

EXHIBITOR MOVE-IN

Tuesday, June 2 8:00 AM – 5:00 PM
Wednesday, June 3 8:00 AM – 5:00 PM

VEHICLE MOVE-IN

Wednesday, June 3 1:00 PM – 5:00 PM

VEHICLE CLEANING

Thursday, June 4 8:00 AM – 12:00 PM

SHOW HOURS

Thursday, June 4 12:00 PM – 9:00 PM
Friday, June 5 10:00 AM – 9:00 PM
Saturday, June 6 10:00 AM – 9:00 PM
Sunday, June 7 10:00 AM – 6:00 PM

EXHIBITOR MOVE-OUT

Sunday, June 7 6:00 PM – 10:00 PM
Monday, June 8 8:00 AM – 3:00 PM

All drivers must check in at the Viper Freight Desk at the show site address below by 9 PM on June 7 (30% surcharge for Sunday) or by 2 PM on June 8. Freight Force is 3 PM (30% surcharge for anything loaded after 4 PM). No marshaling yard, drivers check in at Viper Freight Desk.

VIPER TRANSPORTATION

Is the official carrier for the show. Let us ship for you!

ADVANCE WAREHOUSE

Receiving Dates: May 4 - 26, 2026
Closed May 25 – Memorial Day
We will receive up until May 28 with late fee
Receiving Hours: M – F | 8 AM – 4 PM
Material Handling Rates Apply
Certified Weight Tickets Required
KC AUTO/Exhibitor Name/Booth #
c/o Viper Tradeshow Services
3517 Enterprise Dr, Suite D
Kansas City MO 64129

SHOW SITE

Receiving Dates: June 2 -3, 2026 ONLY
Material Handling Rates Apply
Certified Weight Tickets Required
No Marshaling Yard, Check in at Viper Freight Desk
Overland Park Convention Center
KC AUTO/Exhibitor Name/Booth #
c/o Viper Tradeshow Services
6000 College Blvd
Overland Park, KS 66211
No Marshaling Yard, Drivers check in at Viper Freight Desk

Discount Deadline: Friday, May 1, 2026

Online ordering: <https://order.vipertradeshow.com>

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

Show Management – Steve Freeman Events LLC
Steve Freeman | steve@stevefreemanevents.com | m: 323-216-7557

Viper is the official drayage and labor provider - Outside labor is not allowed to perform work on the Convention Center floor. Exhibitors are allowed to use their own full-time employees to supervise only, provided 1) they are full-time employees of the Exhibitor 2) they have identification to verify their full-time employment status with the Exhibitor. Exhibitors may hire the services of an Exhibitor Appointed Contractor or Exhibit Design Contractor to supervise and oversee the installation and dismantling of their exhibit displays, but these services are limited to a supervisory role only. An EAC form must be filled out and sent in by May 1, 2026. The EAC Supervisor may not perform any of the actual install / dismantle work, and may not use EAC employees or staff from any outside labor pool to perform this work. All labor needed to perform the actual work must be hired through Viper. Please place your order in advance to ensure labor is available to you when needed. Labor orders not made in advance will be filled in turn after advance labor orders are filled.

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Overland Park Convention Center	

PRE-SHOW TIPS

These tips can help you be fully prepared on show site. Should you have any questions, please contact Lesa Davis – Ldavis@vipertradeshow.com | m: 816-786-0567.

Viper is the official drayage and labor provider - Outside labor is not allowed to perform work on the Convention Center floor. Exhibitors are allowed to use their own full-time employees to supervise only, provided 1) they are full-time employees of the Exhibitor 2) they have identification to verify their full-time employment status with the Exhibitor. Exhibitors may hire the services of an Exhibitor Appointed Contractor or Exhibit Design Contractor to supervise and oversee the installation and dismantling of their exhibit displays, but these services are limited to a supervisory role only. An EAC form must be filled out and sent in by May 1, 2026. The EAC Supervisor may not perform any of the actual install / dismantle work, and may not use EAC employees or staff from any outside labor pool to perform this work. All labor needed to perform the actual work must be hired through Viper. Please place your order in advance to ensure labor is available to you when needed. Labor orders not made in advance will be filled in turn after advance labor orders are filled.

- **Submit orders early to receive the discounted rate** – This can be done by completing the necessary forms found in this kit or online at <https://order.vipertradeshow.com>. Standard pricing will apply to all orders received after May 1, 2026.
- **Preparing freight shipments** – We strongly urge you to send your show freight to the advance warehouse. Some cost-saving tips are to have all your freight delivered in a single shipment on an LTL freight carrier & arrange for the freight to be received on or before May 26, 2026 to avoid late charges.
- **Review Quick Reference Page** – It is helpful to be familiar with the important dates outlined along with the show schedule. Be sure your travel plans accommodate for a smooth setup and move out; the return of the empty freight can take at least an hour after the close of the show.
- **Shipment tracking** – It is recommended you track your shipment prior to the show to confirm it has been delivered. Please send the tracking information to Lesa Davis – Ldavis@vipertradeshow.com as soon as your freight is shipped.

SHOW SITE TIPS

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

MOVE OUT INFORMATION

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

Exhibit Hall Officially Closes:	6:00 PM on June 7, 2026
Stored empty crates and containers estimated return:	within 3 hours of show close
Deadline for carriers to check in:	9 PM 6/7/26 or 2 PM 6/8/26
Freight Force:	3:00 PM on June 8, 2026

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

1. Complete the Viper Transportation Form (if you would like us to ship for you) or the Pre-Printed Bill of Lading/Labels form (if you have your own carrier) prior to the show and email to Lesa Davis - Ldavis@vipertradeshow.com so that they can be delivered to your booth. This saves time on site. Or pick up a Bill of Lading at the Viper Service Desk at show site to complete by hand.
2. Schedule your carrier to pick up on **Sunday, June 7, 2026 by 9:00 PM (30% surcharge applies) or Monday, June 8, 2026 by 2:00 PM (30% surcharge for freight loaded after 4 PM)** at the address below.

**Overland Park Convention Center
c/o Viper Tradeshow Services
6000 College Blvd
Overland Park, KS 66211**

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 2:00 PM on June 8, 2026 deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper because of such rerouting or handling and exhibitor will be charged standard shipping rates of \$3.30/pound for shipments 1000 lbs. or more, \$3.90/pound for shipments 999 lbs. or less; with a **\$875.00 minimum**. Actual or dimensional weight will apply, whichever is greater; material handling must be paid in full and applies to every shipment. Charges will be applied to the credit card on file. All Viper shipments, including re-consigned shipments, will be weighed by Viper. **Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.** *AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.**

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

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

METHOD OF PAYMENT

Exhibitor Information

Exhibiting Company Name: _____ Booth #: _____ Booth Size: _____
 EAC/Third Party Billing Company Name (if applicable): _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Contact: _____ Phone: _____
 Fax #: _____ Email Address: _____
 Show Site Contact: _____ Cell Phone: _____

Ways to Order:

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

Email: Ldavis@vipertradeshow.com

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

Payment Terms

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

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

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

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

Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Installation & Dismantle Labor:	\$
Standard Furniture/Accessories:	\$
Carpet/Pad/Visqueen:	\$
Rental Displays:	\$
Enhanced Furnishings	\$
In Booth Forklift	\$
Sign Hanging	\$

Estimated Total Viper Tradeshow Services Orders: \$ _____

**A receipt with actual totals will be emailed to contact on file.*

Method of Payment / Credit Card Charges*

***3.5% convenience fee will be applied to all orders paid via credit card. All state and local taxes apply.**

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

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

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

Cardholder Signature: _____

Name Printed: _____

Billing Address (if different from above): _____

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

TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT: Payment must accompany your advance order and be received prior to the early deadline date and with completed Payment Authorization Form. All payments to be in US currency.

OUTSTANDING PAYMENTS: Viper Tradeshow Services requires payment for all services upon receipt of the order, including receiving shipments at the advance warehouse.

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

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

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Viper Tradeshow Services. Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

Viper Tradeshow Services reserves the right to hold any exhibitor freight who has unpaid material handling fees. Such fees must be paid prior to the release of freight onsite.

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

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

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

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

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

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

Material Handling Form (MHA) aka Bill of Lading (BOL): Your bill of lading must be turned in no later than the force times listed on the Quick Reference page. Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.). All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out.

All Material Handling Agreements submitted to Viper by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. Viper is not responsible for shipments left in booths by exhibitors. *Any re-consigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier, Viper Transportation, at the expense of the exhibitor! Your bill of lading must be turned in no later than the force times listed on the Quick Reference Page.*

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

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

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

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

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

STANDARD FURNITURE & ACCESSORIES

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

30" Tall Tables – 30" wide

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED



30" Ped Table

ITEM:

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

42" Tall Counters – 30" wide

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED



30" Ped Table

ITEM:

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

Chairs - Accessories

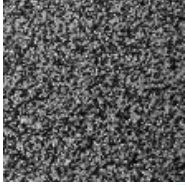
ITEM:	DISCOUNT:	STANDARD:
Qty: _____ Wastebasket	\$22.20	\$29.00
Qty: _____ Tripod Easel	\$37.15	\$49.50
Qty: _____ Tensa Stanchion	\$63.50	\$91.00
Qty: _____ Bag Rack	\$118.15	\$159.70
Qty: _____ 4' x 8' Poster Board	\$159.60	\$205.35
Qty: _____ Side Chair	\$84.80	\$103.60
Qty: _____ Arm Chair	\$97.00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

Enhanced Furnishings are available online or contact Lesa Davis – Ldavis@vipertradeshow.com for a brochure/pricing.

Exhibitor: _____ Booth #: _____

CARPET

All carpet must be ordered through Viper. The color choice has been chosen by Show Management for a uniform look. Padding/Visqueen is optional; however, it must be ordered through Viper.



Speckled Grey

Carpet

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Per Sq Ft		1.00	1.50	

Padding

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq Ft		\$3.11	\$3.65	
1" Padding Per Sq Ft		\$6.22	\$7.27	
Visqueen Per Sq Ft		\$.30	\$.40	

Carpet per sq. ft.: \$ _____
 Pad per sq. ft.: \$ _____

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

MODULAR RENTALS – Includes custom graphics!

Contact Viper for additional custom exhibit options.

*Artwork and payment for Modular Rental Displays must be received **BY NOON** on May 1, 2026.*

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



10' INLINE BOOTH 1
BTH039
Discount: \$6,257.00
Standard: \$7,823.50



10' INLINE BOOTH 2
BTH032
Discount: \$6,257.00
Standard: \$7,823.50



10' STANDARD BOOTH
BTH003
Discount: \$6,257.00
Standard: \$7,823.50



10' POPUP LIGHTBOX
RENTAL – 3 WEEKS LEAD TIME
Discount: \$6,450.00
Standard: \$8,257.50

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



20' INLINE BOOTH 1
BTH033
Discount: \$13,456.50
Standard: \$17,255.00



20' INLINE BOOTH 2
BTH016
Discount: \$13,456.50
Standard: \$17,255.00



20' STANDARD BOOTH
BTH013
Discount: \$13,456.50
Standard: \$17,255.00

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



1M COUNTER
CNTR01
Discount: \$633.50
Standard: \$819.50



2M COUNTER
CNTR03
Discount: \$1,149.50
Standard: \$1,449.00



1M CURVED COUNTER
CNTR02
Discount: \$704.25
Standard: \$914.50



2M CURVED COUNTER
CNTR04
Discount: \$1,252.00
Standard: \$1,624.75



1M X 8' DISPLAY CASE
DSPC003
Discount: \$1,483.00
Standard: \$1,925.00



TOWER 1
TWR04
Discount: \$2,591.25
Standard: \$3,368.75



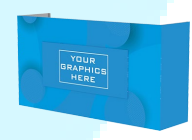
TOWER 2
TWR28
Discount: 2,591.25
Standard: \$3,368.75



TOWER 3
TWR29
Discount: \$3,884.00
Standard: \$5,049.25



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



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



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



6' CUSTOMIZABLE TABLE COVER*
Purchase - 3 WEEKS LEAD TIME
Discount: \$688.00
Standard: \$893.50



22X28 SIGN W/HOLDER
Discount: \$226.00
Standard: \$293.75



10'W X 8'H BACKWALL BANNER
Discount: \$2,338.75
Standard: \$3,039.50
*BANNER IS YOURS TO KEEP

Exhibitor: _____ **Booth #:** _____

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
KC AUTO/Exhibitor Name/Booth # Viper Tradeshow Services 3517 Enterprise Dr, Suite D Kansas City MO 64129 Must arrive between May 4 - 26, 2026. Closed Memorial Day – May 25. We will receive until May 28, 2026 with late fee. Receiving Hours: M-F - 8:00 AM – 4:00 PM	KC AUTO/Exhibitor Name/Booth # Overland Park Convention Center c/o Viper Tradeshow Services 600 College Blvd Overland Park, KS 66211 Must arrive on June 2 - 3, 2026 ONLY

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

Calculate your CWT (hundred weight)

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

Advance Warehouse Deliveries – Certified Weight Tickets Required

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$98.65 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$128.15 / CWT
Common carrier shipment received late, between 5/27/26 – 5/28/26.....	\$128.15 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, between 5/27/26 – 5/28/26	\$157.75/ CWT
Small Package shipment not exceeding 35 lbs. per shipment (not per box)	\$83.25
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Show Site Deliveries - Certified Weight Tickets Required

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$90.50 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$117.70 / CWT
Off-target shipment (before 6/2/26 after 6/3/26) via common carrier	\$117.70 / CWT
Off-target shipment (before 6/2/26 after 6/3/26) via POV, or specialized carrier	\$144.75 / CWT
Small Package shipment not exceeding 35 lbs. per shipment (not per box)	\$83.25
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

30% Surcharge for shipments loaded on Sunday, June 7, 2026. 30% Surcharge for freight received/unloaded/loaded after 4 PM.

Exhibitor: _____ **Booth #:** _____

VTS MATERIAL HANDLING TERMS & CONDITIONS

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

Special Handling 30% Surcharge

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

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

Overtime or Off Target 30% Surcharge

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

Material Handling / Special Handling Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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@vipertadeshow.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): _____

ADVANCE WAREHOUSE SHIPPING LABEL

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

SHIPPER INFORMATION	
FROM:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
VIPER TRADESHOW SERVICES 3517 ENTERPRISE DRIVE, SUITE D KANSAS CITY MO 64129	MUST DELIVER BETWEEN MAY 4 - 26, 2026 CLOSED MEMORAL DAY – MAY 25 M-F: 8:00 AM – 4:00 PM WEIGHT TICKET OR BILL OF LADING MUST BE PRESENTED AT TIME OF DELIVERY
	PIECE: _____ OF _____

SHOW SITE SHIPPING LABEL

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

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<p>OVERLAND PARK CONVENTION CENTER C/O VIPER TRADESHOW SERVICES 6000 COLLEGE BLVD OVERLAND PARK, KS 66211</p>	<p>MUST DELIVER ON JUNE 2 - 3, 2026 ONLY</p> <p>WEIGHT TICKET OR BILL OF LADING MUST BE PRESENTED AT TIME OF DELIVERY.</p>
<p><small>kansas city auto show kcauto show.com</small></p>	<p>PIECE: _____ OF _____</p>

VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (7-15 business days) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.90/lb. on shipments under 1,000 lbs. and \$3.30/lb. for shipments over 1,000 lbs. A **\$875.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.90/lb. for shipments under 1,000 lbs. and \$4.30/lb. for shipments over 1,000 lbs.; a \$1,078.00 minimum applies. **Material Handling charges apply to all shipments. Actual or dimensional weight will apply, whichever is greater. Dimensional weight is calculated by L x W x H (in.) divided by 200. *3.5% convenience fee, state & local taxes apply.**

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

Inbound shipping from:

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Pickup Contact: _____ Phone: _____

Requested Pickup Date/Time: _____

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

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

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

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

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

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

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Delivery Contact: _____ Phone: _____

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

Acceptance & Payment

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

***Please note Viper Tradeshow is not liable for shipping A/V, computer equipment and does not cover shipping containers*.**

Insurance Cost (each way) \$ _____ (\$75/\$1000 value) Declared value \$ _____

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

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

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

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

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

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

Show Location

Overland Park Convention Center
c/o Viper Tradeshow Services
6000 College Blvd
Overland Park KS 66211

You must schedule your carrier to pick up on **Sunday, June 7, 2026 by 9 PM (30% surcharge applies)** or **Monday, June 8, 2026 by 2 PM (30% surcharge if loaded after 4 PM)**. Carrier must check in at the **Viper Freight Desk** and provide exhibitor name and booth number. **Freight Force is 3 PM. No Marshaling Yard.**

Exhibitor Information

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

Shipping Destination

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

OUTBOUND CARRIER: _____

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

Freight billing address:

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

Show Site Instructions:

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

DISPLAY LABOR (Installation & Dismantle) – PAGE 1

Display Labor Hourly Rates

Straight Time (ST) | Monday – Friday: 8:00 am – 4:30 pm

Over Time (OT) | Monday – Friday before 8:00 am & after 4:30 pm

Double Time (DT) | Any time Saturday, Sunday & Holidays

Exhibitor Supervised: Each laborer is charged a 4-hour minimum

DISCOUNT

ST: \$111.00 per person, per hour

OT: \$166.50 per person, per hour

DT: \$222.00 per person, per hour

STANDARD

ST: \$166.50 per person, per hour

OT: \$249.75 per person, per hour

DT: \$333.00 per person, per hour

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

DISCOUNT

ST: \$149.85 per person, per hour

OT: \$224.78 per person, per hour

DT: \$299.70 per person, per hour

STANDARD

ST: \$224.78 per person, per hour

OT: \$337.16 per person, per hour

DT: \$449.55 per person, per hour

Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below. Viper will not be responsible for any damage or loss of materials during installation, dismantle, unpacking or packing. There is a 4 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**

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

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

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

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

Exhibitor: _____ **Booth #:** _____

DISPLAY LABOR (Installation & Dismantle) - PAGE 2

Exhibitor: _____ Booth # _____

Show Supervisor Name: _____ Cell: _____

***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 6/2 Start _____ End _____ # of Laborers _____
 Wednesday 6/3 Start _____ End _____ # of Laborers _____

Additional Info: _____

Standby labor: Thursday 6/4 Start _____ End _____ # of Laborers _____
(During show hours) Friday 6/5 Start _____ End _____ # of Laborers _____
 Saturday 6/6 Start _____ End _____ # of Laborers _____
 Sunday 6/7 Start _____ End _____ # of Laborers _____

Dismantle Date(s): Sunday 6/7 Start _____ End _____ # of Laborers _____
 Monday 6/8 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 \$130.00 ea.

Forklift/Scissor Lift ordered _____ yes* _____ no

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

EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

Please complete and return both EAC forms

Viper is the official drayage and labor provider - Outside labor is not allowed to perform work on the Convention Center floor. Exhibitors are allowed to use their own full-time employees to supervise only, provided 1) they are full-time employees of the Exhibitor 2) they have identification to verify their full-time employment status with the Exhibitor. Exhibitors may hire the services of an Exhibitor Appointed Contractor or Exhibit Design Contractor to supervise and oversee the installation and dismantling of their exhibit displays, but these services are limited to a supervisory role only. An EAC form must be filled out and sent in by May 1, 2026. The EAC Supervisor may not perform any of the actual install / dismantle work, and may not use EAC employees or staff from any outside labor pool to perform this work. All labor needed to perform the actual work must be hired through Viper. Please place your order in advance to ensure labor is available to you when needed. Labor orders not made in advance will be filled in turn after advance labor orders are filled.

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

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than May 1, 2026 furnishing the name, address, and telephone number of the firm.
2. EAC agrees to comply with all the rules and regulations of the show outlined in this agreement, the Exhibitor Kit, including all union rules and regulations and accept liability for any negligent actions.
3. EAC must provide certificates of insurance confirming the following required insurance:
 - i. Commercial General Liability, including contractual liability, with a minimum limit of \$2,000,000, \$2,000,000 general aggregate and \$2,000,000 products and complete operations aggregate.
 - ii. Automobile Liability with a limit of not less than \$2,000,000 combined single limit, each accident. All owned, hired, and non-owned boxes marked.
 - iii. Workers Compensation, as required by law, with Employers Liability limits of not less than \$1,000,000.
 - iv. Umbrella/Excess Liability with a limit of not less than \$2,000,00 each occurrence/aggregate.
 - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services, Automobile Dealers Association of Greater Kansas City, Global Spectrum, L.P., City of Overland Park, Kansas, Steve Freeman Events LLC and Overland Park Convention Center as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold Viper Tradeshow Services, Automobile Dealers Association of Greater Kansas City, Global Spectrum, L.P., City of Overland Park, Kansas, Steve Freeman Events LLC and Overland Park Convention Center harmless from and against all claims, lawsuits, demands, liability, costs, and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor.
6. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear identification badges as determined by Show Management. No EAC will be permitted on the exhibit floor during show hours without the proper exhibit badges supplied by the exhibiting company.
8. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
9. EAC/Exhibitor may not move freight from one booth to another booth or anywhere else within the Facility, Viper Tradeshow Services must provide labor.
10. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
11. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
12. EAC will be responsible for all reasonable costs related to its operation. Where applicable a one-hour minimum labor charge will be charged at the appropriate labor rate per union to either the EAC or Exhibitor.
13. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all its activities with Viper Tradeshow Services.
14. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
15. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set-up of the booth or force the setup into overtime.
16. The EAC/Exhibitor should arrange the protection of the product in the booth.
17. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
18. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

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

Name: _____ Date: _____

Company: _____ Booth #: _____

Signature: _____

USE OF AN EAC NOTIFICATION

Please complete and return both EAC forms

Please be sure to read the Official Services & Exhibitor Appointed Contractors (EAC) Guidelines. Exhibitors who plan to have an EAC to unpack, install, assemble, dismantle and pack displays, equipment or materials must provide this form to Viper Tradeshow Services no later than May 1, 2026 and verify that their EAC adheres to the guidelines outlined on the previous page.

For Exhibitor (Company Name): _____

Booth #: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form in this kit for additional requirements.
2. Provide Viper Tradeshow Services the names of all exhibiting companies for whom they have orders on
*To be received no later than May 1, 2026.
3. Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor
*Upon arrival at show site.

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

Viper is the official drayage and labor provider - Outside labor is not allowed to perform work on the Convention Center floor. Exhibitors are allowed to use their own full-time employees to supervise only, provided 1) they are full-time employees of the Exhibitor 2) they have identification to verify their full-time employment status with the Exhibitor. Exhibitors may hire the services of an Exhibitor Appointed Contractor or Exhibit Design Contractor to supervise and oversee the installation and dismantling of their exhibit displays, but these services are limited to a supervisory role only. An EAC form must be filled out and sent in by May 1, 2026. The EAC Supervisor may not perform any of the actual install / dismantle work, and may not use EAC employees or staff from any outside labor pool to perform this work. All labor needed to perform the actual work must be hired through Viper. Please place your order in advance to ensure labor is available to you when needed. Labor orders not made in advance will be filled in turn after advance labor orders are filled.

IN BOOTH FORKLIFT

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. 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. Equipment and labor cancelled after the cancellation deadline will be charged in full.

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.

In Booth Forklift Rates

	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** \$706.2 DT, per hr**

Services cancelled after the discount/cancellation date are charged at full value.

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

Please indicate service:

Uncrating Unskidding Positioning Leveling Dismantling Recrating Reskidding

INSTALLATION:

Schedule Date: _____

Start Time: _____

End Time: _____

Number of Forklift(s): _____

DISMANTLE:

Schedule Date: _____

Start Time: _____

End Time: _____

Number of Forklifts(s): _____

ESTIMATED COST: _____

ESTIMATED COST: _____

Exhibitor: _____ Booth #: _____

HANGING SIGN ASSEMBLY – LABOR ORDER FORM

ALL SIGNS MUST BE ASSEMBLED AND DISASSEMBLED by Viper Tradeshow Services. ALL HANGING SIGNS MUST BE SENT TO Viper Tradeshow Services Advance Warehouse by May 26, 2026. Use the shipping label in this Exhibitor Kit.

Viper assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of exhibitor's property by Viper provided labor.

1. Shape of Sign (circle one): Square Rectangle Triangle Circle Other: _____

2. Dimensions & Weight of Sign: Length _____ Width _____ Height _____ Weight _____ Lbs.
_____ Structural Pick Points: # of Pounds _____ at each point

3. Type of Sign (Circle one sign type per order): Banner Structural Signage Systems

Include engineer-stamped assembly and hanging instructions with the order. Viper accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings. Viper assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of exhibitor's property by Viper provided labor.

**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**

Advance VIPER Supervised Labor Rates for installation/dismantle of sign:

Straight Time:	Discount: \$149.85 per man, per hour	Standard: \$224.78 per man, per hour
Overtime:	Discount: \$224.78 per man, per hour	Standard: \$337.16 per man, per hour
Double Time:	Discount: \$299.70 per man, per hour	Standard: \$449.55 per man, per hour

Estimated Schedule & Service Required

INSTALLATION *Mandatory Viper Supervised

Schedule Date: **VIPER SUPERVISED**

Number of Hours: **8**

Number of Laborers Required: **2 Men 4 Hour Min**

ESTIMATED COST: **Disc \$1,198.80/Standard \$1,798.24**

Exhibitor: _____ Booth #: _____

DISMANTLE *Mandatory Viper Supervised

Schedule Date: Sunday, June 7, 2026 (Double Time)

Number of Hours: **8**

Number of Laborers Required: **2 Men 4 Hour Min**

ESTIMATED COST: **Disc \$2397.60/Standard \$3,596.40**

HANGING SIGN RULES AND REGULATIONS

Hanging of signs, both electrical and non-electrical is permitted in this facility with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions. These rules and regulations are subject to change without notice based on the limits of the Convention Center and those of Viper Tradeshow Services. All of the rules and regulations as listed must be adhered to without fail.

1. The top of the sign may not exceed the height limitation specific to your booth type and building. Please check with the association to determine your height limitation.
2. **All hanging signs must be received at the Advance Warehouse:**
 - a. **Viper Tradeshow Services, 3517 Enterprise Dr, Suite D, Kansas City MO 64129. The hanging sign MUST be received by May 26, 2026. Signs must be shipped with HANGING SIGN LABELS and not combined with exhibiting freight. Send Lesa Davis | Ldavis@vipertadeshow.com tracking info when shipped.**
3. Any sign weighing in excess of 250 lbs. or more will require a structural integrity form with signature.
4. All signs regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all hanging signs shall be determined by Show Management, Viper Tradeshow Services and facility prior to installation to insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, water, gas, and air, fire protecting piping, supports or hangers.
7. All electrical and neon signs must conform to the local electrical codes. Viper Tradeshow Services reserves the right to deny any electrical hook-up and install if it is deemed that the electrical sign can potentially cause challenges once it has been raised.
8. Viper Tradeshow Services MUST assemble your sign to be flown prior to your arrival. Dismantling can also be done by Viper Tradeshow Services, the Exhibitor Appointed Contractor or the exhibitor's display house once the sign has been removed and brought to the floor.
9. Set up instructions must be included with the order form and with sign crates. Failure to provide and have all of the necessary instructions present with the sign could jeopardize the sign assembly and/or hanging of it.
10. Because of the structure of the ceiling and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
11. Exhibitor personnel or your display house may provide the labor to dismantle the sign at the close of the show. Exhibitors who do not provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Viper Tradeshow Services and/or the electrical contractor of the Convention Center.
12. You are required to make all arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. Viper Tradeshow Services cannot be held liable for damages or misplacement of sign(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the Viper Tradeshow Services service desk.

*I have read, understand, agree and accept to the Rules and Regulations as outlined.

Name (printed): _____ Date: _____

Signature: _____

Exhibitor: _____ Booth #: _____

HANGING SIGN RIGGING ORDER FORM

Important information & rates for signs weighing 250 lbs. or less / NO motor is needed

Starting time can be guaranteed only when labor is requested for the start of the working day. Any labor that is requested for the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and/or labor cancelled without a 24-hour notice shall be charged the full fee per worker and/or equipment. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and/or equipment will apply. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments per worker and/or equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by Viper. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and/or material costs.

STEP 1: ORDER LABOR - A crew will be assigned consisting of a lift with 3 riggers for aerial work

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

Advance Rigging Rates: 4-Hour Min	Discount Rates	Standard Rigging Rates:
Straight Time:	Discount: \$581.65 per crew, per hour	Standard: \$872.50 per crew, per hour
Overtime:	Discount: \$872.48 per crew, per hour	Standard: \$1,308.75 per crew, per hour
Double Time:	Discount: \$1,163.30 per crew, per hour	Standard: \$1,745.00 per crew, per hour

Estimated Schedule & Service Required

INSTALLATION 4-HOUR MIN

DISMANTLE 4-HOUR MIN

All signs must be received by May 26, 2026

Schedule Date: **Sunday, March 7, 2026 (Double Time)**

at the Advance Warehouse

Start Time: _____

End Time: _____

Number of Crew Required: _____

Number of Crew Required: _____

ESTIMATED COST: \$ _____

ESTIMATED COST: \$ _____

STEP 2: INDICATE HANGING SIGN OPTIONS

1. Shape of Sign (circle one): Square Rectangle Triangle Circle Other: _____

2. Dimensions (in.) & Weight of Sign: Length _____ Width _____ Height _____ Weight _____ lbs.

_____ Structural Pick Points: # of Pounds _____ at each point

3. Type of Sign (Circle one sign type per order): Banner Structural Signage Systems

Include engineer-stamped assembly and hanging instructions with the order. Viper accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

Does your sign require assembly? YES NO

If yes, Viper will assemble your sign prior to hanging. See Hanging Sign Assembly Order Form.

Number of Feet from floor to TOP of sign: _____ Ft. (Must be compliant with show rules & regulations)


**The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.*

STANDARD SUPPLIES: Pear Ring \$15.15 each; Shackles \$15.15 each; Cabling, per foot \$10.50; Verlock \$58.25 each. Supplies will be added to the exhibitors' order once the work is completed.

Exhibitor: _____ Booth #: _____

HANGING SIGN SHIPPING LABEL

For your convenience labels are provided below for advance warehouse delivery for your hanging sign-ONLY.

SHIPPER INFORMATION	
FROM:	
HANGING SIGN	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
VIPER TRADESHOW SERVICES 3517 ENTERPRISE DRIVE, SUITE D KANSAS CITY MO 64129	<div style="border: 1px solid black; padding: 10px; text-align: center;"><p>MUST DELIVER BETWEEN MAY 4-26, 2026</p><p>M-F: 8:00 AM – 4:00 PM</p><p>WEIGHT TICKET OR BILL OF LADING MUST BE PRESENTED AT TIME OF DELIVERY.</p></div>
	PIECE: _____ OF _____

STRUCTURAL INTEGRITY FORM

_____, the contracted exhibitor at the Kansas City Auto Show and (if applicable), the display house or builder for the aforementioned exhibitor, located in booth, _____ do hereby certify and guarantee the stress points for the hanging structure have been properly engineered and tested.

We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify, and forever hold harmless Viper Tradeshow Services, Automobile Dealers Association of Greater Kansas City, Global Spectrum, L.P., City of Overland Park, Kansas, Steve Freeman Events LLC and Overland Park Convention Center and its subsidiaries, their directors, officers, employees, representatives, agents, and contractors from and against all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 250 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____ Date: _____

Printed Name: _____

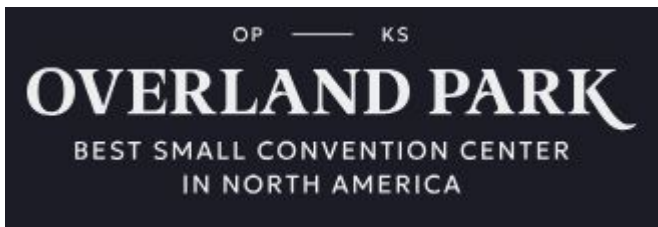
E-Mail: _____

Exhibit House/Builder (*if applicable*):

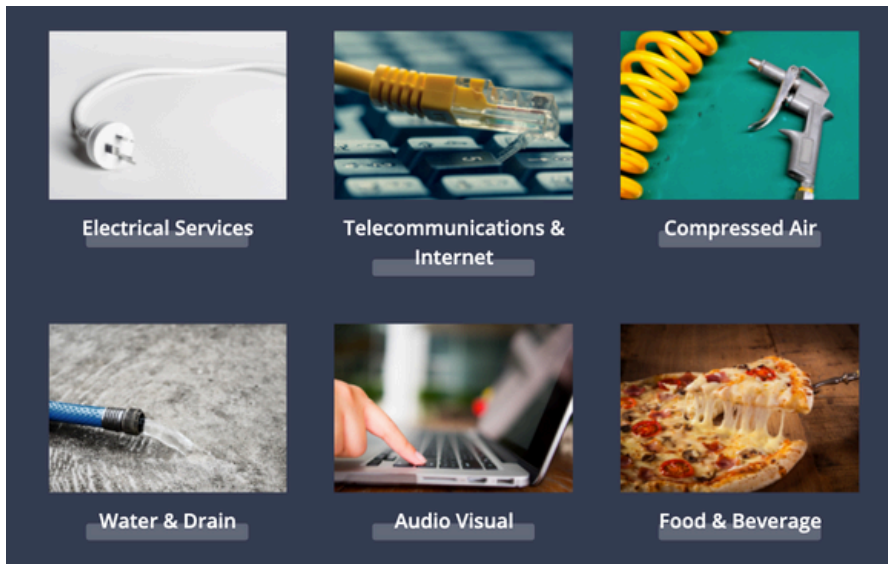
Authorized Signature: _____ Date: _____

Printed Name: _____

E-Mail: _____



Save money by ordering exhibitor services online at least 10 days prior to your event. High-speed Wi-Fi is always **FREE** using network 'OPCC FREE.'



Ordering exhibitor services is easy using our visual, step-by-step online portal. Every detail is covered in our streamlined ordering process. Everything you need to create a long term, lasting impression with your customers is available:

- Electrical Service
- Telecom and Internet (Hardline)
- Compressed Air, Water and Drain (Utilities)
- Audio Visual
- Food and Beverage

To order: opconventioncenter.com/exhibitor

The exhibitor services desk will be staffed during move in to assist with last minute electrical, telecommunications and internet needs. On call staff is available before, during and after show hours and can be reached at 913.339.3030.

Hungry? We've got you covered. Order food online sent straight to your booth prepared by our executive chef, or visit Cyber Cafe and the concession stands for a quick snack (Cyber Cafe and concession stands open based on event schedules).