

QUICK REFERENCE

Mark Your Calendar!

Wednesday, February 13, 2019	FIRST DAY ADVANCE WAREHOUSE RECEIVING The advance warehouse will start accepting freight on this date.
Wednesday, February 20, 2019	ADVANCE ORDER DISCOUNT DEADLINE Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date.
Wednesday, February 27, 2019	LATE TO WAREHOUSE Advance Warehouse must receive your freight by this date to avoid late charges.
Tuesday, March 5, 2019	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept freight. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Showsite Deliveries PROHIBITED	SHOW SITE DELIVERIES ALL show site shipments are to be delivered this day only. Shipments sent before these dates are at risk of being refused, or charges by venue and Viper may apply.

Your Show Outline

Move-In/Installation	Thursday, March 7, 2019	2:00pm - 6:00pm <i>*Exhibitor setup must be completed by 6:00pm Thursday, March 7. Exhibit space not claimed by that time may be reassigned without refund of rental paid.**</i>
Exhibitor Check-in	Friday, March 8, 2019	10:00am – 5:00pm
Lunch for Exhibitors	Friday, March 8, 2019	11:45am – 12:30pm
Exhibit Hours	Friday, March 8, 2019	12:30pm – 5:00pm
Exhibitor Check-in	Saturday, March 9, 2019	10:00am – 2:00pm
Lunch for Exhibitors	Saturday, March 9, 2019	11:00am – 11:45pm
Exhibit Hall Hours	Saturday, March 9, 2019	11:45am – 3:30pm
Move-Out/Teardown	Saturday, March 9, 2019	3:30pm - 7:00pm

Force Time ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 6pm on March 9

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	CHECK IN INFO
ADVANCED (2 CWT MIN) \$190.40 / CWT SHOWSITE **Prohibited**	AMSA c/o Viper Tradeshow Services Coastal Air 7525 Connelley Crive Suite J. Hanover MD 21076	Show site Deliveries Prohibited All Show Freight Must Be Sent To The Advanced Warehouse	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 6pm on 3/9 to avoid force, as well as exhibitors must start their dismantle by 5pm on 3/9 in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

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

Items That Come Standard In Your Booth For This Show Are

Hall is carpeted 10'x10' and 8'x10' exhibit spaces receive the following: 8' black & white back drape, 3' black side drape and one (1) 6' black draped table, (2) chairs, (1) wastebasket, (1) black and white 6" x 24" ID sign. Larger assigned exhibit spaces receive additional furnishings, please contact Sandy Fridy at sfridy@amsa.org for specific details. To purchase additional rental items/ services, please visit www.vipertradeshowstore.com/ Show Code:1903003. *Please note our online portal does not store credit card information. Please submit the Method of Payment form on pg. 3 to put a card on file.

Order Online @ www.vipertradeshowstore.com with show code: 1903003

Viper Show Coordinator: Michael Roberts | p: 847.426.3100 | f: 847.426.3111 | mroberts@vipertradeshow.com

Show Management Contact: Sandy Fridy | p: 703.665.4811 | sfridy@amsa.org

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 presentation of an invoice statement at the exhibit site.

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

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

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

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

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

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

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

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

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

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

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

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

METHOD OF PAYMENT

Exhibitor Information

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

Ways to Order:

Online via Credit Card | Login & Place Orders | www.vipertradeshowstore.com | Show Code: **1903003**
 Email: **mroberts@vipertradeshow.com**
 Fax: Send completed forms to 847.426.3111
 Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Viper Tradeshow Services Orders

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

Estimated Total Viper Tradeshow Services Orders: \$ _____

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

Method of Payment / Credit Card Charges

*3.5% fee is applicable for all orders paid by credit card.

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

Please circle appropriate credit card: MasterCard Visa American Express

Number: _____

Expiration Date: _____ **CVV:** _____

Cardholder Signature: _____

Name Printed: _____

Address (if different from above): _____

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

Make Payable to: Viper Tradeshow Services | Mail to: 2575 Northwest Parkway | Elgin, IL 60124

VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.75/lb. on shipments under 1,000 lbs. and \$2.25/lb. for shipments over 1,000 lbs. Dimensional weight may apply, and a \$545.00 minimum applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Canadian shipments are provided at a flat rate of \$3.75 for shipments 1,000 lbs. and \$3.25 for shipments over 1,000 lbs.; a \$650.00 minimum applies. Material Handling charges apply for all shipments.

Inbound shipping to (circle one): **Advance Warehouse** **Show Site**

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Fax #: _____ Email Address: _____

Requested Pickup Date & 4 Hour Pickup Window Time: _____

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

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

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

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

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

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Fax #: _____ Email Address: _____

Acceptance & Payment

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

Declared value \$ _____ *Please note that Viper Tradeshows in not liable for shipping A/V equipment*

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

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

Name Printed: _____ Date: _____

ADVANCE WAREHOUSE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
AMSA c/o Viper Tradeshow Services Coastal Air 7525 Connelley Crive Suite J. Hanover MD 21076	
PIECE: _____	OF _____

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
AMSA c/o Viper Tradeshow Services Coastal Air 7525 Connelley Crive Suite J. Hanover MD 21076	
PIECE: _____	OF _____

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
AMSA c/o Viper Tradeshow Services Coastal Air 7525 Connelley Crive Suite J. Hanover MD 21076	Show site Deliveries Prohibited All Show Freight Must Be Sent To The Advanced Warehouse

Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up.

A 200 pound minimum applies to every shipment, whether received at the Advance Warehouse or Show Site.

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

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds
 Pounds Divided by 100: _____ Your CWT (no less than 2)

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$190.40 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$226.10 / CWT
Common carrier shipment received late, after 2/27/2019 @ 4pm	\$226.10 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$261.80 / CWT
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	

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

Exhibitor: _____ Booth #: _____

VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 21 days free storage if delivered by the advance deadline receiving date listed below, and includes delivering freight direct to the exhibitor’s booth storage of empties during the show, delivery of empties at the end of the show to 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.

Moving Van Shipments	Shipments delivered by a moving van or shipments by any truck which, because of the height of the truck bed, cannot be unloaded at the docks.
Loose Freight	Shipments packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, stacked freight, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
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.

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

Material Handling Terms

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

*(*Please note material handling and shipping are two separate services. See page 4 for shipping details).*

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. No liability will be assumed for such shipments.

FLORAL/CLEANING

Floral

Fresh Floral Arrangements

Small Floral Arrangement: _____ \$99.00 Discount / \$132.66 Standard

Medium Floral Arrangement: _____ \$138.60 Discount / \$172.26 Standard

Large Floral Arrangement: _____ \$178.20 Discount / \$217.80 Standard

Artificial Plants

2 Foot Green Plant _____ \$60.72 Discount / \$76.56 Standard

3 Foot Green Plant _____ \$76.56 Discount / \$91.08 Standard

4 Foot Green Plant _____ \$91.08 Discount / \$108.24 Standard

5 Foot Green Plant _____ \$108.24 Discount / \$124.80 Standard

6 Foot Green Plant _____ \$124.80 Discount / \$139.92 Standard

TOTAL FOR ALL ITEMS ORDERED: \$ _____

Vacuumping

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 **\$77.00** Discount / **\$93.50** Standard

Subtotal: \$ _____

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

Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Monday – Friday: 8:00am – 4:30 pm \$63.36 per day

Monday – Friday: After 4:30 pm \$76.56 per day

Any time Saturday, Sunday & Holidays \$85.80 per day

Number of Booth Units: _____ x use appropriate rates from above

Subtotal: \$ _____

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

ESTIMATED TOTAL FOR ALL VACUUMPING AND PORTER SERVICES: \$ _____

Exhibitor: _____ **Booth #:** _____

DISPLAY LABOR (I&D) INFO

Display Labor Hourly Rates

Monday – Friday: 8:00 am – 4:30 pm	\$75.00 per person, per hour
Monday – Friday before 8:00 am & after 4:30 pm	\$112.50 per person, per hour
Any time Saturday, Sunday & Holidays	\$150.00 per person, per hour

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

Labor Definitions

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

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

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

Please provide supervisors name and cell number: _____

Installation Calculation & Order

- Day/Time of set up: _____ Hourly Rate as noted above
- Number of Laborers: _____ x number of people
- Number of Hours: _____ x number of hours
- TOTAL AMOUNT OF HOURS** _____ x _____ (RATE) \$ _____
- Check here if Exhibitor supervised: MUST be marked or move to next step _____
- Viper Tradeshow Services Supervised Surcharge: _____ 35% of subtotal above
- TOTAL INSTALLATION CHARGES** \$ _____ (Lines 4+6)

Dismantle Calculation & Order

- Day/Time of set up: _____ Hourly Rate as noted above
- Number of Laborers: _____ x number of people
- Number of Hours: _____ x number of hours
- TOTAL AMOUNT OF HOURS** _____ x _____ (RATE) \$ _____
- Check here if Exhibitor supervised: MUST be marked or move to next step _____
- Viper Tradeshow Services Supervised Surcharge: _____ 35% of subtotal above
- TOTAL DISMANTLE CHARGES** \$ _____ (Lines 4+6)

50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 847.426.3100 for special requests or items you do not find on this form.

Exhibitor: _____ Booth #: _____

EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

Please complete and return both EAC forms

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

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

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

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

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

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

Name: _____

Company: _____ Date: _____

Signature: _____

USE OF AN EAC NOTIFICATION

Please complete and return both EAC forms

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

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

For Exhibitor (Company Name):

Show Name:

Booth #: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

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

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

MOVE OUT INFORMATION

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

Exhibit Hall Officially Closes: **Saturday, March 9 @ 4:00pm**

Stored empty crates and containers returned: **Saturday, March 9 @ 4:30pm**

Labor Force: all exhibitors should have started dismantle by now: **Saturday, March 9 @ 5:00pm**
Exhibitors may not check in at the Viper Service Desk to sign out dismantle labor hired.

Freight Force: deadline for carriers to check in: **Saturday, March 9 @ 6:00pm**

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to arrive by **6pm**. We suggest telling them **5pm**, giving them room to fail without failing you! Here's the address for your convenience:

Hyatt Regency, 2799 Jefferson Davis Arlington, VA 22202 (Independence Center/Foyer)

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. UPS and FedEx are not the most reliable carriers for our industry, so we highly suggest exhibitors using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only shipping labels. If you have any questions please ask your Viper Service Desk representative.
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 the **6pm** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 lbs. or less; with a \$545.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

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

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by **3:00pm** (1 hour before closing) and we will write up your Bill of Lading and labels and deliver them to your booth. Once you are packed, sign the BOL and turn it in to the Service Desk, you will get a copy, we will keep a copy, and the driver will receive a copy. No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

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

STANDARD FURNITURE & ACCESSORIES

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

30" Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

- Qty: _____ 4' Table
- Qty: _____ 6' Table
- Qty: _____ 8' Table
- Qty: _____ 4th Side Drape
- Qty: _____ Undraped Table

DISCOUNT:

- \$144.83
- \$182.95
- \$205.82
- \$36.30
- \$36.30 Less than list price above

STANDARD:

- \$182.95
- \$205.82
- \$221.06
- \$50.82

42" Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

- Qty: _____ 4' Counter
- Qty: _____ 6' Counter
- Qty: _____ 8' Counter
- Qty: _____ 4th Side Drape
- Qty: _____ Undraped Counter

DISCOUNT:

- \$175.32
- \$213.44
- \$251.55
- \$43.56
- \$36.30 Less than price list above

STANDARD:

- \$213.44
- \$251.55
- \$282.05
- \$58.08

Accessories

ITEM:

- Qty: _____ 4' Single Tier Table Riser
- Qty: _____ Wastebasket
- Qty: _____ 6' Single Tier Table Riser
- Qty: _____ Tripod Easel
- Qty: _____ 8' Single Tier Table Riser
- Qty: _____ Folding Chair
- Qty: _____ Bag Rack
- Qty: _____ L1 Black Sherpa Side Chair
- Qty: _____ L2 30" Table
- Qty: _____ Rope & Stanchions Set
- Qty: _____ M1 Black Euro Barstool
- Qty: _____ M2 Black 30" x 42" Bar Table

DISCOUNT:

- \$96.96
- \$32.01
- \$122.57
- \$58.54
- \$146.35
- \$58.08
- \$99.09
- \$83.19
- \$221.06
- \$137.21
- \$205.82
- \$236.31

STANDARD:

- \$128.06
- \$44.20
- \$160.08
- \$74.99
- \$181.12
- \$71.39
- \$137.21
- \$105.15
- \$287.38
- \$179.36
- \$267.56
- \$307.20

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Lounge Series A – Durapella Sage



A1: Sofa
Qty: ____
\$663.20 Discount
\$862.15 Standard



A2: Loveseat
Qty: ____
\$586.97 Discount
\$763.05 Standard



A3: Chair
Qty: ____
\$434.51 Discount
\$564.61 Standard



A4: Cocktail Table
Qty: ____
\$282.05 Discount
\$366.66 Standard

Lounge Series B – Black Leather



B1: Sofa
Qty: ____
\$632.70 Discount
\$822.52 Standard



B2: Loveseat
Qty: ____
\$586.97 Discount
\$763.05 Standard



B3: Chair
Qty: ____
\$495.49 Discount
\$644.14 Standard



B5: End Table
Qty: ____
\$209.40 Discount
\$277.47 Standard

Lounge Series C – Grey Microfiber



C1: Sofa
Qty: ____
\$510.74 Discount
\$663.96 Standard



C2: Loveseat
Qty: ____
\$465.00 Discount
\$604.50 Standard



C3: Chair
Qty: ____
\$419.26 Discount
\$545.05 Standard



C4: Cocktail Table
Qty: ____
\$282.05 Discount
\$366.66 Standard



C5: End Table
Qty: ____
\$251.55 Discount
\$327.03 Standard

Specialty Tables | Chairs Series D



D1: 42" Black
Qty: ____
\$343.03 Discount
\$445.95 Standard



D2: Side Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard



E1: 42: Chrome
Qty: ____
\$297.29 Discount
\$386.48 Standard



E2: Silver Chair
Qty: ____
\$160.08 Discount
\$208.10 Standard

Specialty Tables | Chairs Series F



F1: 60" Oval Table
Qty: ____
\$388.77 Discount
\$505.40 Standard



F2: Blue Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard



F3: Yellow Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard



F4: Red Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard



F5: Black Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Specialty Tables | Chairs Series G



G1: 54" Table
Qty: ____
\$343.03 Discount
\$445.95 Standard



G2: Birch Side Chair
Qty: ____
\$236.31 Discount
\$307.20 Standard



H1: 42" Round Table
Qty: ____
\$350.35 Discount
\$221.06 Standard



H2: Steel Chair
Qty: ____
\$445.95 Discount
\$287.32 Standard

Office Series I



I1: Oak Desk
Qty: ____
\$510.74 Discount
\$663.96 Standard



I2: Black/Chrome Chair
Qty: ____
\$327.78 Discount
\$426.12 Standard



I3: Black/Black Chair
Qty: ____
\$327.78 Discount
\$426.12 Standard

Office Series J



J1: 6' Conference Table
Qty: ____
\$434.51 Discount
\$564.86 Standard



J2: Steno Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard



J3: Drafting Stool
Qty: ____
\$266.86 Discount
\$346.92 Standard

Accessories Series K



K1: Accordion Lit Stand
Qty: ____
\$190.57 Discount
\$247.75 Standard



K2: Lit Stand
Qty: ____
\$190.57 Discount
\$247.75 Standard



K4: Coat Rack
Qty: ____
\$68.60 Discount
\$89.18 Standard



K5: 42" Pedestal
Qty: ____
\$266.44 Discount
\$346.85 Standard



K6: 32" Pedestal
Qty: ____
\$266.44 Discount
\$346.85 Standard



K7: 24" x 42" Pedestal
Qty: ____
\$419.26 Discount
\$545.05 Standard



K8: Refrigerator
Qty: ____
\$317.02 Discount
\$412.12 Standard

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Tables | Chairs Series L



L1: Side Chair
Qty: ____
\$83.19 Discount
\$108.15 Standard



L2: 30" Table
Qty: ____
\$221.06 Discount
\$287.38 Standard



L3: Arm Chair
Qty: ____
\$99.09 Discount
\$128.87 Standard



L5: Side Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard



L6: Euro Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard

Cocktail Tables | Stools Series M



M1: Barstool
Qty: ____
\$205.82 Discount
\$267.56 Standard



M2: 42" Bar Table
Qty: ____
\$236.61 Discount
\$307.20 Standard



M3: Euro Stool
Qty: ____
\$236.31 Discount
\$307.20 Standard



M4: Chrome Stool
Qty: ____
\$221.06 Discount
\$287.38 Standard



M5: Bar Stool
Qty: ____
\$144.83 Discount
\$188.28 Standard



M6: Steel/Black Stool
Qty: ____
\$251.55 Discount
\$327.03 Standard



M7: Steel Stool
Qty: ____
\$251.55 Discount
\$327.03 Standard

Exhibitor: _____ Booth #: _____

CARPET SELECTIONS

Standard

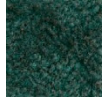
CIRCLE COLOR SELECTION BELOW



Red



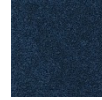
Royal Blue



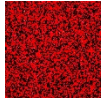
Green



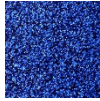
Grey



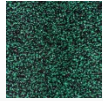
Navy Blue



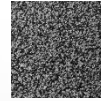
Speckled Red



Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$220.70	\$283.14	
10' x 20' Carpet		\$441.40	\$566.28	
10' x 30' Carpet		\$681.12	\$849.42	
10' x 40' Carpet		\$908.16	\$1,132.56	
20' x 20' Carpet		\$908.16	\$1,132.56	
Custom Per Sq. Ft.		\$2.21	\$2.84	

Prestige

CIRCLE COLOR SELECTION BELOW



Red



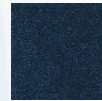
Royal Blue



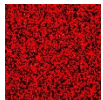
Green



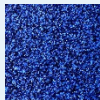
Grey



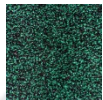
Navy Blue



Speckled Red



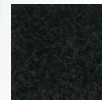
Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Plush Per Sq. Ft		\$6.40	\$8.15	

Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$2.67	\$3.19	
Double Padding Per Sq. Ft		\$4.40	\$5.65	
Visqueen Per Sq. Ft.		\$0.19	\$0.74	

Standard Carpet per sq. ft.: \$ _____
 Plush Carpet per sq. ft.: \$ _____
 Padding/Visqueen per sq. ft.: \$ _____

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

MODULAR DISPLAY SELECTIONS

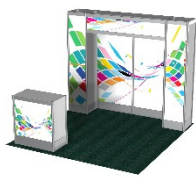
10' x 10' Displays

10' x 20' Displays

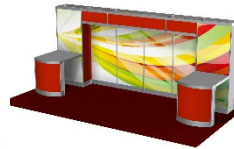
*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.



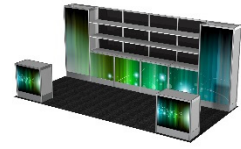
10' INLINE BOOTH _____
 Discount: **\$2,942.00**
 Standard: **\$4,125.00**



10' SHELF BOOTH _____
 Discount: **\$3,135.00**
 Standard: **\$4,262.00**



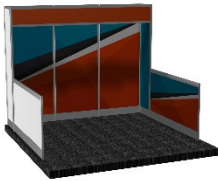
20' INLINE BOOTH _____
 Discount: **\$6,963.00**
 Standard: **\$9,405.00**



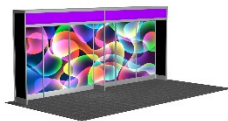
20' SHELF BOOTH _____
 Discount: **\$7,067.50**
 Standard: **\$9,625.00**

Basic Displays

*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.



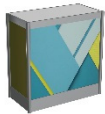
10' BASIC BOOTH _____
 Discount: **\$3,272.50**
 Standard: **\$4,235.00**



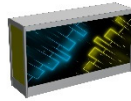
20' BASIC BOOTH _____
 Discount: **\$6,490.00**
 Standard: **\$8,415.00**

A La Carte

*All prices include graphic panels | White or black panels available on request



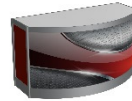
1M COUNTER _____
 Discount: **\$327.80**
 Standard: **\$423.50**



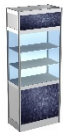
2M COUNTER _____
 Discount: **\$595.10**
 Standard: **\$773.30**



1M CURVED COUNTER _____
 Discount: **\$364.10**
 Standard: **\$473.00**



2M CURVED COUNTER _____
 Discount: **\$647.90**
 Standard: **\$841.50**



DISPLAY CASE _____
 Discount: **\$767.80**
 Standard: **\$995.50**



LITERATURE BIN _____
 Discount: **\$393.60**
 Standard: **\$511.50**

Booth Signage

METER BOARD _____
 Single Sided: \$556.00
 Double Sided: \$880.00

22" x 28" signage _____
 \$110.00

8'x10' BACKWALL BANNER _____
 \$1,210.00

*Banner is yours to keep. Includes install/dismantle

Exhibitor: _____ Booth #: _____



Meeting/Conference Specialists

When you're searching for the best in audio visual needs for your event, look to Visual FX as your partner in success! We understand tradeshows and conferences and your need for quality products, attentive representatives, and superior services that reflect your vision.

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

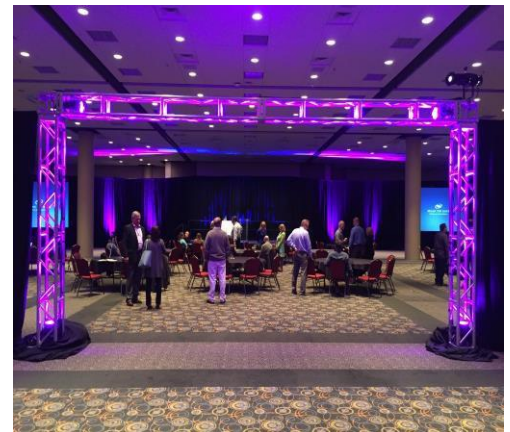
Creative Solutions

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



Products:

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



Customer Service Commitment

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



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

Exhibitor Order Form

Last updated [01/17]

Audio Equipment	Qty	Days	Daily Rate	Total
Wired Microphone			\$65.00	
Wireless Microphone- Handheld			\$165.00	
Wireless Microphone- Lavalier			\$165.00	
4-Channel Mixer			\$75.00	
8-Channel Mixer			\$125.00	
2 Powered Speakers w/ Stand			\$250.00	
XLR Cables (25ft)			\$15.00	
Video Equipment	Qty	Days	Daily Rate	Total
DVD Player			\$105.00	
19" Flat screen monitor			\$185.00	
23" Flat screen monitor			\$225.00	
32" LED monitor with stand			\$365.00	
42" LED monitor with stand			\$495.00	
50" LED monitor with stand			\$595.00	
LCD Data Projector 2500 Lumens			\$475.00	
LCD Data Projector 4000 Lumens			\$760.00	
LCD Data Projector 8000 Lumens			\$1,350.00	
Screens	Qty	Days	Daily Rate	Total
6' Tripod Screen			\$65.00	
8' Tripod Screen			\$85.00	
6' x 8' Fast-fold Screen			\$195.00	
7.5' x 10' Fast-fold Screen			\$225.00	
9' x 12' Fast-fold Screen			\$325.00	
Computer Systems	Qty	Days	Daily Rate	Total
Laptop Computer			\$250.00	
Wireless Mouse & Keyboard			\$65.00	
Mouse & Keyboard (wired)			\$50.00	
Ethernet Cables (25' to 50')			\$30.00	
VGA Cables (10ft)			\$20.00	
HDMI Cables (6ft)			\$15.00	
Multi-media Speakers			\$55.00	
Packages & Miscellaneous Accessories	Qty	Days	Daily Rate	Total
LCD Support Package (8ft easel screen, safelock table, advancer, cables)			\$150.00	
LCD Projector Package, 2500 Lumens			\$825.00	
Overhead Projector Package			\$150.00	
Whiteboard Package			\$65.00	
Flipchart Package w/Easel			\$35.00	
Flipchart Pad			\$13.00	
Easel			\$27.00	
Black Velour Drape 16' high 10' Section			\$225.00	
Powerstrip			\$10.00	
Extension Cord 25'			\$20.00	
			Equipment Total	
			Delivery/Pickup	min \$95
			% sales tax	
			Other fees	
***Prices are based on a daily rate.			Grand Total	

Visual FX, Inc.
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Email: Rob@visualfxav.com



Exhibitor Information / Method of Payment

Show Name: _____
 Exhibitor: _____
 Booth Number: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Fax: _____
 Email: _____
 Show Site Contact if Different Than Above: _____
 Cell Phone: _____

For Use of an Exhibitor Appointed Contractor / Third Party

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this Service Kit. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Authorized Signature for Exhibiting Company _____

Visual FX Orders

Audio Equipment	\$	_____
Video Equipment	\$	_____
Screens	\$	_____
Computer Systems	\$	_____
Miscellaneous Accessories	\$	_____
Delivery/Pickup	\$95	_____
Total Visual FX Orders	\$	_____

Method of Payment / Credit Card Charges:

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative.

Please circle appropriate credit card

Please provide credit card number ~

MasterCard **Visa** **American Express** Number: _____
 Expiration Date: _____ Security Code: _____
 Cardholder's Signature: _____
 Name Printed: _____
 Address (if different than above) _____

PLEASE IMPRINT YOUR CARD USING A PENCIL TO TRACE OVER THE NUMBERS

Company Check - Please note show name on check! _____ Date check being mailed: _____

Email orders to: rob@visualfxav.com

Mail to: 2575 Northwest Parkway, Elgin, IL 60124

Hyatt Regency Crystal City

ELECTRICAL REQUEST

NAME OF EVENT: _____	EVENT DATE: _____
COMPANY/EXHIBITOR: _____	BOOTH #: _____
ON SITE CONTACT: _____	EMAIL: _____
PHONE: _____	FAX: _____
ORDERED BY: _____	

PLEASE FAX COMPLETED FORM TO: 703 - 413 - 6754
 For questions please contact Engineering at 703 - 413 - 6750
 EMAIL: Electrical.requests@hyatt.com

PAYMENT: WE DO NOT ACCEPT PURCHASE ORDERS FOR ELECTRICAL CHARGES.
PAYMENT MUST BE RECEIVED WITH ALL ELECTRICAL ORDERS 10 DAYS PRIOR TO THE EVENT
 Please place an X next to your method of payment: Credit Card _____ Check _____ Master Account _____

Pay To: Hyatt Regency Crystal City Attention: Engineering, 2799 Jefferson Davis Hwy, Arlington, VA 22202

Credit Card # _____ EXP _____ Name on Card _____

CHARGES ARE PER EVENT

QUANTITY	DESCRIPTION	COST	TOTAL
10 AMPS	Basic Hookup - 120 VOLT (up to 1,000 WATTS)	\$85	
15 AMPS	1001 - 1500 WATTS - 120 VOLT	\$90	
20 AMPS	1501 - 2000 WATTS - 120 VOLT	\$100	
	Power Strips (each)	\$25	
	Extension Cords (each)	\$25	
	Panel Size		
50 AMPS - 3Ø	208 VOLT	\$400	
100 AMPS - 3Ø	208 VOLT	\$700	
150 AMPS - 3Ø	208 VOLT	\$1,000	
200 AMPS - 3Ø	208 VOLT	\$1,500	
250 AMPS - 3Ø	208 VOLT	\$1,750	
300 AMPS - 3Ø	208 VOLT	\$2,250	
350 AMPS - 3Ø	208 VOLT	\$2,500	
400 AMPS - 3Ø	208 VOLT	\$3,000	
	Banner Installation \$50.00 per occurrence or \$50 per person per hour weekdays. \$75 per occurrence or \$75 per person per hour weekends & evenings from 4:00 pm - 7:00 am		
	Subtotal		
	(E) Exempt	6% Tax	
	TOTAL		

208 - VOLT 1-PHASE DOUBLE PRICE - CONVERTERS & EURO RECEPTACLES ARE NOT AVAILABLE

24 HOUR CANCELLATION IS REQUIRED

PRINT: _____ SIGN: _____ DATE: _____

HOTEL USE ONLY

Install Date _____ Accepted By _____
 # Hours on Install _____ Cost/Hour _____ TOTAL _____
 Room Number Charged to _____ Master Account Charged to _____

By submitting this form and supporting documents, I confirm that I have read and agreed to the use of the personal information. I am giving you in accordance with your Global Privacy Policy for guests which is available at www.privacy.hyatt.com

INSTRUCTIONS

PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST

1. **Fill out the accompanying forms completely:** Include contact (ordering and onsite), payment information and signatures on all forms.
2. **Include service drop location within your booth:** On the bottom of the next page (pg. 2) is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. ***If wires need to run under carpet, please indicate on form.*** If a diagram exists showing the location for the internet line, please include that in the fax/email to us. *****Charges may apply for service relocations after being set*****
3. **Additional network devices (more than one):** Any additional devices beyond the first using network resources regardless of IP addressing scheme will be subject to an additional device fee. Please order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.
*****You will not be permitted to use access points, switches or hubs without paying for the additional devices*****
4. **Terms & Conditions:** Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.
5. **Services not covered by this form:** Email requests for a customized solution to Santiago Maxwell at smaxwell@singledigits.com for additional services such as VLAN(s) or dedicated bandwidth.
6. **Using a credit card for payment:** Completely fill out the payment/credit card authorization form (pg. 3). Make sure signature is the same as the credit card holder's name. ***Charges will appear as Hyatt Regency Crystal City on credit card statement***
7. **Using a check for payment:** Mark Checks payable to "Hyatt Regency, Crystal City". *First*, email or fax a copy of the check and the filled out order form (Email to smaxwell@singledigits.com). Then **mail** original documents to Hyatt Regency Crystal City, ATTN: Single Digits Inc., 2799 Jefferson Davis Hwy, Arlington, VA 22202. *****DO NOT MAKE CHECKS OUT TO SINGLE DIGITS INC DIRECTLY*****
8. **Faxing or Emailing your order:** Please email completed orders to smaxwell@singledigits.com. If emailing please include show name and show dates in subject line (e.g. Exhibitor for SHOW NAME xx/xx – xx/xx/xx). Please be sure to include the following when placing your order.
 - a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
 - b. **A completely filled out payment form:** Check/CC info with signature and copy of check.
 - c. **Make sure both the order and payment form are signed:** This will make sure there are no delays in your service request(s).
9. We will contact you within 3 business days of order via e-mail and supply you a service invoice for your records.
10. Questions? Contact Single Digits, Inc. – 305.200.7726 or email smaxwell@singledigits.com

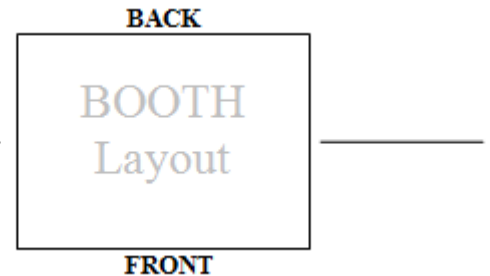
Company Name:		Ordering Contact Email:	
Ordering Contact:		Ordering Contact Phone:	Booth Number:
On-Site Contact:		Onsite Cell Phone:	Set Up Date/Time:
Company Address:			Tear Down Date/Time:
City:	ST:	ZIP:	Exhibit Room:
Show Name:			Show Dates:

****Wired connections connect at 10/100/1000 Mbps via standard RJ-45 Ethernet connection with a DHCP address. Bandwidth is 50 Mbps shared between all exhibitors. Dedicated bandwidth available upon request, please call for more details and pricing.**

HIGH SPEED INTERNET SERVICE (PER BOOTH)	Discount ¹	Standard	# of days	Sub-total
Wired Access – Comes with [1] single wired connection <small>*See below for additional connections // Static IPs available upon request</small>	\$200.00	\$350.00		
Wireless Access – Can Connect up to 2 Devices <small>*See below for additional connections // Static IPs available upon request</small>	\$150.00	\$200.00		
			QTY	
Additional Wired Connections (NOT charged per day) <small>Must order wired access above before selecting this option</small>	\$150.00 each	\$200.00 each		
Additional Wireless Connections (NOT charged per day) <small>Must order either wired or wireless access above before selecting this option</small>	\$150.00 each	\$150.00 each		
Installation & Set-Up Fee (Must be included in Grand Total)	\$95.00	\$95.00		\$95.00
Please include grand total for all show dates only. No charge for set-up day/s.	Grand Total =			

1. Order must be received with payment 15 days prior to first show date qualify for discount pricing.
2. Client must pay for each device connected to the network (wired or wireless) regardless of IP addressing scheme.
*To maintain network integrity, Single Digits, Inc. **does not allow** exhibitors to setup network equipment on our network without prior approval*
3. For wired internet, all Ethernet cables and Ethernet switches are included with your order. *Subject to \$150 charge if switch is not returned or returned damaged.
4. For wireless internet, login instructions will be provided during setup.

Booth Layout Diagram: _____ →
 (Please label the booth diagram with adjacent booth numbers)
 Mark (X) where each wired drop should be placed.



**** IMPORTANT ****
If cables MUST run under carpet, please CIRCLE this Statement and notify your decorator

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form.



EXHIBITOR ETHERNET SERVICE ORDER FORM Hyatt Regency Crystal City



Authorized Signature: _____ Date: _____

Single Digits SO# _____ (INTERNAL USE ONLY)

PAYMENT AND CREDIT CARD AUTHORIZATION

PAYMENT INFORMATION

Company Check or Money Order

MAKE PAYABLE TO: HYATT REGENCY CRYSTAL CITY, V.A.

Total:

MAIL TO: 2799 JEFFERSON DAVIS HWY, ARLINGTON, VA 22202

ATTN: ACCOUNTING

*** IF PAYING BY CREDIT CARD YOU ARE AUTHORIZING HYATT REGENCY CRYSTAL CITY TO CHARGE YOUR CREDIT CARD IN THE AMOUNT LISTED ON YOUR ORDER FORM***

CC Type: _____ Acct #: _____ Exp. Date / CVV#: _____

Billing Address: _____ Billing Phone #: _____

City: _____ State: _____ Zip Code: _____

Name on CC: _____

Authorizing Signature: _____ Date: _____

****ONCE COMPLETED EMAIL TO smaxwell@singledigits.com**

Please be sure to include the following:

- a. **A completely filled out exhibitor form**
Including ordering/onsite contact info, set-up time and service location diagram.
- b. **A completely filled out payment form**
If paying by CC – all CC info required above with signature.
If paying by check - include a copy of the mailed check in the email or fax.
- c. **Make sure both the order and payment form are signed**
This will make sure there are no delays in your service request(s).

General Terms & Conditions

1. Services. Hospitality Services' network management (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Hospitality Services shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Configuration by Hospitality Services. In the event that Hospitality Services configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Hospitality Services be liable to Customer for any damage caused by such configuration, and Hospitality Services makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

3. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Hospitality Services responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Hospitality Services shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Hospitality Services does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

4. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Hospitality Services does not undertake to do so. Hospitality Services hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Hospitality Services is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Hospitality Services makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Hospitality Services to control or manage.

5. Limitation of Liability. Neither Hospitality Services nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Hospitality Services relating to its obligations under this Agreement. Hospitality Services' entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

6. Indemnification. Customer shall indemnify and hold harmless Hospitality Services, the owner and manager of the property where the Services are provided, as well as each such party's officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Hospitality Services has no control over the content of information transmitted by Customer or its users and that Hospitality Services does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Hospitality Services, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

7. Service Interruptions, Modifications, and Instructions. Customer agrees that Hospitality Services may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Hospitality Services' equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

8. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

9. Miscellaneous.

A. **Force Majeure.** Hospitality Services shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Hospitality Services' reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.