



Exhibitor Service Kit



**9th International Topical Meeting
on Nuclear Plant Instrumentation,
Control, and Human Machine Interface
Technologies (NPIC & HMIT 2015)**

February 22-26, 2015 • The Westin Charlotte • Charlotte, NC



QUICK REFERENCE
SHOW NAME: NPIC & HMIT 2015
SHOW CODE: 1502004

SHOW CITY: Charlotte, NC
SHOW FACILITY: Westin Charlotte Hotel
SHOW DATES: February 22-26, 2015



MARK YOUR CALENDAR!

- Friday, January 30, 2015** **FIRST DAY ADVANCE WAREHOUSE RECEIVING**
 The Advance Warehouse will accept freight beginning on this date. Shipments received via small package carrier will be charged an additional 30%.
- Friday, February 6, 2015** **ADVANCE ORDER DISCOUNT DEADLINE / CANCELLATION DEADLINE**
 Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date
- Friday, February 13, 2015** **LATE TO WAREHOUSE**
 Advance Warehouse must receive your freight by FEB. 13TH to avoid late charges. ALL shipments received after this date will be charged a late fee of an additional 30%.
- Friday, February 20, 2015** **LAST DAY OF ADVANCE WAREHOUSE RECEIVING**
 Last day Advance Warehouse will accept freight. (You will be charged a late fee, as noted above, but your freight will be in your booth at the start of exhibitor move-in!)
- Sunday, February 22, 2015 *1:00-4:00 PM** **SHOW SITE DELIVERIES**
 ALL show site shipments are to be delivered this day only, **DURING MOVE IN HOURS ONLY!**
 Shipments sent before these dates are at risk of being refused, and charges by hotel and Viper will apply.



YOUR SHOW OUTLINE

- Move-In/Installation** Sunday, February 22, 2015 1:00 PM- 4:00 PM
- Exhibit Hours**
 - Sunday, February 22, 2015 6:00 PM-10:00 PM (Reception)
 - Monday, February 23, 2015 7:00 AM- 7:00 PM
 - Tuesday, February 24, 2015 7:00 AM- 5:00 PM
 - Wednesday, February 25, 2015 7:00 AM- 3:00 PM
- Move-Out/Tear Down** Wednesday, February 25, 2015 3:00 PM- 8:00 PM
- Reconsolidate on Viper Transportation** Wednesday, February 25, 2015 @ 4:00 PM

CARRIER MUST CHECK IN BY:
4:00 PM @ the Viper Service Desk on 02/25

MATERIAL HANDLING RATES
ADVANCED (2CWT MINIMUM):
\$136.50 per CWT
SHOWSITE (2CWT MINIMUM):
\$177.45 per CWT

ADVANCE WAREHOUSE
 NPIC & HMIT 2015
 Viper Tradeshow Services
 2205-B Distribution Center Dr.
 Charlotte, NC 28269

SHOW SITE FACILITY
 NPIC & HMIT 2015
 Westin Charlotte Hotel
 c/o Viper Tradeshow Services
 601 S. College St.
 Charlotte, NC 28202

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 their dismantle by 3:30 PM in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

Be sure to include Company Name & Booth Number on your 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' blue & cream back drape, 3' blue side drape, (1) 6' cream skirted table, (2) chairs, (1) wastebasket, and (1) black & white 6" x 24" ID sign.

** To purchase additional items/services (including material handling), please visit vipertradeshowonline.com / show code #1502004 **

Order Online @
www.vipertradeshowonline.com
Show Code:
1502004

VIPER SHOW COORDINATOR	SHOW MANAGEMENT CONTACT
Stephanie Kordecki p: 847.426.3100 f: 847.426.3111 skordecki@vipertradeshow.com	Rhonda Foss p: 708-579-8252 rfoss@ans.org



VIPER ONLINE ORDERING INSTRUCTIONS

FIRST TIME USERS:

- 1) Create an Account: (This is a one-time step!) By creating an account with Viper, a history of your orders on various shows is accessible, and moving forward, all you'll need is the Show code.
- 2) Go to www.vipertradeshowonline.com click "do you need to create an account" in the top right corner.
- 3) Complete your information on the CREATE ACCOUNT page.
- 4) Use the Show Code found in the lower left hand corner of the Quick Reference Page (page 1).
- 5) Enter your booth number or all zero's (0000) if you don't know it. We can update it later as necessary.
- 6) Read the Terms and Conditions and then check the box to agree to them.
- 7) Click 'Create Account'. Now you are at the ordering page...see below.

RETURN USERS:

- 1) Sign in using your email and password.
- 2) Should you have forgotten your password, there is a link that will resend it if necessary.
- 3) Click on the shopping cart icon, on the next screen, enter the show code in the gray box.
- 4) As you enter the show code, this show will pop up.
- 5) Enter your booth number or all zero's (0000).
- 6) Click "Add Show".
- 7) A list of all the shows you have ordered from will appear. For this show, simply click "Purchase Items for Show" located on the right side of the page.

ORDERING AND CHECKING OUT:

- From here, simply click on the various departments, products, quantities and colors you would like.
- You have the ability to save your order to your cart and come back to it.
HOWEVER, be sure to come back and actually check out! Orders cannot be placed unless your transaction is complete.
- Checkout! (Credit Card information via our secure network is required for your order to be processed)
- A confirmation/receipt is emailed to you immediately.
- Please note that a 3.5% Convenience Fee will be charged on all credit card purchases.

TERMS/WORKSHEETS:

If you have any questions about terms, regulations, or guidelines, click on "Terms/Worksheets" at the top right hand corner of the web site. Included in these pages are all the terms you agreed to upon creating your account with Viper and the descriptions of terms and services, as well as Exhibitor Appointed Contractor information and forms.

It is your obligation to review and familiarize with the material handling guidelines provided online, as you have accepted the terms as soon as you create an account.

For your convenience, we have also provided in these pages Labor and Material Handling worksheets should you like to work out estimates for these services before you order them online.

PLEASE DON'T HESITATE TO CALL YOUR VIPER SHOW COORDINATOR SHOULD YOU HAVE QUESTIONS OR NEED ASSISTANCE WALKING THROUGH THESE STEPS!



METHOD OF PAYMENT FOR: NPIC & HMIT 2015

EXHIBITOR INFORMATION

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____

FAX #: _____ EMAIL ADDRESS: _____

**Paid invoices are emailed 3 - 5 business days after show closing*

SHOW SITE CONTACT: _____ CELL PHONE: _____

WAYS TO ORDER

ONLINE*

Login & Place Orders:
www.vipertradeshowonline.com

**Credit Card Transaction Only*

FAX*

Send completed forms to:
Fax: 847.426.3111

MAIL

Send completed forms to:
Viper Tradeshow Services
2575 Northwest Parkway
Elgin, Illinois 60124

VIPER TRADESHOW SERVICES ORDERS

Material Handling Estimate:	\$ _____
Standard Furnishings & Accessories:	\$ _____
Viper Custom Furnishings:	\$ _____
Installation & Dismantle Labor:	\$ _____
Floral/Booth Vacuuming/Porter:	\$ _____
Modular Rental Display:	\$ _____
Signage/Graphics:	\$ _____
Shipping (Viper Transportation Service):	\$ _____
Total Viper Tradeshow Service Orders	\$ _____

METHOD OF PAYMENT / CREDIT CARD CHARGES

*** NOTE: 3.5% Surcharge will be applied to all Credit Card Orders.**

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

Please Circle Appropriate Credit Card

MasterCard Visa Amex Number: _____
 Expiration Date: _____
 Cardholder Signature: _____
 Name Printed: _____
 Address (if different from above): _____

Company Check # (Please note show name on check): _____ **Date check mailed:** _____
Make Payable to: Viper Tradeshow Services **Mail to:** 2575 Northwest Parkway, Elgin, Illinois 60124

STANDARD FURNITURE | ACCESSORIES

Exhibitor Name _____ Booth # _____

30" TABLES



	Discount	Standard
Qty. _____ 4' Table	131.67	166.32
Qty. _____ 6' Table	166.32	187.11
Qty. _____ 8' Table	180.18	200.97
Qty. _____ 4th Side Drape	33.00	46.20
Qty. _____ Undraped Table	33.00 Less Than List Price Above	

42" COUNTERS



	Discount	Standard
Qty. _____ 4' Counter	159.39	194.04
Qty. _____ 6' Counter	194.04	228.69
Qty. _____ 8' Counter	221.76	256.41
Qty. _____ 4th Side Drape	39.60	52.80
Qty. _____ Undraped Counter	33.00 Less Than List Price Above	

ACCESSORIES



	Discount	Standard
Qty. _____ 4' Single Tier Table Riser	88.15	116.42
Qty. _____ 6' Single Tier Table Riser	111.43	145.53
Qty. _____ 8" Single Tier Table Riser	133.05	164.66
Qty. _____ Garment Rack	159.66	207.90
Qty. _____ Wastebasket	29.10	40.19
Qty. _____ Tripod Easel	53.22	68.18
Qty. _____ Sign Frame/Holder	163.00	207.90
Qty. _____ Rope & Stanchion Sets	124.74	163.00
Qty. _____ 4' x 8' Posterboard	254.47	291.06
Qty. _____ Bag Rack	90.09	124.74

CARPET | PADDING



	Discount	Standard
Qty. _____ 10' x 10' Carpet	200.64	257.40
Qty. _____ 10' x 20' Carpet	401.28	514.80
Qty. _____ Custom Carpet Per Sq Ft.	2.00 s/f	2.57 s/f
Qty. _____ 1/2" Padding Per Sq. Ft.	2.43 s/f	2.90 s/f
Qty. _____ Visqueen Per Sq. Ft.	0.55 s/f	0.68 s/f

LOUNGE



VIPER

PILOTS OF THE TRADESHOW INDUSTRY

Series
A



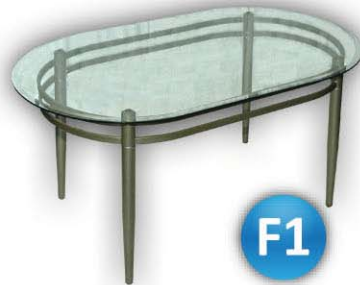
Series
B



Series
C



SPECIALTY TABLES | CHAIRS



OFFICE



I1



I2



I3



J1



J2



J3

ACCESSORIES



K1



K2



K3



K4



K5

K6



K7



K8

TABLES | CHAIRS

Series L



L1



L2



L3



L4



L5



L6

COCKTAIL TABLES | STOOLS

Series M



M5



M4



M3



M2



M1



M6



M7



VIPER

PILOTS OF THE TRADESHOW INDUSTRY

FURNISHINGS PRICE GUIDE / ORDER FORM

LOUNGE

Discount Standard

Series
A

A1 - Durapella Sage Sofa	qty. _____	602.91	783.78
A2 - Durapella Sage Loveseat	qty. _____	533.61	693.69
A3 - Durapella Sage Chair	qty. _____	395.01	513.51
A4 - Cherry Cocktail Table	qty. _____	256.41	333.33
A5 - Cherry End Table	qty. _____	228.69	297.30

Series
B

B1 - Black Leather Sofa	qty. _____	575.19	747.75
B2 - Black Leather Loveseat	qty. _____	533.61	693.69
B3 - Black Leather Chair	qty. _____	450.45	585.59
B4 - Black/Glass Cocktail Table	qty. _____	207.90	270.27
B5 - Black/Glass End Table	qty. _____	194.04	252.25

Series
C

C1 - Grey Sofa	qty. _____	464.31	603.60
C2 - Grey Loveseat	qty. _____	422.73	549.55
C3 - Grey Chair	qty. _____	381.15	495.50
C4 - Black Cocktail Table	qty. _____	256.41	333.33
C5 - Black End Table	qty. _____	228.69	297.30

SPECIALTY TABLES | CHAIRS

Discount Standard

Series
D

D1 - Black/Glass 42" Round Table	qty. _____	311.85	405.41
D2 - Black Side Chair	qty. _____	173.25	225.23

Series
E

E1 - Chrome/Glass 36" Round Table	qty. _____	270.27	351.35
E2 - Brushed Silver Ladderback Chair	qty. _____	145.53	189.19

Series
F

F1 - Pewter/Glass 60" Oval Table	qty. _____	353.43	459.46
F2 - Pewter/Blue Chair	qty. _____	200.97	261.26
F3 - Pewter/Red Chair	qty. _____	200.97	261.26
F4 - Pewter/Yellow Chair	qty. _____	200.97	261.26
F5 - Pewter/Green Chair	qty. _____	200.97	261.26

Series
G

G1 - Birch/Steel 54" Round Table	qty. _____	325.71	423.42
G2 - Birch/Steel Side Chair	qty. _____	214.83	279.28

Series
H

H1 - Brushed Steel 42" Round Table	qty. _____	311.85	405.41
H2 - Brushed Steel Chair	qty. _____	200.97	261.26

OFFICE

Discount Standard

Series
I

I1 - Oak Desk	qty. _____	464.31	603.60
I2 - Black Leather/Chrome Executive Chair	qty. _____	297.99	387.39
I3 - Black Leather/Black Executive Chair	qty. _____	297.99	387.39

Series
J

J1 - Black 6' Conference Table	qty. _____	395.01	513.51
J2 - Black Steno Chair	qty. _____	173.25	225.23
J3 - Black Drafting Stool	qty. _____	242.60	315.38

ACCESSORIES

Discount Standard

Series
K

K1 - Black Accordion Lit Stand	qty. _____	173.25	225.23
K2 - Black Lit Stand	qty. _____	173.25	225.23
K3 - Standing Ballot Box	qty. _____	242.55	315.52
K4 - Coat Rack	qty. _____	62.37	81.08
K5 - Black 12" x 12" x 42" Pedestal	qty. _____	242.55	315.32
K6 - Black 12" x 12" x 30" Pedestal	qty. _____	242.55	315.32
K7 - Black 24" x 24" x 42" Pedestal	qty. _____	381.15	495.50
K8 - Refrigerator	qty. _____	288.20	374.66

TABLES | CHAIRS

Discount Standard

Series
L

L1 - Black Sherpa Side Chair	qty. _____	75.63	98.32
L2 - Black 30" x 30" Table	qty. _____	200.97	261.26
L3 - Black Sherpa Arm Chair	qty. _____	90.09	117.12
L4 - Brushed Steel/Black Chair	qty. _____	200.97	261.26
L5 - Black Side Chair	qty. _____	173.25	225.23
L6 - Black Euro Chair	qty. _____	173.25	225.23

COCKTAIL TABLES | STOOLS

Discount Standard

Series
M

M1 - Black Euro Barstool	qty. _____	187.11	243.24
M2 - Black 30" x 42" Bar Table	qty. _____	214.83	279.28
M3 - Euro Barstool	qty. _____	214.83	279.28
M4 - Chrome/Black Euro Stool	qty. _____	200.97	261.26
M5 - Black Ladderback Stool	qty. _____	131.67	171.17
M6 - Brushed Steel/Black Stool	qty. _____	228.69	297.30
M7 - Brushed Steel Stool	qty. _____	228.69	297.30



SHIPPING ORDER FORM

If you would like to use the shipping services of Viper Tradeshow Services please complete the following form and fax it to 847.426.3111. You will receive a confirmation of receipt and bookings.

PRICING

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.75/lb. on shipments under 1,000 pounds and \$2.25/lb for shipments over 1,000 pounds. Dimensional weight may apply, and a \$525.00 minimum applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Material Handling charges still apply for all shipments.

SHIPPING INFORMATION

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____

Do you have a dock? _____ When will freight be ready for pickup? _____

Estimated Number of Pieces: _____ Estimated Total Weight: _____ When do you close? _____

DESTINATION

SHOW: NPIC & HMIT 2015 _____ BOOTH NUMBER: _____

EXHIBITOR NAME (IF DIFFERENT THAN ABOVE)

Check one: ADVANCE WAREHOUSE: _____ SHOW SITE: _____ OUTBOUND ONLY: _____

Is this a round trip shipment? _____ If so, are we returning to same address above? _____

Address if different than above: _____

5-7 Day Ground Service? _____ If other, please call & arrange as a different rate will apply.

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, and acknowledge i am purchasing only supplemental insurance protection (up to \$5,000.00) at \$10.00 for every \$1,000.00 declared value by entering a declared value on this form. Declared value \$ _____

All shipment orders must be accompanied by a completed exhibitor information/method of payment form and pick ups will only be scheduled upon Receipt of both forms. A confirmation email will be sent when your shipment is officially scheduled, including a tracking number for your reference.

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

Name printed: _____ date: _____



SHIPPING LABELS

SHOW NAME: NPIC & HMIT 2015

SHOW CODE: 1502004

SHOW CITY: Charlotte, NC

SHOW FACILITY: Westin Charlotte Hotel

SHOW DATES: February 22-26, 2015

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

ADVANCE WAREHOUSE LABELS

SHIPPER INFORMATION

Company: _____

Address: _____

Phone: _____

Contact: _____

SHIPPER INFORMATION

Company: _____

Address: _____

Phone: _____

Contact: _____

DELIVERY INFORMATION

NPIC & HMIT 2015
Viper Tradeshow Services
2205-B Distribution Center Dr.
Charlotte, NC 28269

Exhibiting Company: _____

Booth Number: _____

Must be delivered NLT February 13th to avoid late charges

DELIVERY INFORMATION

NPIC & HMIT 2015
Viper Tradeshow Services
2205-B Distribution Center Dr.
Charlotte, NC 28269

Exhibiting Company: _____

Booth Number: _____

Must be delivered NLT February 13th to avoid late charges

SHOW SITE LABELS

SHIPPER INFORMATION

Company: _____

Address: _____

Phone: _____

Contact: _____

SHIPPER INFORMATION

Company: _____

Address: _____

Phone: _____

Contact: _____

DELIVERY INFORMATION

NPIC & HMIT
Westin Charlotte Hotel
c/o Viper Tradeshow Services
601 S. College St.
Charlotte, NC 28202

Exhibiting Company: _____

Booth Number: _____

To be delivered ON February 22nd *1-4 PM ONLY!

DELIVERY INFORMATION

NPIC & HMIT
Westin Charlotte Hotel
c/o Viper Tradeshow Services
601 S. College St.
Charlotte, NC 28202

Exhibiting Company: _____

Booth Number: _____

To be delivered ON February 22nd *1-4 PM ONLY!



MATERIAL HANDLING INFO FOR NPIC & HMIT 2015

ADVANCE WAREHOUSE

NPIC & HMIT 2015
Viper Tradeshow Services
2205-B Distribution Center Dr.
Charlotte, NC 28269

SHOWSITE

NPIC & HMIT 2015
Westin Charlotte Hotel
c/o Viper Tradeshow Services
601 S. College St.
Charlotte, NC 28202

Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up. A 200 pound minimum applies to every shipment, whether received at the Advance Warehouse or Show Site.

SHIPMENTS TO ADVANCE WAREHOUSE: \$136.50 per CWT ***via common carrier**

SHIPMENTS TO SHOWSITE: \$177.45 per CWT ***via common carrier**

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds

Pounds Divided by 100: _____ Your CWT (No Less than 2)

ADVANCE WAREHOUSE DELIVERIES

*AW: Crated/Skidded via common carrier CWT x \$136.50 = \$ _____ Sub Total (No less than \$273.00)

†AW LATE: Crated/Skidded via common carrier CWT x \$177.45 = \$ _____ Sub Total (No less than \$354.90)

* Deliveries recieved between the dates of January 30, 2015 - February 13, 2015 are considered **ON TIME**.
† Deliveries received between the dates of February 14, 2015 - February 20, 2015 are considered **LATE**.

SHOWSITE DELIVERIES

SS: Crated/Skidded via common carrier CWT x \$177.45 = \$ _____ Sub Total (No less than \$354.90)

SHOW SITE DELIVERY DATE- ONLY! (February 22nd)

REQUIRED APPLICABLE SPECIAL CHARGES

(Fee applies to each category above)

ADD 30% for Small Package Carrier (SPC) if you are using FedEx, UPS, DHL, Airborne, etc. \$ _____ (only if utilizing SPC carriers or special)

ADD 30% for shipments that are loose, uncrated, requiring special handling \$ _____ (only if loose, uncrated, or special handling)

ADD 30% for shipment received and/or loaded out on overtime/off target \$ _____ (only if OT/Off Target)

Add Sub Total with any Special Charges for the Estimated Total Material Handling: \$ _____ ESTIMATED TOTAL

Exhibitor: _____ Booth #: _____



FLORAL / CLEANING INFO FOR:

NPIC & HMIT 2015

FLORAL

Fresh Floral Arrangements

Small Floral Arrangement: _____ \$90.00 Discount / \$120.60 Standard
 Medium Floral Arrangement: _____ \$126.00 Discount / \$156.60 Standard
 Large Floral Arrangement: _____ \$162.00 Discount / \$198.00 Standard

Artificial Plants

2 Foot Green Plant: _____ \$55.20 Discount / \$69.60 Standard
 3 Foot Green Plant: _____ \$69.60 Discount / \$82.80 Standard
 4 Foot Green Plant: _____ \$82.80 Discount / \$98.40 Standard
 5 Foot Green Plant: _____ \$98.40 Discount / \$112.80 Standard
 6 Foot Green Plant: _____ \$112.80 Discount / \$127.20 Standard

For plants or floral not listed please call 888.458.9760

TOTAL ALL ITEMS ORDERED: \$ _____
Add Applicable Sales Tax \$ _____
Amount of Total Floral Charges (1 + 2): \$ _____

BOOTH VACUUMING

A Booth Unit = one 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 _____ \$70.00 Discount / \$85.00 Standard
 (per booth space)
 Number of Days: _____ x _____ \$ _____ Subtotal
 \$ _____ **Total**
 (Number of Booth Units x Number of Days)

PORTER SERVICE

Emptying refuse from containers as necessary throughout the show hours.

Monday - Friday: 8:00 am - 4:30 pm: \$57.60 per day
 Monday - Friday: After 4:30 pm: \$69.60 per day
 Any time Saturday, Sunday, & Holidays: \$78.00 per day

Number of Booth Units: _____ x _____ (use appropriate rates from above)
 \$ _____ Subtotal
 Subtotal x Number of Days: \$ _____ **Total**
 Total of All Cleaning & Porter Services: \$ _____



DISPLAY LABOR (I&D) INFO FOR:

NPIC & HMIT 2015

DISPLAY LABOR HOURLY RATES

Monday - Friday 8:00 am - 4:30 pm:	_____ \$75.00 (Dismantle)	per person, per hour
Monday - Friday before 8:00 am & after 4:30 pm:	_____ \$112.50 (Dismantle)	per person, per hour
Any time Saturday, Sunday & Holidays:	_____ \$150.00 (Installation)	per person, per hour

Add 50% to above rates for labor ordered at show site.

LABOR DEFINITIONS

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below.

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.

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Service 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 (8:30 am) unless the official set time begins later in the day.

Please provide supervisor's name and cell number: _____

INSTALLATION CALCULATION & ORDER

- 1) Day/Time of Set Up: _____ Enter hourly rate as outlined above.
- 2) Number of Labor/People: _____ X number of people
- 3) Total Number of Hours: _____ X number of hours
- 4) Sub-Total:** \$ _____
- 5) Check here if Exhibitor Supervised: _____ MUST be marked or move to next step
- 6) Viper Tradeshow Service Supervised Surcharge: _____ 35% of sub-total above
- 7) Total Installation Charges** \$ _____ **Sub-total plus surcharge (4+6)**

DISMANTLE CALCULATION & ORDER

- 1) Day/Time of Set Up: _____ Enter hourly rate as outlined above.
- 2) Number of Labor/People: _____ X number of people
- 3) Total Number of Hours: _____ X number of hours
- 4) Sub-Total:** \$ _____
- 5) Check here if Exhibitor Supervised: _____ MUST be marked or move to next step
- 6) Viper Tradeshow Service Supervised Surcharge: _____ 35% of sub-total above
- 7) Total Installation Charges** \$ _____ **Sub-total plus surcharge (4+6)**

Total of All Items Ordered: \$ _____

50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 888-458-9760 for special requests or items you do not find on this form.

Exhibitor: _____ Booth #: _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

Viper Tradeshow Services, acting on behalf of all exhibitors in the best interest of the exposition, has been appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Services Contracted 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 management and Viper Tradeshow Services at least 10 days before the show opening.
3. Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permit 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 Viper Tradeshow Services will not be permitted on the floor.

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



USE OF AN EAC NOTIFICATION

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

Please be sure to read the Official Service & Exhibitor Appointed (EAC) Contractors 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 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/Booth Number: NPIC & HMIT 2015 _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact *(if different than above):* _____

Cell Phone: _____

EAC Instructions

- 1) Refer to the Official Service & Exhibitor Appointed Contractors Guidelines and the Method of Payment Third Party Authorization for forms 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 of the names of all exhibiting companies for whom they have orders.
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.



MOVE-OUT INFORMATION FOR: NPIC & HMIT 2015

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.

- | | |
|--------------------------------------|--|
| Wed. February 25th @ 3:00 PM | Exhibit Hall Officially Closes |
| Wed. February 25th by 4:00 PM | Stored empty crates and containers returned. |
| Wed. February 25th @ 3:30 PM | Labor Force: all exhibitors should have started dismantle by this time.
Exhibitors must check in at the Viper Service Desk to sign out labor hired. |
| Wed. February 25th @ 4:00 PM | Freight Force: deadline for carriers to check in. |

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 come by **4:00 PM** *. We suggest telling them **3:30 PM** , giving them room to fail without failing you! Here's the address for your convenience:
Westin Charlotte Hotel 601 S. College St. Charlotte, NC 28202
3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Viper Service Desk to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and Fed Ex are not the most reliable carriers for our industry, so we highly suggest exhibitor's using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only the shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all your materials please hand in the 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 \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 pounds or less; with a \$525.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

Viper is the Official Carrier for the show. If you would like Viper to be your carrier, simply complete and fax the attached form to the office. Your BOL and labels will be delivered to your booth prior to the last day's 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 **2:00 PM** (1 hour before closing), and we'll write up your Bill of Lading (BOL) and labels and deliver them to your booth. Once you are packed, sign the BOL, turn it into us, you'll get a copy, we'll get a copy, and the driver will get a copy! No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

ANY QUESTIONS PLEASE CONTACT YOUR SHOW COORDINATOR, OR COME TO THE VIPER SERVICE DESK. WE'RE HAPPY TO ASSIST YOU AND HELP YOUR MOVE-OUT GO AS SMOOTHLY AS POSSIBLE. **Stephanie Kordecki** (skordecki@vipertradeshow.com)

THE WESTIN

CHARLOTTE

Exhibitor Order Form

For your convenience, the following form should be used to secure internet, AV, and electrical services from the hotel.

Please return this form to April Pawlowski at april.pawlowski@westin.com or Fax: 704-335-2110 by Friday, Feb 6, 2015

Exhibitor's Contact Name _____

Exhibitor's Company Name _____

Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

Email Address _____

A secure weblink for your credit card information will be e-mailed to you upon receipt of this form.

What name will be on the credit card you will use for these charges? _____

***PLEASE NOTE THAT YOUR ORDER WILL NOT BE CONFIRMED UNTIL YOUR CREDIT CARD INFORMATION IS RECEIVED.**

On-site contact if different than listed above: _____

Phone Number: _____

PHONE LINES	
_____ Telephone line(s) w/local & long distance access with standard phone	\$150.00 per day x ___ days = _____
_____ DID Long Distance Line(s) with standard phone	\$200.00 per day x ___ days = _____
<i>**Polycom phones may be ordered through AV rental below.</i>	
ELECTRICAL SERVICE	
_____ 20 Amp Circuit(s) : 120V – Single Phase	\$70.00 per day x ___ days = _____
_____ 30 Amp Circuit(s) : 120V – Three Phase Twist Lock	\$100.00 per day x ___ days = _____
_____ Spider Box (3) 20 Amp Circuits –6 Outlets Total	\$200.00 per day x ___ days = _____
<i>** Power strips/extension cords may be ordered through AV rental below.</i>	
INTERNET CONNECTIONS (charged per computer per day)	
_____ Wireless HSIA connection(s)	\$50.00 per computer per day x ___ days = _____
_____ Wired HSIA connection(s)	\$250.00 per computer per day x ___ days = _____

AUDIO VISUAL RENTAL

Please indicate any other items that you are interested in renting. Pricing information will be forwarded back to you for confirmation.

PLEASE NOTE:

- *Credits will not be issued for items ordered but not used.*
- *Prices do not include 24% service charge and applicable sales tax (currently 7.25%). Service charge and taxes are subject to change without notice.*
- *On-site orders are subject to a 20% additional fee.*