Hi- Tech Tool Expo March 4, 2027

EXHIBITOR MOVE-IN
Thursday, March 4 2:00 PM – 4:00 PM

SHOW HOURS
Thursday, March 4 4:00 PM – 7:00 PM

EXHIBITOR MOVE-OUT
Thursday, March 4 7:00 PM – 8:00 PM

All drivers must check in with Viper at the show site address below on Saturday, March 6 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 until February 26 with late fee
Receiving Hours: M – F | 8 AM – 4 PM
Material Handling Rates Apply
Viper Tradeshow Services
Hi-Tech Tool/Exhibitor Name/Booth #
3517 Enterprise Dr, Suite D
Kansas City MO 64129

SHOW SITE
Receiving Date: March 4, 2027 ONLY
Material Handling Rates Apply
Overland Park Convention Center
c/o Viper Tradeshow Services
Hi-Tech Tool/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: Monday, February 11, 2027

Online ordering may be done at
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

Booths are located in the Ballroom Foyer which is carpeted.



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

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.

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Hi- Tech Tool Expo March 4, 2027

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.
- ***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 onsite 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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Hi- Tech Tool Expo March 4, 2027

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: **7:00 PM on March 4, 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)

Hi- Tech Tool Expo March 4, 2027

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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Hi- Tech Tool Expo March 4, 2027

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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Hi- Tech Tool Expo March 4, 2027

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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Hi- Tech Tool Expo March 4, 2027

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
Viper Tradeshow Services Hi-Tech Tool/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 Hi-Tech Tool/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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Hi- Tech Tool Expo March 4, 2027

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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Hi- Tech Tool Expo March 4, 2027

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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Hi- Tech Tool Expo March 4, 2027

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:
HI-TECH TOOL EXPO
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.**
PIECE: _____OF_____

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Hi- Tech Tool Expo March 4, 2027

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:

HI-TECH TOOL EXPO

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, 2027 ONLY!!

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

PIECE: _____OF_____

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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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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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