

# **HVAC Excellence** **National HVACR** **Education Conference**

ESCO Institute • Daikin Comfort Technologies • Hampden Engineering

## EXHIBITOR MOVE-IN

Monday, March 25 | 6:00AM – 11:00AM

## SHOW HOURS

Monday, March 25 | 12:00PM – 2:00PM

Monday, March 25 | 5:30PM – 7:30PM

Tuesday, March 26 | 12:00PM – 2:00PM

## EXHIBITOR MOVE-OUT

Tuesday, March 26 | 2:00PM – 7:00PM

*\*Freight Force 5:00PM | All drivers must be checked in with Viper\**

*\*All move-out information and details can be found on page 4 of the exhibitor kit\**

## ADVANCE WAREHOUSE

**Receiving Dates: February 23 – March 22, 2024**

Viper Tradeshow Services

6150 E Tropical Pkwy

Suite 115

Las Vegas, NV 89115

## SHOW SITE FACILITY

**Receiving: March 25 | 6:00AM – 11:00AM**

South Point Hotel & Casino

Grand Ballroom

c/o Viper Tradeshow Services

9777 S Las Vegas Blvd

Las Vegas, NV 89183

Material handling applies to all shipments.

Any shipments sent to the advance warehouse or show-site must include your company name and booth number on the freight. If this information is missing, it may result in delays in receiving your freight.

See page 8 for labels.

Online ordering may be done at

<https://order.vipertradeshow.com>

Any questions or difficulties, please email

[dani.olis@vipertradeshow.com](mailto:dani.olis@vipertradeshow.com) or call 847-800-7469

### BOOTH PACKAGE ITEMS:

8' tall black back drape

3' tall black side drape

1 8' Black Skirted Table

2 Side Chairs

1 Wastebasket

6"x24" ID sign

*\*In a carpeted hall.*



### Bronze Participation:

10' x 10' space

(2) Chairs

(1) Tables

### Silver Participation:

10' x 20' space

(4) Chairs

(2) Tables

### Gold Participation:

10' x 30' space

(6) Chairs

(3) Tables

### Platinum Participation:

20' x 20' space

(8) Chairs

(4) Tables

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## DISMANTLE INFORMATION

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than **5:00PM** to avoid force, as well as exhibitors must start dismantle by **2:30PM** to avoid forced labor.

# QUICK REFERENCE

## IMPORTANT DATES/DEADLINES

Friday, February 23, 2024	<b>FIRST DAY ADVANCE WAREHOUSE RECEIVING</b> The advance warehouse will begin accepting freight on this date. <b>Advance Warehouse receiving hours are M-F 8:00 AM – 4:00 PM</b>
Friday, March 1, 2024	<b>ADVANCE ORDER DISCOUNT DEADLINE</b> Order Forms must be received by Viper with full payment to receive the discounted rates. Artwork for modular rentals is also due on this date. No refunds for cancellations are provided after this date.
Friday, March 15, 2024	<b>LATE TO WAREHOUSE</b> Advance Warehouse must receive your freight by EOD on 3/15/24 to avoid late charges.
Friday, March 22, 2024	<b>LAST DAY OF ADVANCE WAREHOUSE RECEIVING</b> Last day Advance Warehouse will accept exhibit material. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Monday, March 25, 2024	<b>SHOW SITE DELIVERIES   6:00AM – 11:00AM @ South Point</b> ALL show site shipments are to be delivered this day only. Shipments sent before March 25 are at risk of being refused, or additional charges by venue and Viper may apply.

MATERIAL HANDLING RATE PREVIEW	ONLINE ORDERING INFORMATION	FREIGHT FORCE	LABOR FORCE
SEE PAGE 10 FOR DETAILED MATERIAL HANDLING RATES.	Online ordering may be done at <a href="https://order.vipertradeshow.com">https://order.vipertradeshow.com</a>  Any questions or difficulties, please email <a href="mailto:dani.olis@vipertradeshow.com">dani.olis@vipertradeshow.com</a> or call 847-800-7469	Freight Force Time: 5:00PM ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 5:00PM on March 26 @ South Point  <i>Viper will take all FedEx &amp; UPS shipments back to advance warehouse for pick-up 3/27/24</i>	Exhibitors must start dismantling by <b>2:30PM</b> to avoid forced labor.

## CONTACT INFORMATION

### Viper Show Coordinator:

Dani Olis | m: 847-800-7469 | [dani.olis@vipertradeshow.com](mailto:dani.olis@vipertradeshow.com)

### Show Management Contact:

Jeannie Birch | p: 800-394-5268 | [jbirch@escogroup.org](mailto:jbirch@escogroup.org)

## PRE-SHOW TIPS

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These tips can help you be fully prepared on show site. Should you have any questions, please contact your Viper Show Coordinator listed on the Quick Reference Page.

- **Submit orders for additional furnishings 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 the published deadline and at show site.
- **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 the Late to Warehouse Deadline 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 containers can take at least an hour after the close of the show.
- **Shipment tracking** – It is recommended you track your shipment prior to the show to confirm it has been delivered. You can send the tracking information to your Viper Show Coordinator as soon as your freight is shipped.

## SHOW SITE TIPS

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

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**This information will also be distributed before the start of the last day of show hours. Please read these instructions to know what to expect and plan accordingly; share this information with your show site staff.**

Exhibit Hall Officially Closes:	<b>Tuesday, March 26   2:00PM</b>
Stored empty crates and containers estimated return:	<b>Tuesday, March 26   2:45PM</b>
Labor Force: all exhibitors should have started dismantle by now: Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.	<b>Tuesday, March 26   2:30PM</b>
Freight Force - deadline for carriers to check in:	<b>Tuesday, March 26   5:00PM</b>

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to arrive by **5:00PM**. We suggest telling them **4:00PM**, giving them room to fail without failing you! Here is the address for your convenience:

**South Point Hotel & Casino | Grand Ballroom  
9777 S Las Vegas Blvd | Las Vegas, NV 89183**

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 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.
5. **For UPS & FedEx Small Package shipments:** Call your carrier to schedule to pick up on Wednesday, March 27 by 2:00PM at the advance warehouse. Here's the address: **HVAC Excellence | c/o Viper Tradeshow Services | 6150 E Tropical Pkwy Ste 115 | Las Vegas, NV 89115**

***\*You will still need to fill out a BOL and turn it into the Viper Service Desk. At which time you can leave your boxes in your booth and you would be free to go!\****

\*In the event you fail to turn in your BOL or your carrier does not check in by the 5:00PM deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.75/pound for shipments 1000 lbs. or more, \$3.25/pound for shipments 999 lbs. or less; with a **\$725.00 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 in order to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

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

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by **1:00PM** (1 hour before show closing) and we will write up your Bill of Lading and labels and deliver them to your booth. Once you are packed, sign the BOL and turn it in to the Service Desk, you will get a copy, we will keep a copy, and the driver will receive a copy. No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

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

## TERMS AND DEFINITIONS:

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### IN ORDER TO RECEIVE A DISCOUNT:

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

### OUTSTANDING PAYMENTS:

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

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

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

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

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

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

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

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

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

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

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

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

**Cancellation of orders:** Exhibitor orders must be cancelled on or by the discount/cancellation deadline in order to receive a refund. 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.

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

# METHOD OF PAYMENT

## Exhibitor Information

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

## Ways to Order:

Online via Credit Card | Login & Place Orders | <https://order.vipertradeshow.com>  
Email: [dani.olis@vipertradeshow.com](mailto:dani.olis@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  
Payment must be received prior to the discount deadline to receive the discounted rates  
ACH or Wire Transfer payments need to be received prior to the show. A Method of Payment form and credit card must be submitted for final balances

## Viper Tradeshow Services Orders

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

Estimated Total Viper Tradeshow Services Orders: \$ \_\_\_\_\_

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

## Method of Payment / Credit Card Charges\*

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

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

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

**Or please email [dani.olis@vipertradeshow.com](mailto:dani.olis@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: \_\_\_\_\_

# 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 \$3.25/lb. on shipments under 1,000 lbs. and \$2.75/lb. for shipments over 1,000 lbs. **Dimensional weight may apply** and a **\$725.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.25 for shipments under 1,000 lbs. and \$3.75 for shipments over 1,000 lbs.; a \$950.00 minimum applies. **Material Handling charges apply to all shipments. \*3.5% convenience fee, state & local taxes apply.**

**\*If expedited shipping is required, please contact Viper for a quote. Email: [dani.olis@vipertradeshow.com](mailto:dani.olis@vipertradeshow.com)**

## Inbound shipping from:

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

Street Address: \_\_\_\_\_

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

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Requested Pickup Date/Time: \_\_\_\_\_

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

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

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

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate (Wooden) Exhibit Material		
	Cardboard Carton		
	Fiber Case		
	Pallets		
	Carpets		
	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 \$25.00 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 \$ \_\_\_\_\_ (\$25/\$1000 value) Declared value \$ \_\_\_\_\_

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

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

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

# 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:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<b>HVAC Excellence Viper Tradeshow Services 6150 E Tropical Pkwy Suite 115 Las Vegas, NV 89115</b>	<b>*Deliver by <i>Friday, March 15</i> to avoid late fees</b> <b>Weight ticket must be presented at the time of the delivery.</b>
PIECE: _____ OF _____	

# SHOW SITE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
<b>HVAC Excellence South Point   Grand Ballroom c/o Viper Tradeshow Services 9777 S Las Vegas Blvd Las Vegas, NV 89183</b>	<div style="border: 1px solid black; padding: 5px;"><p><b>*Deliver on <u>Monday, March 25  </u> <u>6:00AM – 11:00AM</u> ONLY</b></p><p>Weight ticket must be presented at the time of the delivery.</p></div>
PIECE: _____	OF _____

# MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
<p><b>HVAC Excellence</b>                      Viper Tradeshow Services                      6150 E Tropical Pkwy                      Suite 115                      Las Vegas, NV 89115  <b>Receiving Hours: M – F   8AM – 4PM</b></p>	<p><b>HVAC Excellence</b>                      South Point   Grand Ballroom                      c/o Viper Tradeshow Services                      9777 S Las Vegas Blvd                      Las Vegas, NV 89183  <b>Monday, March 25   6AM – 11AM</b></p>

**\*\*Material Handling is charged by weight per piece\*\***

**\*\*All shipments are subject to material handling fees\*\***

- A weight ticket must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.
- Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.

### Advance Warehouse Deliveries

Rates for freight received between February 17 – March 10:

- \*Up to 10 lbs. = \$10.80 per piece
- \*11 – 30 lbs. = \$32.40 per piece
- \*31 – 50 lbs. = \$54.00 per piece
- \*51 – 75 lbs. = \$64.80 per piece
- \*Over 76 lbs. = \$1.02 per pound

### Advance Warehouse Deliveries - LATE

Rates for freight received after March 11:

- \*Up to 10 lbs. = \$14.04 per piece
- \*11 – 30 lbs. = \$42.12 per piece
- \*31 – 50 lbs. = \$70.20 per piece
- \*51 – 75 lbs. = \$90.48 per piece
- \*Over 76 lbs. = \$1.32 per pound

### Show Site Deliveries

Rates for freight received on site Monday, March 20<sup>th</sup> from 7:00AM – 10:30AM:

- Less than 75 lbs. = \$132.60
- \*Over 76 lbs. = \$1.02 per pound

Estimated CWT \_\_\_\_\_ x \_\_\_\_\_ (Rate listed above) = \_\_\_\_\_ Estimated Total

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

# INBOUND SHIPPING INFORMATION

If using your own carrier, please fill out for all shipments that you will be sending into the show.

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

## Shipment 1

Shipping to:  Advance Warehouse  Event Site

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

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

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

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

Description of pieces: \_\_\_\_\_

## Shipment 2

Shipping to:  Advance Warehouse  Event Site

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

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

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

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

Description of pieces: \_\_\_\_\_

## Shipment 3

Shipping to:  Advance Warehouse  Event Site

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

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

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

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

Description of pieces: \_\_\_\_\_

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

## VTS MATERIAL HANDLING TERMS & CONDITIONS

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

### Special Handling 30% Surcharge

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

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

### Overtime or Off Target 30% Surcharge

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

### Material Handling / Special Handling Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

# BOOTH CLEANING

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

## Vacuuming

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

Number of Booth Units: \_\_\_\_\_ x **\$130.00** Discount / **\$169.00** Standard

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

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

## Porter Service

Emptying refuse from containers as necessary throughout the show hours. A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

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

**DISCOUNT**

ST: \$109.25 per day, per booth unit  
 OT: \$130.00 per day, per booth unit  
 DT: \$152.50 per day, per booth unit

**STANDARD**

ST: \$164.00 per day, per booth unit  
 OT: \$194.50 per day, per booth unit  
 DT: \$228.75 per day, per booth unit

Number of Booth Units: \_\_\_\_\_ x use appropriate rates from above

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

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

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

# DISPLAY LABOR (Installation & Dismantle) INFO

## Display Labor Hourly Rates

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

### Exhibitor Supervised:

#### DISCOUNT

ST: \$115.00 per person, per hour  
 OT: \$172.50 per person, per hour  
 DT: \$230.00 per person, per hour

#### STANDARD

ST: \$172.50 per person, per hour  
 OT: \$258.75 per person, per hour  
 DT: \$345.00 per person, per hour

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

#### DISCOUNT

ST: \$155.25 per person, per hour  
 OT: \$232.88 per person, per hour  
 DT: \$310.50 per person, per hour

#### STANDARD

ST: \$232.88 per person, per hour  
 OT: \$349.32 per person, per hour  
 DT: \$465.75 per person, per hour

## Labor Definitions

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

**Viper Tradeshow Services Supervised Labor:** Exhibits are set up prior to exhibitor’s arrival under the direction of Viper Tradeshow Services I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. **Please provide complete booth plans, schematics, instructions and photos for this service along with inbound and outbound shipping information.**

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

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

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

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

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

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

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

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

**\*\* IF ORDERING VIPER SUPERVISED LABOR – PLEASE COMPLETE THE FOLLOWING PAGE AND EMAIL TO YOUR SHOW COORDINATOR.**

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

# VIPER SUPERVISED LABOR INFORMATION FORM

**\*\*Please email this form to [dani.olis@vipertradeshow.com](mailto:dani.olis@vipertradeshow.com)**

Please confirm you have emailed your Exhibitor Service Coordinator complete booth plans, schematics, special instructions, and photos for this service: (circle one)    YES                      NO

**\*\*If not, please email ASAP**

Whom may we contact if we have any questions or concerns during installation/dismantle of your booth?

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

**INBOUND SHIPPING INFORMATION:** (Please complete all areas). If you want Viper Transportation to ship your freight to the show, please also complete the Viper Shipping Order Form and Method of Payment Form found in the Kit.

Freight will be sent to:              Warehouse: \_\_\_\_\_              Show Site: \_\_\_\_\_              Date Shipped: \_\_\_\_\_

Carrier: \_\_\_\_\_              Tracking #: \_\_\_\_\_

Total number of:              Crates: \_\_\_\_\_              Cartons: \_\_\_\_\_              Fibercases: \_\_\_\_\_              Skids: \_\_\_\_\_

Do you want Viper to be your outbound carrier:    YES\*              NO

**\*Please complete the Viper Shipping Order Form and Method of Payment Form found in the Kit.**

**NOTE:** *If you are not using Viper Transportation for outbound shipping, you are responsible for booking an outbound carrier to recover your freight during the published move-out. We do not call your carrier to confirm pick-up arrangements; if your carrier fails to recover your freight it will be re-consigned to the house carrier at freight force time indicated on the quick reference page. Please note we cannot supply pre-printed small package labels for FedEx, UPS, DHL and others alike – you must print those airbills.*

## OUTBOUND SHIPPING INFORMATION:

 (Please complete all areas).

This information will be used to complete a pre-printed Bill of Lading (BOL) on your behalf at the close of the show.

**This info must be provided for a Viper Transportation shipment OR non-Viper Transportation shipment.**

Company Name: \_\_\_\_\_

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

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

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

CARRIER NAME: \_\_\_\_\_

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

# EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

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

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

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are: the exhibitor may provide supervision; exhibitor may appoint an exhibit installation contractor or display builder.

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

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. EAC agrees to comply with all of 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 limits of \$1,000,000, \$2,000,000 general aggregate and \$2,000,000 products and complete operations aggregate.
  - ii. Automobile Liability with a limit of not less than \$1,000,000 combined single limit, each accident. All owned, hired and non-owned boxes marked.
  - iii. Workers Compensation, as required by law, with Employers Liability limits of not less than \$1,000,000.
  - iv. Umbrella/Excess Liability with a limit of not less than \$1,000,00 each occurrence/aggregate.
  - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services (Official Service Contractor), Show Management, Show, and the Facility as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
6. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear at all times necessary, 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 of its activities with Viper Tradeshow Services.
14. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
15. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set up of the booth or force the setup into overtime.
16. The EAC/Exhibitor should arrange the protection of the product in the booth.
17. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
18. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Company: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Signature: \_\_\_\_\_

# USE OF AN EAC NOTIFICATION

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

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

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

**For Exhibitor (Company Name):**

**Show Name:**

HVAC Excellence

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

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

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

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

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

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

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

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

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

## EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form in this kit for additional requirements.  
\*Before submitting service order forms (including this one). Preferably before the early registration deadline.
2. Provide Viper Tradeshow Services the names of all exhibiting companies for whom they have orders on  
\*To be received no later than 14 days before move-in.
3. Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor  
\*Upon arrival at show site.

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

# STANDARD FURNITURE, ACCESSORIES & FLORAL

\*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

ITEM:

Qty: \_\_\_\_\_ 4' Table  
 Qty: \_\_\_\_\_ 6' Table  
 Qty: \_\_\_\_\_ 8' Table  
 Qty: \_\_\_\_\_ 4<sup>th</sup> Side Drape  
 Qty: \_\_\_\_\_ Undraped Table

DISCOUNT:

\$222.75  
 \$281.00  
 \$317.50  
 \$56.00  
 \$54.00 Less than list price above

STANDARD:

\$281.00  
 \$317.50  
 \$340.25  
 \$76.00

## 42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: \_\_\_\_\_ 4' Counter  
 Qty: \_\_\_\_\_ 6' Counter  
 Qty: \_\_\_\_\_ 8' Counter  
 Qty: \_\_\_\_\_ 4<sup>th</sup> Side Drape  
 Qty: \_\_\_\_\_ Undraped Counter

DISCOUNT:

\$270.25  
 \$328.25  
 \$363.00  
 \$68.00  
 \$54.00 Less than price list above

STANDARD:

\$328.25  
 \$363.00  
 \$465.50  
 \$88.00

## Accessories

ITEM:

Qty: \_\_\_\_\_ Wastebasket  
 Qty: \_\_\_\_\_ Tripod Easel  
 Qty: \_\_\_\_\_ Plastic Folding Chair  
 Qty: \_\_\_\_\_ 4' Single Tier Table Riser  
 Qty: \_\_\_\_\_ 6' Single Tier Table Riser  
 Qty: \_\_\_\_\_ 8' Single Tier Table Riser  
 Qty: \_\_\_\_\_ Bag Rack  
 Qty: \_\_\_\_\_ Rope & Stanchions, ea.  
 Qty: \_\_\_\_\_ 4' x 8' Poster Board

DISCOUNT:

\$50.00  
 \$89.75  
 \$91.50  
 \$142.00  
 \$179.50  
 \$216.75  
 \$145.25  
 \$210.75  
 \$431.00

STANDARD:

\$68.00  
 \$110.50  
 \$115.00  
 \$187.75  
 \$224.50  
 \$262.00  
 \$201.50  
 \$276.25  
 \$492.50

## Floral

### Fresh Floral Arrangements

Small Floral Arrangement: Qty: \_\_\_\_\_ \$249.75 Discount / \$324.75 Standard  
 Medium Floral Arrangement: Qty: \_\_\_\_\_ \$354.00 Discount / \$460.25 Standard  
 Large Floral Arrangement: Qty: \_\_\_\_\_ \$449.00 Discount / \$583.75 Standard

### Artificial Plants

2 Foot Green Plant Qty: \_\_\_\_\_ \$165.00 Discount / \$193.00 Standard  
 3 Foot Green Plant Qty: \_\_\_\_\_ \$193.00 Discount / \$230.00 Standard  
 4 Foot Green Plant Qty: \_\_\_\_\_ \$230.00 Discount / \$273.50 Standard  
 5 Foot Green Plant Qty: \_\_\_\_\_ \$273.50 Discount / \$328.25 Standard  
 6 Foot Green Plant Qty: \_\_\_\_\_ \$328.25 Discount / \$394.00 Standard

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

**All Standard, Custom, & Enhanced furniture options are available to order online at <https://order.vipertradeshow.com>**

# CUSTOM FURNISHINGS

\*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.\*



Black Leather Sofa (B1)  
Qty: \_\_\_\_  
**\$1,061.50 Discount**  
**\$1,380.00 Standard**



Black Leather Loveseat (B2)  
Qty: \_\_\_\_  
**\$985.00 Discount**  
**\$1,280.50 Standard**



Black Leather Chair  
Qty: \_\_\_\_  
**\$830.50 Discount**  
**\$1,080.00 Standard**



Gray Sofa (A1)  
Qty: \_\_\_\_  
**\$857.00 Discount**  
**\$1,114.25 Standard**



Gray Loveseat (A2)  
Qty: \_\_\_\_  
**\$780.50 Discount**  
**\$1,014.75 Standard**



Gray Chair (A3)  
Qty: \_\_\_\_  
**\$704.00 Discount**  
**\$915.25 Standard**



Cocktail Table (C4)  
Qty: \_\_\_\_  
**\$473.00 Discount**  
**\$615.00 Standard**



End Table (C5)  
Qty: \_\_\_\_  
**\$421.25 Discount**  
**\$547.75 Standard**



6' Conference Table  
Qty: \_\_\_\_  
**\$783.75 Discount**  
**\$1,019.00 Standard**



8' Conference Table  
Qty: \_\_\_\_  
**\$860.00 Discount**  
**\$1,118.00 Standard**



Black Leather Executive (I2)  
Qty: \_\_\_\_  
**\$549.50 Discount**  
**\$714.50 Standard**



Black Steno Office Chair (I3)  
Qty: \_\_\_\_  
**\$447.75 Discount**  
**\$582.25 Standard**



Accordion Lit Stand (K1)  
Qty: \_\_\_\_  
**\$321.00 Discount**  
**\$417.50 Standard**



Coat Rack (K4)  
Qty: \_\_\_\_  
**\$116.50 Discount**  
**\$151.50 Standard**



Refrigerator (K8)  
Qty: \_\_\_\_  
**\$532.25 Discount**  
**\$692.00 Standard**



Oak Desk (I1)  
Qty: \_\_\_\_  
**\$857.00 Discount**  
**\$1,114.25 Standard**



30" x 30" Table (L2)  
Qty: \_\_\_\_  
**\$371.25 Discount**  
**\$483.00 Standard**



Side Chair (L1)  
Qty: \_\_\_\_  
**\$140.25 Discount**  
**\$182.50 Standard**



Arm Chair (L3)  
Qty: \_\_\_\_  
**\$166.50 Discount**  
**\$216.50 Standard**



42" x 30" Bar Table (M2)  
Qty: \_\_\_\_  
**\$397.50 Discount**  
**\$516.75 Standard**



Euro Barstool (M1)  
Qty: \_\_\_\_  
**\$346.00 Discount**  
**\$450.00 Standard**



Gray Bar Stool (M5)  
Qty: \_\_\_\_  
**\$243.00 Discount**  
**\$316.00 Standard**

**All Standard, Custom, & Enhanced furniture options are available to order online at <https://order.vipertradeshow.com>**

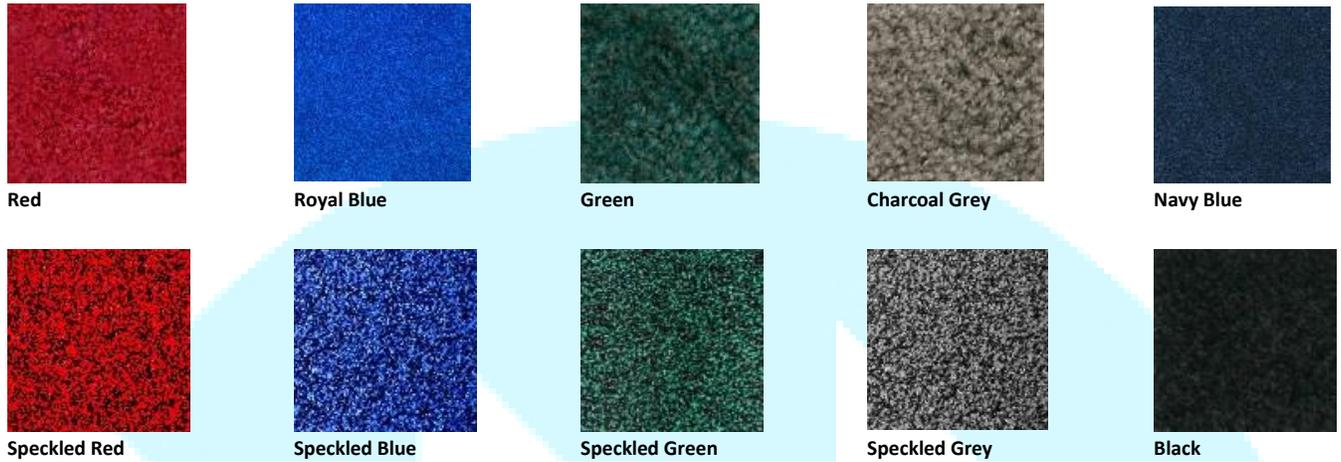
Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

# CARPET SELECTIONS:

HVAC Excellence Show is in a carpeted Ballroom.  
Additional carpet is NOT required.

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

**CIRCLE COLOR SELECTION BELOW**



## Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$375.00	\$475.00	
10' x 20 Carpet		\$750.00	\$950.00	
10' x 30' Carpet		\$1,125.00	\$1,425.00	
10' x 40' Carpet		\$1,500.00	\$1,900.00	
20' x 20' Carpet		\$1,500.00	\$1,900.00	
Custom Per Sq. Ft.		\$3.75	\$4.75	

## Prestige Flooring Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Astroturf Per Sq. Ft		\$10.75	\$12.75	
White Vinyl Per Sq. Ft		\$10.75	\$12.75	
Plush Per Sq. Ft		\$10.75	\$12.75	

## Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$4.50	\$5.25	
Double Padding Per Sq. Ft		\$7.50	\$8.25	
Visqueen Per Sq. Ft.		\$1.00	\$1.75	

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

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

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

*All flooring, padding and visqueen options are available to order online at <https://order.vipertradeshow.com>*

# MODULAR RENTALS – Includes custom graphics!

**Artwork and payment for Modular Rental Displays must be submitted BY the discount deadline**

## 10x10 Displays – Contact Viper for Additional Custom Exhibit Options!

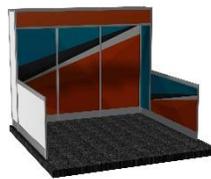
\*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



**10' INLINE BOOTH 1**  
Discount: \$5,172.25  
Standard: \$6,548.50



**10' INLINE BOOTH 2**  
Discount: \$5,172.25  
Standard: \$6,548.50



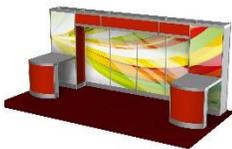
**10' STANDARD BOOTH**  
Discount: \$5,172.25  
Standard: \$6,548.50



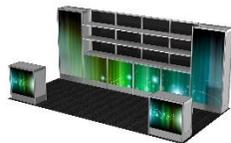
**10' POPUP LIGHTBOX RENTAL\***  
Discount: \$5,250.00  
Standard: \$6,825.00  
3 WEEKS LEAD TIME\*

## 10x20 Displays - Contact Viper for Additional Custom Exhibit Options!

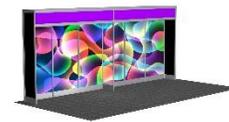
\*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



**20' INLINE BOOTH 1**  
Discount: \$11,121.25  
Standard: \$14,261.50



**20' SHELF BOOTH 2**  
Discount: \$11,121.25  
Standard: \$14,261.50



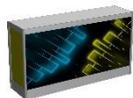
**20' STANDARD BOOTH**  
Discount: \$11,121.25  
Standard: \$14,261.50

## A La Carte

\*All prices include custom graphic panels | white or black panels available on request.



**1M COUNTER**  
Discount: \$523.75  
Standard: \$677.75



**2M COUNTER**  
Discount: \$950.50  
Standard: \$1,198.00



**1M CURVED COUNTER**  
Discount: \$582.00  
Standard: \$755.75



**2M CURVED COUNTER**  
Discount: \$1,035.25  
Standard: \$1,343.25



**DISPLAY CASE**  
Discount: \$1,226.50  
Standard: \$1,590.75

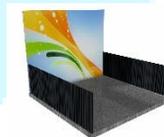
## MISC. ITEMS



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



**22x28 SIGN \*w/HOLDER**  
Discount: \$187.00  
Standard: \$243.25



**10'W X 8'H BACKWALL BANNER**  
Discount: \$1,932.50  
Standard: \$2,512.25

\*Banner is yours to keep. Includes install/dismantle

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



## Meeting/Conference Specialists

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

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

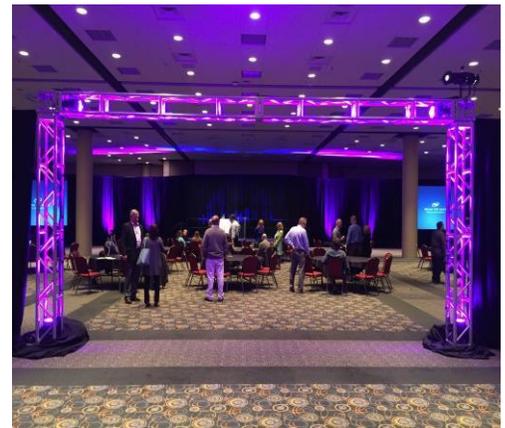
## Creative Solutions

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



## Products:

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



## Customer Service Commitment

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



2575 Northwest Parkway, Elgin IL 60124 Ph. 847.426.3100

## Exhibitor Order Form

Last updated [01/23]

Audio Equipment	Qty	Days	Daily Rate	Total
Wired Microphone			\$95.00	
Wireless Microphone- Handheld			\$210.00	
Wireless Microphone- Lavalier			\$210.00	
4-Channel Mixer			\$105.00	
8-Channel Mixer			\$195.00	
2 Powered Speakers w/ Stand			\$325.00	
XLR Cables (25ft)			\$40.00	
Video Equipment	Qty	Days	Daily Rate	Total
Micca Box			\$115.00	
19" Flat screen monitor			\$240.00	
23" Flat screen monitor			\$295.00	
32" LED monitor with table stand			\$425.00	
42" LED monitor with table stand			\$585.00	
50" LED monitor with table stand			\$700.00	
65" LED monitor with table stand			\$825.00	
LCD Data Projector 2500 Lumens			\$675.00	
LCD Data Projector 4000 Lumens			\$995.00	
Screens	Qty	Days	Daily Rate	Total
6' Tripod Screen			\$150.00	
8' Tripod Screen			\$165.00	
6' x 12' Fast-fold Screen			\$925.00	
7.6' x 14' Fast-fold Screen			\$1,450.00	
9' x 16' Fast-fold Screen			\$2,175.00	
Computer Systems	Qty	Days	Daily Rate	Total
Laptop Computer			\$340.00	
Wireless Mouse & Keyboard			\$90.00	
Mouse & Keyboard (wired)			\$80.00	
Ethernet Cables (25' to 50')			\$50.00	
VGA Cables (10ft)			\$40.00	
HDMI Cables (6ft)			\$45.00	
Multi-media Speakers			\$105.00	
Packages & Miscellaneous Accessories	Qty	Days	Daily Rate	Total
LCD Support Package (8ft easel screen, safelock table, advancer, cables)			\$260.00	
LCD Projector Package, 2500 Lumens			\$1095.00	
HP Black & White Printer			\$285.00	
Whiteboard Package			\$125.00	
Flipchart Package w/Easel			\$60.00	
Flipchart Pad			\$40.00	
Easel			\$40.00	
Black Velour Drape 16' high 10' Section			\$285.00	
Powerstrip			\$25.00	
Extension Cord 25'			\$35.00	
<b>***Prices are based on a daily rate.</b>				
	Equipment Total			
	Delivery/Pickup			\$145.00
	% sales tax			
<b>**Cancellation fee, 100% within 14days of Show Date.</b>	Other fees			
	<b>Grand Total</b>			

Visual FX, Inc.  
 2575 Northwest Parkway  
 Elgin, IL 60124  
 Phone 847.426.3100  
 Email: [Rob@visualfxav.com](mailto:Rob@visualfxav.com)



## Exhibitor Information / Method of Payment

Show Name: \_\_\_\_\_  
 Exhibitor: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Show Site Contact if Different Than Above: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

### For Use of an Exhibitor Appointed Contractor / Third Party

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

Authorized Signature for Exhibiting Company \_\_\_\_\_

### Visual FX Orders

Audio Equipment	\$	_____
Video Equipment	\$	_____
Screens	\$	_____
Computer Systems	\$	_____
Miscellaneous Accessories	\$	_____
<b>Delivery/Pickup</b>	<b>\$145</b>	_____
<b>Total Visual FX Orders</b>	<b>\$</b>	_____

### Method of Payment / Credit Card Charges:

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

*Please circle appropriate credit card*

*Please provide credit card number ~*

**MasterCard**   **Visa**   **American Express**   Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Cardholder's Signature: \_\_\_\_\_  
 Name Printed: \_\_\_\_\_  
 Address (if different than above) \_\_\_\_\_

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

**Company Check - Please note show name on check!** \_\_\_\_\_ Date check being mailed: \_\_\_\_\_

Email orders to: [rob@visualfxav.com](mailto:rob@visualfxav.com)

Mail to: 2575 Northwest Parkway, Elgin, IL 60124

# SOUTH POINT

9777 S. Las Vegas Blvd. Las Vegas, NV 89183

## 2024 Exhibitor Kit



Chris Johnson  
Audio Visual Production Manager  
Direct Line: 702-797-8066  
Email: [johnsonc@southpointcasino.com](mailto:johnsonc@southpointcasino.com)



## 2024 AUDIO VISUAL SERVICES ORDER FORM

**South Point Convention Production Services** is a full-service Audio Visual Department. The following forms include a list of our most commonly rented packages, and individual items. Please provide your request to the Audio Visual Production Manager. Prices are based on South Point owned equipment, per day, and per room. Rates are subject to the current State of Nevada sales tax. Any sub-rented items will incur additional costs.

Event Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Client or Group Name: \_\_\_\_\_ Location / Booth # \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Office Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_ On-Site Contact Cell: \_\_\_\_\_

Load-In: Date / Time: \_\_\_\_\_ Load-Out: Date / Time: \_\_\_\_\_

### Internet Services

For the convenience of our guests, we offer complimentary Wi-Fi in our meeting and exhibit areas. To access Wi-Fi, connect to: **SouthPointMeetingRooms** – *Custom options are available below:*

RNET SERVICES & EQUIPMENT	DESCRIPTION	FLAT FEE – per event
Wired Internet ( <i>Private Wired</i> ) Includes installation	Static IP Address <i>no Wi-Fi network</i>	\$400.00
Custom Wireless Wi-Fi Access	To order service, fill out information below	\$300.00
Wi-Fi Name: _____	Custom Password: _____ <b>(At least 8 characters long)</b>	
Custom artwork ‘splash’ Page for Wi-Fi	Wi-Fi access combined with custom artwork	\$500.00
10/100 Ethernet Switch – NO WIRELESS ACCESS	8, 16, OR 24-Port Switch	\$100.00
Cat6e Cable ( <i>for wired service</i> )	Cat6e ( <i>up to 50 feet per cable</i> )	\$30.00
Dedicated On-site Technician	Reserve a dedicated technician	\$100/per hour 4/hr min.
Expedite Fee	Orders must be received at least three (3) business days prior to Event to avoid an Expedite Fee.	\$125.00

***\*Due to the nature of Wi-Fi Access and use, we do not allow outside Wi-Fi routers, switches, or cellular boxes in use in any of our meeting rooms or the exhibit hall.***

## AV Power Services



Any power needed for booths on an expo floor needs must be ordered through:

### EDLEN ELECTRICAL

6705 S. Eastern Avenue Las Vegas, NV. 89119 Toll-free: (800) 553-3536

Phone: (702) 385-6911 Fax: (702) 385-1810

Email: [lasvegas@edlen.com](mailto:lasvegas@edlen.com)

[www.Edlen.com](http://www.Edlen.com)



# ORDER INSTRUCTIONS

Advance Payment Deadline Date: 003/26/24



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
Phone: (702) 385-6911 Fax: (702) 385-1810  
LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	HVAC Excellence 2024		
FACILITY:			
DATES:	March 25-26, 2024	EVENT #	034012LV

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

## COMPLETE THE STEPS BELOW IN PLACING YOUR UTILITY ORDERS

### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order

### Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

#### B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

#### D. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

### Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

# METHOD OF PAYMENT

Advance Payment Deadline Date: 003/26/24



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
Phone: (702) 385-6911 Fax: (702) 385-1810  
LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	HVAC Excellence 2024		
FACILITY:			
DATES:	March 25-26, 2024	EVENT #	034012LV

### FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

### METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

**ACH ELECTRONIC PAYMENT TRANSFER**  
JPMorgan Chase  
 Routing #: 322271627 Acct #: 789835573  
 Account Name: Edlen Electrical Exhibition Services, Inc  
**The financial institution MUST be based in the US.** In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

**BANK WIRE TRANSFER INFORMATION \***  
Domestic & International JPMorgan Chase \* Reference the Event # listed above and your Booth # on all electronic payments.  
 Routing #: 021000021 Acct #: 789835573  
 Reference Address: 383 Madison Ave  
 New York, NY 10017  
 Swift Code: CHASUS33  
 Account Name: Edlen Electrical Exhibition Services, Inc  
**\* \$50 processing fee MUST be included with transfer.**

**MANUAL ORDER PROCESSING FEE \***  
 Orders submitted for manual processing **MUST include a \$25 processing fee.** Submit orders online instead @ [www.edlen.com](http://www.edlen.com)

**CREDIT CARD**  
 We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

**COMPANY CHECK**  
 Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

VISA  MASTERCARD  AMEX  DISCOVER

### CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:											
CHECK #:											
CREDIT CARD NUMBER:								EXP DATE:			
CARD HOLDER SIGN:						PRINT NAME:					
EMAIL:											THIRD PARTY PAYMENT? YES or NO

### CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS	
* MANUAL ORDER PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. ESTIMATED SIGN ORDER	
5. LIGHTING ORDER	
6. PLUMBING ORDER	
<b>TOTAL DUE</b>	

AUTHORIZATION
AUTHORIZED SIGNATURE ABOVE
PRINT NAME ABOVE
TODAY'S DATE ABOVE

**By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.**

# ELECTRICAL ORDER



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
 Phone: (702) 385-6911 Fax: (702) 385-1810  
 LasVegas@edlen.com

E  M

**Advance Payment Deadline Date: 003/26/24**

<b>EXHIBITOR:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>HVAC Excellence 2024</b>		
<b>FACILITY:</b>			
<b>DATES:</b>	<b>March 25-26, 2024</b>	<b>EVENT #</b>	<b>034012LV</b>

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

ORDER INSTRUCTIONS
<p><b>INLINE AND PENINSULA DELIVERY</b>                  The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).</p>
<p><b>ISLAND BOOTH DELIVERY ONE LOCATION</b>                  Island booths that need power delivered to one location incur (1) hour labor charge for installation &amp; (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.</p>
<p><b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b>                  Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.</p>
<p><b>208/480V POWER DELIVERY AND CONNECTIONS</b>                  Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.</p>
<p><b>24 HOUR SERVICES</b>                  Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.</p>
<p><b>CANCELLATIONS</b>                  Credits will not be issued for services delivered and not used. See #16, 22 &amp; 23 on back of form for additional details.</p>
<p><b>TERMS &amp; CONDITIONS</b>                  I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.</p>

ELECTRICAL OUTLETS	Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event				
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	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	95.00	143.00	_____
1000 WATTS (10 AMPS)	_____	_____	157.00	238.00	_____
1500 WATTS (15 AMPS)	_____	_____	185.00	277.00	_____
2000 WATTS (20 AMPS)	_____	_____	216.00	324.00	_____
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	387.00	581.00	_____
30 AMPS	_____	_____	460.00	690.00	_____
60 AMPS	_____	_____	605.00	908.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	515.00	773.00	_____
30 AMPS	_____	_____	615.00	923.00	_____
60 AMPS	_____	_____	806.00	1209.00	_____
100 AMPS	_____	_____	1061.00	1592.00	_____
200 AMPS	_____	_____	1298.00	1947.00	_____
400 AMPS	_____	_____	2098.00	3147.00	_____
<b>TRANSFORMER(S) Boost 208 Volt to 230 Volt</b>					
Transformer (20 amp minimum charge)			Total Amps: _____ x 6.35 = _____		

**Please call for information on any services you require that are not listed here.**

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)
--

15' EXTENSION CORD	_____		27.00	
POWER STRIP	_____		27.00	_____

<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>		<b>TOTAL</b>	
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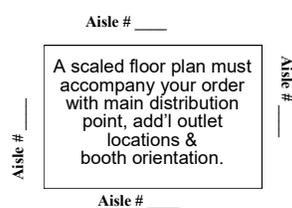
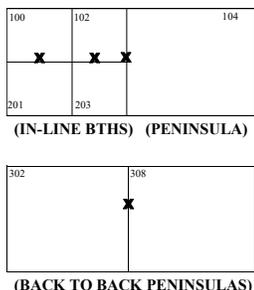
PRINT NAME:	
EMAIL:	PHONE:

# LAS VEGAS ELECTRICAL TERMS & CONDITIONS

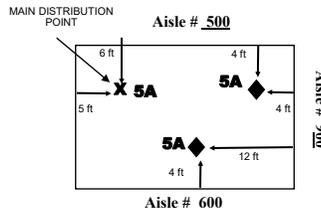
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

## COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

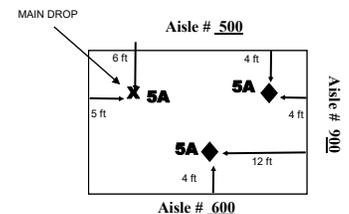
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**ISLAND BOOTHS**



**EXAMPLE-FLOOR POWER**



**EXAMPLE-CEILING POWER**

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

# ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 003/26/24



The Power People

## ELECTRICAL EXHIBITION SERVICES

6705 South Eastern Avenue, Las Vegas, NV 89119  
Phone: (702) 385-6911 Fax: (702) 385-1810  
LasVegas@edlen.com

EXHIBITOR:		BTH #	
EVENT:	HVAC Excellence 2024		
FACILITY:			
DATES:	March 25-26, 2024	EVENT #	034012LV

## LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### Step 2 Complete the Appropriate Forms

There are 3 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

#### B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

## ELECTRICAL JURISDICTION

### WORK REQUIRING EDLEN ELECTRICIANS

1. Electrical distribution under carpet
2. Data/network cable under carpet that is owned by an exhibitor or I&D house
3. Connection of all 208 volt or higher services
4. Assembly and disassembly of electrical hanging signs, including rotation and header signs.
5. Installation of all lighting including lights that require tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution
8. Hardwiring of any electrical apparatus
9. Installation of plasmas, TV's, LCD/LED/video monitors and digital displays excluding video walls.

## POWER DELIVERY

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

# ELECTRICAL DISTRIBUTION

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### ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
  - The electrical layout must indicate each power outlet and its location with exact measurements.
  - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
  - Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
  - Describe flooring: \_\_\_\_\_
  - Estimated date and time flooring installation will begin. Date: \_\_\_\_\_ Time: \_\_\_\_\_
- Show site supervisor:
 

Name \_\_\_\_\_ Cell # \_\_\_\_\_

Email \_\_\_\_\_ Company \_\_\_\_\_
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$95.00	_____
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$190.00	_____
		SCISSOR LIFT RENTAL		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	179.00	_____
<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM</b>		<b>ESTIMATED TOTAL</b>		
		_____		

### AUTHORIZATION

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

# ELECTRICAL BOOTH WORK

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### BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's Service Desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1 hour labor charge per electrician applies.

#### Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day	_____	Date	_____	Time	_____	# Elec	_____	Hrs. Each	_____	Total	_____
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#### Installation of Booth Lighting

Day	_____	Date	_____	Time	_____	# Elec	_____	Hrs. Each	_____	Total	_____
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#### Connection of High Voltage Services (208V - 480V)

Day	_____	Date	_____	Time	_____	# Elec	_____	Hrs. Each	_____	Total	_____
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#### General Booth Work (Any other work not described above where an electrician is required)

Day	_____	Date	_____	Time	_____	# Elec	_____	Hrs. Each	_____	Total	_____
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### OVERHEAD LIGHTING / OVERHEAD SIGNS / LIGHTING REQUIREMENTS

#### Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

#### Installation, Removal & Wiring of Overhead Signs (Complete Hanging Sign & Overhead Sign Placement Form)

### LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
<b>Labor Minimums</b>	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	<b>MAN HRS</b>	<b>RATE</b>	<b>TOTAL</b>
<b>Straight Time</b>	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	_____	ST \$95.00	_____
<b>Overtime</b>	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	_____	OT \$190.00	_____
		<b>SCISSOR LIFT RENTAL</b>		
		<b>HOURS</b>	<b>RATE</b>	<b>TOTAL</b>
		_____	179.00	_____

<b>TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM</b>	<b>ESTIMATED TOTAL</b>	_____
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### AUTHORIZATION

PRINT NAME: _____	DATE: _____
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