



**EXHIBITOR MOVE-IN**

**Wednesday, March 19, 2025**

12:00 PM – 6:00 PM - 10' x 20' or larger booths  
 2:00 PM - 6:00 PM – 10' x 10' booths

**Thursday, March 20, 2025**

8:00 AM – 6:00 PM – Vehicles limited access on floor after 2 pm

**Friday, March 21, 2025**

8:30 AM – 11:00 AM – No vehicles allowed on floor at all

**SHOW HOURS**

**Friday, March 21, 2025**

1:00 PM – 8:00 PM - (will open at 12:30 PM to Fast Pass & VIP)

**Saturday, March 22, 2025**

10:00 AM – 7:00 PM - (will open at 9:30 AM to Fast Pass & VIP)

**Sunday, March 23, 2025**

10:00 AM – 5:00 PM

**EXHIBITOR MOVE-OUT**

**Sunday, March 23, 2025**

5:00 PM – 9:00 PM

Viper Transportation is the Official Carrier for this show. All other carriers must be checked in with Viper between 6 - 8 PM at the Show Site address below. Freight Force is 8 PM.

**ADVANCE WAREHOUSE**

**Receiving Dates: February 19 – March 12, 2025**

**We will receive until March 17 with late fee.**

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

**Material Handling Fees Apply**

Viper Tradeshow Services

Planet Comicon KC/Exhibitor Name/Booth #

3517 Enterprise Drive, Suite D

Kansas City, MO 64129

**SHOW SITE FACILITY**

**Receiving Only: March 19 - 21, 2025 ONLY**

**Material Handling Fees Apply**

KCCC – South Dock (16<sup>th</sup> & Broadway)

Planet Comicon KC/Exhibitor Name/Booth #

c/o Viper Tradeshow Services

301 W 13<sup>th</sup> Street

Kansas City MO 64105

**Discount Deadline: February 26, 2025**

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

Planet Comicon Contact: [exhibitors@planetcomicon.com](mailto:exhibitors@planetcomicon.com)

**BOOTH PACKAGE ITEMS INCLUDE:**

**In-line Booth 10' x 10'**

1 – 8'L x 30"W x 30"H skirted table, 2 chairs

**Corner Booth 10' x 10'**

2 – 8'L x 30"W x 30"H table one skirted one un-skirted, 2 chairs

**Artist Alley & Crafter In-Line 6'L x 7'W**

1 – 6'L x 30"W x 30"H skirted table, 2 chairs

**Artist Alley & Crafter Corner Booth 8 ½'L x 7'W**

2 – 6'L x 30"W x 30"H skirted tables in an L-shape, 2 chairs

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## PRE-SHOW TIPS

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These tips can help you be fully prepared on show site. Should you have any questions, please contact Lesa Davis – [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com).

- **Submit orders early to receive the discounted rate** – This can be done by completing the necessary forms found in this kit. Standard pricing will apply to all orders received after February 26, 2025.
- **Preparing freight shipments** – We strongly urge you to send your show freight to the advance warehouse. Some cost-saving tips are to have all your freight delivered in a single shipment on an LTL freight carrier & arrange for the freight to be received on or before March 12, 2025 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 Lesa Davis – [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) as soon as your freight is shipped.

## SHOW SITE TIPS

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- **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 pre-ordered and/or sent to the Advance Warehouse will be in your booth. A Viper representative will be at the Viper Service Desk if you see any discrepancy. Credits are not provided to claims made post show.
- **Empty Storage** – Material Handling (drayage) service includes the storage of empty containers for the duration of the show. “Empty” stickers will be available at the Viper Service Desk. One sticker is to be placed on each of your empty crates/skids/boxes/ or items you want Viper to store.
- **Labor orders** – All exhibitor supervised labor orders will need to check in at the Viper Service Desk once ready for the labor.

## 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 I-70 east to I-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 I-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 & I-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

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

Exhibit Hall Officially Closes:	5:00 PM on March 23, 2025
Stored empty crates and containers estimated return:	Within an hour of show close
Freight Force - deadline for carriers to check in:	8:00 PM on March 23, 2025

**All outbound shipments will require a Viper Tradeshow Services Bill of Lading (BOL), even if you have shipping paperwork from your office. Please follow these instructions.**

1. Complete the Viper Transportation Form (if you would like us to ship for you) or the Pre-Printed Bill of Lading/Labels form (if you have your own carrier) prior to the show and email to Lesa Davis - [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) so that they can be delivered to your booth. This saves time on site. Or pick up a Bill of Lading at the Viper Service Desk at show site to complete by hand.
2. Schedule your carrier to pick up on **Sunday, March 23, 2025 between 6:00 PM – 8:00 PM** at the address below.

**KCCC -South Dock (16<sup>th</sup> & Broadway)  
c/o Viper Tradeshow Services  
301 W 13<sup>th</sup> Street  
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 8:00 PM on March 23, 2025 deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper because of such rerouting or handling and exhibitor will be charged standard shipping rates of \$3.00/pound for shipments 1000 lbs. or more, \$3.50/pound for shipments 999 lbs. or less; with a **\$795.00 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 to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.**

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



# METHOD OF PAYMENT

## Exhibitor Information

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

## Ways to Order:

Online via Credit Card | Login & Place Orders | <https://order.vipertradeshow.com>  
 Email Lesa Davis: [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) or Fax: 816-541-8026  
 Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

## Payment Terms

Full payment is due when order is placed

Payment must be received prior to the discount deadline to receive the discounted rates

ACH or Wire Transfer payments need to be received prior to the show.

## Viper Tradeshow Services Orders

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

**Estimated Total Viper Tradeshow Services Orders: \$ \_\_\_\_\_**  
*\*A receipt with actual totals will be emailed to contact on file.*

## Method of Payment / Credit Card Charges\*

**\*3.5% convenience fee will be applied | All state and local taxes apply.**  
 By signing this payment form, you are authorizing to charge your credit card account for your advance orders, and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative; including labor, material handling and shipping.

**Email Lesa Davis [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) to receive the Quick Bill Sign Up Link to place a credit card on file**

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

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

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

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



## TERMS AND DEFINITIONS:

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

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

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

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

**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 through the front entrance without the use of wheels, including but not limited to, luggage carts, four wheel or two-wheel dollies, baggage carts.

**Cancellation of orders:** Exhibitor orders must be cancelled on or by the discount/cancellation deadline in order to receive a refund. All refunds for cancelled or adjusted orders before the deadline, will be processed at the close out of the show unless additional services/rental items are ordered. Any orders cancelled after the deadline will be charged at full. Credits will not be given for orders cancelled after this deadline or at show site. This is void for any full show cancellations at which point Viper will communicate policy. Refunds processed after 90 days of original payment will be paid via check or wire.

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



# STANDARD FURNITURE & ACCESSORIES

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

## 30" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED



30" Ped Table

ITEM:

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

DISCOUNT:

- \$112.15
- \$137.40
- \$157.00
- \$176.55
- \$201.80
- \$221.40
- \$60.40
- \$77.65
- \$94.90
- \$124.20

STANDARD:

- \$129.40
- \$146.65
- \$174.25
- \$216.80
- \$234.05
- \$261.65
- \$77.65
- \$89.15
- \$112.15
- \$147.20

## 42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED



30" Ped Table

ITEM:

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

DISCOUNT:

- \$135.15
- \$152.40
- \$172.45
- \$213.35
- \$230.60
- \$250.65
- \$71.90
- \$89.15
- \$106.50
- \$135.70

STANDARD:

- \$152.40
- \$163.90
- \$186.90
- \$253.60
- \$265.10
- \$288.10
- \$100.65
- \$117.90
- \$135.15
- \$158.70

## Chairs - Accessories

ITEM:

- Qty: \_\_\_\_ Wastebasket
- Qty: \_\_\_\_ Tripod Easel
- Qty: \_\_\_\_ Tensa Stanchion
- Qty: \_\_\_\_ Bag Rack
- Qty: \_\_\_\_ 4' x 8' Poster Board
- Qty: \_\_\_\_ Garment Rack
- Qty: \_\_\_\_ Gray Bar Stool
- Qty: \_\_\_\_ 8' upright with base
- Qty: \_\_\_\_ Tele – Cross Bar

DISCOUNT:

- \$13.80
- \$30.50
- \$86.25
- \$74.75
- \$146.65
- \$97.75
- \$118.10
- \$15.00
- \$15.00

STANDARD:

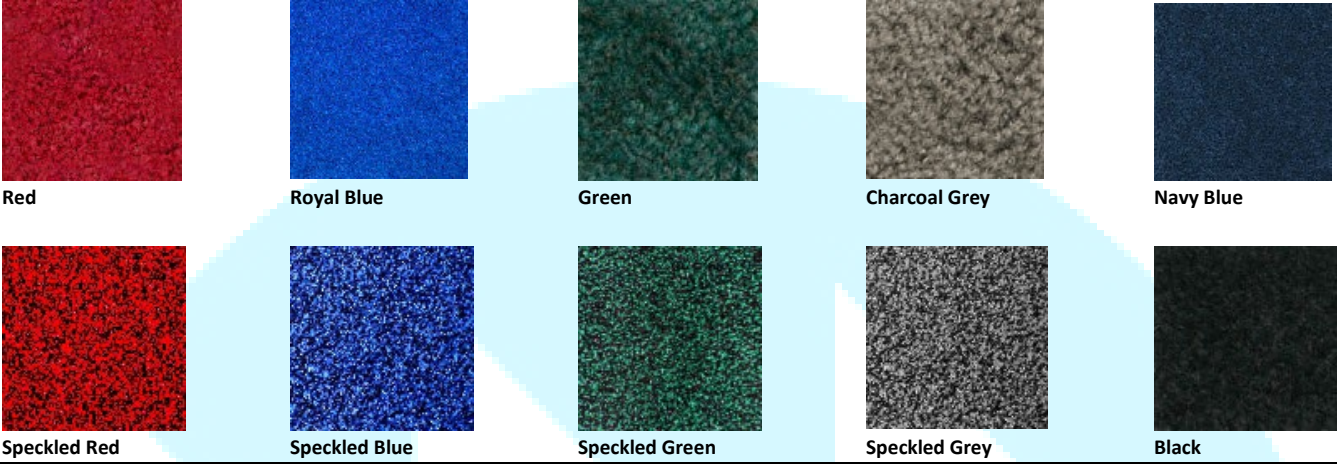
- \$18.40
- \$38.55
- \$101.20
- \$117.90
- \$163.90
- \$135.70
- \$147.80
- \$20.00
- \$20.00

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

# CARPET SELECTIONS

\*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. \*

CIRCLE COLOR SELECTION BELOW



## Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$120.00	\$161.00	
10' x 20 Carpet		\$240.00	\$322.00	
10' x 30' Carpet		\$360.00	\$483.00	
10' x 40' Carpet		\$480.00	\$644.00	
20' x 20' Carpet		\$480.00	\$644.00	

## Prestige Flooring Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Astroturf Per Sq. Ft		\$11.75	\$13.75	
White Vinyl Per Sq. Ft		\$11.75	\$13.75	
*Custom Vinyl/Astroturf padding Per Sq. Ft.		\$11.75	\$13.75	
Plush Per Sq. Ft		\$11.75	\$13.75	

\*Padding is HIGHLY recommended for vinyl and astroturf flooring if electrical is to be laid underneath flooring.

## Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$.69	\$1.04	
Double Padding Per Sq. Ft		\$1.38	\$2.07	
Visqueen Per Sq. Ft.		\$.29	\$1.15	

Standard Carpet per sq. ft.: \$ \_\_\_\_\_  
 Prestige Flooring per sq. ft.: \$ \_\_\_\_\_  
 Padding/Visqueen per sq. ft.: \$ \_\_\_\_\_

**ESTIMATED TOTAL** \$ \_\_\_\_\_

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

# BOOTH CLEANING

\*Please contact your Viper Show Coordinator for a quote if you have specific cleaning requests.

## Vacuuming

A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Number of Booth Units: \_\_\_\_\_ x \$119.00 Discount / \$144.00 Standard

Subtotal: \$ \_\_\_\_\_

Subtotal x Number of Days: \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

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



# MODULAR RENTALS – Includes custom graphics!

*Artwork and payment for Modular Rental Displays must be submitting BY NOON on February 26, 2025.*

**\*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines**



**10' INLINE BOOTH 1**  
BTH039  
Discount: \$5,689.50  
Standard: \$7,203.50



**10' INLINE BOOTH 2**  
BTH032  
Discount: \$5,689.50  
Standard: \$7,203.50



**10' STANDARD BOOTH**  
BTH003  
Discount: \$5,689.50  
Standard: \$7,203.50



**10' POPUP LIGHTBOX**  
RENTAL – 3 WEEKS LEAD TIME  
Discount: \$5,775.00  
Standard: \$7,507.50

**10X20 Displays – Contact Viper for Additional Custom Exhibit Options!**

**\*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines**



**20' INLINE BOOTH 1**  
BTH033  
Discount: \$12,233.50  
Standard: \$15,687.75



**20' INLINE BOOTH 2**  
BTH016  
Discount: \$12,233.50  
Standard: \$15,687.75



**20' STANDARD BOOTH**  
BTH013  
Discount: \$12,233.50  
Standard: \$15,687.75

**A La Carte – white or black panels available on request.**

**\*All prices include shipping, labor & custom graphics | Please contact your Viper Rep for Artwork Guidelines**



**1M COUNTER**  
CNTR01  
Discount: \$576.25  
Standard: \$745.50



**2M COUNTER**  
CNTR03  
Discount: \$1,045.50  
Standard: \$1,318.00



**1M CURVED COUNTER**  
CNTR02  
Discount: \$640.25  
Standard: \$831.50



**2M CURVED COUNTER**  
CNTR04  
Discount: \$1,139.00  
Standard: \$1,477.75



**1M X 8' DISPLAY CASE**  
DSPC003  
Discount: \$1,349.25  
Standard: \$1,750.00



**TOWER 1**  
TWR04  
Discount: \$2,356.25  
Standard: \$3,062.75



**TOWER 2**  
TWR28  
Discount: 2,356.25  
Standard: \$3,062.75



**TOWER 3**  
TWR29  
Discount: \$3,531.00  
Standard: \$4,590.25



**COUNTER 1**  
CNTR24  
Discount: \$3,919.50  
Standard: \$5,094.00



**COUNTER 2**  
CNTR25  
Discount: \$4,045.00  
Standard: \$5,258.50



**COUNTER 3**  
CNTR26  
Discount: \$3,898.50  
Standard: \$5,067.00



**6' CUSTOMIZABLE TABLE COVER\***  
3 WEEKS LEAD TIME\*  
Discount: \$625.00  
Standard: \$812.50



**22X28 SIGN W/HOLDER**  
Discount: \$206.00  
Standard: \$267.75



**10'W X 8'H BACKWALL BANNER**  
Discount: \$2,125.75  
Standard: \$2,763.50

\*BANNER IS YOURS TO KEEP

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



# MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
<b>Planet Comicon KC/Exhibitor Name/Booth #</b> Viper Tradeshow Services 3517 Enterprise Dr, Suite D Kansas City MO 64129 <b>Must arrive between February 19 – March 12, 2025.</b> <b>We will receive until March 17, 2025 with late fee.</b> <b>Receiving Hours: M-F, 8:00 AM – 4:00 PM</b>	<b>Planet Comicon KC/Exhibitor Name/Booth #</b> KCCC – South Dock (16 <sup>th</sup> & Broadway) c/o Viper Tradeshow Services 301 W 13 <sup>th</sup> Street Kansas City MO 64105 <b>Must arrive on March 19 – 21, 2025 ONLY</b>

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

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

Estimated Weight of Shipment: \_\_\_\_\_ Pounds  
 Pounds Divided by 100, rounded up: \_\_\_\_\_ Your CWT (no less than 2)

**Advance Warehouse Deliveries**

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$103.25 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$129.00 / CWT
Common carrier shipment received late, between 3/13/2025 – 3/17/2025.....	\$129.00/ CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, between 3/13/2025 – 3/17/2025	\$161.25 / CWT
Small Package shipment not exceeding 35 lbs. per shipment (not per box) .....	\$103.50
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

**Show Site Deliveries**

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$91.15 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$114.00 / CWT
Off-target shipment (before 3/19/25 after 3/21/2025) via common carrier .....	\$114.00 / CWT
Off-target shipment (before 3/19/25 after 3/21/2025) via POV, or specialized carrier ...	\$142.50 / CWT
Small Package shipment not exceeding 35 lbs. per shipment (not per box) .....	\$103.50
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

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



## VTS MATERIAL HANDLING TERMS & CONDITIONS

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

### Special Handling 30% Surcharge

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

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

### Overtime or Off Target 30% Surcharge

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



# ADVANCE WAREHOUSE SHIPPING LABELS

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


<b>SHIPPER INFORMATION</b>	
FROM:	
<b>ADVANCE WAREHOUSE DELIVERY INFORMATION</b>	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<b>VIPER TRADESHOW SERVICES</b> <b>3517 ENTERPRISE DRIVE, SUITE D</b> <b>KANSAS CITY MO 64129</b>	<b>MUST DELIVER BETWEEN</b> <b>FEBRUARY 19 – MARCH 12, 2025</b> <b>WEIGHT TICKET OR BILL OF LADING MUST BE</b> <b>PRESENTED AT TIME OF DELIVERY.</b>
	PIECE: _____ OF _____





# SHOW SITE SHIPPING LABELS

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

<b>SHIPPER INFORMATION</b>	
FROM:	
<b>SHOW-SITE DELIVERY INFORMATION</b>	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<b>KCCC-SOUTH DOCK (16<sup>TH</sup> &amp; BROADWAY)  C/O VIPER TRADESHOW SERVICES  301 W 13<sup>TH</sup> STREET  KANSAS CITY MO 64105</b>	<p style="text-align: center;"><b>MUST DELIVER ON</b>  <b>March 19 – 21, 2025 ONLY</b></p> <p style="text-align: center;"><b>WEIGHT TICKET OR BILL OF LADING MUST BE  PRESENTED AT TIME OF DELIVERY.</b></p>
	
PIECE: _____ OF _____	







# INBOUND SHIPPING INFORMATION

If using your own carrier, please fill out for all shipments that you will be sending into the show. Email to Lesa Davis – [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com).

**A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site. Some cost-saving tips are to have all freight delivered in a single shipment on an LTL freight carrier.**

## Shipment 1

Shipping to:  Advance Warehouse  Event Site

Carrier Name: \_\_\_\_\_ Total Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Tracking Number(s): \_\_\_\_\_

Shipper: \_\_\_\_\_

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

Description of pieces (crate, carton, case, etc): \_\_\_\_\_

## Shipment 2

Shipping to:  Advance Warehouse  Event Site

Carrier Name: \_\_\_\_\_ Total Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Tracking Number(s): \_\_\_\_\_

Shipper: \_\_\_\_\_

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

Description of pieces (crate, carton, case, etc): \_\_\_\_\_

## Shipment 3

Shipping to:  Advance Warehouse  Event Site

Carrier Name: \_\_\_\_\_ Total Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Tracking Number(s): \_\_\_\_\_

Shipper: \_\_\_\_\_

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

Description of pieces (crate, carton, case, etc): \_\_\_\_\_

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





# 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 \$3.50/lb. on shipments under 1,000 lbs. and \$3.00/lb. for shipments over 1,000 lbs. **Dimensional weight may apply** and a **\$795.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.50/lb. for shipments under 1,000 lbs. and \$4.00/lb. for shipments over 1,000 lbs.; a \$1,000.00 minimum applies. **Material Handling charges apply to all shipments. \*3.5% convenience fee, state & local taxes apply.** Email form to Lesa Davis: [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com)

**Inbound shipping from:**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Requested Pickup Date/Time: \_\_\_\_\_  
 Is this a residence:            YES    NO            Do you have a dock:            YES    NO  
 Is this a Round Trip shipment:            YES    NO            (if return address is different than above, please provide address below)

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

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

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

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

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

**Acceptance & Payment**

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

Insurance Cost (each way) \$ \_\_\_\_\_ (\$75/\$1000 value) Declared value \$ \_\_\_\_\_  
 I am not purchasing supplemental insurance protection: \_\_\_\_\_ (please sign or initial)

**\*AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment\***

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





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

In order to have a pre-printed bill of lading (BOL) + shipping labels created & delivered to your booth, you must send this form in prior to the show to Lesa – [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com). Please fill out a form for each shipment.

We cannot supply UPS/FedEx/DHL labels, you will need to bring those with you. Any freight left on the show floor without a proper label and/or bill of lading (BOL), will be reconsigned to the house carrier, Viper Transportation, and the exhibitor will be responsible for shipping costs. Viper Transportation cannot guarantee delivery dates, nor compete with other shipping carrier’s costs.

### Show Location

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

You must schedule your carrier to pick up on Sunday, March 23, 2025 between 6:00 PM – 8:00 PM. Your carrier must check in with Viper and provide the exhibitor and booth number. Freight Force is 8:00 PM.

### Exhibitor Information

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Shipping Destination

\*Please let us know how many shipping labels you will require: \_\_\_\_\_  
(Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL)

**OUTBOUND CARRIER:** \_\_\_\_\_

Delivering to (Company Name): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
ATTN: \_\_\_\_\_ Phone: \_\_\_\_\_

### Freight billing address:

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
ATTN: \_\_\_\_\_ Phone: \_\_\_\_\_

### Show Site Instructions:

Once your shipment(s) is/are packed and ready to be picked up, **please return the outbound bill of lading (BOL) to the Viper service desk**. Verify the correct piece count, weight, and sign this legal document. Any shipments without paperwork turned in will be reconsigned onto the house carrier at the exhibitor’s expense. Viper does not accept responsibility for any exhibitor property left on the show floor unattended at any time, for any reason. Do not leave the bill of lading (BOL) in your booth – you must bring to the Viper service desk. Thank you.





# DISPLAY LABOR (Installation & Dismantle) INFO

## Display Labor Hourly Rates

Straight Time (ST) | Monday – Friday: 8:00 am – 4:30 pm  
 Over Time (OT) | Monday – Friday before 8:00 am & after 4:30 pm  
 Double Time (DT) | Any time Saturday, Sunday & Holidays

### Exhibitor Supervised:

#### DISCOUNT

ST: \$100.00 per person, per hour  
 OT: \$150.00 per person, per hour  
 DT: \$200.00 per person, per hour

#### STANDARD

ST: \$150.00 per person, per hour  
 OT: \$225.00 per person, per hour  
 DT: \$300.00 per person, per hour

### Viper Supervised (35% supervision included)\*\*:

#### DISCOUNT

ST: \$135.00 per person, per hour  
 OT: \$202.50 per person, per hour  
 DT: \$270.00 per person, per hour

#### STANDARD

ST: \$202.50 per person, per hour  
 OT: \$303.75 per person, per hour  
 DT: \$405.00 per person, per hour

## Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below. Viper will not be responsible for any damage or loss of materials during installation, dismantle, unpacking or packing. There is a 1 hour minimum per worker at 1-hour increments thereafter.

**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 for this service along with inbound and outbound shipping information.

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

Please provide supervisors name and cell number: \_\_\_\_\_

## Installation Calculation & Order CIRCLE ONE: Exhibitor Supervision or Viper Supervision\*\*

1. Day/Time of set up: \_\_\_\_\_ Hourly Rate as noted above
2. Number of Laborers: \_\_\_\_\_ x number of people
3. Number of Hours: \_\_\_\_\_ x number of hours
4. TOTAL AMOUNT OF HOURS \_\_\_\_\_ x \_\_\_\_\_ (RATE) \$ \_\_\_\_\_

## Dismantle Calculation & Order CIRCLE ONE: Exhibitor Supervision or Viper Supervision\*\*

1. Day/Time of set up: \_\_\_\_\_ Hourly Rate as noted above
2. Number of Laborers: \_\_\_\_\_ x number of people
3. Number of Hours: \_\_\_\_\_ x number of hours
4. TOTAL AMOUNT OF HOURS \_\_\_\_\_ x \_\_\_\_\_ (RATE) \$ \_\_\_\_\_

*Services cancelled after the discount/cancellation date are charged at full value. The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.*

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





# EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

**\*Please complete and return both EAC forms\***

Viper Tradeshow Services, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to: ensure the orderly and efficient installation and removal of the overall exposition, assure the distribution of labor to all exhibitors according to need, provide sufficient labor to satisfy the requirements of the exhibitors, and for the exposition itself, see that proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations and requirements. The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are: the exhibitor may provide supervision; exhibitor may appoint an exhibit installation contractor or display builder.

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

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address, and telephone number of the firm.
2. EAC agrees to comply with all the rules and regulations of the show outlined in this agreement, the Exhibitor Kit, including all union rules and regulations and accept liability for any negligent actions.
3. EAC must provide certificates of insurance confirming the following required insurance:
  - i. Commercial General Liability, including contractual liability, with a minimum limit of \$1,000,000, \$2,000,000 general aggregate and \$2,000,000 products and complete operations aggregate.
  - ii. Automobile Liability with a limit of not less than \$1,000,000 combined single limit, each accident. All owned, hired, and non-owned boxes marked.
  - iii. Workers Compensation, as required by law, with Employers Liability limits of not less than \$1,000,000.
  - iv. Umbrella/Excess Liability with a limit of not less than \$1,000,00 each occurrence/aggregate.
  - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services (Official Service Contractor), Show Management, Show, and the Facility as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs, and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor.
6. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. 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 identification badges as determined by Show Management. No EAC will be permitted on the exhibit floor during show hours without the proper exhibit badges supplied by the exhibiting company.
8. 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.
9. EAC/Exhibitor may not move freight from one booth to another booth or anywhere else within the Facility, Viper Tradeshow Services must provide labor.
10. 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.
11. 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.
12. EAC will be responsible for all reasonable costs related to its operation. Where applicable a one-hour minimum labor charge will be charged at the appropriate labor rate per union to either the EAC or Exhibitor.
13. 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 its activities with Viper Tradeshow Services.
14. 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.
15. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set-up of the booth or force the setup into overtime.
16. The EAC/Exhibitor should arrange the protection of the product in the booth.
17. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
18. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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





# USE OF AN EAC NOTIFICATION

**\*Please complete and return both EAC forms\***

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

**For Exhibitor (Company Name):** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Name of Service Firm (EAC):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Show Site Contact (if different from above)** \_\_\_\_\_

**Cell Phone #:** \_\_\_\_\_

## EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form in this kit for additional requirements.  
\*Before submitting service order forms (including this one). Preferably before the early registration deadline.
2. Provide Viper Tradeshow Services the names of all exhibiting companies for whom they have orders on  
\*To be received no later than 14 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.**



Is the exclusive provider of the following services:

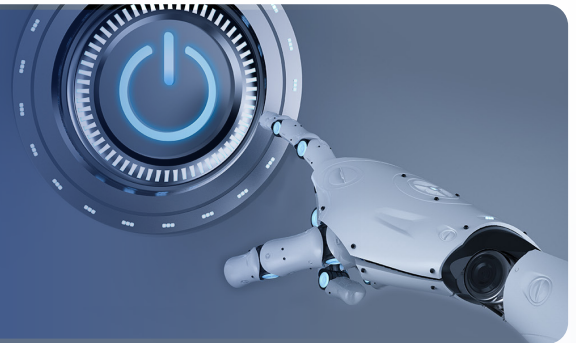
**INTERNET**



**TELEPHONE**



**ELECTRICAL**



**PLUMBING**



Where  
**TECHNOLOGY**  
Meets **HOSPITALITY**

# EXPERTISE

WE HAVE DESIGNED & INSTALLED  
**MORE NETWORKS**  
FOR MAJOR TRADESHOWS  
THAN ANY OTHER ORGANIZATION

## 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.





# Need just a **BASIC** CONNECTION?



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	<b>\$900</b>	\$1,170
Additional Device	<b>\$125</b>	\$175
EQUIPMENT & LABOR	INCENTIVE **	BASE
Switch Rental	<b>\$185</b>	\$225
Patch Cables	<b>\$50</b>	\$65
Labor (Floor Work)	<b>\$125</b>	\$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 NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



# What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

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

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# READY TO POWER UP YOUR EXPERIENCE?



DUPLEX OUTLETS	INCENTIVE*	BASE
10 AMP (1-1000 Watts)	<b>\$100</b>	\$130
15 AMP (1001-2000 Watts)	<b>\$150</b>	\$175
20 AMP (Dedicated Outlet)	<b>\$165</b>	\$190
208 VOLT SERVICES	INCENTIVE*	BASE
20 AMP, Single Phase	<b>\$300</b>	\$370
30 AMP, Single Phase	<b>\$330</b>	\$400
40 AMP, Single Phase	<b>\$360</b>	\$430
60 AMP, Single Phase	<b>\$549</b>	\$714
100 AMP, Single Phase	<b>\$813</b>	\$1,057
150 AMP, Single Phase	<b>\$1,197</b>	\$1,556
200 AMP, Single Phase	<b>\$1,428</b>	\$1,856
208 VOLT SERVICES	INCENTIVE*	BASE
20 AMP, Three Phase	<b>\$450</b>	\$475
30 AMP, Three Phase	<b>\$480</b>	\$500
40 AMP, Three Phase	<b>\$510</b>	\$580
50 AMP, Three Phase	<b>\$550</b>	\$620
60 AMP, Three Phase	<b>\$600</b>	\$700
100 AMP, Three Phase	<b>\$1,239</b>	\$1,611
150 AMP, Three Phase	<b>\$1,733</b>	\$2,253
200 AMP, Three Phase	<b>\$2,301</b>	\$2,991
400 AMP, Three Phase	<b>\$3,500</b>	\$3,850
408 VOLT SERVICES	INCENTIVE*	BASE
Power Strip	<b>\$50</b>	\$65

## 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.....	100-500 Watts, Per Bulb
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.....	200-500 Watts
TV, LCD .....	500-1000 Watts
TV, Plasma .....	1000-1500 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.

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# FAQ

## 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.



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### 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)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps