

QUICK REFERENCE

Mark Your Calendar!

Monday, March 13, 2023	FIRST DAY ADVANCE WAREHOUSE RECEIVING The advance warehouse will begin accepting freight on this date. Warehouse receiving is M-F 8:00 AM – 3:00 PM.
Monday, March 20, 2023	ADVANCE ORDER DISCOUNT DEADLINE Forms must be received by Viper with Full Payment and artwork for modular rentals is due. No refunds for cancellations are provided after this date.
Monday, April 3, 2023	LATE TO WAREHOUSE Advance Warehouse must receive your freight by EOD on 4/3/23 to avoid late charges.
Friday, April 7, 2023	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept exhibit material. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Monday, April 10, 2023	SHOW SITE DELIVERIES 1:00 PM – 5:00 PM @ the Manchester Grand Hyatt Regency ALL show site shipments are to be delivered this day only. Shipments sent before this date are at risk of being refused, or additional charges by venue and Viper may apply.

Your Show Outline

Move-In/Installation	Monday, April 10, 2023	1:00 PM – 5:00 PM
Exhibit Hours	Tuesday, April 11, 2023	9:00 AM – 1:30 PM
	Tuesday, April 11, 2023	3:30 PM – 6:30 PM
	Wednesday, April 12, 2023	9:30 AM – 1:00 PM
Move-Out/Teardown	Wednesday, April 12, 2023	1:15 PM – 4:30 PM

Freight Force Time 4PM | ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 4PM on 4/12 @ Manchester Grand Hyatt Regency

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	OUTBOUND SHIPPING INFO
ADVANCED (2 CWT MIN) \$238.40 Common Carrier*	2023 National Child Nutrition Conference Viper Tradeshow Services c/o YRC Freight 9525 Padgett Street San Diego, CA 92126	2023 National Child Nutrition Conference Manchester Grand Hyatt Regency Grand Hall (ABCD) c/o Viper Tradeshow Services 1 Market Place San Diego, CA 92101	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 4:00 PM to avoid force, as well as exhibitors must start dismantle by 2:00 PM in order to avoid forced labor. If you use Fed Ex or UPS, we suggest you stay with your shipment until they arrive.
SHOWSITE (2 CWT MIN) \$254.40 Common Carrier*			
*Per CWT *This rate includes: (OT move in and Special Handling)			

Be sure to include Company Name and Booth Number on your freight. Weight tickets are required upon delivery of freight.

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

10' x 10' exhibit spaces in a carpeted hall. Each booth comes with 8' royal blue back drape, 3' royal blue side drape, (1) 6' royal blue table, (2) folding chairs, (1) wastebasket and (1) black and white 6" x 24" ID sign.

*Power can be ordered by going to Encore's ordering platform: [Encore EventNow - 2023 CACFP](#)

*Internet forms are located on the last page.

****To purchase additional rental items/ services, please visit <https://order.vipertradeshow.com>**

Viper Show Coordinator: Dani Olis | p: 847.426.3100 | f: 847.426.3111 | dani.olis@vipertradeshow.com

Show Management Contact: Melissa Wilder | p: 512-430-2722 | melissa@cacfp.org

PRE-SHOW TIPS

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 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>. The standard pricing will apply to all show site orders.
- **Preparing freight shipments** – We strongly urge you to send your show freight to the advance warehouse. Some cost-saving tips are to have all of 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 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

- **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

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

Exhibit Hall Officially Closes:	Wednesday, April 12th @ 1:00 PM
Stored empty crates and containers returned:	Wednesday, April 12th @ 2:00 PM
Labor Force: all exhibitors should have started dismantle by now: Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.	Wednesday, April 12th @ 2:00 PM
Freight Force - deadline for carriers to check in:	Wednesday, April 12th @ 4:00 PM

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's name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to arrive by **4:00 PM**. We suggest telling them **3:00 PM**, giving them room to fail without failing you! Here's the address for your convenience:

Manchester Grand Hyatt Regency | Grand Hall (ABCD)
1 Market Place, San Diego, CA 92101

3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers **MUST** check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.
5. Once you have packed up all of your materials, please hand in your BOL to the Viper Service Desk. (Do not leave it in your booth.) We will sign it and give you a copy, keep a copy and give the driver a copy. Please note, material handling must be paid in full.

***In the event you fail to turn in your BOL or your carrier does not check in by the 4:00 PM deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.75/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 **12:00 PM** (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.

Dani Olis | Dani.olis@vipertradeshow.com | Office: 847-426-3100

TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT:

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

OUTSTANDING PAYMENTS:

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

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

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

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

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

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

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

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

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

Material Handling Form (MHA) aka Bill of Lading (BOL): Your bill of lading must be turned in no later than the force times listed on the Quick Reference page. Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.) *Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier, Viper Transportation, at the expense of the exhibitor! Your bill of lading must be turned in no later than the force times listed on the 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 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
 Fax: Send completed forms to 847.426.3111
 Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Payment Terms

Full payment is due upon receipt of invoice

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 must be submitted for final balances

Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Floral/Booth Cleaning:	\$
Installation & Dismantle Labor:	\$
Standard Furniture & Accessories:	\$
Viper Custom Furnishings:	\$
Carpet & Padding:	\$
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 submitting 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.

Please circle appropriate credit card: MasterCard Visa American Express

Number: _____

Expiration Date: _____ **CVV:** _____

Cardholder Signature: _____

Name Printed: _____

Address (if different from above): _____

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

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 for all shipments.** **If expedited shipping is required, please contact Viper for a quote, 847.426.3100.*

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 address is different than above please add 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 Tradeshows is not liable for shipping A/V or computer equipment

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

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

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

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

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 #: _____	
<p>2023 National Child Nutrition Conference Viper Tradeshow Services c/o YRC Freight 9525 Padgett Street San Diego, CA 92126</p>	<p>*Deliver by <i>Monday, April 3rd</i> to avoid late fees</p> <p>Weight ticket must be presented at the time of the delivery.</p>
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 #: _____
2023 National Child Nutrition Conference Manchester Grand Hyatt Regency Grand Hall (ABCD) c/o Viper Tradeshow Services 1 Market Place San Diego, CA 92101	*Deliver on Monday, April 10th Between 1:00 PM – 5:00 PM ONLY Weight ticket must be presented at the time of the delivery.
PIECE: _____ OF _____	

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
2023 National Child Nutrition Conference Viper Tradeshow Services c/o YRC Freight 9525 Padgett Street San Diego, CA 92126 Receiving Hours: Monday – Friday 8:00 AM – 3:00 PM	2023 National Child Nutrition Conference Manchester Grand Hyatt Regency Grand Hall (ABCD) c/o Viper Tradeshow Services 1 Market Place San Diego, CA 92101 Monday, April 10th 1:00 PM – 5:00 PM

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

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- A weight ticket 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.

Calculate your CWT (hundred weight)

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

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$238.40 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$283.10 / CWT
Common carrier shipment received late, after 4/3/2023	\$283.10 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$327.80/ CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$44.70 / CWT

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

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$254.40 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$302.10 / CWT
Off-target shipment (before or after) 4/10 1:00 PM – 5:00 PM via common carrier	\$302.10 / CWT
Off-target shipment (before or after) 4/10 1:00 PM – 5:00 PM via POV, or specialized carrier	\$349.80 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$47.70 / CWT

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.

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

Overtime or Off Target 30% Surcharge

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

Material Handling / Special Handling Definitions

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

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

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

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

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

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

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

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

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

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

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

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

Difference Between Crated and Uncrated Shipments: Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped and/or 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: \$99.00 per person, per hour

OT: \$148.50 per person, per hour

DT: \$198.00 per person, per hour

STANDARD

ST: \$148.50 per person, per hour

OT: \$198.00 per person, per hour

DT: \$247.50 per person, per hour

Viper Supervised (35% supervision applied) **:

DISCOUNT

ST: \$133.65 per person, per hour

OT: \$200.50 per person, per hour

DT: \$267.30 per person, per hour

STANDARD

ST: \$200.50 per person, per hour

OT: \$267.30 per person, per hour

DT: \$334.15 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 within 21 days of move-in 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

**This form must accompany Viper Supervised Labor Orders. Please email this form to your Viper Exhibitor Service Coordinator of fax to 847.426.3100.*

Please confirm that you have sent in instructions, photos and/or diagrams for the installation and dismantle of the booth, if not please email ASAP: (circle one) YES NO

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: _____ Fiber cases: _____ 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.*

If you do not wish to use Viper, who will be your carrier: _____

Note: You are responsible for booking your outbound carrier to make the pickup at the appropriate time. We suggest one hour BEFORE force time. Viper will not call your carrier at any point to make these arrangements and your booth will be re-consigned to the house carrier if you carrier fails to check-in by the force time. Please note we cannot supply pre-printed small package labels for FedEx, UPS, DHL and others alike.

OUTBOUND SHIPPING INFORMATION:

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

This information must be complete for either Viper Transportation shipment OR non-Viper Transportation shipment.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

If you have more than one shipment, please provide the information for all shipments.

THIS FORM HAS BEEN COMPLETED BY:

NAME: _____ DATE: _____

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

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

Name: _____

Company: _____ Date: _____

Signature: _____

USE OF AN EAC NOTIFICATION

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:

2023 National Child Nutrition Conference

Booth #: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

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

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

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: _____ 4th 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: _____ 4th 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 #: _____

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
Qty: ____
\$1,061.50 Discount
\$1,380.00 Standard



Black Leather Loveseat
Qty: ____
\$985.00 Discount
\$1,280.50 Standard



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



Gray Sofa
Qty: ____
\$857.00 Discount
\$1,114.25 Standard



Gray Loveseat
Qty: ____
\$780.50 Discount
\$1,014.75 Standard



Gray Chair
Qty: ____
\$704.00 Discount
\$915.25 Standard



Cocktail Table
Qty: ____
\$473.00 Discount
\$615.00 Standard



End Table
Qty: ____
\$421.25 Discount
\$547.75 Standard



Oak Desk
Qty: ____
\$857.00 Discount
\$1,114.25 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
Qty: ____
\$549.50 Discount
\$714.50 Standard



Black Office Chair
Qty: ____
\$447.75 Discount
\$582.25 Standard



Accordion Lit Stand
Qty: ____
\$321.00 Discount
\$417.50 Standard



Coat Rack
Qty: ____
\$116.50 Discount
\$151.50 Standard



Refrigerator
Qty: ____
\$532.25 Discount
\$692.00 Standard



30" x 30" Table
Qty: ____
\$371.25 Discount
\$483.00 Standard



Side Chair
Qty: ____
\$140.25 Discount
\$182.50 Standard



Arm Chair
Qty: ____
\$166.50 Discount
\$216.50 Standard



42" x 30" Bar Table
Qty: ____
\$397.50 Discount
\$516.75 Standard



Euro Barstool
Qty: ____
\$346.00 Discount
\$450.00 Standard



Gray Bar Stool
Qty: ____
\$243.00 Discount
\$316.00 Standard

Exhibitor: _____ Booth #: _____

CARPET SELECTIONS

CIRCLE COLOR SELECTION BELOW



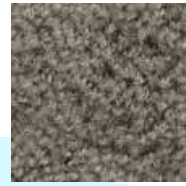
Red



Royal Blue



Green



Grey



Navy Blue



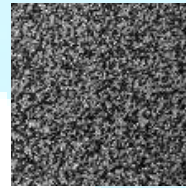
Speckled Red



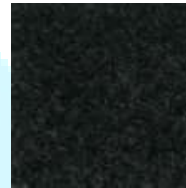
Speckled Blue



Speckled Green



Speckled Grey



Black

Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$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 Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
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.: \$ _____

Plush Carpet per sq. ft.: \$ _____

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

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

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!

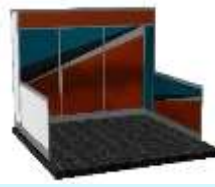
*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



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 #: _____

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

In order to have a pre-printed bill of lading (BOL) + shipping labels created & delivered to your booth the morning of show close on 4/12/2023, we must receive this form prior to the show.

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

Show Location

Manchester Grand Hyatt Regency | Grand Hall (ABCD)

****Please make sure your Carrier checks-in (at the freight desk) NLT than 4:00 PM on 4/12**

Exhibitor Information

Company Name: _____ Booth #: _____

Email Address: _____

Shipping Destination 1

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

OUTBOUND CARRIER INFO:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

ATTN: _____ Phone: _____

Shipping Destination 2

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

OUTBOUND CARRIER INFO:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

ATTN: _____ Phone: _____

Show Site Instructions:

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

Exhibitor: _____ Booth #: _____

INSTRUCTIONS

PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST

1. **Fill out the accompanying forms completely:** Include contact (ordering and onsite), payment information and signatures on all forms.
2. **Include service drop location within your booth:** On the bottom of the next page (pg. 2) is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. ***If wires need to run under carpet, please indicate on form.*** If a diagram exists showing the location for the internet line, please include that in the fax/email to us. *****Charges may apply for service relocations after being set*****
3. **Additional network devices (more than one):** Any additional devices beyond the first using network resources regardless of IP addressing scheme will be subject to an additional device fee. Please order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.
*****You will not be permitted to use access points, switches or hubs without paying for the additional devices*****
4. **Terms & Conditions:** Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.
5. **Services not covered by this form:** Email requests for a customized solution to Marshal Gewarges at mgewarges@singledigits.com for additional services such as VLAN(s) or dedicated bandwidth.
6. **Using a credit card for payment:** Completely fill out the payment/credit card authorization form (pg. 3). Make sure signature is the same as the credit card holder's name. ***Charges will appear as Manchester Grand Hyatt San Diego on credit card statement***
7. **Using a check for payment:** Mark Checks payable to "Manchester Grand Hyatt San Diego". *First*, email or fax a copy of the check and the filled out order form (Email to mgewarges@singledigits.com or fax to **(619-358-6989)**). Then **mail** original documents to Manchester Grand Hyatt San Diego, ATTN: Single Digits Inc., One Market Place, San Diego CA 92101. *****DO NOT MAKE CHECKS OUT TO SINGLE DIGITS INC DIRECTLY*****
8. **Faxing or Emailing your order:** Please email completed orders to mgewarges@singledigits.com or fax to 619-358-6989. If emailing please include show name and show dates in subject line (e.g. Exhibitor for SHOW NAME xx/xx –xx/xx/xx). Please be sure to include the following when placing your order.
 - a. **A completely filled out exhibitor form:** including ordering/onsite contact info, set-up time and service location diagram.
 - b. **A completely filled out payment form:** Check/CC info with signature and copy of check.
 - c. **Make sure both the order and payment form are signed:** This will make sure there are no delays in your service request(s).
9. We will contact you within 3 business days of order via e-mail and supply you a service invoice for your records.
10. Questions? Contact Single Digits, Inc. – 619-358-6787 (PST) or email mgewarges@singledigits.com

– PLEASE PRINT LEGIBLY –

EXHIBITOR ETHERNET SERVICE ORDER FORM

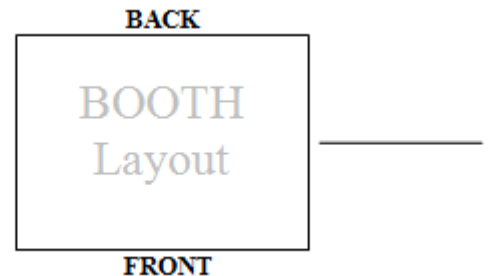
Company Name:		Ordering Contact Email:	
Ordering Contact:		Ordering Contact Phone:	Booth Number:
On-Site Contact:		Onsite Cell Phone:	Set Up Date/Time:
Company Address:			Tear Down Date/Time:
City:	ST:	ZIP:	Exhibit Room:
Show Name:			Show Dates:

****Wired connections connect at 10/100/1000 Mbps via standard RJ-45 Ethernet connection with a DHCP address.
Bandwidth is 5 Mbps per connection. Additional dedicated bandwidth available upon request, please call for more details and pricing.

HIGH SPEED INTERNET SERVICE (PER BOOTH)	Discount	Standard	# of days	Sub-total
Wired Access – Comes with [1] single wired connection <i>*Dedicated Bandwidth // Static IPs available upon request</i>	\$300.00 per day	\$350.00 per day		
			qty x days	Sub-total
Additional Wired Connections - Each <i>*Must order initial wired access above before selecting this option</i>	\$150.00 per day	\$200.00 per day		
			# of days	Sub-total
Wireless Access – Can connect up to 2 devices <i>*Dedicated Bandwidth // Static IPs available upon request</i>	\$200.00 per day	\$250.00 per day		
			qty x days	Sub-total
Additional Wireless Connection - Each <i>*Must order either wired or wireless access above before selecting this option</i>	\$50.00 per day	\$100.00 per day		
		Grand Total =		

1. Order must be received with payment 15 days prior to first show date qualify for discount pricing.
2. Client must pay for each device connected to the network (wired or wireless) regardless of IP addressing scheme.
*To maintain network integrity, Single Digits, Inc. **does not allow** exhibitors to setup network equipment on our network without prior approval*
3. For wired internet, all Ethernet cables and Ethernet switches are included with your order. *Subject to \$150 charge if switch is not returned or returned damaged.
4. For wireless internet, login instructions will be provided during setup.

Booth Layout Diagram: _____ →
(Please label the booth diagram with adjacent booth numbers)
Mark (X) where each wired drop should be placed.



**** IMPORTANT ****
If cables MUST run under carpet, please CIRCLE this Statement and notify your decorator

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form.

Authorized Signature: _____ Date: _____

Single Digits SO# _____ (INTERNAL USE ONLY)

PAYMENT AND CREDIT CARD AUTHORIZATION

PAYMENT INFORMATION

Company Check or Money Order

MAKE PAYABLE TO: MANCHESTER GRAND HYATT SAN DIEGO

Total:

MAIL TO: ONE MARKET PLACE, SAN DIEGO CA 92101

ATTN: SINGLE DIGITS, INC.

*** IF PAYING BY CREDIT CARD YOU ARE AUTHORIZING MANCHESTER GRAND HYATT SAN DIEGO TO CHARGE YOUR CREDIT CARD IN THE AMOUNT LISTED ON YOUR ORDER FORM***

CC Type: _____ Acct #: _____

Exp Date: _____ CVV/CVC: _____

Billing Address: _____ Billing Phone #: _____

City: _____ State: _____ Zip Code: _____

Name on CC: _____

Authorizing Signature: _____ Date: _____

****ONCE COMPLETED EMAIL TO mgewarges@singledigits.com or FAX TO 619-358-6989**

This is a private and secure direct fax to Single Digits, Inc.

Please be sure to include the following:

- a. **A completely filled out exhibitor form**
Including ordering/onsite contact info, set-up time and service location diagram.
- b. **A completely filled out payment form**
If paying by CC – all CC info required above with signature.
If paying by check - include a copy of the mailed check in the email or fax.
- c. **Make sure both the order and payment form are signed**
This will make sure there are no delays in your service request(s).

General Terms & Conditions

1. Services. Hospitality Services' network management (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Hospitality Services shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Configuration by Hospitality Services. In the event that Hospitality Services configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Hospitality Services be liable to Customer for any damage caused by such configuration, and Hospitality Services makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

3. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Hospitality Services responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Hospitality Services shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Hospitality Services does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

4. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Hospitality Services does not undertake to do so. Hospitality Services hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Hospitality Services is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Hospitality Services makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Hospitality Services to control or manage.

5. Limitation of Liability. Neither Hospitality Services nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Hospitality Services relating to its obligations under this Agreement. Hospitality Services' entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

6. Indemnification. Customer shall indemnify and hold harmless Hospitality Services, the owner and manager of the property where the Services are provided, as well as each such party's officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Hospitality Services has no control over the content of information transmitted by Customer or its users and that Hospitality Services does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Hospitality Services, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

7. Service Interruptions, Modifications, and Instructions. Customer agrees that Hospitality Services may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Hospitality Services' equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

8. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

9. Miscellaneous.

A. **Force Majeure.** Hospitality Services shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Hospitality Services' reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.