

## EXHIBITOR MOVE-IN

Thursday, March 5 2:00 PM – 4:00 PM

## SHOW HOURS

Thursday, March 5 4:00 PM – 7:00 PM

## EXHIBITOR MOVE-OUT

Thursday, March 5 7:00 PM – 8:00 PM

All drivers must check in with Viper at the show site address below between 7:00 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 3 - 24, 2026**

We will receive until February 27 with late fee

**Receiving Hours: M – F | 8 AM – 4 PM Material**

**Handling Rates Apply**

Hi-Tech Tool/Exhibitor Name/Booth #

c/o Viper Tradeshow Services

3517 Enterprise Dr, Suite D

Kansas City MO 64129

## SHOW SITE

**Receiving Date: March 5, 2026 ONLY**

**Material Handling Rates Apply**

Overland Park Convention Center

Hi-Tech Tool/Exhibitor Name/Booth #

c/o Viper Tradeshow Services

6000 College Blvd

Overland Park, KS 66211

## FREE FORKLIFT SERVICE

Free forklift service is provided for unloading 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. Rates are included in this kit.

**Discount Deadline: Monday, February 12, 2026**

Online ordering may be done at

<https://order.vipertradeshow.com>

Viper: Lesa Davis [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) | m: 816-786-0567

VISION Show Management Offices: [info@visionkc.com](mailto: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



Booths are located in the Ballroom Foyer which is carpeted.

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If you need any services or items not covered in this Exhibitor Kit, for example labor, enhanced furnishings, graphics, rental displays, etc., please contact Lesa.

## 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](mailto:Ldavis@vipertradeshow.com).

- **Submit orders early to receive the discounted rate** – This can be done by completing the necessary forms found in this kit or online at <https://order.vipertradeshow.com>. Standard pricing will apply to all orders received after February 12, 2026.
- **Preparing freight shipments** – We strongly urge you to send your show freight to the advance warehouse. Some cost-saving tips are to have all your freight delivered in a single shipment on an LTL freight carrier & arrange for the freight to be received on or before February 24, 2026 to avoid late charges.
- **Review Quick Reference Page** – It is helpful to be familiar with the important dates outlined along with the show schedule. Be sure your travel plans accommodate for a smooth setup and move out; the return of the empty freight can take at least an hour after the close of the show.
- **Shipment tracking** – It is recommended you track your shipment prior to the show to confirm it has been delivered. Please send the tracking information to Lesa Davis – [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) as soon as your freight is shipped.

## SHOW SITE TIPS

- **Viper Service Desk** – The service desk will be located on the show floor for any questions or show site
- **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 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. Rates are included in this kit.

## MOVE OUT INFORMATION

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

Tool Expo Officially Closes:

**7:00 PM on March 5, 2026**

Stored empty crates and containers estimated return:

**within 1/2 hour of show close**

Labor Force: all exhibitors should have started dismantle by now:

**8:00 PM on March 5, 2026**

Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.

Freight Force - deadline for carriers to check in:

**8:00 PM on March 5, 2026**

**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](mailto: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 **Thursday, March 5, 2026 between 7:00 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 5, 2026 deadline, 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 \$3.30/pound for shipments 1000 lbs. or more, \$3.90/pound for shipments 999 lbs. or less; with a **\$875.00 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. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

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

**Lesa Davis | [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) | m: 816-786-0567**

## 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](mailto:Ldavis@vipertradeshow.com)

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

### Payment Terms

### Viper Tradeshow Services Orders

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

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

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

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

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

**\*3.5% convenience fee will be applied 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 incurred as a result of weight adjustments or show site orders placed by your representative; including labor, material handling and shipping.

You can place your credit card on file through your online account at <https://order.vipertradeshow.com>.

Or please email [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) to receive the Quick Bill Sign Up Link to place a credit card on file

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

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

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

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

## TERMS AND DEFINITIONS:

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

**OUTSTANDING PAYMENTS:** Viper Tradeshow Services requires payment for all services upon receipt of the order, including receiving shipments at the advance warehouse.

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

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

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

**Viper Tradeshow Services reserves the right to hold any exhibitor freight who has unpaid material handling fees. Such fees must be paid prior to the release of freight onsite.**

Viper Tradeshow Services will accept payment by 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:** 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.

*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. 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, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, Viper shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.*

**Material Handling Form (MHA) aka Bill of Lading (BOL):** Your bill of lading must be turned in no later than the force times listed on the Quick Reference page. Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.). 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 re-consigned 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.

**Cancellation of orders:** Exhibitor orders must be cancelled on or by the discount/cancellation deadline in order to receive a refund. All refunds for cancelled or adjusted orders before the deadline, will be processed at the close out 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.

**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.

## 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



**ITEM:**

Qty: \_\_\_\_\_ 4' Table skirted 3 sides  
 Qty: \_\_\_\_\_ 6' Table skirted 3 sides  
 Qty: \_\_\_\_\_ 8' Table skirted 3 sides  
 Qty: \_\_\_\_\_ 4' Table skirted 4 sides  
 Qty: \_\_\_\_\_ 6' Table skirted 4 sides  
 Qty: \_\_\_\_\_ 8' Table skirted 4 sides  
 Qty: \_\_\_\_\_ 4' Table un-skirted  
 Qty: \_\_\_\_\_ 6' Table un-skirted  
 Qty: \_\_\_\_\_ 8' Table un-skirted  
 Qty: \_\_\_\_\_ 30" Round Café Table

**DISCOUNT:**

\$127.20  
 \$170.85  
 \$196.40  
 \$189.35  
 \$233.05  
 \$258.65  
 \$81.25  
 \$117.00  
 \$142.60  
 \$119.75

**STANDARD:**

\$169.60  
 \$219.70  
 \$264.90  
 \$256.95  
 \$307.00  
 \$352.25  
 \$115.80  
 \$165.85  
 \$211.05  
 \$155.15

### 42" Tall Counters – 30" wide

CIRCLE COLOR SELECTION BELOW



**ITEM:**

Qty: \_\_\_\_\_ 4' Counter skirted 3 sides  
 Qty: \_\_\_\_\_ 6' Counter skirted 3 sides  
 Qty: \_\_\_\_\_ 8' Counter skirted 3 sides  
 Qty: \_\_\_\_\_ 4' Counter skirted 4 sides  
 Qty: \_\_\_\_\_ 6' Counter skirted 4 sides  
 Qty: \_\_\_\_\_ 8' Counter skirted 4 sides  
 Qty: \_\_\_\_\_ 4' Counter un-skirted  
 Qty: \_\_\_\_\_ 6' Counter un-skirted  
 Qty: \_\_\_\_\_ 8' Counter un-skirted  
 Qty: \_\_\_\_\_ 30" Round Bar Table

**DISCOUNT:**

\$161.40  
 \$190.55  
 \$231.00  
 \$236.15  
 \$265.35  
 \$305.75  
 \$107.50  
 \$136.70  
 \$177.10  
 \$132.30

**STANDARD:**

\$219.80  
 \$260.35  
 \$312.00  
 \$319.75  
 \$360.10  
 \$411.95  
 \$165.95  
 \$206.30  
 \$258.15  
 \$176.20

### Chairs - Accessories

**ITEM:**

Qty: \_\_\_\_\_ Wastebasket  
 Qty: \_\_\_\_\_ Tripod Easel  
 Qty: \_\_\_\_\_ Tensa Stanchion  
 Qty: \_\_\_\_\_ Bag Rack  
 Qty: \_\_\_\_\_ 4' x 8' Poster Board  
 Qty: \_\_\_\_\_ Garment Rack  
 Qty: \_\_\_\_\_ Side Chair  
 Qty: \_\_\_\_\_ Arm Chair  
 Qty: \_\_\_\_\_ Gray Bar Stool

**DISCOUNT:**

\$22.20  
 \$37.15  
 \$63.50  
 \$118.15  
 \$159.60  
 \$159.60  
 \$84.80  
 \$97.00  
 \$153.95

**STANDARD:**

\$29.00  
 \$49.50  
 \$91.00  
 \$159.70  
 \$205.35  
 \$205.35  
 \$103.60  
 \$115.80  
 \$200.15

Enhanced Furnishings are available online or contact Lesa Davis – [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) for a brochure/pricing.

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

## MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
<b>HI-TECH TOOL/Exhibitor Name/Booth #</b> Viper Tradeshow Services 3517 Enterprise Dr, Suite D Kansas City MO 64129 <b>Must arrive between February 3 - 24, 2026.</b> <b>We will receive until February 27, 2026 with late fee. Receiving Hours: M-F - 8:00 AM – 4:00 PM</b>	<b>HI-TECH TOOL/Exhibitor Name/Booth #</b> Overland Park Convention Center c/o Viper Tradeshow Services 600 College Blvd Overland Park, KS 66211 <b>Must arrive on March 5, 2026 ONLY!!</b>

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

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number. Dimensional weight is calculated by  $L \times W \times H$  (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.....	\$98.65 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$128.15 / CWT
Common carrier shipment received late, between 2/25/26 – 2/27/26.....	\$128.15 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, between 2/25/26 – 2/27/26	\$157.75 / CWT
Small Package shipment not exceeding 35 lbs. per shipment (not per box) .....	\$83.25

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

### Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$90.50 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$117.70 / CWT
Off-target shipment (before/after 3/5/26) via common carrier.....	\$117.70 / CWT
Off-target shipment (before/after 3/5/26) via POV, or specialized carrier	\$144.75 / CWT
Small Package shipment not exceeding 35 lbs. per shipment (not per box) .....	\$83.25

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

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

## MATERIAL HANDLING TERMS & CONDITIONS

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

### Special Handling 30% Surcharge

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

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

### Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded or received at the warehouse/show site before 8 AM or after 4:30 PM on weekdays, anytime Saturday, Sunday or holidays or after ONE WEEK OUT. Additionally, when warehouse freight must be moved 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.

## 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](mailto: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): \_\_\_\_\_

## 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.

<b>SHIPPER INFORMATION</b>	
FROM:	
<b>HI-TECH TOOL ADVANCE WAREHOUSE DELIVERY INFORMATION</b>	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
<b>VIPER TRADESHOW SERVICES 3517 ENTERPRISE DRIVE, SUITE D KANSAS CITY MO 64129</b>	<b>MUST DELIVER BETWEEN FEBRUARY 3 - 24, 2026 M-F: 8:00 AM – 4:00 PM WEIGHT TICKET OR BILL OF LADING MUST BE PRESENTED AT TIME OF DELIVERY.</b>
<b>VISION</b> Hi-Tech Training & Expo	PIECE: _____ OF _____

## 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.

<b>SHIPPER INFORMATION</b>	
FROM:	
<b>HI-TECH TOOL SHOW-SITE DELIVERY INFORMATION</b>	
TO (Exhibiting Co. Name):	BOOTH #: _____
<b>OVERLAND PARK CONVENTION CENTER C/O VIPER TRADESHOW SERVICES 6000 COLLEGE BLVD OVERLAND PARK, KS 66211</b>	<b>MUST DELIVER ON MARCH 5, 2026 ONLY!! WEIGHT TICKET OR BILL OF LADING MUST BE PRESENTED AT TIME OF DELIVERY.</b>
 PIECE: _____ OF _____	

## VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (7-15 business days) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.90/lb. on shipments under 1,000 lbs. and \$3.30/lb. for shipments over 1,000 lbs. A **\$875.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.90/lb. for shipments under 1,000 lbs. and \$4.30/lb. for shipments over 1,000 lbs.; a \$1,078.00 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 shipments will be weighed by Viper for inbound and outbound shipping orders.**

### Inbound shipping from:

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

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

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

Pickup Contact: \_\_\_\_\_ 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, receiving hours, etc): \_\_\_\_\_

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight – OUTBOUND
	Crate		
	Box		
	Fiber Case		
	Pallets		

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

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

### Acceptance & Payment

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment or \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping, otherwise, I am purchasing only supplemental insurance (does not include AV or computer equipment) protection (up to \$5,000.00) at \$75.00 for every \$1,000.00 declared value.

**\*Please note Viper Tradeshow is not liable for shipping A/V, computer equipment and does not cover shipping containers\*.**

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

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

**\*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\***

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

## 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](mailto: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 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 Thursday, March 5, 2026 between 7:00 PM – 8:00 PM. Your carrier must check in with Viper 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: \_\_\_\_\_

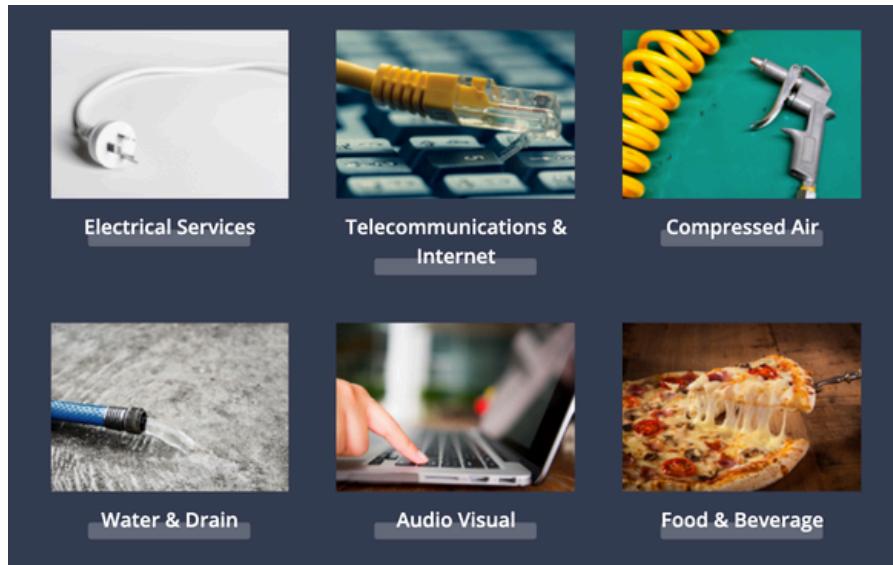
### Show Site Instructions:

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.

# OVERLAND PARK

BEST SMALL CONVENTION CENTER  
IN NORTH AMERICA

**Save money by ordering exhibitor services online at least 10 days prior to your event. High-speed Wi-Fi is always **FREE** using network 'OPCC FREE.'**



Ordering exhibitor services is easy using our visual, step-by-step online portal. Every detail is covered in our streamlined ordering process. Everything you need to create a long term, lasting impression with your customers is available:

- Electrical Service
- Telecom and Internet (Hardline)
- Compressed Air, Water and Drain (Utilities)
- Audio Visual
- Food and Beverage

**To order: [opconventioncenter.com/exhibitor](http://opconventioncenter.com/exhibitor)**

The exhibitor services desk will be staffed during move in to assist with last minute electrical, telecommunications and internet needs. On call staff is available before, during and after show hours and can be reached at 913.339.3030.

Hungry? We've got you covered. Order food online sent straight to your booth prepared by our executive chef, or visit Cyber Cafe and the concession stands for a quick snack (Cyber Cafe and concession stands open based on event schedules).