



MARCH 13 – 16, 2025

QUICK REFERENCE INFO

- Monday, January 6, 2024** **EARLY BIRD DISCOUNT – 6% discount if exhibitor has signed a space contract with show management by October 31, 2024. You must order and pay for Viper services by 1/6/25. 6% will be taken off the total Viper order. No refunds or discount provided after 1/6/25.**
- Monday, February 3, 2025** **ADVANCE ORDER DISCOUNT DEADLINE AND PAYMENT INFO *Viper & SmartCity**
Forms must be received by Viper and SmartCity on or before 2/3/25 with full payment. No refunds or discount provided after 2/3/25.
- February 10 – March 4, 2025** **ADVANCE WAREHOUSE RECEIVING**
Warehouse Hours: Monday – Friday 8:00am – 4:00pm. We will accept until March 7, 2025 with an added late surcharge.
- Friday, February 14, 2025** **EXHIBIT PLANS**
 - All Exhibitors are required to submit floor plans to the ADAKC – Attn: Natalie Sullivan (nsullivan@adakc.com) no later than February 14, 2025.
 - Electrical CAD drawings must be sent to SmartCity, Attn: Jennifer Engelhart (jengelhart@smartcity.com, O: 660-238-9883.
- Tuesday, March 11, 2025 & Wednesday, March 12, 2025** **SHOW SITE DELIVERIES**
All show site shipments are to be delivered during this time frame only. We will notify you on March 3, 2025 which dock your carrier should go to.

Your Show Outline

Move-In/Installation	Tuesday, March 11, 2025	8:00 AM – 5:00 PM
	Wednesday, March 12, 2025	8:00 AM – 5:00 PM
Exhibit Hours	Thursday, March 13, 2025	10:00 am – 10:00 pm
	Friday, March 14, 2025	10:00 am – 10:00 pm
	Saturday, March 15, 2025	10:00 am – 10:00 pm
	Sunday, March 16, 2025	10:00 am – 6:00 pm
Move-Out/Teardown	Sunday, March 16, 2025	6:00 pm – 10:00 pm
	Monday, March 17, 2025	8:00 am – 6:00 pm

ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 3:00 PM ON MARCH 17, 2025. FORCE TIME IS 3:00 PM

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW LOCATION	MOVE-OUT INFO
ADVANCED (2 CWT MIN) \$95.00 CWT	KC Auto Show Exhibitor Name/Booth # Viper Tradeshow Services 3517 Enterprise Drive, Ste D Kansas City, MO 64129 *Certified Weight Tickets required for all shipments	KC Auto Show Exhibitor Name/Booth # KC Convention Center c/o Viper Tradeshow Services 301 W. 13 th Street Kansas City, MO 64105 *Certified Weight Tickets required for all shipments	Freight loaded out on Sunday, March 16, 2025 or any outbound BOL's turned in after 3:00 pm on Monday, March 17, 2025 will incur OT charges. 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.
SHOWSITE (2 CWT MIN) \$85.00 per CWT			

Carpet

Each Manufacturer space comes with Show Management chosen gray speckle carpet. Vacuum service is not provided, you must order it. Viper is the exclusive provider of booth vacuuming.

Viper Show Coordinator: Lesa Davis | p: 816.786-0567 | f: 816.541.8026 | Ldavis@vipertradeshow.com

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



MARCH 13 – 16, 2025

OFFICIAL SUPPLIERS

Show Producer/ 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

Contacts: Mr. Larry Carl

Email: lcarl@adakc.com

Ms. Natalie Sullivan

nsullivan@adakc.com

Show Contractor

Viper Tradeshow Services

3517 Enterprise Dr Ste D, Kansas City MO 64129

Phone: 816.786.0567

Fax: 816.541.8026

Contact: Lesa Davis

Email: Ldavis@vipertradeshow.com

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

Electrical, Internet, Phone, Gas, Water & Air **SmartCity**

Phone: 660-238-9883

Contact: Jennifer Engelhart

Email: jengelhart@smartcity.com

Website: <https://orders.smartcitynetworks.com>

Public Relations & Publicity **BELA Communications**

Phone: 913-660-0548

Mobile: 913-208-9760

Contact: Elaina Boudreau

Email: eboudreau@belapr.com

Rigging / Lighting

Harvest Productions

Phone: 816.513.5652

Contact: Sadie Scolaro

Email: sscalaro@harvestkc.com



2025 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 15, 2025.
 - **Electrical CAD full scale drawings must be mailed to Smart City, 301 W 13th ST Ste 100, Kansas City, MO 64105.**
- 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 A 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 15, 2025. The address is 11863 W 112th St Ste 200, Overland Park, KS 66210.
- 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.

2025 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 January 2, 2025. Our General Service Contractor, Viper Tradeshow will lay all the carpet. Credit is not allowed on space cost if you provide your own carpet. Drayage and labor will be charged.
- 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 the ceiling or columns will be allowed.
 - **All exhibit properties must be set back two feet from the 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 15, 2025. 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 Smart City, 301 W13th ST Ste 100, Kansas City, MO 64105.**
- 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 15, 2025. 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 prevents 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.

2025 Greater Kansas City International Auto Show Exhibitor Regulations

- 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 mechanisms shall be attended at all times during show hours.
- 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). In the event of an auto brand that has a single point, a dealership name may be identified, subject to auto show management approval.
 - 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 designs 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 1/4 tank of fuel, unless given previous permission by ADAKC and the Fire Marshal. 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.

2025 Greater Kansas City International Auto Show Exhibitor Regulations

- **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.
- **Staffing and Personnel**
 - At all times during show hours, the exhibitor shall, at its sole expense, provide personnel to supervise the exhibit space. Exhibits should be staffed and ready 30 minutes prior to the 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 is urged 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. The 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. Exhibitors must keep their 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 Marshal has the final ruling in this matter.

2025 Greater Kansas City International Auto Show Exhibitor Regulations

- **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** – Documented service animals are permitted into the Auto Show. No other pets are allowed. Exhibitors may include certain animals in its exhibit with Auto Show management approval.
 - **Evergreen plants** – Evergreen plants are not allowed.

- **Exhibitor Service Manual**
 - Please refer to the official 2025 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.



MARCH 13 – 16, 2025

DISPLAY MATERIAL MOVE-IN SCHEDULE

**** Schedule will be sent on March 3, 2025****

Move-In for exhibits only

Beginning Tuesday, March 11, 2025

(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 Freight 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.

7 AM - 9 AM

9 AM – 11 AM

West Dock

(15th & Broadway)

South Dock

(16th & Broadway)

VEHICLE MOVE-IN SCHEDULE

**** Schedule will be sent on March 3, 2025****

Wednesday, March 12, 2025 3:00 PM – 7:00 PM

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

North Dock

(12th & Central)

West Dock

(15th & Broadway)

South Dock

(16th & Broadway)

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 1/4 full of fuel only. (Security will check fuel gauges before vehicles are allowed into the hall.)
- ✓ Car batteries must be disconnected with the positive cable taped.
- ✓ Gas caps must be sealed with tape or locking gas caps.

Exhibit personnel may clean vehicles according to the following schedule:

Thursday, March 13, 2025	8:00 AM – 9:45 AM
Friday, March 14, 2025	8:00 AM – 9:45 AM
Saturday, March 15, 2025	8:00 AM – 9:45 AM
Sunday, March 16, 2025	8:00 AM – 9:45 AM

Dusting and minor wiping only is permitted during show hours.

Automobiles or exhibits are not allowed to be removed from the hall at any time prior to the **official show closing Sunday, March 16, 2025 at 6:00 PM**. Exhibitors are responsible for displaying all the necessary vehicle window labels in compliance with all federal, state and local laws.



ShowFleet
Experience Excellence

Professional Detailers, Inc.
Auto Shows & Special Events

Vehicle Detailing at the 2025 Kansas City Auto Show

To be compliant with approved COVID-19 protocols, standards, and expectations, the Kansas City Auto Show has selected ShowFleet to be the exclusive on-site vehicle detailer (and disinfectant as necessary) during public show hours for locally-sourced exhibits. ShowFleet has 30 years of experience serving the automotive industry, is accredited in the prevention of infectious disease spread, and is certified by the Global Biorisk Advisory Council (GBAC), and Infection Prevention Cleaning and Disinfection Training program. Exhibitors with national “detailer” contracts shall be honored.

ORDER FORM (per vehicle costs) SHOW DATES: March 13-16 (4 Days)

Required:

- Receive, record inventory, and place vehicles in exhibit space \$95 _____
 - Disconnect battery cables, tape/secure fuel cap \$65 _____
 - Detail vehicle (get “show ready”) \$240 _____
 - Hourly: maintain vehicle cleanliness and show readiness (for duration of show) \$240 _____
 - Re-connect battery cables, un-tape/remediate fuel cap \$65 _____
 - Move vehicles out to transports \$65 _____
- TOTAL:** \$ _____

Optional

- Install power pack (inverter) for vehicle to be powered up. Includes installation, removal, and rental of power pack. (Not all vehicles need to be powered.) \$340/car _____
- Electrical: Costs for electricity, power receptacle boxes, and labor \$300/car _____

EXHIBITOR INFORMATION

In order to process this request for services in a timely fashion, please submit this order form no later than February 21st to Natalie Sullivan (nsullivan@adakc.com) or fax to 913-345-8972.

AUTO BRAND/EXHIBITOR: _____ NUMBER OF VEHICLES: _____

SHOW CONTACT: _____ CELL NUMBER: _____

CONTACT EMAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

*** COMPLETE PAYMENT MUST BE MADE NO LATER THAN MARCH 3rd.**

MAKE CHECKS PAYABLE TO:

AUTOMOBILE DEALERS ASSOCIATION OF KANSAS CITY

11863 W. 112TH STREET OVERLAND PARK, KANSAS 66210

(* ADAKC does not accept credit cards, but can accommodate ACH)

The health and safety of our attendees, exhibitors, sponsors and staff is our number one priority. The Kansas City Auto Show and ADAKC is fully committed to following all federal, state, local and facility regulations and will continue to closely monitor the situation and modify health safety measures as necessary.

MOVE OUT INFORMATION

Sunday, March 16, 2025 from 6:00 PM through Monday, March 17, 2025 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 16, 2025 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.)

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

1. Fill out the Viper Transportation Form (if you would like us to ship for you) or the Pre-Printed Bill of Lading (if you will use your own carrier) in the exhibitor kit and email to Ldavis@vipertradeshow.com **prior to the show**. Or pick up a Bill of Lading/Labels at the Viper Service Desk and fill out manually.
2. Call your carrier to make sure they are scheduled to arrive no later than 3 PM on Monday, March 17, 2025. The address for your convenience:

**Kansas City Convention Center
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. 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.

Freight loaded out on Sunday, March 16, 2025 or any outbound BOL's turned in after 3:00 pm on Monday, March 17, 2025 will incur OT charges. 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. Freight Force time is 3:00 PM on Monday, March 17, 2025.

***In the event you fail to turn in your BOL or your carrier does not check in by the 3 PM on March 17, 2025 deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper because of such rerouting or handling and exhibitor will be charged standard shipping rates of \$3.00/pound for shipments 1000 lbs. or more, \$3.50/pound for shipments 999 lbs. or less; with a **\$795.00 minimum**. Charges will be applied to the credit card on file. Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded. *AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.**

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.

Les Davis | Ldavis@vipertradeshow.com | m: 816.786.0567



MARCH 13 – 16, 2025

METHOD OF PAYMENT

Exhibitor Information

EARLY BIRD DISCOUNT – 6% discount if exhibitor has signed a space contract with show management by October 31, 2024. You must order and pay for Viper services by 1/6/25. 6% will be taken off the total Viper order. No refunds or discount provided after 1/6/25.

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

Ways to Order:

Email: Lesa Davis | Ldavis@vipertradeshow.com
Fax: Send completed forms to 816.541.5026
Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Viper Tradeshow Services Orders

Table with 2 columns: Service, Price. Rows include Shipping, Material Handling, Booth Vacuuming, Installation & Dismantle Labor, Forklift with Operator, Standard Furniture, Accessories, Carpet Pad or Visqueen, and Estimated Total Viper Tradeshow Services Orders.

Method of Payment / Credit Card Charges*

*3.5% convenience fee will be applied | All state and local taxes apply.

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

Or please email this form to Lesa Davis - Ldavis@vipertradeshow.com to receive the Quick Bill Sign Up Link to place a credit card on file

Cardholder Signature: _____

Name Printed: _____

Billing Address (if different from above): _____

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

TERMS AND CONDITIONS

IN ORDER TO RECEIVE A DISCOUNT:

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

OUTSTANDING PAYMENTS:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

STANDARD FURNISHINGS

EARLY BIRD DISCOUNT – 6% discount if exhibitor has signed a space contract with show management by October 31, 2024. You must order and pay for Viper services by 1/6/25. 6% will be taken off the total Viper order. No refunds or discount provided after 1/6/25. Viper has Enhanced Furnishings, please contact Lesa for information.

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

30" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED



30" Ped Table

ITEM:

Qty: _____ 4' Table skirted 3 sides
 Qty: _____ 6' Table skirted 3 sides
 Qty: _____ 8' Table skirted 3 sides
 Qty: _____ 4' Table skirted 4 sides
 Qty: _____ 6' Table skirted 4 sides
 Qty: _____ 8' Table skirted 4 sides
 Qty: _____ 4' Table unskirted
 Qty: _____ 6' Table unskirted
 Qty: _____ 8' Table unskirted
 Qty: _____ 30" Round Café Table

DISCOUNT:

\$134.80
 \$170.00
 \$192.15
 \$168.80
 \$204.00
 \$226.15
 \$102.10
 \$137.30
 \$159.45
 \$192.15

STANDARD:

\$170.00
 \$192.15
 \$205.85
 \$216.00
 \$238.15
 \$251.85
 \$137.30
 \$159.45
 \$173.15
 \$205.85

42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED



30" Ped Table

ITEM:

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

DISCOUNT:

\$163.55
 \$198.60
 \$219.60
 \$204.70
 \$239.75
 \$260.75
 \$130.85
 \$165.90
 \$186.90
 \$219.60

STANDARD:

\$198.60
 \$219.60
 \$281.65
 \$251.85
 \$272.85
 \$334.90
 \$165.90
 \$186.90
 \$248.95
 \$281.65

Chairs - Accessories

ITEM:

Qty: _____ Wastebasket
 Qty: _____ Tripod Easel
 Qty: _____ Tensa Stanchion
 Qty: _____ Bag Rack
 Qty: _____ 22" x 28" Sign Holder
 Qty: _____ Side Chair
 Qty: _____ Arm Chair
 Qty: _____ Gray Bar Stool

DISCOUNT:

\$30.25
 \$54.35
 \$90.00
 \$87.90
 \$90.00
 \$84.85
 \$100.75
 \$147.00

STANDARD:

\$41.15
 \$66.90
 \$117.00
 \$121.95
 \$117.00
 \$110.45
 \$131.00
 \$191.20

Exhibitor: _____ Booth #: _____



MARCH 13 – 16, 2025

BOOTH VACUUMING/PAD/VISQUEEN

EARLY BIRD DISCOUNT – 6% discount if exhibitor has signed a space contract with show management by October 31, 2024. You must order and pay for Viper services by 1/6/25. 6% will be taken off the total Viper order. No refunds or discount provided after 1/6/25.

Booth Vacuuming – Duration of Show

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

Total Square Feet of Booth: _____ x **\$0.38 sq. ft Discount / \$0.42 Standard**

Total: \$ _____

Carpet Padding | Fiber Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$2.04 sq. ft	\$2.64 sq. ft	
1" Padding Per Sq. Ft		\$2.42 sq. ft	\$3.08 sq. ft	
Visqueen Per Sq. Ft.		\$0.22 sq. ft	\$0.28 sq. ft	

Exhibitor: _____ Booth #: _____



MARCH 13 – 16, 2025

MATERIAL HANDLING QUESTIONNAIRE

Please return this form to Lesa Davis | Ldavis@vipertradeshow.com | fax 816.541.8026

Orders will not be processed until this Questionnaire is submitted. The deadline for return of this form is February 3, 2025.

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

Viper Tradeshow Services is proud to be the general service contractor for the 2025 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 Kansas City 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.



MARCH 13 – 16, 2025

MATERIAL HANDLING

EARLY BIRD DISCOUNT – 6% discount if exhibitor has signed a space contract with show management by October 31, 2024. You must order and pay for Viper services by 1/6/25. 6% will be taken off the total Viper order. No refunds or discount provided after 1/6/25.

ADVANCE WAREHOUSE	SHOWSITE
KC Auto Show Exhibitor Name/Booth Number c/o Viper Tradeshow Services 3517 Enterprise Drive, Suite D Kansas City, MO 64129 Must arrive between: February 10 – March 4, 2025 We will receive until March 7, 2025 with late fee Delivery Hours: 8 AM – 4 PM (Monday- Friday)	KC Auto Show Exhibitor Name/Booth Number Kansas City Convention Center c/o Viper Tradeshow Services 301 W. 13 th Street Kansas City, MO 64105 Must arrive only on March 11 – 12, 2025. Delivery Hours: 8 AM – 4 PM We will notify you on March 3, 2025 which dock your carrier should go to.

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.....	\$95.00/PER CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$95.00/PER CWT
Common carrier shipment received late, after 3/4/2025	\$125.00/PER CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after 3/4/25	\$125.00/PER CWT

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

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$85.00/PER CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$85.00/PER CWT
Shipments delivered off target	\$110.00/PER CWT

Small Package shipments not exceeding 35 lbs per shipment (not per box)..... **\$75.00 PER SHIPMENT**

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

NOTE: Freight loaded out on Sunday, March 16, 2025 or any outbound BOL's turned in after 3:00 pm on Monday, March 17, 2025 will incur OT charges. 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. OT Charges are a 30% surcharge.

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. 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.



MARCH 13 – 16, 2025

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@vipertradeshows.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): _____



MARCH 13 – 16, 2025

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 #: _____
KC Auto Show c/o Viper Tradeshow Services 3517 Enterprise Drive, Suite D Kansas City, MO 64129	MUST ARRIVE BETWEEN FEBRUARY 10 – MARCH 4, 2025
	PIECE: _____ OF _____



MARCH 13 – 16, 2025

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 #: _____
KC Auto Show Kansas City Convention Center c/o Viper Tradeshow Services 301 W. 13th Street Kansas City, MO 64105	MUST ARRIVE ONLY ON MARCH 11 – 12, 2025 ONLY!
	PIECE: _____ OF _____



MARCH 13 – 16, 2025

VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (7-15 business days) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.50/lb. on shipments under 1,000 lbs. and \$3.00/lb. for shipments over 1,000 lbs. **Dimensional weight may apply** and a **\$795.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.50/lb. for shipments under 1,000 lbs. and \$4.00/lb. for shipments over 1,000 lbs.; a \$1,000.00 minimum applies. **Material Handling charges apply to all shipments. *3.5% convenience fee, state & local taxes apply.**

Inbound shipping from:

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email Address: _____

Requested Pickup Date/Time: _____

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

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

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

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

Email Address: _____

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

Acceptance & Payment

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

***Please note Viper Tradeshows 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: _____



MARCH 13 – 16, 2025

PRE-PRINTED BILL OF LADING AND OUTBOUND LABELS

In order to have a pre-printed bill of lading created and ready at the Viper Service Desk, this form must be received by the Viper Show Coordinator **prior to the show**. Please send completed form to: Ldavis@vipertradeshow.com.

Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL or others alike. The exhibiting company and/or EAC will need to supply these labels for their shipment. Any freight left on the show floor without a proper label and/or bill of lading, will be reconsigned to the house carrier, Viper Transportation and the exhibitor will be responsible for those shipping cost. Viper Transportation cannot guarantee delivery dates, nor compete with other shipping carrier's costs.

Show Location

KC Auto Show
c/o Viper Tradeshow Services
Kansas City Convention Center
301 W 13th Street
Kansas City, MO 64105

You must schedule your carrier to check in by 3:00 PM on Monday, March 17, 2025. Freight loaded out on Sunday, March 16, 2025 or any outbound BOLS turned in after 3:00 PM on Monday, March 17, 2025 will incur OT charges. Freight loaded on first come first serve basis. ST is not guaranteed and complete shipments must be loaded by 4:30 PM otherwise OT charges will be incurred. Freight Force is 3:00 PM on March 17, 2025.

Exhibitor Information

Company Name: _____ Booth #: _____
Contact: _____ Email Address: _____

Shipping Destination (FILL OUT A FORM FOR EACH SHIPMENT)

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

Carrier Name: _____
Company Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Contact: _____ Phone: _____

Freight Charges to:

Company Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Contact: _____ Phone: _____

Show Site Instructions:

Once your shipment(s) is/are packed and ready to be picked up, please return the outbound bill of lading to the Viper service desk. Verify the correct piece count, weight and signature. Any shipments without paperwork turned in will be reconsigned onto the house carrier at the exhibitor's expense. Viper does not accept responsibility for any exhibitor property left on the show floor unattended at any time, for any reason.

Exhibitor: _____ Booth #: _____



MARCH 13 – 16, 2025

EAC GUIDELINES - SUPERVISION ONLY (PAGE 1 OF 2)

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: _____



MARCH 13 – 16, 2025

USE OF EAC NOTIFICATION – SUPERVISION ONLY (PAGE 2 OF 2)

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

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 by February 1, 2024 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): _____

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.



MARCH 13 – 16, 2025

DISPLAY LABOR (Installation & Dismantle) INFO (PAGE 1)

EARLY BIRD DISCOUNT – 6% discount if exhibitor has signed a space contract with show management by October 31, 2024. You must order and pay for Viper services by 1/6/25. 6% will be taken off the total Viper order. No refunds or discount provided after 1/6/25.

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 *The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.*

Exhibitor Supervised: Each laborer is charged a 4 hour minimum

DISCOUNT

ST: \$110.00 per person, per hour
OT: \$165.00 per person, per hour
DT: \$220.00 per person, per hour

STANDARD

ST: \$165.00 per person, per hour
OT: \$247.50 per person, per hour
DT: \$330.00 per person, per hour

Viper Supervised (35% supervision applied): Each laborer is charged a 4 hour minimum

DISCOUNT

ST: \$148.50 per person, per hour
OT: \$222.75 per person, per hour
DT: \$297.00 per person, per hour

STANDARD

ST: \$222.75 per person, per hour
OT: \$334.13 per person, per hour
DT: \$445.50 per person, per hour

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.

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.

Ladder Pricing: 8’ QTY: _____ @ NC | 10’ QTY: _____ @ NC | 12’ QTY: _____ @ NC | 16’ QTY: _____ x \$130.00 ea

Please provide supervisors name and cell number: _____

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

Please use the Installation & Dismantle Info Form if you require multiple days of labor or spreadsheet to Ldavis@vipertradeshow.com

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

Please use the Installation & Dismantle Info Form if you require multiple days of labor or spreadsheet to Ldavis@vipertradeshow.com

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) \$ _____

Exhibitor: _____ **Booth #:** _____



MARCH 13 – 16, 2025

DISPLAY LABOR (Installation & Dismantle) INFO (PAGE 2)

Manufacturer: _____ Booth # _____

Show Supervisor Name: _____ Cell: _____

Coordinator/Office Contact: _____ Telephone: _____

***Each laborer is charged a (4) hour minimum. The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.*

Install Date(s): Tuesday, 3/11 Start _____ End _____ # of Laborers _____

 Wednesday, 3/12 Start _____ End _____ # of Laborers _____

Additional Info: _____

Standby labor: Thursday, 3/13 Start _____ End _____ # of Laborers _____

(During show hours)

 Friday, 3/14 Start _____ End _____ # of Laborers _____

 Saturday, 3/15 Start _____ End _____ # of Laborers _____

 Sunday, 3/16 Start _____ End _____ # of Laborers _____

Dismantle Date(s): Sunday, 3/16 Start _____ End _____ # of Laborers _____

 Monday, 3/17 Start _____ End _____ # of Laborers _____

Additional Info: _____

Equipment Needs:	8' ladder	_____	N/C
(List quantity)	10' ladder	_____	N/C
	12' ladder	_____	N/C
	16' ladder	_____	\$130.00 ea
	4 Wheel Dolly	_____	N/C
	J Bar	_____	N/C

Forklift/Scissor Lift ordered _____ yes* _____ no

**Please send forklift/scissor lift schedule to Lesa Davis - Ldavis@vipertradeshow.com*



MARCH 13 – 16, 2025

FORKLIFT WITH OPERATOR

EARLY BIRD DISCOUNT – 6% discount if exhibitor has signed a space contract with show management by October 31, 2024. You must order and pay for Viper services by 1/6/25. 6% will be taken off the total Viper order. No refunds or discount provided after 1/6/25.

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 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 (2 hr min)	\$214.50 ST, per hr \$289.30 OT, per hr \$390.50 DT, per hr	\$290.40 ST, per hr \$343.20 OT, per hr \$511.50 DT, per hr
4 Stage Quad w/Operator (2 hr min)	\$305.80 ST, per hr \$338.80 OT, per hr \$493.90 DT, per hr	\$397.10 ST, per hr \$440.00 OT, per hr \$641.30 DT, per hr
Scissor Lift w/Operator (4 hr min)	\$347.90 ST, per hr \$497.20 OT, per hr \$543.40 DT, per hr	\$451.90 ST, per hr** \$646.35 OT, per hr** \$706.20 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 #: _____

INTERNET | TELEPHONE | ELECTRICAL | PLUMBING

KANSAS CITY

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets HOSPITALITY

EXPERTISE

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

FIRST CLASS CUSTOMER SERVICE

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

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

KNOWLEDGEABLE TECHNICAL SUPPORT

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

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

REDUNDANCY OF EQUIPMENT

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

24/7 NETWORK MONITORING

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





Is the exclusive provider of the following services:

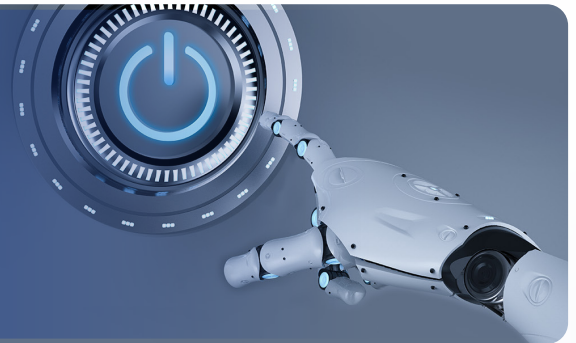
INTERNET



TELEPHONE



ELECTRICAL



PLUMBING



Need just a **BASIC** CONNECTION?



Our **SHARED INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

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

* **NOT FOR STREAMING**

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

Basic Internet Includes:

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

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

ORDER NOW >



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



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

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

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

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

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

Dedicated Services Include:

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

ORDER NOW 



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



NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

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

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

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

Telephone Service Information:

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

ORDER NOW 



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orders.smartcitynetworks.com
or call 888.446.6911



READY TO POWER UP YOUR EXPERIENCE?



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

POWER REQUIREMENTS EXAMPLES ON DUPLEX/120 VOLT OUTLETS

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

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

TIPS:

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

ORDER NOW >



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orders.smartcitynetworks.com
 or call 888.446.6911



ARE PLUMBING SERVICES AVAILABLE?



Our **PLUMBING SERVICES** provide reliable **WATER SERVICES** for sinks, pools or spas.

WATER	INCENTIVE*	BASE
Water Connection	\$250	\$400
Additional Connection	\$90	\$112
DRAINAGE	INCENTIVE*	BASE
Drainage Connection	\$250	\$400
Additional Connection	\$90	\$120
FILL AND DRAIN	INCENTIVE*	BASE
1-15 Gallons	\$60	\$78
16-70 Gallons	\$75	\$100
71-100 Gallons	\$100	\$125
101-200 Gallons	\$150	\$180
201-300 Gallons	\$175	\$200
301-400 Gallons	\$210	\$250
401-500 Gallons	\$240	\$275
501-1000 Gallons	\$500	\$550
Additional 500 Gallons	\$95	\$105

Fill and Drain one time only, labor charges apply for additional fills.

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

TIPS:

- Water services come from floor pockets
- If hot water is needed, rental of hot water heater is required

ORDER NOW 



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

DO WE OFFER COMPRESSED AIR?

Our **PLUMBING SERVICES** provide reliable **COMPRESSED AIR** for Pneumatic Tools, Machinery and Robotics.

COMPRESSED AIR	INCENTIVE *	BASE
Compressed Air Connection	\$250	\$400
Additional Connection	\$110	\$137
For any compressed air special requirements please call for quote		
GAS	INCENTIVE *	BASE
Gas Connection	\$250	\$400

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

- Labor and Material not included with any plumbing services

ORDER NOW >



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orders.smartcitynetworks.com
or call 888.446.6911



FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

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

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

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

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

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

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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



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

DO YOU OFFER INCENTIVE RATES?

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

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

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

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

HOW MUCH BANDWIDTH DO I NEED?

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

WHAT DOES SD, HD, AND UHD STAND FOR?

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

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps