

QUICK REFERENCE INFO

Monday, February 3rd	FIRST DAY ADVANCE WAREHOUSE RECEIVING The advance warehouse will start accepting freight on this date. M-F 8:00am – 4:00pm
Monday, February 3rd	ADVANCE ORDER DISCOUNT DEADLINE AND PAYMENT INFO *Viper & Green Wave Forms must be received by Viper and Green Wave on or before 2/3/20 and full payment received on or before 2/17/20. No refunds or discounts are provided after 2/3/20
Thursday, February 20th	EXHIBIT PLANS <ul style="list-style-type: none"> All Exhibitors are required to submit floor plans to the ADAKC – Attn: Natalie Sullivan (nsullivan@adakc.com) no later than February 20th, 2020 Electrical CAD full scale drawings must be mailed to Green Wave Technology Inc., 1600 Genessee, Suite 604, Kansas City, MO, 64102
Thursday, February 20th	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept exhibit material. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Monday, March 2nd	SHOW SITE DELIVERIES All show site shipments are to be delivered according to Display Material Move-In Schedule. General move-in is Tuesday, 3/3/20 and Wednesday, 3/4/20

Your Show Outline

Move-In/Installation	Monday, March 2 nd Tuesday, March 3 rd Wednesday, March 4 th <i>*Monday March 2nd move-in according to Display Material Move-In Schedule only – See Page 9</i>										
Exhibit Hours	<table> <tr> <td>Wednesday, March 4th</td><td>5:00 pm – 10:00 pm</td></tr> <tr> <td>Thursday, March 5th</td><td>10:00 am – 10:00 pm</td></tr> <tr> <td>Friday, March 6th</td><td>10:00 am – 10:00 pm</td></tr> <tr> <td>Saturday, March 7th</td><td>10:00 am – 10:00 pm</td></tr> <tr> <td>Sunday, March 8th</td><td>10:00 am – 6:00 pm</td></tr> </table>	Wednesday, March 4 th	5:00 pm – 10:00 pm	Thursday, March 5 th	10:00 am – 10:00 pm	Friday, March 6 th	10:00 am – 10:00 pm	Saturday, March 7 th	10:00 am – 10:00 pm	Sunday, March 8 th	10:00 am – 6:00 pm
Wednesday, March 4 th	5:00 pm – 10:00 pm										
Thursday, March 5 th	10:00 am – 10:00 pm										
Friday, March 6 th	10:00 am – 10:00 pm										
Saturday, March 7 th	10:00 am – 10:00 pm										
Sunday, March 8 th	10:00 am – 6:00 pm										
Move-Out/Teardown	Sunday, March 8 th Monday, March 9 th										
Freight Force Time	3:00 pm 3/9/20 ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 3:00 pm on 3/9/20										

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	MOVE-OUT INFO
ADVANCED (2 CWT MIN) \$76.25 per CWT SHOWSITE (2 CWT MIN) \$70.00 per CWT	Greater KC Int'l Auto Show Viper Tradeshow Services 3517 Enterprise Drive, #D Kansas City, MO 64129 <i>*Certified Weight Tickets required for all shipments.</i>	Greater KC Int'l Auto Show KC Convention Center c/o Viper Tradeshow Services 301 W. 13 th Street Kansas City, MO 64105 <i>*Certified Weight Tickets required for all shipments.</i>	Freight loaded out on Sunday, March 8 th or any outbound BOL's turned in after 3:00 pm on Monday, March 9 th will incur OT charges. NOTE: Monday, March 9 th freight is loaded out on a first come, first serve basis. ST is not guaranteed & complete shipments must be loaded by 4:30 pm otherwise OT charges will be incurred.

Items That Come Standard In Your Booth For This Show Are:

Each Manufacturer space comes with Association chosen speckle carpet, regular visqueen and targeted material handling.

Please order booth vacuuming – see page 22

**** To purchase additional rental items / services, please visit www.vipertradeshowstore.com Show Code: 2003016 ****

Order Online @ www.vipertradeshowstore.com via show code: **2003016**

Viper Show Coordinator: Krista D'Amico | p: 847.426.3100 | f: 847.426.3111 | krista@vipertradeshow.com

Show Management Contact: Natalie Sullivan | p: 913.345.8970 | f: 913.345.8972 | nsullivan@adakc.com



2020 Greater Kansas City International Auto Show Exhibitor Regulations

These Rules and Regulations are designed to give the Kansas City Greater International Auto Show a uniform appearance and to assist exhibitors in achieving the greatest value for their investment. Within them is embodied the necessary freedom and flexibility for the exhibitor to make the maximum use of imagination and good taste while maintaining professional aesthetics. Exhibitors should keep these Rules and Regulations in mind when planning their display, and are urged to contact show management if you have any questions about these rules. This agreement will bind the parties hereto, their successors, heirs, executors and administration. Any matters not covered by these rules are subject to the sole discretion of show management.

- Contract Labor
 - All contract labor MUST be obtained through the General Service Contractor, Viper Tradeshow Services. A display supervisor will be allowed on the floor for your exhibit area.
- Exhibit Plans
 - All exhibitors are required to submit their floor plans to the ADAKC – Natalie Sullivan nsullivan@adakc.com, no later than February 20, 2020.
 - **Electrical CAD full scale drawings must be mailed to GreenWave Technology, Inc., 1600 Genessee, Suite 604, Kansas City, MO 64102.**
- Insurance - **Certificate of Insurance required from each Manufacturer and Exhibit House.**
 - Exhibitor (and each exhibit house engaged by Exhibitor) agrees to maintain, at its own expense, at all times during the Auto Show, including move-in and move-out days, the following insurance: (i) workers' compensation and employer's liability insurance complying with the laws of the state of Missouri; (ii) comprehensive general liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable); and (iii) automobile liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. The insurance companies must have a rating of at least B+ 5 in the "Best's Key Rating Guide" and must be licensed to do business in the State of Missouri.
 - The comprehensive general liability and automobile liability insurance policies shall name as additional insureds (i) the Automobile Dealers Association of Greater Kansas City, and (ii) the City of Kansas City, Missouri, and such insurance shall be primary of any other valid and collectible insurance of ADAKC, the Facility and/or the Facility Owner and shall be written on an occurrence basis. Exhibitor shall provide ADAKC a Certificate of Insurance, bearing the original signature of an agent authorized to sign for the insuring company, evidencing the required policies at least thirty (30) days prior to the move-in date. Such policies shall provide that they may not be cancelled without 30 days' advance written notice to ADAKC. Accordingly, the cancellation section of a standard ACORD form must be changed to read as follows: "Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate holder named below."

Certificate of Insurance due into KC A/S office, Natalie Sullivan nsullivan@adakc.com by February 20, 2020.
- Indemnity
 - Exhibitor agrees to be responsible for, to hold harmless, indemnify and to defend the Indemnified Parties from and against any and all claims, liabilities, damages, causes of action, losses or other obligations, including reasonable attorney's fees and costs, whether by reason of injury to or death of the person or of the damage to the property of another or otherwise arising out of or in connection with the Event. The provisions of this section shall survive the expiration or termination of this Agreement.

2020 Greater Kansas City International Auto Show Exhibitor Regulations

- Space Assignment
 - Exhibitor acknowledges that any preliminary floor plan provided to Exhibitor is a working document and is subject to change as space assignments are finalized. ADAKC reserves the right to assign space and to make such modifications to locations as may be reasonably necessary to adjust the floor plan to meet the needs of the Auto Show and exhibitors. Exhibitor shall not assign, sublet or share the licensed space. Names other than that of Exhibitor may not be displayed without the prior written approval of ADAKC.
 -
- Floor Covering
 - Carpeting is included in your space cost. If you would like to supply your own please submit your request to ADAKC – Natalie Sullivan nsullivan@adakc.com by December 15, 2019. Our General Service Contractor, Viper Tradeshow will lay all carpet. Credit is not allowed on space cost if you provide your own carpet.
- Display Height
 - No displays or exhibits higher than 22 feet.
 - All height is measured from the exhibit hall floor.
 - All display and exhibits must be able to stand by themselves. No supporting wires from ceiling or columns will be allowed.
 - All exhibit properties must be set back two feet from aisle and exhibit boundaries.
- Electrical Work
 - Exhibitors requesting special connections in their space shall contract with the Electrical Contractor on site. All electrical work orders and plans must be submitted to ADAKC by February 20, 2020. All electrical and sign work with exhibits must conform to the rules and regulations of the National Electrical Code and the Local Building Code.
 - **Electrical CAD full scale drawings must be mailed to GreenWave Technology, Inc., 1600 Genessee, Suite 604, Kansas City, MO 64102.**
- Lighting Fixtures
 - Supplementary ceiling hung lighting fixtures may be used provided they are installed and concealed in the ceiling of the hall. Exhibitors must contract with the contractor on site. All orders, drawing and lighting request must be received by ADAKC by February 20, 2020. Show Management may allow certain lighting to be de-activated at the exhibitor's expense: Lights must be directly over the requesting exhibitor's space and NOT interfering with neighboring exhibits; Lights will not impair the safety and security of show visitors or after hour personnel.
- Sound Systems/Noise
 - Exhibitors will monitor their sound levels so that it is not excessive and prevent interference with neighboring exhibits. The volume should not exceed 80db measured from the aisle. Auto Show Management reserves the right to modify sound levels/volume.
- Decorations
 - Decorations, signs, and posters, etc may not be taped, nailed, tacked or otherwise fastened to ceiling, painted surfaces, columns, glass doors, marble fabric or walls.
 - No ceiling decorations will be allowed without show management approval.
 - Helium balloons are not allowed inside the facility.
 - Signs and banners used in the building must be produced by a professional sign company or computer-generated.
 - Pillars and columns may not be covered or decorated in any way by individual exhibitors. Auto Show Management reserves the right to post signage on said structure.
 - Banners, balloons, stickers, pennants, etc: the stringing of banners, pennants, and the use of balloons or adhesive stickers is not permitted.
- Moving Mechanism
 - Exhibitors are not allowed to display any mechanism in operation if it is noisy or objectionable to neighboring exhibitors or show management. All moving mechanisms must be adequately protected by the exhibitor to prevent injury to spectators and such mechanism shall be attended at all times during show hours.

2020 Greater Kansas City International Auto Show Exhibitor Regulations

- **Barricades, Stanchions**
 - In order to facilitate the steady flow of visitors, exhibitors must in principle leave their exhibits open and not barricade an entire exhibit, but are advised to protect, where necessary, their vehicles. Show management may allow exhibitors to partially close off their exhibits by barriers if they are at least three feet from the borders of the exhibit space.
- **Identification Signs:**
 - Exhibitor identification signs must display the name of the manufacturer/brand of the vehicles that comprise the exhibit.
 - Individual dealership names are not permitted as exhibitor identification signs. Dealership names may be displayed as a separate unit when the group or collection of franchisees is listed (i.e., locator map).
 - Exhibitor identification signs must be placed in a location that will not interfere with a neighboring exhibit, and such signs must not be of such size and density that they will impede the free flow of traffic or become a visual barricade.
- **Price Information on Display Vehicles:**
 - If individual price lists are posted on display vehicles, such lists must show the full manufacturer suggested list price, including any optional equipment contained on the vehicle so displayed. This price information may either be the "MONRONEY" label or one of the exhibitor's own design, but must contain the same information as the "MONRONEY" label. Exhibitors are encouraged to have uniform price labels affixed to their vehicles.
 - Incentives/Rebates: the display or posting of incentives rebates or other promotional discounts are permissible if printed in a professional manner and do not convey a shoddy appearance. Show management, in its discretion, reserves the right to remove questionable material.
- **Sales**
 - The purpose of the Kansas City Auto Show is to give the public the opportunity to see, experience and compare all the new model vehicles that are available at franchised dealerships. Actual selling or leasing of vehicles is prohibited at the Greater Kansas City International Auto Show. Indications of "SOLD" or similar signs are also prohibited. The soliciting of business and distribution of literature and the like is not permitted outside the exhibitor's space.
- **Vehicle Presentations**
 - In order to maintain the integrity of the auto show and the highest public satisfaction, vehicles must be displayed in the same manner during the entire public run of the show. Vehicles must be on display all of the public days and hours that the auto show is open to the general public and may not be covered-up from public view. Vehicles may not be introduced or brought in after the auto show has opened for public show days. Exceptions are subject to the sole discretion of show management.
- **Gasoline/Diesel Fuel**
 - All vehicles will contain no more than 1/8 tank of fuel, unless given previous permission by ADAKC and the Fire Marshall. All vehicles will have locking or secured fuel caps. No gasoline, diesel fuel or flammable materials will be allowed in the hall.
- **Batteries**
 - The positive battery cable must be disconnected and taped during public show hours.
- **Manufacturer Certified, Pre Owned**
 - Each manufacturer exhibit is allowed one manufacturer certified pre owned vehicle in their display.
- **Transmissions and Brakes**
 - Transmissions, emergency brakes or other mechanisms must be secured so that a vehicle cannot be moved when on display.

2020 Greater Kansas City International Auto Show Exhibitor Regulations

- **Staffing and Personnel**
 - At all times during show hours, exhibitor shall, at its sole expense, provide personnel to supervise the exhibit space. Exhibits should be staffed and ready 30 minutes prior to show's opening each morning and remain occupied until the close of the show each evening. Attendants, models, exhibit personnel and other employees should wear appropriate apparel at all times.
- **Narrators, Demonstrators & Performers**
 - Exhibitors will be allowed to use live shows or demonstrations that are relevant to the exhibit and demonstrate product features or other promotions within their exhibit. The volume controls should be so that the sound and noise levels can be monitored. The turntable, platform or other objects for performers etc. must be placed away from aisles and neighboring exhibits. All turntables should be at least ten feet from any aisle or easement.
- **Security**
 - Exhibitor is responsible for the security and protection of its display and other property at all times and are urges to take precautions necessary to protect its property. ADAKC, the Convention Center and the official general contractor shall not be liable for any loss, damage or displacement of Exhibitor's property due to any cause. Show management assumes no responsibility for loss or damage to vehicles or property, but may provide guards for general security. Should an exhibitor have a security concern the exhibitor may order security personnel to patrol their area, either during show hours or on a 24-hour basis. Any/all security personnel must be ordered from show management's designated security company. Exhibitor shall be responsible for all costs related to the security hire.
 - Show management provides 24-hour coverage for the general security of the show. It is the exhibitors' responsibility to have their spaces manned at all times when the show is open to the public. Signs must be posted on any turntable or platform not open to the public, informing them to please stay off the area.
- **Playing of Copyrighted Music at the Auto Show**
 - It is the responsibility of each exhibitor to secure the proper licensing of music if it is part of their exhibit. The ADAKC does not accept responsibility for exhibitor infringement of music copyrights. Exhibitor agrees to comply with any licensing requirements of BMI (Broadcast Music, Inc.) and ASCAP (American Society of Composers, Authors, and Publishers) relative to the use of copyrighted musical materials in connection with its exhibit. Exhibitor agrees to reimburse Show Management for any and all claims, damages, or costs including reasonable attorney's fee relative to the Exhibitor's failure to obtain appropriate licensing for the use of copyrighted material in its exhibition.
- **Exhibitor Materials**
 - No distribution of exhibitor materials outside of exhibit area. Exhibitor must keep its display area clean and properly dispose of all refuse. No literature boxes are to be visible in exhibitor space.
- **Exits**
 - No exhibitor shall in any manner obstruct an exit, aisle, restroom or easement. In all cases, exits and fire connections must be clearly identifiable. The Fire Marshall has the final ruling in this matter.
- **Miscellaneous**
 - Parking - Parking is not allowed on any dock without a proper parking permit or authorization from show management. Vehicles will be towed at the owner's expense.
 - Smoking - Bartle Hall is a non-smoking facility.
 - Alcoholic Beverages - Alcoholic beverages are not to be consumed or sold on premises, unless approved
 - Animals – Animals are not allowed in the facility unless they are assisting disabled persons.
 - Evergreen plants – Evergreen plants are not allowed.

2020 Greater Kansas City International Auto Show Exhibitor Regulations

- Exhibitor Service Manual
 - Please refer to the official 2020 Exhibitor Manual for information concerning official show information, order forms, deadlines and other related material. Exhibitors are responsible for ensuring that deadlines are met and that exhibits conform strictly to all safety and building regulations. This manual is available online at kcautoshow.com.
- Penalties
 - Any violations of any term and conditions of these Rules and Regulations on the part of the exhibitor will cause to terminate the agreement to occupy the exhibit space, and such exhibitor will forfeit to show management all monies which may have been paid and or are due.

Official Suppliers

Show Producer

Automobile Dealers Association of Greater Kansas City

11863 W. 112th Street, Overland Park, KS 66210

Phone: 913.345.8970

Fax: 913.345.8972

Contacts: Mr. Larry Carl

Email: lcarl@adakc.com

Ms. Natalie Sullivan

nsullivan@adakc.com

Show Location

Kansas City Convention Center

301 W. 13th Street

Kansas City, MO 64105

Electrical, Internet, Phone, Gas, Water & Air

Green Wave Technology, Inc.

1600 Genessee, #604, Kansas City, MO 64101

Phone: 816.513.5200

Fax: 816.513.5203

Contact: Antionette Ibarra

Email: convention@grnway.com

Rigging / Lighting

Harvest Productions

Phone: 816.513.5652

Contact: Sara McAfee

Email: smcafee@harvestkc.com

Hotel (Deadline is February 3, 2020)

Marriott Kansas City Downtown

200 W. 12th Street, Kansas City, MO 64105

Phone: 816.421.6800

Fax: 816.228.9280

Link: <http://bit.ly/2qyrhkB>

Show Contractor

Viper Tradeshow Services

2575 Northwest Parkway, Elgin, IL 60124

Phone: 847.426.3100

Fax: 847.426.3111

Contacts: Mr. Rick Tyner

Email: rtyner@vipertradeshow.com

Mr. Shaun Martin

smartin@vipertradeshow.com

Ms. Krista D'Amico

krista@vipertradeshow.com

**All contract labor must be obtained through Viper Tradeshow Services. No outside labor, other than a supervisor will be allowed on the show floor.*

Publicity

St. Clair Communications

13800 W. 54th Terrace, Shawnee, KS 66216

Phone: 913.268.9174

Fax: 913.268.4557

Contact: Ms. Kathy St. Clair

Email: stclairpr@gmail.com

Show Information

Vendor Booth Rental

Automobile Dealers Association of Greater Kansas City

11863 W. 112th Street, Overland Park, KS 66210

Phone: 913.345.8970

Fax: 913.345.8972

Contact: Ms. Natalie Sullivan

Email: nsullivan@adakc.com

Move-In Dates & Times

Display Move-In (See targeted move-in schedule)

Monday, March 2, 2020 7:00 AM – 10:00 PM

Display Set-Up

Tuesday, March 3, 2020 8:00 AM – 10:00 PM

Wednesday, March 4, 2020 8:00 AM – 4:00 PM

*Advance Warehouse Shipments

Must arrive by:

Thursday, February 20, 2020 by 4:00 PM

Show Dates & Times

Wednesday, March 4, 2020 5:00 PM – 10:00 PM

Thursday, March 5, 2020 10:00 AM – 10:00 PM

Friday, March 6, 2020 10:00 AM – 10:00 PM

Saturday, March 7, 2020 10:00 AM – 10:00 PM

Sunday, March 8, 2020 10:00 AM – 6:00 PM

**Show Site Shipments

Cannot arrive before:

Monday, March 2, 2020 (See targeted move-in schedule)

Move-Out Dates & Times

Sunday, March 8, 2020 6:30 PM – 12:00 AM

Monday, March 9, 2020 8:00 AM – 6:00 PM

*Carriers must be checked in at event site for

Move-out by: Monday, March 9, 2020 @ 3:00 PM

*Advance Warehouse Address:

Greater KC Int'l Auto Show

Viper Tradeshow Services

3517 Enterprise Drive, #D

Kansas City, MO 64129

**Show Site Address:

Greater KC Int'l Auto Show

KC Convention Center

c/o Viper Tradeshow Services

301 W. 13th Street

Kansas City, MO 64105

Display Material Move-In Schedule

Move-In for exhibits only,

Beginning Monday, March 2, 2020

(No vehicles other than turntable models
will be allowed during exhibit move-in.)

Please review the following schedule carefully. Exhibitors must adhere to the following schedule to prevent congestion in the exhibit hall. To expedite equipment move-in, all drivers are required to check-in at the Material Handling Desk located on the exhibit floor with certified weight tickets (both empty and loaded). Trucks will be allowed into dock spaces only after given space assignment.

Placement of trucks will be determined by the following move-in schedule.

	<u>7:00 AM</u>	<u>12:00 PM</u>	<u>4:00 PM</u>
North Dock (12 th & Broadway)	Lexus Acura Hyundai Lincoln	Subaru Cadillac Infiniti Mercedes	Porsche Jaguar Land Rover MB Com Van Maserati VW
West Dock (15 th & Broadway)	Ford Chevrolet	Mazda GMC Buick State Farm	
South Dock (16 th & Broadway)	FCA Toyota Honda	Nissan KIA	

Vehicle Move-In Schedule

Tuesday, March 3, 2020 3:00 PM – 7:00 PM

No vehicles will be allowed before scheduled move-in times unless previously authorized by Show Management. Thank you.

North Dock

(12th & Broadway)

Lexus
Subaru
Cadillac
MB Com Van

Acura
Lincoln
Infiniti
Maserati

Hyundai
Jaguar/Porsche/Land Rover
Mercedes
VW

West Dock

(15th & Broadway)

Ford
Mazda

Chevrolet

GMC/Buick

South Dock

(16th & Broadway)

FCA
Honda

Toyota
KIA

Nissan

The following exceptions can be made to the regular vehicle move-in schedule:

- ✓ Any vehicle displayed on a turntable may be brought into the hall once the installation of the turntable is complete. Exhibitors must contact Viper Tradeshow Service Center for approval and coordination.
- ✓ Vehicles may come in once the installation of your display materials are complete only if the vehicles will not interfere with other exhibits. Early vehicle move-in must be approved by Viper Tradeshow Services at the Exhibitor Service Center.
- ✓ Be flexible. If weather threatens and/or your exhibit space is ready, vehicles may be admitted early. Contact Viper Tradeshow Services for permission.

Exhibitors must adhere to the following vehicle regulations:

- ✓ Gas tanks are allowed to be 1/8th full of fuel only. (Security will check fuel gauges before vehicles are allowed into the hall.)
- ✓ Car batteries must be disconnected with each cable taped.
- ✓ Gas caps must be sealed with tape or locking gas caps.

Exhibit personnel may clean vehicles according to the following schedule:

Wednesday, March 4, 2020	8:00 AM – 4:00 PM
Thursday, March 5, 2020	8:00 AM – 9:45 AM
Friday, March 6, 2020	8:00 AM – 9:45 AM
Saturday, March 7, 2020	8:00 AM – 9:45 AM
Sunday, March 8, 2020	8:00 AM – 9:45 AM
<i>Dusting and minor wiping only is permitted during show hours.</i>	

Automobiles or exhibits are not allowed to be removed from the hall at any time prior to the **official show closing Sunday, March 8, 2020 at 6:30 PM**. Exhibitors are responsible for displaying all the necessary vehicle window labels in compliance with all federal, state and local laws.

Literature Shipping Information

Shipping Literature:

You can ship your literature for your display booth to the Advance Receiving Warehouse or Directly to Show Site. All shipments received during your display targeted move-in time (see Display Material Move-In Schedule) will be handled at no charge. See complete details for shipping and handling rates on the Shipping Information and Material Handling order form.

Advance Receiving Warehouse

**Label each piece of your shipment(s) as follows:*

TO: (List name of exhibiting company and the exhibitor space # assignment or line group)
Viper Tradeshow Services
3517 Enterprise Drive, Suite D
Kansas City, MO 64129
Event: KC Auto Show

Freight must arrive at the advance warehouse between February 3 – 20, 2020 and late charges will apply to shipments received after February 20, 2020.

Direct to Event Site

**Label each piece of your shipment(s) as follows:*

TO: (List name of exhibiting company and the exhibitor space # assignment or line group)
c/o Viper Tradeshow Services
Kansas City Convention Center / Bartle Hall
North / West / South Dock (**see delivery schedule**)
301 W. 13th Street
Kansas City, MO 64105
Event: KC Auto Show

Freight must arrive at the Kansas City Convention Center on March 2 - 4, 2020 ONLY!

Move-Out Schedule

Exhibitor Move-Out Schedule

Sunday, March 8, 2020, 6:00 PM through Monday, March 9, 2020 at 6:00 PM

To avoid possible damage to vehicles as display crates are being returned ALL VEHICLES MUST BE REMOVED FROM THE EXHIBIT HALL BETWEEN 6:30 PM – 8:30 PM ON SUNDAY, MARCH 8, 2020 once the aisle carpet has been removed (approximately 30 minutes).

ALL EXHIBITS WILL REMAIN INTACT UNTIL THE OFFICIAL CLOSE OF THE SHOW

(Unless Auto Show Management has authorized prior dismantling.)

Please note the following merchandise removal regulations:

Outbound freight must be properly identified with outbound shipping labels. A Bill of Lading must be filled out for each freight shipment (destination). BOL's will be available at the Viper Tradeshow Service Center and Viper Company Representatives will be available to assist you with any outbound shipping questions.

Freight loaded out on Sunday, March 8th or any outbound BOL's turned in after 3:00 pm on Monday, March 9th will incur OT charges. NOTE: Monday, March 9th freight is loaded out on a first come, first serve basis. ST is not guaranteed & complete shipments must be loaded by 4:30 pm otherwise OT charges will be incurred.

Thank you!

TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT:

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

OUTSTANDING PAYMENTS:

Viper Tradeshow Services requires payment for all services upon presentation of an invoice statement at the exhibit site.

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

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

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

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

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

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

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

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

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

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

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

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

METHOD OF PAYMENT

ADVANCE ORDER DISCOUNT DEADLINE & PAYMENT INFO

Forms must be received by Viper on or before 2/3/20 and full payment received on or before 2/17/20. No refunds or discounts are provided after 2/3/20.

Exhibitor Information

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

Ways to Order:

Online via Credit Card | Login & Place Orders | www.vipertradeshowstore.com | Show Code: **2003016**

Email: **Krista D'Amico** | krista@vipertradeshow.com

Fax: Send completed forms to 847.426.3111

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

Viper Tradeshow Services Orders *8.60% city tax applies to all rental items

Shipping (Viper Transportation):	\$
Material Handling:	\$
Floral or Booth Vacuuming:	\$
Installation & Dismantle Labor:	\$
Forklift with Operator:	\$
Standard Furniture, Accessories, Carpet Pad or Visqueen:	\$

Material Handling Questionnaire Submitted (see page 17) Yes _____
(Orders will not be processed until this form is submitted.)

Estimated Total Viper Tradeshow Services Orders: \$ _____

Method of Payment / Credit Card Charges

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

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

Please circle appropriate credit card: MasterCard Visa American Express

Number: _____

Expiration Date: _____ CVV: _____

Cardholder Signature: _____

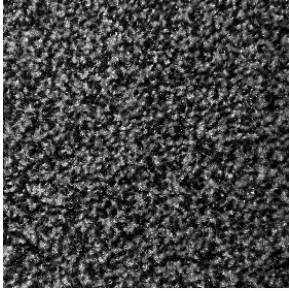
Name Printed: _____

Address (if different from above): _____

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

Carpet Selections | 2020 Kansas City Auto Show

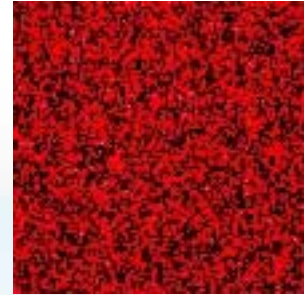
Aisle carpet is black. Included in your floor space cost is your choice of Tuxedo, Bluejay or Speckle Red carpet:



Tuxedo *



Bluejay *



Speckle Red *

****The above (3) color options are included in your floor space.
If none chosen, Show Management will provide Tuxedo.***

****Other colors/options are available at an additional cost.**

Please call or email Rick Tyner or Shaun Martin

@ 816.541.8025 for pricing.**

(rtyners@vipertradeshow.com | smartin@vipertradeshow.com)

Please note: Damaged carpet caused from installation/dismantle, vehicle move-in or move-out will be billable to the Manufacturer at replacement cost.

Please return this form to Natalie Sullivan at nsullivan@adakc.com by **Friday, December 13, 2019.**

Natalie Sullivan | p: 913.345.8970 | f: 913.345.8972

Manufacturer: _____

Representative Name: _____

Signature: _____ **Date:** _____

VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.75/lb. on shipments under 1,000 lbs. and \$2.25/lb. for shipments over 1,000 lbs. Dimensional weight may apply, and a **\$625.00 minimum** applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Canadian shipments are provided at a flat rate of \$3.75 for shipments 1,000 lbs. and \$3.25 for shipments over 1,000 lbs.; a \$650.00 minimum applies. Material Handling charges apply for all shipments.

Inbound shipping to (circle one):

Advance Warehouse

Show Site

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Fax #: _____ Email Address: _____

Requested Pickup Date & 4 Hour Pickup Window Time: _____

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

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

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

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

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

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Fax #: _____ Email Address: _____

Acceptance & Payment

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment or \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping, otherwise, I am purchasing only supplemental insurance (does not include AV or computer equipment) protection (**up to \$5,000.00**) at \$25.00 for every \$1,000.00 declared value.

Please note Viper Tradeshow is not liable for shipping A/V or computer equipment

Insurance Cost \$ _____ (\$25/\$1000 value) Declared value \$ _____

I am not purchasing supplemental insurance protection: _____ (please sign or initial)

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

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

MATERIAL HANDLING QUESTIONNAIRE

Please return this form to: Viper Tradeshow Services | 2575 Northwest Parkway | Elgin, Illinois 60124
Email: krista@vipertradeshow.com | fax 847.426.3111 | phone 847.426.3100

**Orders will not be processed until this Questionnaire is submitted.
The deadline for return of this form is February 3, 2020**

Manufacturer _____
Third Party/EAC _____
Contact _____
Booth Number _____
Assigned Move-in _____

Viper Tradeshow Services is proud to be the general service contractor for the 2020 Greater Kansas City International Auto Show. In an effort to ease congestion and make your move-in easier we suggest you comply with your assigned move-in time and ask that you begin installation once your freight arrives to your booth.

_____ I plan to ship my freight to the advance storage warehouse
_____ I plan to have my trucks available at the KC Convention Center at our assigned target time

Truck line delivering freight _____
Estimated number of full trailer loads _____ 53' ____ or 48' ____
Piece count (outline largest piece) _____
Total weight of all shipments _____

Do you require special equipment other than a forklift to unload freight? **Y N (circle)**

*If yes, what type: (crane, extended fork blades, rollers, slings, etc) _____

Contact name of on-site supervisor _____
Cell phone number _____

Print/Type Name _____ Signature _____

Date _____

All orders are subject to the terms and conditions as outlined on the payment form.

ADVANCE WAREHOUSE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION ** Certified Weight Tickets are required for all shipments **	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
Greater KC International Auto Show c/o Viper Tradeshow Services 3517 Enterprise Drive, Suite D Kansas City, MO 64129	
PIECE: _____ OF _____	

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION ** Certified Weight Tickets are required for all shipments **	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
Greater KC International Auto Show c/o Viper Tradeshow Services 3517 Enterprise Drive, Suite D Kansas City, MO 64129	
PIECE: _____ OF _____	

SHOW SITE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION ** Certified Weight Tickets are required for all shipments **	
TO (Exhibiting Co. Name): _____ BOOTH #: _____ Greater KC International Auto Show Kansas City Convention Center c/o Viper Tradeshow Services 301 W. 13 th Street Kansas City, MO 64105	
PIECE: _____ OF _____	

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION ** Certified Weight Tickets are required for all shipments **	
TO (Exhibiting Co. Name): _____ BOOTH #: _____ Greater KC International Auto Show Kansas City Convention Center c/o Viper Tradeshow Services 301 W. 13 th Street Kansas City, MO 64105	
PIECE: _____ OF _____	

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
Greater KC International Auto Show c/o Viper Tradeshow Services 3517 Enterprise Drive, Suite D Kansas City, MO 64129	Greater KC International Auto Show Kansas City Convention Center c/o Viper Tradeshow Services 301 W. 13th Street Kansas City, MO 64105

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

**** Certified Weight Tickets are required for all shipments ****

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.

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$76.25
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$76.25
Common carrier shipment received late, after 2/20/20	\$99.13
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$99.13
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$70.00
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$70.00
Shipments delivered off-target, on OT or before/after *Display Material move-in schedule add 30% to published rate	
Small Package shipments not exceeding 35 lbs per shipment (not per box).....	\$50.00
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Showsite shipments delivered during the Display Material move-in schedule are part of the booth package. All other shipments delivered in advance or off-target will be assessed material handling. Freight loaded out on Sunday, March 8th or any outbound BOL's turned in after 3:00 pm on Monday, March 9th will incur OT charges. NOTE: Monday, March 9th freight is loaded out on a first come, first serve basis. ST is not guaranteed & complete shipments must be loaded by 4:30 pm otherwise OT charges will be incurred.

Exhibitor: _____ Booth #: _____

VTS MATERIAL HANDLING TERMS & CONDITIONS

Overtime or Off Target 30% Surcharge, per Occurrence

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. No liability will be assumed for such 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. One example of this is freight that is loaded down one side that must be bypassed to reach targeted freight.

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) an individual Bill of Lading which requires additional time, labor and equipment to process.

Carpet Only Shipments: Shipments that consist of carpet and/or carpet padding only require special handling because of additional labor and equipment to unload.

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.

FLORAL & BOOTH VACUUMING

Floral

Fresh Floral Arrangements

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

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

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

Green Plants

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

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

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

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

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

TOTAL FOR ALL ITEMS ORDERED: \$ _____

Booth Vacuuming – Duration of Show

(Viper Tradeshow Services is the exclusive provider of booth vacuuming)

Total Square Feet of Booth: _____ x \$0.30 sq. ft Discount / \$0.35 Standard

Total: \$ _____

Exhibitor: _____ Booth #: _____

DISPLAY LABOR (I&D) INFO

Display Labor Hourly Rates – All labor orders must be submitted by February 3rd, 2020

- Monday – Friday 8:00 am – 4:30 pm \$82.00 per person, per hour **
- Monday – Friday 4:30 pm - 11:59 pm \$123.00 per person, per hour **
- Any time Saturday, Sunday, Holidays & Monday – Friday 12:00 am – 8:00 am \$164.00 per person, per hour **

Add 50% to rates for labor ordered after 2/3/20 or at show site. **Each laborer is charged a (4) hour minimum.

Labor Definitions

ALL LABOR MUST BE ORDERED THROUGH VIPER TRADESHOW SERVICES. IF YOU PROVIDE A SUPERVISOR, PLEASE PROVIDE INFO BELOW*, OTHERWISE SUPERVISION WILL BE PROVIDED BY VIPER TRADESHOW SERVICES.

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

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

Ladder Pricing: 8' QTY: ____ @ NC | 10' QTY: ____ @ NC | 12' QTY: ____ @ NC | 16' QTY: ____ x \$100.00 ea

*Please provide supervisors name and cell number: _____

Installation Calculation & Order

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

Dismantle Calculation & Order

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

Services cancelled within 21 days of move-in are charged at full value.

Please use PAGE 17 if you require multiple days of labor or send Krista (krista@vipertradeshow.com) a spreadsheet.

Exhibitor: _____ Booth #: _____

Installation & Dismantle Info

Manufacturer: _____ Booth # _____

Show Supervisor Name: _____ Cell: _____

Coordinator/Office Contact: _____ Telephone: _____

****Each laborer is charged a (4) hour minimum.**

Install Date(s): Monday, 3/2 Start _____ End _____ # of Laborers _____

Tuesday, 3/3 Start _____ End _____ # of Laborers _____

Wednesday, 3/4 Start _____ End _____ # of Laborers _____

Additional Info: _____

Standby labor: Wednesday, 3/4 Start _____ End _____ # of Laborers _____

(During show hours) Thursday, 3/5 Start _____ End _____ # of Laborers _____

Friday, 3/6 Start _____ End _____ # of Laborers _____

Saturday, 3/7 Start _____ End _____ # of Laborers _____

Sunday, 3/8 Start _____ End _____ # of Laborers _____

Dismantle Date(s): Sunday, 3/8 Start _____ End _____ # of Laborers _____

Monday, 3/9 Start _____ End _____ # of Laborers _____

Additional Info: _____

Equipment Needs: 8' ladder _____ N/C
(List quantity) 10' ladder _____ N/C
12' ladder _____ N/C
16' ladder _____ x \$100.00 ea.

Forklift/Scissor Lift ordered: _____ yes* _____ no

***Please send forklift schedule to
krista@vipertradeshow.com**

FORKLIFT WITH OPERATOR

ADVANCE ORDER DISCOUNT DEADLINE AND PAYMENT INFO *Advance Rate Deadline 2/3/20*

Forms must be received by Viper on or before 2/3/20 and full payment received on or before 2/17/20. No refunds or discounts are provided after 2/3/20.

If your exhibit includes large header signs, cantilever structures, heavy display and components or machinery which cannot be lifted in place by display laborers, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check in at the service desk to pick up labor.

Important Information

All exhibitors requesting labor must go to the Viper Tradeshow service desk to confirm labor requests. All labor and equipment requests should be confirmed prior to the first day of move-in. **Requested starting times cannot be guaranteed; however, every effort is made to meet all requests.** Viper Tradeshow Services reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to the Viper service desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact.

The minimum charge for labor and equipment is (1) hour per worker and forklift. Equipment and labor thereafter is charged in (1/2) hour increments. Gratuities in any form, including but not limited to: cash, gifts or labor hours for work not actually performed are prohibited by Viper Tradeshow Services. Viper requires the highest standard of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

Forklift with Operator Hourly Rates

ST rates are Monday – Friday 8:00 a.m. – 4:30 p.m.

OT rates are Monday – Friday 4:30 p.m. – 11:59 p.m.

DT rates are Monday – Friday 12:00 a.m. – 8:00 a.m. and all-day Saturday/Sunday

	Advance:	Late or Show site:
5000 lb Forklift w/Operator	\$155.00 ST, per hr \$200.00 OT, per hr \$296.00 DT, per hr	\$201.50 ST, per hr \$260.00 OT, per hr \$384.80 DT, per hr
4 Stage Quad w/Operator	\$220.00 ST, per hr \$244.00 OT, per hr \$356.00 DT, per hr	\$286.00 ST, per hr \$317.20 OT, per hr \$462.80 DT, per hr
Scissor Lift w/Operator ** (4) hour minimum applies	\$250.00 ST, per hr \$358.00 OT, per hr \$391.00 DT, per hr	\$325.00 ST, per hr** \$465.40 OT, per hr** \$508.30 DT, per hr**

Please indicate service:

☐ Uncrating ☐ Unskidding ☐ Positioning ☐ Leveling ☐ Dismantling ☐ Recrating ☐ Reskidding

INSTALLATION:

Schedule Date: _____

Start Time: _____

End Time: _____

Number of Team(s): _____

ESTIMATED COST: _____

DISMANTLE:

Schedule Date: _____

Start Time: _____

End Time: _____

Number of Team(s): _____

ESTIMATED COST: _____

Exhibitor: _____ Booth #: _____

EAC GUIDELINES - SUPERVISION ONLY

Please complete and return both EAC forms

ALL LABOR MUST BE ORDERED THROUGH VIPER TRADESHOW SERVICES. IF YOU PROVIDE A SUPERVISOR, PLEASE RETURN THIS FORM.

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.

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

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

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

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

USE OF AN EAC NOTIFICATION – SUPERVISION ONLY

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 who will supervise I&D must provide this form to Viper Tradeshow Services no later than 14 days before the start of the move-in and see that their EAC adheres to the guidelines outlined on the previous page.

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

For Exhibitor (Company Name):

Show Name:

2020 Greater Kansas City International Auto Show

Booth #: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

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

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

ALL LABOR MUST BE ORDERED THROUGH VIPER TRADESHOW SERVICES. IF YOU PROVIDE A SUPERVISOR, PLEASE RETURN THIS FORM.

FURNITURE, ACCESSORIES, CARPET PAD and VISQUEEN

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 2/3/20.

30" Tables **Discount Rate Deadline 2/3/20**

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

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

DISCOUNT:

\$73.50
\$93.50
\$113.50
\$37.00
\$37.00 Less than list price above

STANDARD:

\$96.00
\$125.00
\$151.00
\$51.00

42" Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

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

DISCOUNT:

\$93.50
\$110.25
\$133.50
\$51.50
\$51.50 Less than price list above

STANDARD:

\$131.00
\$155.00
\$178.00
\$69.00

Accessories

ITEM:

Qty: _____ 4' Single Tier Table Riser
Qty: _____ Wastebasket
Qty: _____ 6' Single Tier Table Riser
Qty: _____ Tripod Easel
Qty: _____ 8' Single Tier Table Riser
Qty: _____ Folding Chair
Qty: _____ Bag Rack
Qty: _____ L1 Black Sherpa Side Chair
Qty: _____ L2 30" Table
Qty: _____ Tensa Stanchion
Qty: _____ M1 Black Euro Barstool
Qty: _____ M2 Black 30" x 42" Bar Table
Qty: _____ M5 Grey Padded Barstool

DISCOUNT:

\$23.00
\$15.75
\$40.00
\$21.00
\$51.50
\$26.50
\$68.25
\$42.00
\$64.50
\$60.00
\$125.00
\$75.00
\$65.00

STANDARD:

\$30.00
\$21.00
\$51.00
\$28.00
\$68.00
\$48.00
\$88.00
\$60.00
\$83.00
\$80.00
\$145.00
\$96.00
\$85.00

L1 & L2



M5



M1 & M2



Carpet Padding | Fiber Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$1.85 sq. ft	\$2.40 sq. ft	
1" Padding Per Sq. Ft.		\$2.20 sq. ft	\$2.80 sq. ft	
Fiber Visqueen Per Sq. Ft.		\$0.30 sq. ft	\$0.35 sq. ft	

ESTIMATED TOTAL

\$ _____

***For a more enhanced rental furniture selection, please call Krista D'Amico at 847.426.3100 or email krista@vipertradeshow.com to request this brochure. Thanks!**

Exhibitor: _____ Booth #: _____

MOVE OUT INFORMATION

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

Exhibit Hall Officially Closes:	6:00 pm, Sunday, March 8th
Stored empty crates and containers returned:	by 8:00 am, Monday, March 9th
Labor Force: all exhibitors should have started dismantle by now: Exhibitors may not check in at the Viper Service Desk to sign out dismantle labor hired.	by 8:00 am, Monday, March 9th
Freight Force: deadline for carriers to check in: Freight loaded out after 4:30 pm on Monday, March 9th OT charges will apply	by 3:00 pm, Monday, March 9th at 4:30 pm, Monday, March 9th

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to arrive by **3:00 pm on 3/9/20**. Here's the address for your convenience: **Kansas City Convention Center, 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 the **3:00 pm** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 lbs. or less; with a **\$625.00 minimum**. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded. *AV equipment and computers hold very specific packaging instructions in order to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

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

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

Krista D'Amico | krista@vipertradeshow.com

**ELECTRICAL SERVICE
ORDER FORM
FOR KANSAS CITY, MISSOURI
CONVENTION FACILITIES**



**PLEASE RETURN WITH
PAYMENT TO:**

1600 Genessee - Suite 604
Kansas City, MO 64102
Phone: (816)513.5200

ORDER ONLINE AT www.greenwavetechnology.net or EMAIL TO: convention@grnwav.com

EVENT NAME: _____ Show Date _____ Booth #: _____

Company Name _____

Street Address: _____

City: _____ State _____ Zip Code _____

Contact Name: _____ Co. Phone #: () _____

Email: _____ Fax #: () _____

CREDIT CARD NUMBER IS REQUIRED FOR ANY ON-SITE ADDITIONS

Credit Card Holder Name _____ Card #: _____ V-Code _____ Exp. Date _____

Method of Payment: ☐ Master Card ☐ Visa ☐ Discover **AMERICAN EXPRESS NOT ACCEPTED**

Credit Card Billing Address (numbers only-do not need street name) _____

Credit Card Billing Address Zip Code _____

Authorized Signature _____

PRE-PAY DISCOUNT PRICES APPLY ONLY TO ORDERS RECEIVED WITH FULL PAYMENT 15 DAYS PRIOR TO FIRST MOVE IN DAY. PAYMENT MUST BE RENDERED BEFORE SERVICE PROVIDED.

Undercarpet/floorplan, layout charge subject to a \$50 fee per drop.



1000 Watt



2000 Watt

TOTAL No. of outlets ordered _____ x \$50 = \$ _____

120 VOLT OUTLET				208V SINGLE PHASE OUTLET				208V THREE PHASE OUTLET			
NUMBER OF OUTLETS REQUIRED	AMP.	15 DAY PRE-PAY PRICE	FLOOR PRICE	NUMBER OF OUTLETS REQUIRED	AMP.	15 DAY PRE-PAY PRICE	FLOOR PRICE	NUMBER OF OUTLETS REQUIRED	AMP.	15 DAY PRE-PAY PRICE	FLOOR PRICE
—Dedicated Circuit	20	165.00	\$190.00	—0-4000 Watts	20	300.00	\$370.00	—0-4000 Watts	20	450.00	\$475.00
—0-1000 Watts	10	100.00	\$130.00	—4001-6000	30	330.00	\$400.00	—4001-6000	30	480.00	\$500.00
—1001-2000	20	150.00	\$175.00	—6001-8000	40	360.00	\$430.00	—6001-8000	40	510.00	\$580.00
—1001-2000 (24-Hr. Service)	20	250.00	\$340.00	—8001-10,000	50	380.00	\$460.00	—8001-10,000	50	550.00	\$620.00
				—10,001-12,000	60	410.00	\$490.00	—10,001-12,000	60	600.00	\$700.00

Other 120/280 volt, 240 volt and 480 volt service available by special order. Call exhibitor Service Department for pricing (816)513.5200

POWER STRIPS		
NUMBER OF OUTLETS REQUIRED	15 DAY PRE-PAY PRICE	FLOOR PRICE
—Power Strip (6 spots)	50.00	\$65.00
—Power Strip (6 spots) w/Surge Protector*	75.00	\$95.00
*Note: Power Strips Require 2000 W Outlet		

24 HOUR SERVICES

Electricity may be turned on within 30 minutes of show opening and off within 30 minutes of show closing; show days only. If you require power at any other time, order 24 hour power at double the outlet rate.

FED ID# 26-4183915

Electrical _____
Undercarpet/Layout _____
4% Credit Card Charge _____
GRAND TOTAL \$ _____

Checks must be received 15 days prior to the event.

**PHONE & INTERNET
ORDER FORM
FOR KANSAS CITY, MISSOURI
CONVENTION FACILITIES**



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Kansas City, MO 64102
Phone: (816)513.5200

ORDER ONLINE AT www.greenwavetechnology.net or EMAIL TO: convention@grnwav.com

EVENT NAME: _____ Show Date _____ Booth #: _____

Company Name _____

Street Address: _____

City: _____ State _____ Zip Code _____

Contact Name: _____ Co. Phone #: () _____

Email: _____ Fax #: () _____

CREDIT CARD NUMBER IS REQUIRED FOR ANY ON-SITE ADDITIONS

Credit Card Holder Name _____ Card #: _____ V-Code _____ Exp.Date _____

Method of Payment: ☐ Master Card ☐ Visa ☐ Discover **AMERICAN EXPRESS NOT ACCEPTED**

Credit Card Billing Address (numbers only-do not need street name) _____

Credit Card Billing Address Zip Code _____

Authorized Signature _____

PRE-PAY DISCOUNT PRICES APPLY ONLY TO ORDERS RECEIVED WITH FULL PAYMENT 15 DAYS PRIOR TO FIRST MOVE IN DAY. PAYMENT MUST BE RENDERED BEFORE SERVICE PROVIDED.

Undercarpet/floorplan, layout charge subject to a \$50 fee per drop.

TOTAL No. of drops ordered _____ x \$50 = \$ _____

Checks must be received 15 days prior to the event.

SHARED WIFI (small downloads, web access, email, social media, etc.)			SHARED HARDLINE (medium downloads, web access, normal office use.)			HARDLINE dedicated bandwidth (streaming, webinars, Private Networks, larger bandwidth)		
QUANTITY	15 DAY PRE-PAY PRICE	FLOOR PRICE	QUANTITY	15 DAY PRE-PAY PRICE	FLOOR PRICE	QUANTITY	15 DAY PRE-PAY PRICE	FLOOR PRICE
____ Shared Wifi - one device daily rate	100.00	\$100.00	____ Internet connection (inc. 1-IP)	900.00	1050.00	____ 5 Meg. Line	500 0.00	6 000.00
____ Shared Wifi - one device event rate up to 10 days	25 0.00	\$25 0.00	____ Add'l IP address (per device connected to the network i.e.extracomputers, printers, switches, and all other equipment)	125.00	\$175 .00	____ 10 Meg. Line	10,000.00	11,000.00
____ Private WiFi networks - Call for quote			____ Switch Rental	150.00	\$200.00	____ Natted 1 to 1 Static Address	1200.00	1200.00
						____ V-lan connection	Call forQuote	
						____ Minimum Relocation fee	200.00	\$200.00

PHONE		
QUANTITY	PRE-PAY PRICE	FLOOR
____ Dial 9 outside phone line, no handset	250.00	\$300.00
____ Direct Dial phone line	300.00	\$350.00
____ 1+ dialing, no handset Phone device	50 .00	\$75.00
____ Long distance	25.00	\$45.00
International Calls \$1 per min, Regular long distance 50 cents per minute		

FED ID# 26-4183915

Total Services _____

Undercarpet/Layout _____

4% Credit Card Charge _____

GRAND TOTAL \$ _____



Meeting/Conference Specialists

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

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

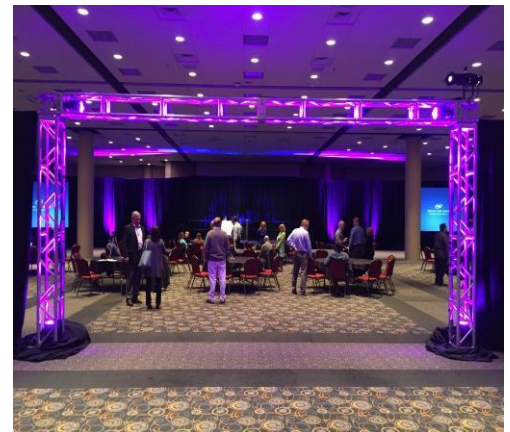
Creative Solutions

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



Products:

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



Customer Service Commitment

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



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

Exhibitor Order Form

Last updated [02/19]

Audio Equipment	Qty	Days	Daily Rate	Total
Wired Microphone			\$65.00	
Wireless Microphone- Handheld			\$165.00	
Wireless Microphone- Lavalier			\$165.00	
4-Channel Mixer			\$75.00	
8-Channel Mixer			\$125.00	
2 Powered Speakers w/ Stand			\$250.00	
XLR Cables (25ft)			\$15.00	
Video Equipment	Qty	Days	Daily Rate	Total
DVD Player			\$105.00	
19" Flat screen monitor			\$185.00	
23" Flat screen monitor			\$225.00	
32" LED monitor with table stand			\$365.00	
42" LED monitor with table stand			\$495.00	
50" LED monitor with table stand			\$595.00	
LCD Data Projector 2500 Lumens			\$475.00	
LCD Data Projector 4000 Lumens			\$760.00	
LCD Data Projector 8000 Lumens			\$1,350.00	
Screens	Qty	Days	Daily Rate	Total
6' Tripod Screen			\$65.00	
8' Tripod Screen			\$85.00	
6' x 8' Fast-fold Screen			\$195.00	
7.5' x 10' Fast-fold Screen			\$225.00	
9' x 12' Fast-fold Screen			\$325.00	
Computer Systems	Qty	Days	Daily Rate	Total
Laptop Computer			\$250.00	
Wireless Mouse & Keyboard			\$65.00	
Mouse & Keyboard (wired)			\$50.00	
Ethernet Cables (25' to 50')			\$30.00	
VGA Cables (10ft)			\$20.00	
HDMI Cables (6ft)			\$15.00	
Multi-media Speakers			\$55.00	
Packages & Miscellaneous Accessories	Qty	Days	Daily Rate	Total
LCD Support Package (8ft easel screen, safelock table, advancer, cables)			\$150.00	
LCD Projector Package, 2500 Lumens			\$825.00	
Overhead Projector Package			\$150.00	
Whiteboard Package			\$65.00	
Flipchart Package w/Easel			\$35.00	
Flipchart Pad			\$13.00	
Easel			\$27.00	
Black Velour Drape 16' high 10' Section			\$225.00	
Powerstrip			\$10.00	
Extension Cord 25'			\$20.00	
	Equipment Total			
	Delivery/Pickup		min \$95	\$95.00
	% sales tax			
	Other fees			
***Prices are based on a daily rate.	Grand Total			

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



Exhibitor Information / Method of Payment

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

Show Site Contact if Different Than Above: _____
Cell Phone: _____

For Use of an Exhibitor Appointed Contractor / Third Party

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

Authorized Signature for Exhibiting Company _____

Visual FX Orders

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

Method of Payment / Credit Card Charges:

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

Please circle appropriate credit card

Please provide credit card number ~

MasterCard Visa American Express

Number: _____

Expiration Date: _____

Security Code: _____

Cardholder's Signature: _____

Name Printed: _____

Address (if different than above) _____

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

Company Check - Please note show name on check!

Date check being mailed: _____

Email orders to: rob@visualfxav.com

Mail to: 2575 Northwest Parkway, Elgin, IL 60124