

QUICK REFERENCE

Wednesday, February 7, 2024 FIRST DAY ADVANCE WAREHOUSE RECEIVING

The advance warehouse will begin accepting freight on this date.

Warehouse receiving is M-F 8:00 AM - 4:00 PM.

Monday, February 26, 2024 ADVANCE ORDER DISCOUNT DEADLINE

Forms must be received by Viper with Full Payment and artwork for modular rentals is due.

No refunds for cancellations are provided after this date.

Wednesday, February 28, 2024 LATE TO WAREHOUSE

Advance Warehouse must receive your freight by 4:00 PM to avoid late charges.

Friday, March 1, 2024 LAST DAY OF ADVANCE WAREHOUSE RECEIVING

Last day Advance Warehouse will accept exhibit material. (You will be charged a late fee but

your freight will be in your booth at the start of exhibitor move-in!)

Wednesday, March 6, 2024 To Friday, March 8, 2024 SHOW SITE DELIVERIES - 8 AM - 4 PM each day

ALL show site shipments are to be delivered these days only. Shipments sent before this

time frame are at risk of being refused, or additional charges by venue and Viper may apply.

Your Show Outline

Move-In/Installation Wednesday, March 6, 2024 12 PM – 6 PM (10 x 20 or larger booths)

2 PM – 6 PM (10 x 10 booths) Thursday, March 7, 2024 8 AM – 6 PM (No vehicles allowed on floor after 2 PM)

Friday, March 8, 2024 8:30 AM – 11 AM (No vehicles allowed on floor at all)

Exhibit Hours Friday, March 8, 2024 12:30 PM - 8 PM (12:30 PM Fastpass/VIP, 1 PM regular ticket holders)

Saturday, March 9, 2024 9:30 AM – 7 PM (9:30 AM Fastpass/VIP, 10 AM regular ticket holders)
Sunday, March 10, 2024 10 AM – 5 PM (early dismantle will forfeit being invited back)

Restock hours: 8:30 AM and 30 min after show close daily

Move-Out/Teardown Sunday, March 10, 2024 5 PM – 9 PM (Everything must be out by 9 PM)

ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 8 PM at the KCCC South Dock on March 10 with Viper. Freight force is 8 PM.

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	OUTBOUND SHIPPING INFO
All shipments sent to the advance warehouse and show site are charged handling fees by Viper. Please refer to the Material Handling Form for rates.	Planet Comicon KC Exhibitor Name/Booth # Viper Tradeshow Services 3517 Enterprise Dr, Ste D Kansas City, MO 64129	Planet Comicon KC Exhibitor Name/Booth # KCCC – South Dock c/o Viper Tradeshow Services 301 W 13 th Street Kansas City, MO 64105 (Dock is 16 th & Broadway)	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 8 PM on March 10, 2024 to avoid force. All exhibitors must start dismantle by 8 PM in order to avoid forced labor.

Each booth will include: 1 wastebasket and 1 identification sign. Show Colors are navy & white.

INLINE BOOTH: 1 – 8L x 30"W x 30"H' skirted table & 2 chairs

CORNER BOOTH: 1 - 8'L x 30"W x 30"H skirted table, 1 - 8'L x 30"W x 30"H unskirted table & 2 chairs

ARTIST ALLEY & CRAFTER TABLE: 1–6'L x 30"W x 30"H skirted table & 2 chairs.

ARTIST ALLEY CORNER & CRAFTER CORNER: 2- 6'L X 30"W X 30"H skirted table & 2 chairs

Viper Show Coordinator: Lesa Davis | p: 816-541-8025 | m: 816-786-0567 | Ldavis@vipertradeshow.com

Show Management Contact: exhibitors@planetcomicon.com





PRE-SHOW TIPS

These tips can help you be fully prepared on show site. Should you have any questions, please contact your Viper Show Coordinator listed on the Quick Reference Page.

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

SHOW SITE TIPS

- Viper Service Desk The service desk will be located on the show floor for any questions or show site orders.
- Booth orders & freight delivery A booth and freight check will be completed prior to setup and everything that was preordered and/or sent to the Advance Warehouse will be in your booth. A Viper representative will be at the Viper Service Desk if
 you see any discrepancy. <u>Credits are not provided to claims made post show.</u>
- **Empty Storage** Material Handling (drayage) service includes the storage of empty containers for the duration of the show. "Empty" stickers will be available at the Viper Service Desk. One sticker is to be placed on each of your empty crates/skids/boxes/ or items you want Viper to store. All items will be returned at the close of the show but can take at least an hour to all be returned.
- Labor orders All exhibitor supervised labor orders will need to check in at the Viper Service Desk once ready for the labor.

Directions

SOUTH DOCK for Bartle Hall will be the primary entrance for Load In.

From the East: Take I-70 west, then ALT 70 West to the Broadway exit (Exit 2S). Turn left onto Broadway to 16th Street. Turn left onto 16th Street (on the corner is the Kauffman Center for the Performing Arts) and then turn immediately left into South Dock.

From the West: Take 1-70 east to 1-635 east to the Central Street exit. Turn left (north) onto Central. Go to 13th Street and left lane to Broadway. Turn left onto Broadway. Turn left onto 16th Street (on the corner is the Kauffman Center for the Performing Arts) and then turn immediately left into South Dock.

From the South (Kansas side): Take 1-35 north to the Broadway exit. Turn right onto Broadway. Turn left onto 16th Street (on the corner is the Kauffman Center for the Performing Arts) and then turn immediately left into South Dock.

From the South (Missouri side): Take 71 Highway north, and merge onto ALT 70 & 1-670 West via the exit on the left toward Kansas, take the Broadway exit (Exit 2S). Turn left onto Broadway. Turn left onto 16th Street (on the corner is the Kauffman Center for the Performing Arts) and then turn immediately left into South Dock.

From the North: Take I 69 south across the MO river bridge. This turns into Broadway. Turn left onto 16th Street (on the corner is the Kauffman Center for the Performing Arts) and then turn immediately left into South Dock.





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: Sunday, March 10, 2024 – 5 PM

Stored empty crates and containers returned: Within an hour of show close

Labor Force: all exhibitors should have started dismantle by now: Sunday, March 10, 2024 – 8 PM

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

Freight Force - deadline for carriers to check in: Sunday, March 10, 2024 – 8 PM

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. Fill out the Viper Transportation Form (if you would like us to ship for you) or the Pre-Printed Bill of Lading Form (if you have your own carrier) and email to Ldavis@vipertradeshow.com before the show. A bill of lading/labels will be printed and delivered to your booth. Or you can come to the Viper Service Desk and manually fill out a bill of lading.
- 2. Schedule your carrier to arrive by 8 PM on Sunday, March 10, 2024. Pick up address for your convenience:

KCCC – South Dock (16th & Broadway) c/o Viper Tradeshow Services 301 W 13th St Kansas City MO 64105

- 3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers MUST check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
- 4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.
- 5. Once you have packed up all of your materials, please hand in your BOL to the Viper Service Desk. (Do not leave it in your booth.) We will sign it and give you a copy, keep a copy and give the driver a copy. Please note, material handling must be paid in full.

*In the event you fail to turn in your BOL or your carrier does not check in by 8 PM on Sunday, March 10, 2024 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 \$2.75/pound for shipments 1000 lbs. or more, \$3.25/pound for shipments 999 lbs. or less; with a **\$725.00 minimum**. Charges will be applied to the credit card on file. Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded. *AV equipment and computers hold very specific packaging instructions in order to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

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

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE. Lesa Davis | Ldavis@vipertradeshow.com | m: 816-786-0567





METHOD OF PAYMENT

Exhibitor Information				
Company Name:		Booth #:	Booth	size:
Street Address:				
City:			State:	Zip:
Contact:				
Fax #:				
Show Site Contact:		Cel	l Phone:	
Ways to Order:				
Email: Lesa Davis - Ldavis@vipertrades	how.com			
Fax: 816-541-8026				
Mail with check: Send to Viper Tradesho	ow Services – 2575	Northwest Parkway	Elgin, IL 60124	
Payment Terms		Viper	Tradeshow Ser	vices Orders
Full payment is due with order		Shipp	oing (Viper Transporta	tion): \$
Full payment is due with order			erial Handling Estimate	
Payment must be received prior to the dis	count deadline to		dard Furniture	\$
receive the discounted rates		Carp	et & Padding	\$
ACH or Wire Transfer payments need to be	e received prior to			
the show. A Method of Payment form mus	st be submitted			
for final balances		-		
7	Estim	ated Total Viper	Tradeshow Services	Orders: \$
		*A receipt with	actual totals will be en	nailed to contact on file
Method of Payment / Credit Card	d Charges*			
*3.5% Convenience Fee will be applied All				
By submitting this payment form, you are authorized a result of weight adjustments or show site orders				
	s placed by your represe	entative, including labor,	material manding and shipp	ilig.
Please circle appropriate credit card:	MasterCard	Visa Americ	an Express	
Number:				
Number.				
Expiration Date:			CVV:	
Cardholder Signature:				
Name Printed:				
Address (if different from above):				
Company Check # (Please note show na	me on check):	Date che	eck mailed:	





TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT:

Payment must accompany your advance order and be received prior to the early deadline date and with completed Payment Authorization Form. All payments to be in US currency.

OUTSTANDING PAYMENTS:

Viper Tradeshow Services requires payment for all services upon 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 Quick Reference Page.

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

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

Cancellation of orders: Exhibitor orders must be cancelled on or by the discount/cancellation deadline in order to receive a refund. Any orders cancelled after the deadline will be charged at full. Credits will not be given for orders cancelled after this deadline or at show site. This is void for any full show cancellations at which point Viper will communicate policy.

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.





FURNITURE & ACCESSORIES

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

30" Tall Tables

CIRCLE COLOR SELECTION BELOW

						77	
BLUE	RED	WHITE	GREEN	BLACK	UNSK	IRTED	Pedestal
ITEM:			DISCOUNT:		STANDAR	D:	
Qty:	4' Table skirted 3 sides		\$97.50		\$112.50		
Qty:	6' Table skirted 3 sides		\$119.45		\$127.50		
Qty:	8' Table skirted 3 sides		\$136.60		\$151.50		
Qty:	4 th Side Drape		\$56.00		\$76.00		
Qty:	4' Table unskirted		\$52.50		\$67.50		
Qty:	6' Table unskirted		\$67.50		\$77.50		
Qty:	8' Table unskirted		\$82.50		\$97.50		
Qty:	30"D Pedestal Table		\$108.00		\$128.00		

42" Tall Counters/Bar Tables

CIRCLE COLOR SELECTION BELOW

					PM	I	
BLUE	RED	WHITE	GREEN	BLACK	UNSKIRTED	Pedestal	
ITEM:			DISCOUNT	Γ:	STANDARD:		
Qty: 4' C	Counter skirted 3 si	des	\$117.50		\$132.50		
Qty: 6' C	Counter skirted 3 si	des	\$132.50		\$142.50		
Qty: 8' C	Counter skirted 3 si	des	\$149.95		\$162.50		
Qty: 4 th	Side Drape		\$68.00		\$88.00		
Qty: 4' C	Counter unskirted		\$62.50		\$87.50		
Qty: 6' C	Counter unskirted		\$77.50		\$102.50		
Qty: 8' C	Counter unskirted		\$92.60		\$117.50		
Qty: 30"	D Pedestal Table		\$118.00		\$138.00		

Accessories

ITEM:	DISCOUNT:	STANDARD:	
Qty: Wastebasket	\$12.00	\$16.00	
Qty: Tripod Easel	\$26.50	\$33.50	
Qty: Gray Bar Stool	\$102.70	\$128.50	
Qty: 4' Single Tier Table Riser	\$57.50	\$72.50	
Qty: 6' Single Tier Table Riser	\$72.50	\$87.50	
Qty: 8' Single Tier Table Riser	\$87.50	\$102.50	
Qty: Bag Rack	\$65.00	\$88.00	
Qty: Tensa Stanchion	\$75.00	\$97.50	
Qty: 4' x 8' Poster Board	\$127.50	\$142.50	
Qty: Garment Rack	\$85.00	\$118.00	
Qty: 8' upright with base	\$13.00	\$17.00	
Qty: Cross Bar	\$13.00	\$17.00	

Exhibitor: ______ Booth #: _____





CARPET SELECTIONS

CIRCLE COLOR SELECTION BELOW



Red





Green



Grev



Navy Blue

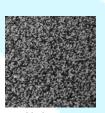




Speckled Blue



Speckled Green



Speckled Grey



Black

Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$104.00	\$140.00	
10' x 20 Carpet		\$208.00	\$280.00	
10' x 30' Carpet		\$312.00	\$420.00	
10' x 40' Carpet		\$416.00	\$560.00	
20' x 20' Carpet		\$416.00	\$560.00	

Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding		.60 per sq ft	.90 per sq ft	
Double Padding		\$1.20 per sq ft	\$1.80 per sq ft	
Visqueen		.25 per sa ft	\$1.00 per sa ft	

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

STIMATED TOTAL	Ċ	
SHIVIATED TOTAL	3	

Exhibitor: ______ Booth #: _____





MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
Planet Comicon KC	Planet Comicon KC
Exhibitor Name/Booth #	Exhibitor Name/Booth #
Viper Tradeshow Services	KCCC – South Dock (16 th & Broadway)
3517 Enterprise Drive, Suite D	c/o Viper Tradeshow Services
Kansas City, MO 64129	301 W 13 th Street
	Kansas City, MO 64129
Must arrive between: February 7 - 28, 2024	
Receiving Hours: 8 AM – 4 PM, M-F	Must arrive on March 6 - 8, 2024 ONLY
	Receiving Hours: 8 AM – 4 PM

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

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- A weight ticket must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.
- Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.

Calculate your CWT (hundred weight	t)	
Estimated Weight of Shipment:	Pounds	
	Your CWT (no less than 2)	
Advance Warehouse Deliveries		
_		RATE PER CWT
Boxed, crated, or skidded shipment v	ia common carrier	\$89.75 / CWT
Boxed, crated, or skidded shipment v	ia POV, or specialized carrier, FedEx, UPS, or USPS	\$115.25 / CWT
Common carrier shipment received la	ate, after 2/28/2024	\$115.25/ CWT
POV, specialized carrier, FedEx, UPS of	or USPS shipment received late, after 2/28/2024	\$140.75/ CWT
Small Package shipments not exceedi	ng 35 lbs per shipment (not per box)	\$90.00 each
Estimated CWT>	x (Rate listed above) =	Estimated Total
Show Site Deliveries		
Show Site Deliveries		RATE PER CWT
	ia common carrier	RATE PER CWT \$79.25 / CWT
Boxed, crated, or skidded shipment v	ia common carrieria POV, or specialized carrier, FedEx, UPS, or USPS	
Boxed, crated, or skidded shipment v Boxed, crated, or skidded shipment v		\$79.25 / CWT
Boxed, crated, or skidded shipment v Boxed, crated, or skidded shipment v Off-target shipment before 3/6/2024	ia POV, or specialized carrier, FedEx, UPS, or USPS	\$79.25 / CWT \$107.00/ CWT
Boxed, crated, or skidded shipment v Boxed, crated, or skidded shipment v Off-target shipment before 3/6/2024 Off-target shipment before 3/6/2024	ia POV, or specialized carrier, FedEx, UPS, or USPSafter 3/8/2024 via common carrier	\$79.25 / CWT \$107.00/ CWT \$107.00/ CWT
Boxed, crated, or skidded shipment v Boxed, crated, or skidded shipment v Off-target shipment before 3/6/2024 Off-target shipment before 3/6/2024	ia POV, or specialized carrier, FedEx, UPS, or USPSafter 3/8/2024 via common carrierafter 3/8/2024 via POV, or specialized carrier	\$79.25 / CWT \$107.00/ CWT \$107.00/ CWT \$131.75 / CWT
Boxed, crated, or skidded shipment v Boxed, crated, or skidded shipment v Off-target shipment before 3/6/2024 Off-target shipment before 3/6/2024 Small Package shipments not exceedi	ia POV, or specialized carrier, FedEx, UPS, or USPSafter 3/8/2024 via common carrierafter 3/8/2024 via POV, or specialized carrier	\$79.25 / CWT \$107.00/ CWT \$107.00/ CWT \$131.75 / CWT \$90.00 each
Boxed, crated, or skidded shipment v Boxed, crated, or skidded shipment v Off-target shipment before 3/6/2024 Off-target shipment before 3/6/2024 Small Package shipments not exceedi	ia POV, or specialized carrier, FedEx, UPS, or USPSafter 3/8/2024 via common carrierafter 3/8/2024 via POV, or specialized carrierng 35 lbs per shipment (not per box)	\$79.25 / CWT \$107.00/ CWT \$107.00/ CWT \$131.75 / CWT \$90.00 each
Boxed, crated, or skidded shipment v Boxed, crated, or skidded shipment v Off-target shipment before 3/6/2024 Off-target shipment before 3/6/2024 Small Package shipments not exceedi	ia POV, or specialized carrier, FedEx, UPS, or USPSafter 3/8/2024 via common carrierafter 3/8/2024 via POV, or specialized carrierng 35 lbs per shipment (not per box)	\$79.25 / CWT \$107.00/ CWT \$107.00/ CWT \$131.75 / CWT \$90.00 each





VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 28 days free storage if delivered by the advance deadline receiving 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 vehicle which, because of the

height, cannot be unloaded at the docks.

Loose Freight Shipments packed in such a manner as to require special handling (i.e., loose display

parts, loose carpet rolls unskidded, uncrated equipment, stacked freight, etc.) regardless

of the kind of carrier or vehicle used, including small package shipments.

Mixed/Undetermined Description Description of the shipment is such that the type of materials or equipment cannot be

determined (i.e., 1 lot 20 assorted pieces, etc.) Including any mixed lot/multiple

shipments that are delivered together.

Must be Delivered by Hand Materials must be moved "by hand" to the booth due to facility situations beyond Viper

Tradeshow Services' control (i.e., elevators, rooms forklifts cannot be used, etc.)

Small Package Carriers (SPC) The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and

deliver large quantities on the dock requiring additional time to sort and identify.

Overtime or Off Target 30% Surcharge

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

Material Handling / Special Handling Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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





INBOUND SHIPPING INFORMATION

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

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

Some cost-saving tips are to have all freight delivered <u>in a single shipment</u> on an LTL freight carrier.

Shipment 1					
Shipping to: Advance Wa	rehouse	Event Site			
Carrier Name:		Total Pi	eces:	Weight:	
Tracking Number(s):					
Shipper:					
City:			State:		
Description of pieces:					
Shipment 2					
Shipping to: Advance Wa	rehouse	Event Site			
Carrier Name:		 Total Pi	eces:	Weight:	
Tracking Number(s):				_	
Shipper:					
			Ctata		
City:		-	state	7	
Description of pieces:					
Shipment 3					
Shipping to: Advance Wa	rehouse	Event Site			
Carrier Name:		Total Pi	eces:	Weight:	
Tracking Number(s):					
Shipper:					
City:					
Description of pieces:					
Exhibitor:			Bootl	h #:	





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 two labels on each piece of your freight.

/	SHIPPER I	NFORMATI	ON	
FROM:				
ADVANCE	WAREHOUS	E DELIVERY	INFORMATION	ON
TO (Exhibiting Co. Name):				ВООТН #:
PLANET COMICON KC Viper Tradeshow Services 3517 Enterprise Drive, Sui		t	er between Febru o avoid early/late ing Hours: 8 AM -	fees.
Kansas City, MO 64129		Weight t	ticket or Bill of Lac ed at the time of	ding must be
PIECE:OF				





SHOW SITE SHIPPING LABELS

For your convenience labels are provided below for show site delivery.

	SHIPPER INFORI	MATION
FROM:		
SHC	OW-SITE DELIVERY	NFORMATION
TO (Exhibiting Co. Name):		BOOTH #:
PLANET COMICON KC KCCC – South Dock (16 th 8 c/o Viper Tradeshow Serv 301 W 13 th Street Kansas City, MO 64105	- 1	Must Deliver on March 6 - 8, 2024 ONLY between 8 AM – 4 PM. Weight ticket or Bill of Lading must be presented at the time of the delivery.

We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.



OF

PIECE:



VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (7-15 business days) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.25/lb. on shipments under 1,000 lbs. and \$2.75/lb. for shipments over 1,000 lbs. *Dimensional weight may apply*, and a \$725.00 minimum applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.25 for shipments under 1,000 lbs. and \$3.75 for shipments over 1,000 lbs.; a \$950.00 minimum applies. Material Handling charges apply for all shipments. *3.5% Convenience Fee will be applied | All state and local taxes apply.

Inbound sh	nipping from:				
Company Nam	e:				Booth #:
Street Address	:				
City:				Sta	ate:Zip:
Contact:		<u> </u>		P	hone:
Email Address:					
Requested Picl	kup Date/Time:		4		
Is this a reside	nce: YES NO		Do you have a dock:	YES	NO
Is this a Round	Trip shipment: YES	S NO	(if address is different than	n above	please add address below)
Special Instruc	tions (inside pickup, liftgate	e required,	receiving hours, etc):		
# of Pieces	Description of Package		Estimated Dims & Weight – INBO	UND	Estimated Dims & Weight - OUTBOUND
	Crate (Wooden) Exhibit	Material			
	Cardboard Carton		1		
	Fiber Case		•		•
	Pallets				
	Carpets				
	Miscellaneous				
Outbound S	hipping: I only r	need outk	oound shipping (if this option is s	selected, p	lease add your shipping address below)
Company Nam	e:				Booth #:
Street Address	:				
					State:Zip:
Contact:				P	hone:
Email Address:					
Special Instruc	tions (inside delivery, liftga	te required	, receiving hours, etc):		
Acceptance	e & Payment				
I understand that per shipment or only supplement	t in the absence of added prote \$0.50 per pound, whichever is	greater. I acc AV or compu	ept responsibility for coverage for m ter equipment) protection (up to \$5	ny produc	n liability for loss or damage is limited to \$50.00 cts during shipping, otherwise, I am purchasing at \$25.00 for every \$1,000.00 declared value.
Insurance Cost	\$(\$25/\$100	0 value) De	clared value \$	_	
I am <u>not</u> purch	asing supplemental insurar	ice protecti	on:		(please sign or initial)
does not cover a and computer e	any AV equipment or other alik quipment*	e equipment		lity for su	rance. Viper Tradeshow Services is not liable and ich and should carry coverage for their own AV





Pre-printed Bill of Lading (BOL) & Shipping Labels

If you are using your own carrier to ship out of the show, please fill this out prior to the show move in and email to Ldavis@vipertradeshow.com.

Any freight left on the show floor without a proper label and/or bill of lading, will be reconsigned to the house carrier, Viper Transportation, and the exhibitor will be responsible for those shipping costs. Viper Transportation cannot guarantee delivery dates, nor compete with other shipping carrier's costs.

Show Location

KCCC – South Dock (16th & Broadway) c/o Viper Tradeshow Services 301 W 13th Street Kansas City, MO 64129 You must schedule your carrier to pick up on Sunday, March 10, 2024 between 5:00 PM – 8:00 PM. They must check in with Viper at this address. Shipments will be reconsigned to Viper Transportation at 8 PM If your carrier fails to check in.

Exhibitor	Infauna	:
EXHIBITOR	Intorm	ลรเดท

Exhibitor:	1	Booth #:_		
Contact:	Email:			<u> </u>
Shipping Destination 1				
*Please let us know how many shi	pping labels you will require:			
OUTBOUND CARRIER:				
Company Name:				
Street Address:				
City:		State:	Zin:	
ATTN:				
Shipping Destination 2				
*Please let us know how many shi	pping labels you will require:			
OUTBOUND CARRIER:				
Company Name:				
Street Address:	7	7		
City:		State:	7in:	
ATTN:			Σιρ	

Show Site Instructions:

Once your shipment(s) is/are packed and ready to be picked up, **please return the outbound bill of lading (BOL) to the Viper service desk**. Verify the correct piece count, weight and sign this legal document. Viper does not accept responsibility for any exhibitor property left on the show floor unattended at any time, for any reason. Do not leave the bill of lading (BOL) in your booth – you must bring to the Viper service desk.









FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

24/7 NETWORK MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Order online at: orders.smartcitynetworks.com or call 888.446.6911



Our SHARED INTERNET SERVICE, ideal for LIGHT INTERNET USAGE such as

web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE
Shared Internet	\$900	\$1,170
Additional Device	\$125	\$175
EQUIPMENT & LABOR	INCENTIVE**	BASE
Switch Rental	\$185	\$225
Patch Cables	\$50	\$65
Labor (Floor Work)	\$125	\$125

*NOT FOR STREAMING

**ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Basic Internet Includes:

- 5 Mbps shared bandwidth for 1 device
- · Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately. Additional devices share the same 5 Mbps.
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Shared Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order.





Order online at: orders.smartcitynetworks.com or call 888.446.6911





Our **DEDICATED WIRED SERVICES** are the

FASTEST AND MOST RELIABLE way

to deliver high quality experiences at your event.

DEDICATED SERVICES	ST	REAMIN	1G	INCENTIVE*	BASE
DEDICATED SERVICES	SD	HD	UHD	INCENTIVE	DAJE
*2 Mbps Dedicated	1	N/A	N/A	\$1,800	\$2,340
*5 Mbps Dedicated	2	1	N/A	\$4,500	\$5,850
10 Mbps Dedicated	3	2	N/A	\$8,000	\$10,400
15 Mbps Dedicated	4	3	N/A	\$12,000	\$15,600
20 Mbps Dedicated	5	3	N/A	\$14,000	N/A
25 Mbps Dedicated	6	4	1	\$17,500	N/A

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses (* comes with (3) Static Private IP addresses)
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase





Order online at: orders.smartcitynetworks.com or call 888.446.6911





Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for

Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE
Single Line Telephone - Without Device	\$250	\$300
Single Line Telephone - With Device	\$275	\$345
Polycom Speaker Phone - With Device	\$465	\$575
Direct Dial	\$300	\$350

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Single Line telephones include (1) Main number and (1) rollover line
- · Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- · International calling is billed separately





Order online at:

orders.smartcitynetworks.com

or call 888.446.6911



READY TO POWER UP YOUR EXPERIENCE?



DUPLEX OUTLETS	INCENTIVE*	BASE
10 AMP (1-1000 Watts)	\$100	\$130
15 AMP (1001-2000 Watts)	\$150	\$1 <i>7</i> 5
20 AMP (Dedicated Outlet)	\$165	\$190
208 VOLT SERVICES	INCENTIVE*	BASE
20 AMP, Single Phase	\$300	\$370
30 AMP, Single Phase	\$330	\$400
40 AMP, Single Phase	\$360	\$430
60 AMP, Single Phase	\$549	\$714
100 AMP, Single Phase	\$813	\$1,0 <i>57</i>
150 AMP, Single Phase	\$1,197	\$1,556
200 AMP, Single Phase	\$1,428	\$1,856
208 VOLT SERVICES	INCENTIVE*	BASE
208 VOLT SERVICES 20 AMP, Three Phase	INCENTIVE* \$450	BASE \$475
20 AMP, Three Phase	\$450	\$475
20 AMP, Three Phase 30 AMP, Three Phase	\$450 \$480	\$475 \$500
20 AMP, Three Phase 30 AMP, Three Phase 40 AMP, Three Phase	\$450 \$480 \$510	\$475 \$500 \$580
20 AMP, Three Phase 30 AMP, Three Phase 40 AMP, Three Phase 50 AMP, Three Phase	\$450 \$480 \$510 \$550	\$475 \$500 \$580 \$620
20 AMP, Three Phase 30 AMP, Three Phase 40 AMP, Three Phase 50 AMP, Three Phase 60 AMP, Three Phase	\$450 \$480 \$510 \$550 \$600	\$475 \$500 \$580 \$620 \$700
20 AMP, Three Phase 30 AMP, Three Phase 40 AMP, Three Phase 50 AMP, Three Phase 60 AMP, Three Phase 100 AMP, Three Phase	\$450 \$480 \$510 \$550 \$600 \$1,239	\$475 \$500 \$580 \$620 \$700 \$1,611
20 AMP, Three Phase 30 AMP, Three Phase 40 AMP, Three Phase 50 AMP, Three Phase 60 AMP, Three Phase 100 AMP, Three Phase 150 AMP, Three Phase	\$450 \$480 \$510 \$550 \$600 \$1,239 \$1,733	\$475 \$500 \$580 \$620 \$700 \$1,611 \$2,253
20 AMP, Three Phase 30 AMP, Three Phase 40 AMP, Three Phase 50 AMP, Three Phase 60 AMP, Three Phase 100 AMP, Three Phase 150 AMP, Three Phase 200 AMP, Three Phase	\$450 \$480 \$510 \$550 \$600 \$1,239 \$1,733 \$2,301	\$475 \$500 \$580 \$620 \$700 \$1,611 \$2,253 \$2,991

POWER REQUIREMENTS EXAMPLES ON DUPLEX/120 VOLT OUTLETS

Blender	375 Watts
Cash Register	500 Watts
Coffee Pot, Standard	600-1000 Watts
Coffee Pot, Large	1500-2000 Watts
Computer, Laptop	300-500 Watts
Computer, Desktop	500-750 Watts
Computer Monitor, Reg.	200 Watts
Computer Monitor, Flat	250-500 Watts
Crock Pot	1000-1500 Watts
Hotplate, Single Element	1000 Watts
Hotplate, Dual Element	2000 Watts
Lighting, Halogen Bulb	100-500 Watts, Per
Lighting, Conventional	60-250 Watts, Per Bulb
Popcorn Maker, Small	1000 Watts
Popcorn Maker, Large	1500-2000 Watts
Printer, Ink Jet	750-1000 Watts
Printer, Laser	1500-2000 Watts
Toaster	
	1500 Watts
TV, Standard	
TV, Standard	200-500 Watts
	200-500 Watts

*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

TIPS:

- Rates include labor and material to bring services (up to 60 AMP) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 60 AMPS.
- All other work performed within a booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.
- Generators are not permitted.





Order online at: orders.smartcitynetworks.com or call 888.446.6911



Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:

orders.smartcitynetworks.com

or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280×720 & 1920×1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840×2160	25 Mbps