



QUICK REFERENCE

SHOW NAME: NCER
SHOW CODE: 1307011

SHOW CITY: Schaumburg, IL
SHOW FACILITY: Renaissance Schaumburg Convention Center
SHOW DATES: July 29-August 2, 2013



MARK YOUR CALENDAR!

Monday, July 8, 2013	FIRST DAY ADVANCE WAREHOUSE RECEIVING The Advance Warehouse will accept freight beginning on this date
Monday, July 15, 2013	ADVANCE ORDER DISCOUNT DEADLINE / CANCELLATION 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
Monday, July 22, 2013	LATE TO WAREHOUSE Advance Warehouse must receive your freight by 4:00 pm on this date to avoid late charges.
Friday, July 26, 2013	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!)
Monday, July 29, 2013	SHOW SITE DELIVERIES ALL show site shipments are to be delivered this day only, DURING MOVE IN HOURS ONLY! Shipments sent before these dates are at risk of being refused, or charges by hotel and Viper may apply.



YOUR SHOW OUTLINE

Move-In/Installation	Monday, July 29th	12:00 PM- 6:00 PM
Exhibit Hours	Tuesday, July 30th	7:30 AM- 8:30 AM & 6:00 PM- 8:00 PM
	Wednesday, July 31st	7:00 AM- 8:00 AM
	Thursday, August 1st	7:30 AM- 8:30 AM & 5:30 PM- 7:30 PM
	Friday, August 2nd	7:30 AM- 8:30 AM
	Move-Out/Tear Down	Friday, August 2nd

FORCE 1:00 PM

MATERIAL HANDLING RATES
ADVANCED (2CWT MINIMUM):
\$78.00 per CWT
SHOWSITE (2CWT MINIMUM):
\$101.40 per CWT

ADVANCE WAREHOUSE
NCER
c/o Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124

SHOW SITE FACILITY
NCER
Renaissance Schaumburg Conv.
Center/ Exploration Hall
c/o Viper Tradeshow Services
1550 North Thoreau

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 1:00 PM to avoid force, as well as exhibitors must start their dismantle by 12:00 PM in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

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



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

10' x 10' Exhibit Spaces. Each booth comes with 8' blue and tan back drape, blue 3' side wall drape, carpet, (1) 6' skirted blue table, (2) side chairs, (1) wastebasket, and one (1) black and white 6" x 24" ID sign.

** To purchase additional items/services (including material handling) please visit vipertradeshowonline.com / show code #1307011**

Order Online @
www.vipertradeshowonline.com
Show Code:
1307011

VIPER SHOW COORDINATOR

Stephanie Kordecki
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f: 847.426.3111
skordecki@vipertradeshow.com

SHOW MANAGEMENT CONTACT

Beth Miller-Tipton
bmt@ufl.edu



VIPER ONLINE ORDERING INSTRUCTIONS

FIRST TIME USERS:

- 1) Create an Account: (This is a one-time step!) By creating an account with Viper a history of your orders on various shows is accessible and moving forward all you'll need is the Show code.
- 2) Go to www.vipertradeshowonline.com click "do you need to create an account" in the top right corner.
- 3) Complete your information on the CREATE ACCOUNT page.
- 4) Use the Show Code found in the lower left hand corner of the Quick Reference Page (page 1).
- 5) Enter your booth number or all zero's (0000) if you don't know it. We can update it later as necessary.
- 6) Read the Terms and Conditions and then check the box to agree to them.
- 7) Click 'Create Account'. Now you are at the ordering page...see below.

RETURN USERS:

- 1) Sign in using your email and password.
- 2) Should you have forgotten your password, there is a link that will resend it necessary.
- 3) Click on the shopping cart icon and on the next screen enter the show code in the gray box.
- 4) As you enter the show code, this show will pop up.
- 5) Enter your booth number or all zero's (0000).
- 6) Click "Add Show".
- 7) A list of all the shows you have in ordered from will appear, and you simply click "Purchase Items for Show" on the right side of the page for this show in particular.

ORDERING AND CHECKING OUT:

- From here simply click on the various departments, products, quantities and colors you would like.
- You have the ability to save your order to your cart and come back to it.
HOWEVER, be sure to come back and actually check out! Orders cannot be placed unless your transaction is complete.
- Checkout! (Credit Card information via our secure network required for order to be processed)
- A confirmation/receipt is emailed to you immediately.
- Please note that a 3.5% Convenience Fee will be charged on all credit card purchases.

TERMS/WORKSHEETS:

If you have any questions about terms, regulations or guidelines, click on "Terms/Worksheets" at the top right hand corner of the web site. Included in these pages are all the terms you agreed to upon creating your account with Viper and the descriptions of terms and services, as well as EAC information and forms.

It is your obligation to review and familiarize with the material handling guidelines provided online, as you have accepted the terms as soon as you created an account.

For your convenience, we've also provided in these pages Labor and Material Handling worksheets should you like to work out estimates for these services before you order them online.

PLEASE DON'T HESITATE TO CALL YOUR EXHIBITOR COORDINATOR SHOULD YOU HAVE QUESTIONS OR NEED ASSISTANCE WALKING THROUGH THESE STEPS!



METHOD OF PAYMENT FOR:

NCER

EXHIBITOR INFORMATION

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____

FAX #: _____ EMAIL ADDRESS: _____

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

SHOW SITE CONTACT: _____ CELL PHONE: _____

WAYS TO ORDER

ONLINE*

Login & Place Orders:
www.vipertradeshowonline.com

**Credit Card Transaction Only*

FAX*

Send completed forms to:
Fax: 847.426.3111

MAIL

Send completed forms to:
Viper Tradeshow Services
2575 Northwest Parkway
Elgin, Illinois 60124

VIPER TRADESHOW SERVICES ORDERS

Material Handling Estimate:	\$ _____
Standard Furnishings & Accessories:	\$ _____
Viper Custom Furnishings:	\$ _____
Installation & Dismantle Labor:	\$ _____
Floral:	\$ _____
Modular Rental Display:	\$ _____
Signage/Graphics:	\$ _____
Shipping (Viper Transportation Service):	\$ _____
Total Viper Tradeshow Service Orders	\$ _____

METHOD OF PAYMENT / CREDIT CARD CHARGES

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

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

Please Circle Appropriate Credit Card

MasterCard
 Visa
 Amex
 Number: _____
 Expiration Date: _____
 Cardholder Signature: _____
 Name Printed: _____
 Address (if different from above): _____

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

Make Payable to: Viper Tradeshow Services

Mail to: 2575 Northwest Parkway, Elgin, Illinois 60124

STANDARD FURNITURE | ACCESSORIES

30" TABLES



BLUE



RED



WHITE



GREEN



BLACK



UNDRAPED

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

42" COUNTERS



BLUE



RED



WHITE



GREEN



BLACK



UNDRAPED

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

ACCESSORIES



TABLE RISER

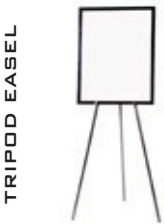


GARMENT RACK

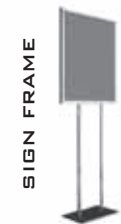


WASTEBASKET

Qty.	Discount	Standard
— 4' Single Tier Table Riser	88.15	116.42
— 6' Single Tier Table Riser	111.43	145.53
— 8' Single Tier Table Riser	133.05	164.66
— Garment Rack	159.66	207.90
— Wastebasket	29.10	40.19
— Tripod Easel	53.22	68.18
— Sign Frame/Holder	163.00	207.90
— Rope & Stanchion Sets	124.74	163.00
— 4' x 8' Posterboard	254.47	291.06
— Bag Rack	90.09	124.74



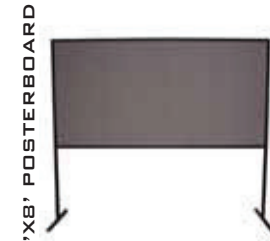
TRIPOD EASEL



SIGN FRAME



ROPE & STANCHION



4'X8' POSTERBOARD



BAG RACK

CARPET | PADDING



NAVY BLUE



BLACK



RED



CHARCOAL GRAY



ROYAL BLUE

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

LOUNGE



VIPER

PILOTS OF THE TRADESHOW INDUSTRY

Series
A



Series
B



Series
C



SPECIALTY TABLES | CHAIRS



OFFICE



I1



I2



I3



J1



J2



J3

ACCESSORIES



K1



K2



K3



K4



K5

K6



K7



K8

TABLES | CHAIRS

Series L



L1



L2



L3



L4



L5



L6

COCKTAIL TABLES | STOOLS

Series M



M5



M4



M3



M2



M1



M6



M7



VIPER

PILOTS OF THE TRADESHOW INDUSTRY

FURNISHINGS PRICE GUIDE / ORDER FORM

LOUNGE

Discount Standard

Series
A

A1 - Durapella Sage Sofa	qty. _____	602.91	783.78
A2 - Durapella Sage Loveseat	qty. _____	533.61	693.69
A3 - Durapella Sage Chair	qty. _____	395.01	513.51
A4 - Cherry Cocktail Table	qty. _____	256.41	333.33
A5 - Cherry End Table	qty. _____	228.69	297.30

Series
B

B1 - Black Leather Sofa	qty. _____	575.19	747.75
B2 - Black Leather Loveseat	qty. _____	533.61	693.69
B3 - Black Leather Chair	qty. _____	450.45	585.59
B4 - Black/Glass Cocktail Table	qty. _____	207.90	270.27
B5 - Black/Glass End Table	qty. _____	194.04	252.25

Series
C

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

SPECIALTY TABLES | CHAIRS

Discount Standard

Series
D

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

Series
E

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

Series
F

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

Series
G

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

Series
H

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

OFFICE

Discount Standard

Series
I

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

Series
J

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

ACCESSORIES

Discount Standard

Series
K

K1 - Black Accordion Lit Stand	qty. _____	173.25	225.23
K2 - Black Lit Stand	qty. _____	173.25	225.23
K3 - Standing Ballot Box	qty. _____	242.55	315.52
K4 - Coat Rack	qty. _____	62.37	81.08
K5 - Black 12" x 12" x 42" Pedestal	qty. _____	242.55	315.32
K6 - Black 12" x 12" x 30" Pedestal	qty. _____	242.55	315.32
K7 - Black 24" x 24" x 42" Pedestal	qty. _____	381.15	495.50
K8 - Refrigerator	qty. _____	288.20	374.66

TABLES | CHAIRS

Discount Standard

Series
L

L1 - Black Sherpa Side Chair	qty. _____	75.63	98.32
L2 - Black 30" x 30" Table	qty. _____	200.97	261.26
L3 - Black Sherpa Arm Chair	qty. _____	90.09	117.12
L4 - Brushed Steel/Black Chair	qty. _____	200.97	261.26
L5 - Black Side Chair	qty. _____	173.25	225.23
L6 - Black Euro Chair	qty. _____	173.25	225.23

COCKTAIL TABLES | STOOLS

Discount Standard

Series
M

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



SHIPPING ORDER FORM

If you would like to use the shipping services of Viper Tradeshow Services please complete the following form and fax it to 224.293.6126. You will receive a confirmation of receipt and bookings.

PRICING

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.50/lb. on shipments under 1,000 pounds and \$2.00/lb for shipments over 1,000 pounds. Dimensional weight may apply, and a \$475.00 minimum applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Material Handling charges still apply for all shipments.

SHIPPING INFORMATION

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____

Do you have a dock? _____ When will freight be ready for pickup? _____

Estimated Number of Pieces: _____ Estimated Total Weight: _____ When do you close? _____

DESTINATION

SHOW: _____ NCER, July 29- Aug 2, 2013 _____ BOOTH NUMBER: _____

EXHIBITOR NAME (IF DIFFERENT THAN ABOVE)

Check one: ADVANCE WAREHOUSE: _____ SHOW SITE: _____ OUTBOUND ONLY: _____

Is this a round trip shipment? _____ If so, are we returning to same address above? _____

Address if different than above: _____

5-7 Day Ground Service? _____ If other, please call & arrange as a different rate will apply.

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 \$ _____

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

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

Name printed: _____ date: _____



SHIPPING LABELS

SHOW NAME: NCER

SHOW CODE: 1307011

SHOW CITY: Schaumburg, IL

SHOW FACILITY: Renaissance Schaumburg Convention Center

SHOW DATES: July 29-August 2, 2013

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

ADVANCE WAREHOUSE LABELS

SHIPPER INFORMATION

Company:

Address:

Phone:

Contact:

SHIPPER INFORMATION

Company:

Address:

Phone:

Contact:

DELIVERY INFORMATION

NCER

Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124

Exhibiting Company: _____

Booth Number: _____

Must be delivered Monday, July 22nd to avoid late charges

DELIVERY INFORMATION

NCER

Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124

Exhibiting Company: _____

Booth Number: _____

Must be delivered Monday, July 22nd to avoid late charges

SHOW SITE LABELS

SHIPPER INFORMATION

Company:

Address:

Phone:

Contact:

SHIPPER INFORMATION

Company:

Address:

Phone:

Contact:

DELIVERY INFORMATION

NCER

Renaissance Schaumburg Convention Center
Exploration Hall
c/o Viper Tradeshow Services
1550 North Thoreau
Schaumburg, IL 60173

Exhibiting Company: _____

Booth Number: _____

To be delivered Monday, July 29th 12 PM-6 PM - ONLY!

DELIVERY INFORMATION

NCER

Renaissance Schaumburg Convention Center
Exploration Hall
c/o Viper Tradeshow Services
1550 North Thoreau
Schaumburg, IL 60173

Exhibiting Company: _____

Booth Number: _____

To be delivered Monday, July 29th 12 PM-6 PM - ONLY!



MATERIAL HANDLING INFO FOR NCER

ADVANCE WAREHOUSE

NCER
Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124

SHOWSITE

NCER
Renaissance Schaumburg Conv. Center c/o Viper
Tradeshow Services
Exploration Hall
1550 NorthThoreau



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.

SHIPMENTS TO ADVANCE WAREHOUSE: \$78.00

*via common carrier

SHIPMENTS TO SHOWSITE: \$101.40

*via common carrier

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds

Pounds Divided by 100: _____ Your CWT (No Less than 2)

ADVANCE WAREHOUSE DELIVERIES

*AW: Crated/Skidded via common carrier CWT x \$78.00 = \$_____ Sub Total (No less than \$156.00)

†AW LATE: Crated/Skidded via common carrier CWT x \$101.40 = \$_____ Sub Total (No less than \$202.80)

* Deliveries recieved between the dates of July 8th- July 22nd

are considered **ON TIME**.

† Deliveries received between the dates of July 23rd- July 26th

are considered **LATE**.

SHOWSITE DELIVERIES

SHOWSITE ONLY: Small Package shipments not exceeding 75 lbs *per shipment* via FedEx, UPS, or overnight carrier

per shipment = \$_____ Sub Total (No less than \$60.00)

SS: Crated/Skidded via common carrier CWT x \$101.40 = \$_____ Sub Total (No less than \$202.80)

REQUIRED APPLICABLE SPECIAL CHARGES

(Fee applies to each category above)

ADD 30% for Small Package Carrier (SPC) if you are using FedEx, UPS, DHL, Airborne, etc \$_____ (only if utilizing SPC carriers or special)

ADD 30% for shipments that are loose, uncrated, requiring special handling \$_____ (only if loose, uncrated, or special handling)

ADD 30% for shipment received and/or loaded out on overtime/off target \$_____ (only if OT/Off Target)

Add Sub Total with any Special Charges for the Estimated Total Material Handling: \$_____ ESTIMATED TOTAL

Exhibitor: _____ Booth #: _____



FLORAL / CLEANING INFO FOR:

NCER

FLORAL

Fresh Floral Arrangements

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

Artificial Plants

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

For plants or floral not listed please call 888.458.9760

TOTAL ALL ITEMS ORDERED: \$ _____
Add Applicable Sales Tax \$ _____
Amount of Total Floral Charges (1 + 2): \$ _____

VACUUMING

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

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

PORTER SERVICE

Emptying refuse from containers as necessary throughout the show hours.

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

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



DISPLAY LABOR (I&D) INFO FOR:

NCER

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

Please provide supervisor's name and cell number: _____

INSTALLATION CALCULATION & ORDER

- 1) Day/Time of Set Up: _____ Enter hourly rate as outlined above.
- 2) Number of Labor/People: _____ X number of people
- 3) Total Number of Hours: _____ X number of hours
- 4) Sub-Total: \$ _____
- 5) Check here if Exhibitor Supervised: _____ MUST be marked or move to next step
- 6) Viper Tradeshow Service Supervised Surcharge: _____ 30% of sub-total above
- 7) Total Installation Charges \$ _____ Sub-total plus surcharge (4+6)

DISMANTLE CALCULATION & ORDER

- 1) Day/Time of Set Up: _____ Enter hourly rate as outlined above.
- 2) Number of Labor/People: _____ X number of people
- 3) Total Number of Hours: _____ X number of hours
- 4) Sub-Total: \$ _____
- 5) Check here if Exhibitor Supervised: _____ MUST be marked or move to next step
- 6) Viper Tradeshow Service Supervised Surcharge: _____ 30% of sub-total above
- 7) Total Installation Charges \$ _____ Sub-total plus surcharge (4+6)

Total of All Items Ordered: \$ _____

50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 888-458-9760 for special requests or items you do not find on this form.

Exhibitor: _____ Booth #: _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

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

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

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

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

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

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

Name: _____ Company: _____ Signature: _____ Date: _____



USE OF AN EAC NOTIFICATION

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

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

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

For Exhibitor (Company Name): _____

Show Name/Booth Number: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact *(if different than above):* _____

Cell Phone: _____

EAC Instructions

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

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



MOVE-OUT INFORMATION FOR: NCER

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.

- | | |
|---------------------------------------|---|
| Friday, Aug. 2nd @ 12:00 PM | Exhibit Hall Officially Closes |
| By Friday, Aug. 2nd @ 12:30 PM | Stored empty crates and containers returned. |
| Friday, Aug. 2nd @ 1:00 PM | Labor Force: all exhibitors should be started dismantle by now.
Exhibitors may now check in at the Viper Service Desk to sign out dismantle labor hired. |
| Friday, Aug. 2nd @ 1:00 PM | Freight Force: deadline for carriers to check in. |

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to come by **1:00 PM** *. We suggest telling them **12:30 PM**, giving them room to fail without failing you! Here's the address for your convenience:
Renaissance Schaumburg Convention Center, Exploration Hall 1550 Thoreau Drive Schaumburg, IL 60173
3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Viper Service Desk able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and Fed Ex are not the most reliable carriers for our industry so we highly suggest exhibitor's using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only the shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all your materials please hand in the BOL to the Viper Service Desk. Do not leave it in your booth! We will sign it and give you a copy, keep a copy and give the driver a copy! Please note, material handling must be paid in full.

*In the event you fail to turn in your BOL or your carrier does not check-in by the **1:00 PM** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.00/pound for shipments 1000 lbs. or more, \$2.50/pound for shipments 999 pounds or less; with a \$475.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

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

If you decide to choose Viper as your carrier at show site turn in the Viper Shipping Order Form provided into the Viper Service Desk by **11:00 AM** (1 hour before closing) and we'll write up your Bill of Lading (BOL) and labels and deliver them to your booth. Once you are packed, sign the BOL turn it into us, you'll get a copy, we'll get a copy, and the driver will get a copy! No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

ANY QUESTIONS PLEASE CONTACT YOUR SHOW COORDINATOR, OR COME TO THE VIPER SERVICE DESK. WE'RE HAPPY TO ASSIST YOU AND HELP YOUR MOVE-OUT GO AS SMOOTHLY AS POSSIBLE. **Stephanie Kordecki** (skordecki@vipertadeshow.com)



PLEASE MAIL OR FAX ORDERS TO:
 SourceOne Events, Inc.
 934 N. Church Rd. ~ Elmhurst, IL 60126
 Telephone: (708) 344.4111 ~ Fax (708) 344.3050
 e-mail: exhibitorservices@sourceoneevents.com

Electrical Order Form

5th National Conference on Ecosystem Restoration
 July 28 - August 2, 2013
 Renaissance Schaumburg Convention Center
 1551 North Thoreau Drive
 Schaumburg, IL 60173

Discount Deadline: **July 8, 2013**

Electrical Service Rental Order Form

120 Volt Single Phase Price includes labor for service	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	Important Information and Ordering Instructions
5 Amps/500 Watts		\$139.00	\$187.00		\$278.00	\$368.00		
10 Amps/1000 Watts		\$171.00	\$230.00		\$348.00	\$458.00		
15 Amps/1500 Watts		\$189.00	\$255.00		\$378.00	\$510.00		
20 Amps/2000Watts		\$209.00	\$313.00		\$418.00	\$626.00		SourceOne Events is the Exclusive Electrical Service provider at the Schaumburg Convention Center. No outside electrical service provider will be allowed on the show floor at any time. 120 Volt Power Services - In-Line & Peninsula Booths – Power includes labor and materials to one location at the rear of the booth. If you require the outlets to be distributed to any other location, materials and labor charges will apply. There is a minimum charge of 1 hour for installation and removal. Complete and return the Electrical Labor Order Form along with the Electrical Layout Form of your booth space indicating outlet locations. - Island Booths – All Electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis. 208/480 Volt Power Service and Connections - Delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation and 1 hour for the removal. Please complete the SourceOne Events Electrical labor form to schedule your estimated connection time and return it with this order. Island Booths - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, SourceOne will deliver to the most convenient location. 24 Hour Services - Electricity will be turned on within 30 minutes of show opening and off 30 minutes after the show closes. If you require power outside the show hours please make arrangements in advance of show by indicating 24 hour power on the electrical order form. Distribution of Power - For distribution of power within your booth space, prices DO NOT include equipment (lifts) and materials (extension cords, power strips, and/or cord caps). - If carpet is installed prior to electrical installation, additional labor charges will apply. - Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used – no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited. Accessories - Accessories requested on this form DO NOT include power. Please see Service Desk prior to show opening to pickup items ordered. If the accessories are not either in your booth or turned in at the end of the show, you will be charged for the misplaced items. Cancellations - Orders cancelled by the Exhibitor prior to SourceOne move-in are subject to a cancellation fee of 50% of the total order. Orders cancelled after SourceOne begins moving in are subject to a cancellation fee of 100% of the total order. Terms and Conditions - I have read and agree to the terms, conditions and payment policy for the electrical services to be provided by SourceOne Events.
208 Volt Single Phase Price DOES NOT include labor	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	
30 Amps		\$375.00	\$515.00		\$750.00	\$1030.00		
60 Amps		\$425.00	\$625.00		\$850.00	\$1250.00		
208 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	
20 Amps		\$425.00	\$640.00		\$850.00	\$1280.00		
30 Amps		\$475.00	\$665.00		\$950.00	\$1330.00		
60 Amps		\$750.00	\$1025.00		\$1500.00	\$2050.00		
100 Amps		\$950.00	\$1350.00		\$1900.00	\$2800.00		
200 Amps		\$2400.00	\$3350.00		\$4800.00	\$6700.00		
400 Amps		\$3400.00	\$4775.00		\$6800.00	\$9550.00		
480 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	
30 Amps		\$625.00	\$875.00		\$1250.00	\$1750.00		
60 Amps		\$850.00	\$1190.00		\$1700.00	\$2380.00		
100 Amps		\$1675.00	\$2350.00		\$3350.00	\$4700.00		
Electrical Labor	Labor is charged at a minimum of one hour each for install and dismantle. Labor over one hour is charged at 1/2 hour intervals. All electrical layout must be provided.			Quantity	Hourly	Total		
ST (Mon-Fri, 8am-4:30pm, excluding Holidays)					X	\$79.00		
OT (Mon-Fri, 4:30pm-12:00am, Saturday from 8:00am – 4:30pm)					X	\$118.50		
DT (All other times Monday through Saturday. All day Sunday & Holidays)					X	\$158.00		
Type of Labor (Please Check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Under Carpet		Equipment Hook-up		Hang Lights		AV - Monitor	Other
Accessories (Price does not include power)	Quantity	Discount	Standard	Total				
15' Extension Cord (Price does not include power)		\$20.00	\$30.00					
30' Flat Extension Cord (Price does not include power)		\$45.00	\$69.00					
Power Strip (Price does not include power)		\$40.00	\$50.00					
Armlight – Halogen Bulbs – 150watts – Silver Finish		\$55.00	\$75.00					
Armlight – Halogen Bulbs – 200watts – Silver Finish		\$60.00	\$80.00					
Armlight – Halogen Bulbs – 300watts – Silver Finish		\$65.00	\$85.00					
<i>*Armlights have an adjustable clamp that can be placed on hard wall booth systems or separate pole with adjustable arms can be ordered separately.</i>								
Equipment	Quantity	Discount	Standard	Total				
Scissor Lift (Per Hour)		\$150.00	\$175.00					
High Lift (Per Hour)		\$175.00	\$225.00					
					Total Items Ordered:	\$		

Company Name	Email Address	Booth Number
Authorization Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:
 SourceOne Events, Inc.
 934 N. Church Rd.
 Elmhurst, IL 60126
 Telephone: (708) 344.4111 ~ Fax (708) 344.3050
 e-mail: exhibitorservices@sourceoneevents.com

Electrical Recap Order Form

5th National Conference on Ecosystem Restoration
 July 28 - August 2, 2013
 Renaissance Schaumburg Convention Center
 1551 North Thoreau Drive
 Schaumburg, IL 60173

Discount Deadline: **July 8, 2013**

Electrical Order Recap

Payment Policy

Payment for Services – SourceOne requires full payment prior to the time services are ordered. SourceOne requires a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment. We understand that your calculation is only an estimate of charges, and may not reflect the balance of the final invoice, which may include additional labor and/or power.

Method of Payment – SourceOne Events, Inc. accepts MasterCard, VISA, Discover, American Express, checks, cash and wire transfers. We do not accept purchase orders as forms of payments. All payments are to be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$35.00 fee for returned NSF checks.

Third Party Billing – SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf. If third party does not pay for services SourceOne reserves the right to collect full payment from exhibitor.

Cancellation of Order – Orders cancelled by the Exhibitor prior to SourceOne move-in are subject to a cancellation fee of 50% of the total order. Orders cancelled after SourceOne begins moving in are subject to a cancellation fee of 100% of the total order.

Show Discount – SourceOne offers a discount price for orders received with full payment on or before the discount deadline(s). If orders are received after discount deadline(s) date then standard pricing applies.

Electrical	\$
Electrical Labor	\$
Amount Due	\$
Charge my credit card in the amount of	\$
Enclosed is a check in the amount of	\$

Method of Payment – Requires credit card with initial order

- MasterCard
 VISA
 Discover
 American Express
 Personal Check
 Corporate Card
 Personal Card
 Wire Transfer – Call for more information

Check No. Dated

Account #: - - -

Exp. Date: / CVV2 number:

CVV2 (also known as CVC2 or CID) is a three or four digit value that is uniquely derived for each credit card account. On Visa and MasterCard cards, it is a three digit value printed in reverse italic characters on the signature panel following the last 4 digits of the account number. On American Express cards, it is a four digit value printed on the front of the card, usually on the right side. In a card-not-present environment such as the Fax or Internet, CVV2 lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Cardholder's Name (Please Print)		Email Address (If Different Than Below)			
Cardholder's Billing Address (Please Print)	(Street)	(P.O. Box)	City	State	Zip/Postal Code
Cardholder's Phone (If Different Than Below)	Ext.:	Cardholder's Fax (If Different Than Below)			

Payment Information

Company Name		Email Address		Booth Number	
Address	(Street)	(P.O. Box)	City	State	Zip/Postal Code
Phone	Ext.:	Fax			
Authorization Signature		Authorized By – Please Print			Date

By signing, I agree to all terms and conditions of the contract. Be sure to make copies of all forms you send to SourceOne Events, Inc.

PLEASE MAIL OR FAX TO: SourceOne Events, Inc. ~ 934 N. Church Rd. Elmhurst, IL 60126
 Telephone: (708) 344.4111 ~ Toll Free: (877) SOE.EXPO (877.763.3976) ~ Fax (708) 344.3050 ~ e-mail: exhibitorservices@sourceoneevents.com



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 Elmhurst, IL 60126
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Electrical Layout Form

5th National Conference on Ecosystem Restoration
 July 28 - August 2, 2013
 Renaissance Schaumburg Convention Center
 1551 North Thoreau Drive
 Schaumburg, IL 60173

HOW TO USE THE GRID FORM:

1. Use bold lines to indicate the outline of your booth.
2. **Place an X where you would like your electrical outlet to be placed. The electrical is dropped in the back center of your booth so if you need your power elsewhere, please order an extension cord as well.**
3. Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
4. Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Adjacent Booth or
Aisle Number:

Adjacent Booth or
Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

Company Name

Email Address

Booth Number

Authorization Signature

Authorized By – Please Print

Date

Please return to SourceOne Events along with all your information pertaining to your electrical order.



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:

- *DVD/ VCR Players*
- *Microphones*
- *Sound*
- *Television Monitors*
- *Screens*
- *Lighting*
- *Computers/ Desktop-Laptop*
- *Printers*
- *LCD Projection*
- *Velour Drape*

**"YOU CREATE THE VISION...
WE CREATE THE VISUAL FX"**



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!

P 847.426.3100
F 847.426.3111

Visual FX, Inc.

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

Product Price List

Last updated [11/12]

Audio Equipment	Qty	Days	Rate	Total
Wired Microphone			\$55.00	
Wireless Microphone- Handheld			\$160.00	
Wireless Microphone- Lavalieri			\$160.00	
5 disc CD Changer			\$100.00	
4-Channel Mixer			\$70.00	
8-Channel Mixer			\$125.00	
Full Range Speakers w/ Stand			\$200.00	
Video Equipment	Qty	Days	Rate	Total
DVD Player			\$125.00	
Blu-Ray Player			\$225.00	
17" Flat screen monitor			\$150.00	
19" Flat screen monitor			\$225.00	
42" Plasma monitor with stand			\$475.00	
50" Plasma monitor with stand			\$575.00	
LCD Data Projector 2500 Lumens			\$350.00	
LCD Data Projector 4000 Lumens			\$550.00	
LCD Data Projector 8000 Lumens			\$1,100.00	
Screens	Qty	Days	Rate	Total
6' Tripod Screen			\$65.00	
7' Tripod Screen			\$75.00	
8' Tripod Screen			\$85.00	
7.5' x 10' Fast fold Screen			\$195.00	
9' x 12' Fast fold Screen			\$225.00	
Computer Systems	Qty	Days	Rate	Total
Laptop Computers			\$175.00	
Desktop Computers			\$375.00	
Printers			\$175.00	
Wireless Mouse & Keyboard			\$75.00	
Keyboard & Mouse (wired)			\$60.00	
Multi-media Speakers			\$45.00	
Ethernet Cables (25' to 50')			\$50.00	
Miscellaneous Accessories	Qty	Days	Rate	Total
LCD Support Package			\$125.00	
LCD Projector Package, 2500 Lumens			\$800.00	
Overhead Projector Package			\$150.00	
Whiteboard Package			\$65.00	
Flipchart Package w/Easel			\$25.00	
Flipchart Pad			\$13.00	
Easel			\$27.00	
Black Velour Drape 16' high 10' Section			\$225.00	
Powerstrip			\$10.00	
Extension Cord 25'			\$25.00	
	Equipmet Total			
	Delivery/Pickup		20%, min \$95	\$95.00
	10% sales tax			
	Other fees			
	Grand Total			

Visual FX, Inc.
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111



Exhibitor Information / Method of Payment

Show Name: _____
 Exhibitor: _____
 Booth Number: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Fax: _____
 Email: _____

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

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: _____

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: _____

Make payable to: Visual FX, Inc. **Mail to:** 2575 Northwest Parkway, Elgin, IL 60124