

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

EXHIBITOR MOVE-IN

Wednesday, March 25, 2026

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

Thursday, March 26, 2026

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

Friday, March 27, 2026

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

SHOW HOURS

Friday, March 27, 2026

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

Saturday, March 28, 2026

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

Sunday, March 29, 2026

10:00 AM – 5:00 PM

EXHIBITOR MOVE-OUT

Sunday, March 29, 2026

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 25 – March 18, 2026

We will receive until March 20 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 25 – 27, 2026 ONLY

Material Handling Fees Apply

KCCC – South Dock (16th & Broadway)

Planet Comicon KC/Exhibitor Name/Booth #

c/o Viper Tradeshow Services

301 W 13th Street

Kansas City MO 64105

Discount Deadline: March 4, 2026

Viper Contact: Lesa Davis ldavis@vipertradeshow.com |
m: 816-786-0567

Planet Comicon Contact: 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 1/2'L x 7'W

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

TABLE OF CONTENTS

Pre-Show and Show Site Tips	Page 2
Move Out Information:	Page 3
Method of Payment & Terms:	Pages 4 – 5
Standard Furnishings:	Pages 6
Carpet & Cleaning:	Pages 7 – 8
Display Rental & Graphics	Pages 9
Material Handling Rates & Info	Pages 10 – 11
Shipping Label – Advance Warehouse	Page 12
Shipping Label – Event Site	Page 13
Inbound Shipment Info	Page 14
Viper Transportation-Let us ship for you!	Page 15
Pre-Printed Bill of Lading:	Page 16
Labor Service :	Page 17
EAC – Exhibitor Appointed Contractor:	Pages 18 – 19
SmartCity – Electric/Internet:	Pages 20 – 25

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

PRE-SHOW TIPS

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

- **Submit orders 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 March 4, 2026.
- **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 18, 2026 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 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 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.

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

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 29, 2026

Stored empty crates and containers estimated return:

within 1 hour of show close

Freight Force - deadline for carriers to check in:

8:00 PM on March 29, 2026

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

1. Complete the Viper Transportation Form (if you would like us to ship for you) or the Pre-Printed Bill of Lading/Labels form (if you have your own carrier) prior to the show and email to Lesa Davis - Ldavis@vipertradeshow.com so that they can be delivered to your booth. This saves time on site. Or pick up a Bill of Lading at the Viper Service Desk at show site to complete by hand.
2. Schedule your carrier to pick up on **Sunday, March 29, 2026 between 5:00 PM – 8:00 PM** at the address below.

KCCC – South Dock (16th & Broadway)
c/o Viper Tradeshow Services
301 W 13th 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 29, 2026 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 \$3.30/pound for shipments 1000 lbs. or more, \$3.90/pound for shipments 999 lbs. or less; with a **\$875.00 minimum**. *Actual or dimensional weight will apply, whichever is greater*; material handling must be paid in full and applies to every shipment. Charges will be applied to the credit card on file. All Viper shipments, including re-consigned shipments, will be weighed by Viper. **Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.** *AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. 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 | Ldavis@vipertradeshow.com | m: 816-786-0567

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MARCH 27-29, 2026

METHOD OF PAYMENT

Exhibitor Information

Exhibiting Company Name: _____ Booth #: _____ Booth Size: _____

EAC/Third Party Billing Company Name (if applicable): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Fax #: _____ Email Address: _____

Show Site Contact: _____ Cell Phone: _____

Ways to Order:

Online via Credit Card | Login & Place Orders | <https://order.vipertradeshow.com>

Email: ldavis@vipertradeshow.com

Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Payment Terms

Full payment is due when order is placed or when shipments are received.

All orders and balances (including material handling) need to be paid prior to the first day of move in.

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

ACH or Wire Transfer payments need to be received prior to the show. A Method of Payment form and credit card must be submitted for final balances

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 Furnishings	\$

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 to all orders paid via credit card. All state and local taxes apply.**

By signing this payment form, you are authorizing to charge your credit card account for your advance orders, and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative; including labor, material handling and shipping.

You can place your credit card on file through your online account at <https://order.vipertradeshow.com>.

Or please email ldavis@vipertradeshow.com to receive the Quick Bill Sign Up Link to place a credit card on file

Cardholder Signature: _____

Name Printed: _____

Billing Address (if different from above): _____

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

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

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 receipt of the order, including receiving shipments at the advance warehouse.

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.

The exhibitor must report the damage or loss at the Viper service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived.

Viper shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, Viper shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

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.). All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out.

All Material Handling Agreements submitted to Viper by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. Viper is not responsible for shipments left in booths by exhibitors. *Any re-consigned 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.

Dimensional weight is calculated by L x W x H (in.) divided by 200. Material handling and Shipping rates for this show are on actual or dimensional weight, whichever is greater.

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.

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KANSAS CITY

MARCH 27-29, 2026

STANDARD FURNITURE & ACCESSORIES

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

30" Tall Tables – 30" wide

CIRCLE COLOR SELECTION BELOW



ITEM:

ITEM:	DISCOUNT:	STANDARD:
Qty: _____ 4' Table skirted 3 sides	\$127.20	\$169.60
Qty: _____ 6' Table skirted 3 sides	\$170.85	\$219.70
Qty: _____ 8' Table skirted 3 sides	\$196.40	\$264.90
Qty: _____ 4' Table skirted 4 sides	\$189.35	\$256.95
Qty: _____ 6' Table skirted 4 sides	\$233.05	\$307.00
Qty: _____ 8' Table skirted 4 sides	\$258.65	\$352.25
Qty: _____ 4' Table un-skirted	\$81.25	\$115.80
Qty: _____ 6' Table un-skirted	\$117.00	\$165.85
Qty: _____ 8' Table un-skirted	\$142.60	\$211.05
Qty: _____ 30" Round Café Table	\$119.75	\$155.15

42" Tall Counters – 30" wide

CIRCLE COLOR SELECTION BELOW



ITEM:

ITEM:	DISCOUNT:	STANDARD:
Qty: _____ 4' Counter skirted 3 sides	\$161.40	\$219.80
Qty: _____ 6' Counter skirted 3 sides	\$190.55	\$260.35
Qty: _____ 8' Counter skirted 3 sides	\$231.00	\$312.00
Qty: _____ 4' Counter skirted 4 sides	\$236.15	\$319.75
Qty: _____ 6' Counter skirted 4 sides	\$265.35	\$360.10
Qty: _____ 8' Counter skirted 4 sides	\$305.75	\$411.95
Qty: _____ 4' Counter un-skirted	\$107.50	\$165.95
Qty: _____ 6' Counter un-skirted	\$136.70	\$206.30
Qty: _____ 8' Counter un-skirted	\$177.10	\$258.15
Qty: _____ 30" Round Bar Table	\$132.30	\$176.20

Chairs - Accessories

ITEM:	DISCOUNT:	STANDARD:
Qty: _____ Wastebasket	\$22.20	\$29.00
Qty: _____ Tripod Easel	\$37.15	\$49.50
Qty: _____ Tensa Stanchion	\$63.50	\$91.00
Qty: _____ Bag Rack	\$118.15	\$159.70
Qty: _____ 4' x 8' Poster Board	\$159.60	\$205.35
Qty: _____ Garment Rack	\$159.60	\$205.35
Qty: _____ Side Chair	\$84.80	\$103.60
Qty: _____ Arm Chair	\$97.00	\$115.80
Qty: _____ Gray Bar Stool	\$153.95	\$200.15
Qty: _____ 8' Upright & Base	\$16.65	\$22.20
Qty: _____ Tele – Cross Bar	\$16.65	\$22.20

Exhibitor: _____ Booth #: _____

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

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. *

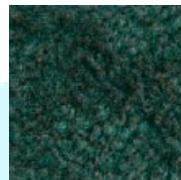
CIRCLE COLOR SELECTION BELOW



Red



Royal Blue



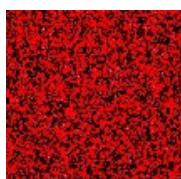
Green



Charcoal Grey



Navy Blue



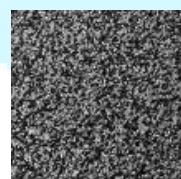
Speckled Red



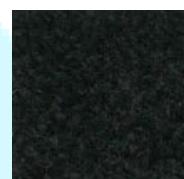
Speckled Blue



Speckled Green



Speckled Grey



Black

Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$225.00	\$305.25	
10' x 20 Carpet		\$450.00	\$610.50	
10' x 30' Carpet		\$675.00	\$915.75	
10' x 40' Carpet		\$900.00	\$1,221.00	
20' x 20' Carpet		\$900.00	\$1,221.00	
Custom Per Sq. Ft.		\$4.11	\$5.37	

Prestige Flooring Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Astroturf Per Sq. Ft		\$13.15	\$15.55	
White Vinyl Per Sq. Ft		\$13.15	\$15.55	
*Custom Vinyl/Astroturf padding Per Sq. Ft.		\$13.15	\$15.55	
Plush Per Sq. Ft		\$13.15	\$15.55	

*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.		\$3.11	\$3.65	
1" Padding Per Sq. Ft		\$6.22	\$7.27	
Visqueen Per Sq. Ft.		\$.46	\$.52	

Standard Carpet per sq. ft.: \$ _____

Prestige Flooring per sq. ft.: \$ _____

Padding/Visqueen per sq. ft.: \$ _____

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

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MARCH 27-29, 2026

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 **\$132.00** Discount / **\$160.00** Standard

Subtotal: \$ _____

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

Porter Service

Emptying refuse from containers as necessary throughout the show hours. 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 **\$134.00** Discount / **\$167.00** Standard

Subtotal: \$ _____

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

Exhibitor: _____ **Booth #:** _____

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MARCH 27-29, 2026

MODULAR RENTALS – Includes custom graphics!

Contact Viper for additional custom exhibit options.

Artwork and payment for Modular Rental Displays must be received BY NOON on March 4, 2026.

10' x 10' Displays – All prices include shipping, labor, custom graphics & rental carpet



10' INLINE BOOTH 1

BTH039

Discount: \$6,257.00

Standard: \$7,823.50



10' INLINE BOOTH 2

BTH032

Discount: \$6,257.00

Standard: \$7,823.50



10' STANDARD BOOTH

BTH003

Discount: \$6,257.00

Standard: \$7,823.50



10' POPUP LIGHTBOX

RENTAL – 3 WEEKS LEAD TIME

Discount: \$6,450.00

Standard: \$8,257.50

10' x 20' Displays – All prices include shipping, labor, custom graphics & rental carpet



20' INLINE BOOTH 1

BTH033

Discount: \$13,456.50

Standard: \$17,255.00



20' INLINE BOOTH 2

BTH016

Discount: \$13,456.50

Standard: \$17,255.00



20' STANDARD BOOTH

BTH013

Discount: \$13,456.50

Standard: \$17,255.00

A La Carte – All prices include shipping, labor & custom graphics. White and black panels available on request



1M COUNTER

CNTR01

Discount: \$633.50

Standard: \$819.50



2M COUNTER

CNTR03

Discount: \$1,149.50

Standard: \$1,449.00



1M CURVED COUNTER

CNTR02

Discount: \$704.25

Standard: \$914.50



2M CURVED COUNTER

CNTR04

Discount: \$1252.00

Standard: \$1,624.75



1M X 8' DISPLAY CASE

DSPC003

Discount: \$1,483.00

Standard: \$1,925.00



TOWER 1

TWR04

Discount: \$2,591.25

Standard: \$3,368.75



TOWER 2

TWR28

Discount: 2,591.25

Standard: \$3,368.75



TOWER 3

TWR29

Discount: \$3,884.00

Standard: \$5,049.25



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*

Purchase - 3 WEEKS LEAD TIME

Discount: \$688.00

Standard: \$893.50



22X28 SIGN W/HOLDER

Discount: \$226.00

Standard: \$293.75



10'W X 8'H BACKWALL BANNER

Discount: \$2,338.75

Standard: \$3,039.50

*BANNER IS YOURS TO KEEP

Exhibitor: _____

Booth #: _____

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
Planet Comicon KC/Exhibitor Name/Booth # Viper Tradeshow Services 3517 Enterprise Dr, Suite D Kansas City MO 64129 Must arrive between Feb 25 – March 18, 2026. We will receive until March 20, 2026 with late fee. Receiving Hours: M-F - 8:00 AM – 4:00 PM	Planet Comicon KC/Exhibitor Name/Booth # KCCC – South Dock (16 th & Broadway) c/o Viper Tradeshow Services 301 W 13 th Street Kansas City MO 64105 Must arrive on March 25 - 27, 2026 ONLY!!

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

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred weight) rounded up to the nearest whole number. Dimensional weight is calculated by $L \times W \times H$ (in.) divided by 200.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- A weight ticket/bill of lading must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket/bill of lading is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.
- Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.
- Material handling charges will automatically be applied to your account upon receipt of each shipment.
- *Disposal of exhibit materials is not included as part of material handling. Please contact your show coordinator for a disposal quote*

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds

Pounds Divided by 100, rounded up: _____ Your CWT (no less than 2)

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$115.00 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$143.20 / CWT
Common carrier shipment received late, between 3/19/26 – 3/20/26.....	\$143.20 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, between 3/19/26 – 3/20/26	\$179.00 / CWT
Small Package shipment not exceeding 35 lbs. per shipment (not per box)	\$115.00 ea

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

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$110.00 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$138.20 / CWT
Off-target shipment (before 3/25/26 after 3/27/26) via common carrier	\$138.20 / CWT
Off-target shipment (before 3/25/26 after 3/27/26) via POV, or specialized carrier	\$174.00 / CWT
Small Package shipment not exceeding 35 lbs. per shipment (not per box)	\$115.00 ea

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

Exhibitor: _____ **Booth #:** _____

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

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.

Van Line Shipments

All Shipments delivered by a Van Line Carrier will be charged special handling due to additional labor/handling, designated unloading/loading, etc.

Loose Freight

Shipments packed in such a manner as to require special handling (i.e., loose display parts, loose carpet rolls 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 un-skidded without proper lifting bars and hooks.

Dimensional weight is calculated by L x W x H (in.) divided by 200. Material handling and Shipping rates for this show are on actual or dimensional weight, whichever is greater.

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

ADVANCE WAREHOUSE SHIPPING LABEL

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

SHIPPER INFORMATION

FROM:

ADVANCE WAREHOUSE DELIVERY INFORMATION

TO (Exhibiting Co. Name): _____ BOOTH #: _____

VIPER TRADESHOW SERVICES
3517 ENTERPRISE DRIVE, SUITE D
KANSAS CITY MO 64129

MUST DELIVER BETWEEN FEB 25 – MARCH 18, 2026

M-F: 8:00 AM – 4:00 PM

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



PIECE: _____ OF _____

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

SHOW SITE SHIPPING LABEL

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

SHIPPER INFORMATION

FROM:

SHOW-SITE DELIVERY INFORMATION

TO (Exhibiting Co. Name): _____ BOOTH #: _____

**KCCC – SOUTH DOCK (16TH & BROADWAY)
C/O VIPER TRADESHOW SERVICES
301 W 13TH ST
KANSAS CITY MO 64105**

**MUST DELIVER ON
MARCH 25 - 27, 2026 ONLY!!**

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



PLANET
COMICON
KANSAS CITY

PIECE: _____ OF _____

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

INBOUND SHIPPING INFORMATION

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

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

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

Exhibitor: _____ **Booth #:** _____

Shipment 1

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces (crate, carton, case, etc): _____

Shipment 2

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces (crate, carton, case, etc): _____

Shipment 3

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces (crate, carton, case, etc): _____

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

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 \$3.90/lb. on shipments under 1,000 lbs. and \$3.30/lb. for shipments over 1,000 lbs. A **\$875.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.90/lb. for shipments under 1,000 lbs. and \$4.30/lb. for shipments over 1,000 lbs.; a \$1,078.00 minimum applies. **Material Handling charges apply to all shipments. Actual or dimensional weight will apply, whichever is greater. Dimensional weight is calculated by L x W x H (in.) divided by 200. *3.5% convenience fee, state & local taxes apply.**

All Viper shipments will be weighed by Viper for inbound and outbound shipping orders.

Inbound shipping from:

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Pickup Contact: _____ Phone: _____

Requested Pickup Date/Time: _____

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

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

Special Instructions (inside pickup, liftgate required, receiving hours, etc): _____

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight – OUTBOUND
	Crate		
	Box		
	Fiber Case		
	Pallets		

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

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

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Delivery Contact: _____ Phone: _____

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: _____

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

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

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

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

Show Location

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

You must schedule your carrier to pick up on Sunday, March 29, 2026 between 5:00 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: _____

OUTBOUND CARRIER: _____

Delivering to (Company Name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

ATTN: _____ Phone: _____

Freight billing address:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

ATTN: _____ Phone: _____

Show Site Instructions:

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

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

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: \$111.00 per person, per hour

OT: \$166.50 per person, per hour

DT: \$222.00 per person, per hour

STANDARD

ST: \$166.50 per person, per hour

OT: \$249.75 per person, per hour

DT: \$333.00 per person, per hour

Viper Supervised (35% supervision included):

DISCOUNT

ST: \$149.85 per person, per hour

OT: \$224.78 per person, per hour

DT: \$299.70 per person, per hour

STANDARD

ST: \$224.78 per person, per hour

OT: \$337.16 per person, per hour

DT: \$449.55 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 #: _____

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

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 \$1,000,000 each occurrence/aggregate.
 - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services, Kansas City Convention Center and Planet Promotions LLC as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold 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: _____

PLANET COMICON

KANSAS CITY

MARCH 27-29, 2026

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 March 4, 2026 and verify 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 March 4, 2026.
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.

*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



INTERNET SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



Exhibitor Company Name:	Booth / Room #:	Show Name:			
Billing Company Name:		Show Start Date:		Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN			
City, State / Country, Zip:	Country:	On-site Authorized Contact:		On-site Cell Number:	
Contact:	Phone Number:	Contact Email:		Cell Number:	

SHARED - LIGHT WIRED INTERNET, NOT FOR STREAMING QTY INCENTIVE* BASE ON-SITE TOTAL

Includes: 1 Private IP Address, **Routers PROHIBITED** and will not work

Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device		\$ 895	\$ 1,140	\$ 1,368	\$
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$ 185	\$ 220	\$ 255	\$

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST QTY INCENTIVE* BASE ON-SITE TOTAL

Includes: 5 Public IP Addresses, **Routers SUPPORTED**

Dedicated 2 Mbps, (Includes 3 Private IP's)		\$ 1,800	\$ 2,340	N/A	\$
Dedicated 3 Mbps		\$ 3,495	\$ 4,370	\$ 5,244	\$
Dedicated 6 Mbps		\$ 5,900	\$ 7,375	\$ 8,850	\$
Dedicated 10 Mbps		\$ 7,850	\$ 9,810	\$ 11,772	\$
Dedicated 15 Mbps		\$ 11,700	\$ 14,630	\$ 17,556	\$
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	\$
Upgrade to 29 Public Static IP Addresses		\$ 995	\$ 1,194	\$ 1,433	\$

Higher bandwidth services available for uhd streaming

INTERNET EQUIPMENT & LABOR QTY INCENTIVE* BASE ON-SITE TOTAL

Switch Rental – up to 24 ports		\$ 185	\$ 225	\$ 270	\$
Patch Cable (up to 100') – Cat5e		\$ 50	\$ 62	\$ 74	\$
Labor / Floor Work – Four Lines Per Hour		\$ 125	\$ 125	\$ 125	\$
Distance Fee for each Internet line delivered outside the facility		\$ 500	\$ 500	\$ 500	\$

WIRELESS INTERNET, Full products catalog available online

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

SUBTOTAL	\$
ESTIMATED 10% TAX/FEES	\$
GRAND TOTAL	\$

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE IN.

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____ / ____ / ____

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD.**

Make checks payable to
Send completed orders with payment to:

SMART CITY NETWORKS
5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

ORDER NOW

Customer Number:

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Effective January 1, 2026 - December 31, 2026 - V071025

*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



TELEPHONE SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



Exhibitor Company Name:	Booth / Room #:	Show Name:		
Billing Company Name:		Show Start Date:	Show End Date:	
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State / Country, Zip:	Country:	On-site Authorized Contact:	On-site Cell Number:	
Contact:	Phone Number:	Contact Email:	Cell Number:	

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Effective January 1, 2026 - December 31, 2026 - V070125

VOICE SERVICES, PBX Service – Domestic Long Distance Included

QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
-----	------------	------	---------	-------

Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance	\$275	\$345	\$414	\$
Multi Line Phone with (1) main number and (1) rollover line	\$415	\$520	\$624	\$
Speaker Phone Line with Polycom Instrument	\$465	\$575	\$690	\$
Distance Fee for each Telephone line delivered outside the facility	\$100	\$100	\$100	\$

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

SUBTOTAL	\$
ESTIMATED 10% TAX/FEES	\$
GRAND TOTAL	\$

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____ / ____ / ____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **PAY VIA CREDIT CARD**.

Make checks payable to
Send completed orders
with payment to:

SMART CITY NETWORKS
5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

ORDER NOW

Customer Number:

*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



ELECTRICAL SERVICE CONTRACT

KANSAS CITY CONVENTION CENTER



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Effective January 1, 2026 - December 31, 2026 - V070125

Exhibitor Company Name:	Booth / Room #:	Show Name:			
Billing Company Name:		Show Start Date:	Show End Date:		
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN			
City, State / Country, Zip:		Country:		On-site Authorized Contact:	
Contact:		Phone Number:		Contact Email:	
ELECTRICAL SERVICES					
Includes Labor and Material for Floor plan Location - up to 60 AMPS					
2021	QTY	AMPS	INCENTIVE*	STANDARD	
		20	\$ 165	\$ 190	\$
208V 1PHASE		30	\$ 185	\$ 210	\$
	QTY	AMPS	INCENTIVE*	TOTAL	
208V 3PHASE		20	\$ 306	\$ 400	\$
		30	\$ 380	\$ 432	\$
		60	\$ 632	\$ 821	\$
		100	\$ 935	\$ 1,216	\$
		150	\$ 1,377	\$ 1,790	\$
		200	\$ 1,642	\$ 2,134	\$
480V 3PHASE	QTY	AMPS	INCENTIVE*	STANDARD	TOTAL
		20	\$ 414	\$ 537	\$
		30	\$ 547	\$ 575	\$
		60	\$ 587	\$ 667	\$
		100	\$ 1,425	\$ 1,853	\$
		150	\$ 1,993	\$ 2,591	\$
	200	\$4,025	\$ 4,428	\$	
QTY	AMPS	INCENTIVE*	STANDARD	TOTAL	
	20	\$ 739	\$ 987	\$	
	30	\$ 971	\$ 1,262	\$	
	60	\$ 2,161	\$ 2,809	\$	
	100	\$ 3,418	\$ 4,444	\$	
	150	\$5,037	\$ 6,548	\$	
	200	\$6,636	\$ 8,626	\$	
	400	\$6,900	\$ 11,050	\$	
		TOTAL			

ELECTRICAL OUTLETS (120 VOLTS)					
Includes Labor and Material for each service indicated on the Floor plan					
2021	QTY	WATTS	INCENTIVE*	STANDARD	TOTAL
		0 - 1,000	\$146	\$190	\$
208V 1PHASE		1,001 - 2,000	\$159	\$207	\$
	QTY	DESCRIPTION	INCENTIVE*	STANDARD	TOTAL
208V 3PHASE		Power Strip	\$50	\$65	\$
ADDITIONAL SERVICES					
2021	QTY	DESCRIPTION	INCENTIVE*	STANDARD	TOTAL
		Power Strip	\$50	\$65	\$
LABOR					
2021	QTY	DESCRIPTION	STANDARD	TOTAL	
		Monday - Friday (8:00am - 4:30pm)	\$90	\$	
208V 1PHASE		Monday - Friday (8:00am - 4:30pm) Weekends & Holidays	\$190	\$	
		SUBTOTAL	\$		
		ESTIMATED 5% TAX/FEES	\$		
		GRAND TOTAL	\$		

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER BY SHOW MOVE-IN.

IMPORTANT: Orders will be canceled if payment has not been received by the show move-in. All orders that have been canceled and then replaced will not receive discount pricing.

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____ / ____ / ____

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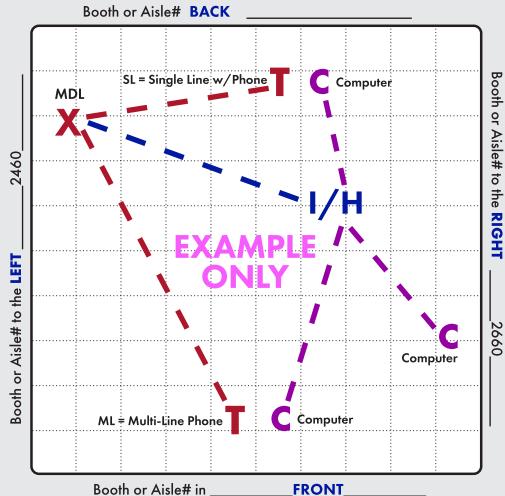
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ORDER NOW

Customer Number:

"COMMUNICATIONS" FLOORPLAN WORKSHEET

Company Name:	Show:	Booth/Room #:
Center: Kansas City Convention Center	Customer / Ref #:	



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required.

Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline

Booth or Aisle# BACK _____

The large grid is intended for drawing the back of the booth floorplan. It is labeled 'Booth or Aisle# to the LEFT' on the left and 'Booth or Aisle# to the RIGHT' on the right. The top and bottom edges are labeled 'Booth or Aisle# BACK'.

Booth or Aisle# in FRONT _____



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"UTILITIES" FLOORPLAN WORKSHEET

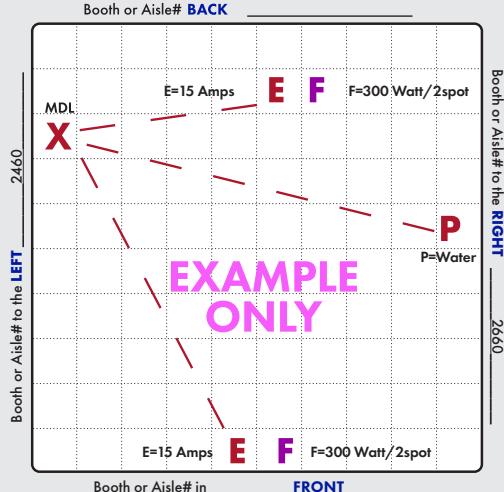
Company Name:

Show:

Booth/Room #:

Center: Kansas City Convention Center

Customer / Ref #:



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

E = ELECTRICAL POWER

Example: "E-10 Amps"

F = FLOOD LIGHTS

Example: "F-300 Watt/2 Spot"

P = PLUMBING

Example: "P-Water",
"P-Compressed Air"

For Smart City to perform your floor work, you will need to indicate the location of each item you want installed. Make sure and order your floor work, flood lights and materials early and in advance of the show moving in.

IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. Submit a Floorplan for each service group (Electrical, Plumbing, etc) or combine all on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main drop "MDL", designated location of items within the booth, surrounding booths, scale-length and width). Smart City is the exclusive installer of Electrical, Plumbing, etc.

Rates include bringing services to the rear of standard booth or to the nearest floor port inside an island booth. Specific location requests and services greater than 100 Amps will incur additional charges. **All work performed within 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 services, whether connected direct or otherwise.**

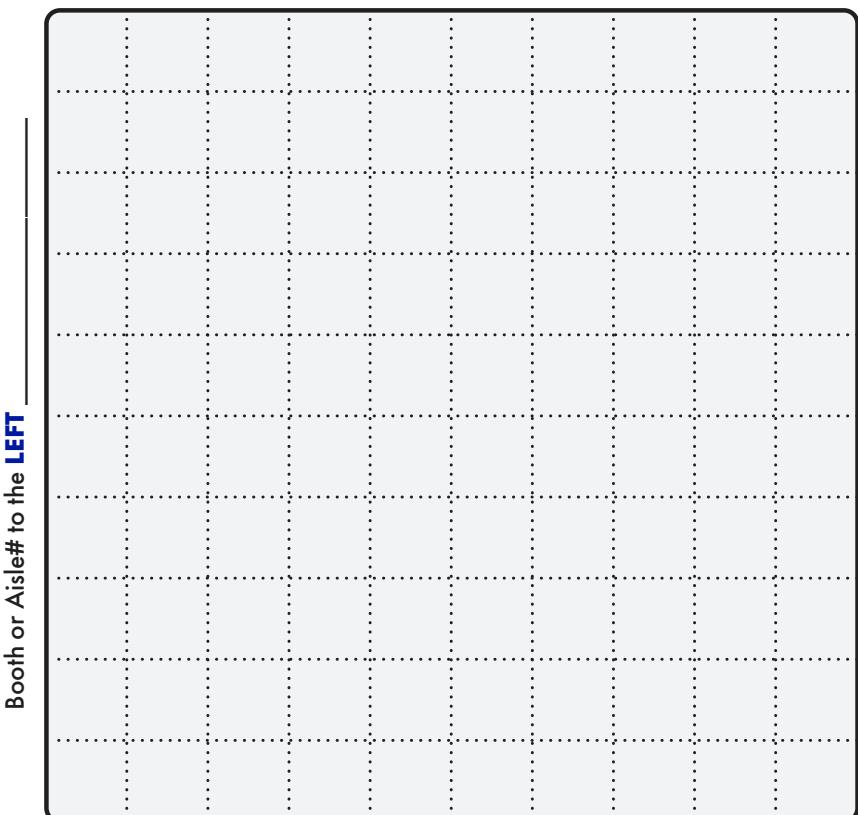
Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft

SCALE: 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline

Booth or Aisle# BACK _____



Booth or Aisle# in FRONT _____



You may reach us with questions at:

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WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: Kansas City Convention Center	Customer / Ref #:	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____

