your booth, you will need a mobile spot.

FIRE REGULATION / FACILITY REQUIREMENT

Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside the OPCC shall have no more than ¼ tank or five (5) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and at least one battery cable shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency. Carpeting or plastic covering (visqueen) must be placed underneath the vehicle for any possible leakage.

SPOTTING INFO

Viper will confirm a move in time for you based on where your booth is located on the floor plan. There is no fee for this service, however if you arrive outside of your assigned time and we have to move items to get you moved in, labor will be charged. If your vehicle needs to be offloaded with forklifts or any special equipment, labor will be charged.

Type of Vehicle/Model:

_____

_____

Who is bringing the vehicle in, contact name and cell:

_____

Exhibitor: _____ **Booth #:** _____

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VIPER TRADESHOW SERVICES



IN BOOTH FORKLIFT

If your exhibit includes large header signs, cantilever structures, heavy display and components or machinery which cannot be lifted in place by display laborers, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check-in at the service desk to pick up labor.

Important Information

All exhibitors requesting labor must go to the Viper Tradeshow service desk to confirm labor requests. All labor and equipment requests should be confirmed prior to the first day of move-in**. Requested starting times cannot be guaranteed; however, every effort is made to meet all requests**. Viper Tradeshow Services reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to the Viper service desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled after the cancellation deadline will be charged in full.

The minimum charge for labor and equipment is (1) hour per worker and forklift. Equipment and labor thereafter is charged in (1/2) hour increments. Gratuities in any form, including but not limited to: cash, gifts or labor hours for work not actually performed are prohibited by Viper Tradeshow Services. Viper requires the highest standard of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

In Booth Forklift Rates

5,000 lb Forklift is included in the rates listed below. Includes (1) forklift with an operator

If you require a larger forklift, forklift with a cage or any specialized equipment, please contact Lesa Davis | Ldavis@vipertradeshow.com for pricing.

ADVANCE RATES (if ordered by discount deadline)

Straight Time: Monday – Friday: 8:00 am – 4:30 pm	$194.00 per hour
Overtime: Monday- Friday before 8:00 am or after 4:30 pm	$291.00 per hour
Double Time: Anytime Saturday, Sunday and holidays	$388.00 per hour

STANDARD RATES (if ordered after discount deadline)

Straight Time: Monday – Friday: 8:00 am – 4:30 pm	$290.00 per hour
Overtime: Monday- Friday before 8:00 am or after 4:30 pm	$435.00 per hour
Double Time: Anytime Saturday, Sunday and holidays	$580.00 per hour

Services cancelled after the discount/cancellation date are charged at full value.
The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.

Please indicate service:

___ Uncrating ___Un-skidding ___Positioning ___Leveling ___Dismantling ___Recrating ___Re-skidding

INSTALLATION:
Schedule Date: _____
Start Time: _____
End Time: _____
Number of Forklift(s): _____

ESTIMATED COST: _____

DISMANTLE:
Schedule Date: _____
Start Time: _____
End Time: _____
Number of Forklifts(s): _____

ESTIMATED COST: _____

Exhibitor:_____ **Booth #:**_____

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VIPER TRADESHOW SERVICES



HANGING SIGN ASSEMBLY/DISASSEMBLY

ALL SIGNS MUST BE ASSEMBLED by Viper Tradeshow Services prior to your arrival. You have the option of using your EAC, Viper or company employees to dismantle your hanging sign once the rigging team has removed the sign at the close of the show. ALL HANGING SIGNS MUST BE SENT TO Viper Tradeshow Services Advance Warehouse by February 23, 2027. Use the "Hanging Sign" shipping label in this kit and if it is sent with other items, make sure it is viewable and easy to find.

Starting time can be guaranteed only when labor is requested for the start of the working day. Any labor that is requested, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and/or labor cancelled without a 24-hour notice shall be charged the full fee per worker and/or equipment. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and/or equipment will apply. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments per worker and/or equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by Viper. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and/or material costs. **Services *cancelled after the cancellation/discount date are charged at full value.***

Exhibitor Supervised (Dismantle only)
Exhibitor will supervise.
• *Indicate workers needed for both installation and dismantling below. If not indicated, one (1) hour per worker will be added to the exhibitor's invoice.*
• Viper assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of exhibitor's property by Viper provided labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by labor under exhibitor's supervision. Exhibitors must stay clear during movement of freight.

1. Shape of Sign (circle one): **Square** **Rectangle** **Triangle** **Circle** **Other: _____**

2. Dimensions & Weight of Sign: **Length_____ Width_____ Height_____ Weight_____Lbs.**

#_____ Structural Pick Points: # of Pounds _____ at each point

3. Type of Sign (Circle one sign type per order): **Banner** **Structural Signage** **Systems**

Include engineer-stamped assembly and hanging instructions with the order. Viper accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

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 Labor Rates for installation/dismantle of sign:

Straight Time:	Discount: **$132.00 per man, per hour**	Standard: **$198.00 per man, per hour**
Overtime:	Discount: **$198.00 per man, per hour**	Standard: **$297.00 per man, per hour**
Double Time:	Discount: **$264.00 per man, per hour**	Standard: **$396.00.00 per man, per hour**

VIPER Supervised Labor Rates for installation/dismantle of sign:

Straight Time:	Discount: **$178.20 per man, per hour**	Standard: **$267.30 per man, per hour**
Overtime:	Discount: **$267.30 per man, per hour**	Standard: **$400.95 per man, per hour**
Double Time:	Discount: **$356.40 per man, per hour**	Standard: **$534.60 per man, per hour**

Estimated Schedule & Service Required

INSTALLATION **Mandatory Viper Supervised**

Schedule Date: VIPER SUPERVISED

Number of Hours: 2

Number of Laborers Required: 2 Men 1 Hour

ESTIMATED COST: Discount $356.40/Standard $534.60

DISMANTLE (Pick One): ____Viper Supervised ____ Exhibitor Supervised

Schedule Date: Saturday, March 6, 2027 (Double Time)

Number of Hours: _____

Number of Laborers Required: _____

ESTIMATED COST: $_____

Exhibitor: _____ Booth #: _____

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VIPER TRADESHOW SERVICES



HANGING SIGN RULES AND REGULATIONS

Hanging of signs, both electrical and non-electrical is permitted in this facility with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions. These rules and regulations are subject to change without notice based on the limits of the Convention Center and those of Viper Tradeshow Services. All of the rules and regulations as listed must be adhered to without fail.

1. **The top of the sign may not exceed the height limitation specific to your booth type and building. Please check with the association to determine your height limitation.**
2. **All hanging signs must be received at the Advance Warehouse:**
    a. **Viper Tradeshow Services, 3517 Enterprise Dr, Suite D, Kansas City MO 64129. The hanging sign MUST be received by February 23, 2027. Signs must be shipped with HANGING SIGN LABEL and if shipped with other items, easily found and accessible. Send Lesa Davis | Ldavis@vipertradeshow.com tracking info when shipped.**
3. **Any sign weighing in excess of 250 lbs. or more will require a structural integrity form with signature.**
4. **All signs regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.**
5. **The placement of all hanging signs shall be determined by Show Management, Viper Tradeshow Services and facility prior to installation to insure minimum stress to the supporting framework.**
6. **No signs are to be hung from any electrical fixtures, raceways, water, gas, and air, fire protecting piping, supports or hangers.**
7. **All electrical and neon signs must conform to the local electrical codes. Viper Tradeshow Services reserves the right to deny any electrical hook-up and install if it is deemed that the electrical sign can potentially cause challenges once it has been raised.**
8. **Viper Tradeshow Services MUST assemble your sign to be flown prior to your arrival. Dismantling can also be done by Viper Tradeshow Services, the Exhibitor Appointed Contractor or the exhibitor's display house once the sign has been removed and brought to the floor.**
9. **Set up instructions must be included with the order form and with sign crates. Failure to provide and have all of the necessary instructions present with the sign could jeopardize the sign assembly and/or hanging of it.**
10. **Because of the structure of the ceiling and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.**
11. **Exhibitor personnel or your display house may provide the labor to dismantle the sign at the close of the show. Exhibitors who do not provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Viper Tradeshow Services and/or the electrical contractor of the Convention Center.**
12. **You are required to make all arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. Viper Tradeshow Services cannot be held liable for damages or misplacement of sign(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the Viper Tradeshow Services service desk.**

***I have read, understand, agree and accept to the Rules and Regulations as outlined.**

Name (printed):_____ **Date:** _____

Signature: _____

Exhibitor: _____ **Booth #:** _____

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VIPER TRADESHOW SERVICES



HANGING SIGN RIGGING ORDER FORM

Important information & rates for signs weighing 250 lbs. or less / NO motor is needed

All hanging signs will be hung before exhibitor move in under Viper Supervision. They will be assembled by Viper (fill out the Hanging Sign Assembly/Disassembly Form). Equipment and/or labor cancelled without a 24-hour notice shall be charged the full fee per worker The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments per worker and/or equipment. Gratuities in any form, including ash, gifts, or labor hours for work not actually performed are prohibited by Viper. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and/or material costs.

STEP 1: Rigging Crew consists of a lift and 3 riggers for aerial work

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

Rigging Rates:

Straight Time:	Discount: **$858.55 per crew, per hour**	Standard: **$1069.20 per crew, per hour**
Overtime:	Discount: **$1,110.45 per crew, per hour**	Standard: **$1,388.20 per crew, per hour**
Double Time:	Discount: **$1,361.25 per crew, per hour**	Standard: **$1,615.90 per crew, per hour**

Estimated Schedule & Service Required

INSTALLATION

Schedule Date: **Viper Supervised**

All signs must be received by February 23, 2027 at the

Advance Warehouse and marked with hanging sign label

Number of Crew Required: _____

ESTIMATED COST: $_____

DISMANTLE

Schedule Date: **Saturday, March 6, 2027 (Double Time)**

Start Time: _____

End Time: _____

Number of Crew Required: _____

ESTIMATED COST: $_____

STEP 2: INDICATE HANGING SIGN OPTIONS

1. Shape of Sign (circle one): Square Rectangle Triangle Circle Other: _____

2. Dimensions (in.) & Weight of Sign: Length_____ Width_____ Height_____ Weight _____lbs.

#_____ Structural Pick Points: # of Pounds _____ at each point

3. Type of Sign (Circle one sign type per order): Banner Structural Signage Systems

Include engineer-stamped assembly and hanging instructions with the order. Viper accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

Does your sign require assembly? YES NO
If yes, Viper will assemble your sign prior to hanging. **See Hanging Sign Assembly Order Form**.

Number of Feet from floor to TOP of sign: _____ Ft. (Must be compliant with show rules & regulations)
**The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.*

STANDARD SUPPLIES: Pear Ring $17 each; Shackles $17 each; Cabling, per foot $12; Verlock $64 each; Chain, per ft $12; Quick Link $17 each. Supplies will be added to the exhibitors' order once the work is completed.

Exhibitor: _____ Booth #: _____

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VIPER TRADESHOW SERVICES



BOOTH LAYOUT- HANGING SIGN

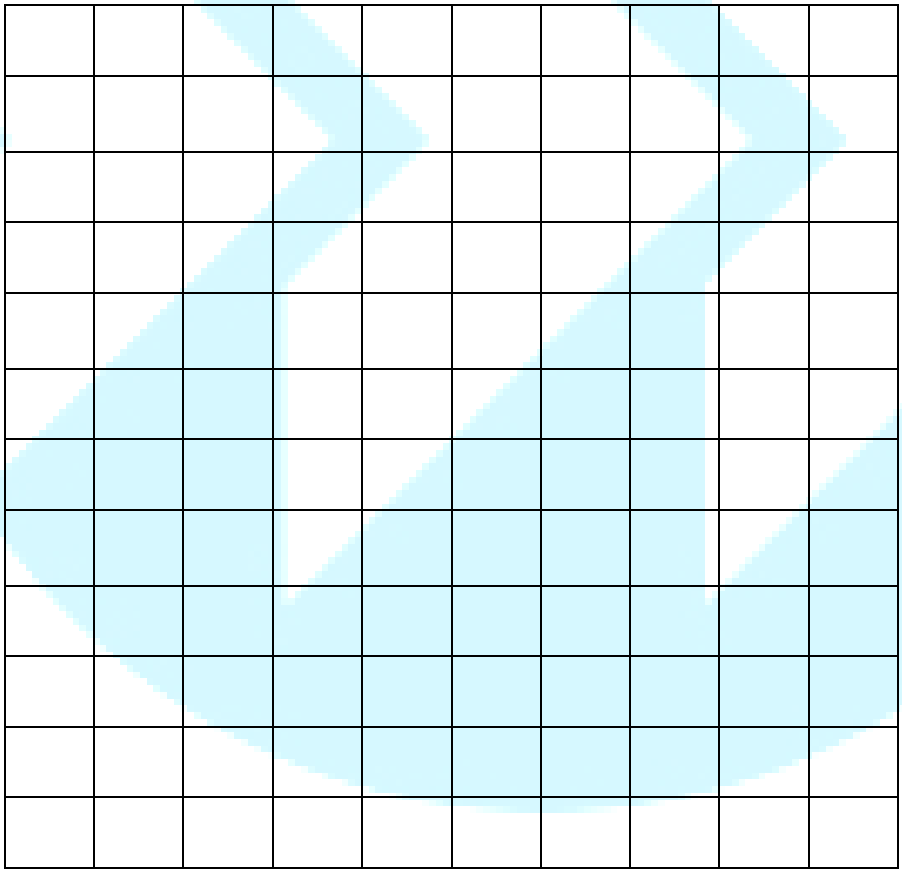
Viper accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Viper and VISION Show Management from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings. **If no layout or instructions are provided prior to the time of service, Viper shall install the sign dead center of booth space and/ or where is considered a structurally sound placement.**

STEP 1: BOOTH INFORMATION

1. **What size is your booth: _____ X _____**
2. **Back Adjacent Booth OR Aisle Number: _____**
3. **Right Side Adjacent Booth OR Aisle Number: _____**
4. **Left Side Adjacent Booth OR Aisle Number: _____**
5. **Front Adjacent Booth OR Aisle Number: _____**

STEP 2: DRAW YOUR BOOTH LAYOUT

Please draw where the sign should be hung in relation to your booth space. **If this portion is not completed, Viper will hang the sign center of booth. If the exhibitor requests changes of sign placement on site, additional rigging fees that will be incurred.**



FRONT OF BOOTH

Exhibitor: _____ Booth #: _____

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VIPER TRADESHOW SERVICES



HANGING SIGN SHIPPING LABEL

For your convenience labels are provided below for advance warehouse delivery for your hanging sign-ONLY.

SHIPPER INFORMATION

FROM:

HANGING SIGN

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

VIPER TRADESHOW SERVICES
3517 ENTERPRISE DRIVE, SUITE D
KANSAS CITY MO 64129

MUST DELIVER BETWEEN FEBRUARY 4 - 23, 2027

M-F: 8:00 AM – 4:00 PM

WEIGHT TICKET OR BILL OF LADING MUST BE PRESENTED AT TIME OF DELIVERY.

VISION Hi-Tech Training & Expo

PIECE: _____OF_____

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VIPER TRADESHOW SERVICES



STRUCTURAL INTEGRITY FORM

_____, the contracted exhibitor at the Vision Hi-Tech Training & Expo and (if applicable), the display house or builder for the aforementioned exhibitor, located in booth, _____do hereby certify and guarantee the stress points for the hanging structure have been properly engineered and tested.

We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify, and forever hold harmless the MWACA (Midwest Auto Care Alliance, H+A Events, Viper Tradeshow Services, and the Overland Park Convention Center and its subsidiaries, their directors, officers, employees, representatives, agents, and contractors from and against all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 250 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____ Date: _____

Printed Name: _____

E-Mail: _____

Exhibit House/Builder (***if applicable***):

Authorized Signature: _____ Date: _____

Printed Name: _____

E-Mail: _____

Complete and return to Lesa Davis | Ldavis@vipertradeshow.com

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