

# QUICK REFERENCE

## Mark Your Calendar!

- Monday, September 17th**      **FIRST DAY ADVANCE WAREHOUSE RECEIVING**  
The advance warehouse will start accepting freight on this date.
  
- Monday, September 24th**      **ADVANCE ORDER DISCOUNT 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.
  
- Monday, October 1st**      **LATE TO WAREHOUSE**  
Advance Warehouse must receive your freight by this date to avoid late charges.
  
- Monday, October 8<sup>th</sup>**      **LAST DAY OF ADVANCE WAREHOUSE RECEIVING**  
Last day Advance Warehouse will accept freight. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)

**SHOW SITE DELIVERIES CAN BE MADE WEDNESDAY, OCTOBER 10<sup>TH</sup> 8AM- 5PM & THURSDAY, OCTOBER 11<sup>TH</sup> 8AM-11AM**  
 ALL show site shipments are to be delivered this day only. Shipments sent before these dates are at risk of being refused, or charges by venue and Viper may apply.

## Your Show Outline

Move-In/Installation	<b>Wednesday, October 10<sup>th</sup></b> <b>Thursday, October 11<sup>th</sup></b>	<b>8:00am – 5:00pm</b> <b>8:00am – 11:00am</b>
Exhibit Hours	<b>Thursday, October 11<sup>th</sup></b> <b>Friday, October 12<sup>th</sup></b>	<b>12:00pm – 5:00pm</b> <b>9:00am – 3:00pm</b>
Move-Out/Teardown	<b>Friday, October 12<sup>th</sup></b>	<b>3:00pm – 8:00pm</b>
Force Time	ALL CARRIERS MUST BE CHECKED IN NO LATER THAN <b>7:30pm</b> on <b>Friday, October 12th</b>	

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	CHECK IN INFO
<b>ADVANCED (2 CWT MIN)</b> <b>\$65.80 / per CWT</b>	Int'l Lineman's Rodeo 2018 Viper Tradeshow Services 3517 Enterprise Dr. Suite D Kansas City, MO 64129	Int'l Lineman's Rodeo 2018 OPCC / Exhibit Hall c/o Viper Tradeshow Services 6000 College Blvd Overland Park, KS 66211	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than <b>7:30 pm</b> to avoid force, as well as exhibitors must start their dismantle by <b>5:00 pm</b> in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.
<b>SHOWSITE (2 CWT MIN)</b> <b>\$61.55/ per CWT</b>			

*Be sure to include Company Name and Booth Number on your freight.*

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

**10' x 10'** Exhibit Spaces in a non-carpeted hall. Aisle carpet is Tuxedo. Each booth comes with **8' Navy Blue/ Silver** back drape, Navy Blue 3' side wall pipe and drape, (1) 8' Navy Blue skirted table (see Package Table Form for 4' or 6' table change), two (2) side chairs, one (1) wastebasket, and one (1) black and white ID sign. **\*\*To purchase additional rental items/ services, please visit [www.vipertradeshowstore.com/](http://www.vipertradeshowstore.com/) Show Code: 1810016**

Order Online @ [www.vipertradeshowstore.com](http://www.vipertradeshowstore.com) with show code: **1810016**

Viper Show Coordinator: Faithful Williams | p: 847.426.3100 | f: 847.426.3111 | [fwilliams@vipertradeshow.com](mailto:fwilliams@vipertradeshow.com)

Show Management Contact: Kim Good | Penton Energy & Buildings | p: 913.967.1865 | [kim.good@penton.com](mailto:kim.good@penton.com)

## Package Table Change Request From

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Each 10'x10' booth includes one (1) 8' long x 24" wide x 30" high Navy Blue draped table. You may change the standard package table to a 4' or 6' Navy Blue draped table by submitting this form and returning it to Faithful Williams ([fwilliams@vipertradeshow.com](mailto:fwilliams@vipertradeshow.com)) or via fax 816.541.8026 to Viper Tradeshow Services by Monday, September 24, 2018. Please call our office at 816.541.8025 with any questions!

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\_\_\_\_\_ Change Package Table to 4' long x 24" wide x 30" high

\_\_\_\_\_ Change Package Table to 6 long x 24" wide x 30" high

\*Exhibitors who do not return this form by Monday, September 24<sup>th</sup> to Viper Tradeshow Services will receive the standard 8' long x 24" wide x 30" high navy blue draped table. After this date all exhibitors will need to order additional tables from the standard furniture rental forms. No credits are issued for unused package tables.

\*\* Exhibitors receive ONE (1) table per 10' booth space. If you require additional tables, you can rent different size from Viper Tradeshow Services. Please note, counter height (40" high) tables are NOT included in the package offer. Please rent counter high tables from the standard furniture rental form.

**International Lineman's Rodeo & Expo, October 10-12, 2018**

**THIS FORM MUST BE SUBMITTED ON OR BEFORE Monday, September 24<sup>th</sup>, 2018**

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

## TERMS AND DEFINITIONS:

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### IN ORDER TO RECEIVE A DISCOUNT:

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

### OUTSTANDING PAYMENTS:

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

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

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

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

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

Viper Tradeshow Services will accept payment by 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 Show-At-A-Glance 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.

**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 | [www.vipertradeshowstore.com](http://www.vipertradeshowstore.com) | Show Code: **1810016**  
 Email: [fwilliams@vipertradeshow.com](mailto:fwilliams@vipertradeshow.com)  
 Fax: Send completed forms to 847.426.3111  
 Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

## 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% fee is applicable for all orders paid by credit card.

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      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: \_\_\_\_\_

Make Payable to: Viper Tradeshow Services | Mail to: 2575 Northwest Parkway | Elgin, IL 60124



# INTERNATIONAL Lineman's Rodeo

## DIRECTIONS

### Driving Directions to Overland Park Convention Center

#### **From KCI Airport (approx. 30 miles):**

Take Interstate 29 South to Interstate 35 South. Continue on I-35 to I-435 East, then exit Metcalf Ave. Turn right and continue on Metcalf Avenue until you reach College Blvd. Turn left and follow College Ave. to the top of the hill. The convention center is connected to the Sheraton Overland Park Hotel.

#### **From South:**

From I-35 South, take I-435 East to Metcalf Ave. Turn right at the bottom of the exit onto Metcalf Ave. Proceed to College Blvd. And turn left. Follow College Blvd to the top of the hill.

#### **From East:**

From Interstate 70 West, take I-435 South to Metcalf. Turn right at the bottom of the exit onto Metcalf Ave. Proceed to College Blvd. And turn left. Follow College Blvd. to the top of the hill.

#### **From West:**

From Interstate 70 East, take I-435 South to Metcalf. Turn right at the bottom of the exit onto Metcalf Ave. Proceed to College Blvd. And turn left. Follow College Blvd. to the top of the hill.

### Driving Directions to Rodeo Grounds (Ag Hall of Fame, Bonner Springs, KS)

#### **From the Overland Park Convention Center:**

Take College Blvd. west. Turn right onto Metcalf Ave. (also US-169). The ramp to I-435 will be on the left about a ¼ mile. Take I-435 West to I-70 West/Kansas Turnpike via Exit 12B toward Topeka. Take the Bonner Springs KS-7 Exit. Turn right onto KS-7. Turn right on N. 130<sup>th</sup> St.



## 2018 International Lineman Rodeo & Expo Agenda

### ***Wednesday, October 10, 2018***

8:00 a.m. – 5:00 p.m.

**Exhibit Setup**  
Overland Park Convention Center

8:00 a.m. – 4:00 p.m.

**Safety & Training Conference**  
Overland Park Convention Center

### ***Thursday, October 11, 2018***

8:00 a.m. – 11:00 a.m.

**Exhibit Setup**

8:00 a.m. – 12:00 p.m.

**Safety & Training Conference**  
Overland Park Convention Center

12:00 p.m. – 5:00 p.m.

**Exhibits Open**  
Overland Park Convention Center

### ***Friday, October 12, 2018***

9:00 a.m. – 3:00 p.m.

**Exhibits Open**  
Overland Park Convention Center

9:30 a.m. – 3:00 p.m.

**Contestant's Registration**  
Overland Park Convention Center

9:30 a.m. – 12:00 p.m.

**Judge's Information & Registration**  
Overland Park Convention Center

3:00 p.m. – 8:00 p.m.

**Exhibits Move-out**

6:00 p.m. – 10:00 p.m.

**Barbecue and Trade Night**  
Overland Park Convention Center  
BBQ will be served 6:00-9:00 p.m.

### ***Saturday, October 13, 2018***

6:00 a.m. – 7:00 a.m.

**Contestants Arrive at Rodeo Grounds**  
National Agriculture Center & Hall of Fame, Bonner Springs, KS

7:00 a.m. – 7:30 a.m.

**Opening Ceremony and Instructions to Participants**

7:30 a.m.

**Rodeo Competition Begins**

7:00 p.m.

**Awards Banquet Dinner Doors Open**

7:30 p.m.

**Awards Presentation**



# INTERNATIONAL Lineman's Rodeo

## LIABILITY AGREEMENT

Exhibitor agrees that Informa, Transmission & Distribution World and their respective representatives, employees and agents are not liable for any injury, loss or damage that may occur to any attendee or participant of the Lineman's Rodeo or property owned by any attendee or participant from any cause whatsoever, prior to, during or subsequent to the period covered by this agreement and the period as defined as the dates of the Lineman's Rodeo.

Exhibitor agrees that the International Lineman's Rodeo Association and their respective representatives, employees, and agents are not liable for any injury, loss or damage that may occur to any attendee or participant of the Lineman's Rodeo or property owned by any attendee or participant from any cause whatsoever prior to during or subsequent to the period covered by this agreement and the period as defined as the dates of the Lineman's Rodeo.

Further, Exhibitor assumes full and all responsibility and agrees to indemnify and defend the Lineman's Rodeo Association, Informa, Transmission & Distribution World and their respective employees and agents against any claims or expenses arising out of the sale of any Exhibitor equipment sold or transferred to any third party at the Lineman's Rodeo.

Exhibitor assumes all responsibility and liability for losses, damages and claims arising out of injury or damage to, or caused by, its equipment or the sale of its equipment at the Lineman's Rodeo. Exhibitor agrees to defend, indemnify and hold harmless the owners of the venue for the Lineman's Rodeo Association, Informa, Transmission & Distribution World, their agents, servants and employees from any and all such losses, damages and claims.

Exhibitor agrees that the sale of hats, T-shirts and belt buckles are the sole ownership and exclusive right of the Lineman's Rodeo Association and that exhibitor will not indulge in the sale of those items.

Exhibitor agrees that they nor their agents, employees, or respective representatives will indulge in the practice of recruiting linemen for their own or any other company on or adjacent to the Expo floor.

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Exhibitor Rep: \_\_\_\_\_  
(print) (signature) (date)

Informa Rep: \_\_\_\_\_  
(print) (signature) (date)

Return to: Kim Good, Informa, 9800 Metcalf Avenue, Overland Park, KS 66212 or via email to [kim.good@informa.com](mailto:kim.good@informa.com)

# EXHIBITION RULES

## INTERNATIONAL LINEMAN'S RODEO & EXPO • OCTOBER 10-13, 2018 • OVERLAND PARK, KS USA

International Lineman's Rodeo & Expo 2018 is produced by Informa (hereinafter referred to as "Show Management").

1. Contract for Space: The Exhibit Space Contract & Application ("Application") and these Contract Terms and Conditions together constitute a contract between the exhibiting organization identified in the Application, hereinafter known as the "Exhibitor," and Informa hereinafter known as "Show Management" or "Management" (this "Agreement"), for the right to use space for the International Lineman's Rodeo & Expo event indicated in the Application (the "Show"). Exhibitor agrees to comply with the terms and conditions set forth in this Agreement as well as Show Management rules, regulations, and guidelines relating to the Show and other directives of Show Management consistent with this Agreement.

All measurements shown on the floor plan are approximate and Show Management reserves the right to make such modifications as may be deemed to be necessary, making equitable adjustment with any exhibitor or exhibitors thereby affected. Show Management also reserves the right to adjust the floor plan to meet the needs of the exposition.

2. Installation and Dismantling of Exhibits: Delivery of freight, installation of exhibits and completion of erection of exhibits will take place on the dates hereinafter shown. The exhibits must be ready for inspection no later than 11:00 am of the first show day. Should an exhibit not be set by 11:00 am of the first show day, Show Management reserves the right to have the Official Exhibit Services Contractor install the exhibit or remove unopened freight at the expense of the exhibitor. Dismantling may not begin until the close of the exposition on the final show day.

Goods and materials used in any display shall not be removed from the exhibit hall until the exposition has officially been closed. Any exception to this rule must have the written approval of Show Management.

Dismantling must be completed and all exhibit materials removed by the final moveout date and hour shown. (NOTE: Exhibitors are advised to remove small, portable items immediately upon conclusion of the exposition.)

3. Storage – Boxes and Pallets: Exhibitors will not be permitted to store boxes or packing crates in or behind exhibit booths. Prior to 8:00 am of the first show day, all boxes and crates will be placed in storage provided they are properly labeled for storage. Those not so labeled will be removed and destroyed as refuse. (NOTE: Storage labels will be provided at the Official Exhibit Services Contractor's Desk.)

4. Minors and Children: Persons under 18 years of age must be accompanied by an adult in the exhibit area.

5. Floor Plan: The floor plan for this exhibit will be maintained as originally presented wherever practicable. However, Show Management reserves the unqualified right to modify said plan to the extent necessary for the best interests of the exhibit, the exhibitors, and the industry.

6. Applications for Space – Conditions: Reservations must be made on the Space Application form which must contain complete information. Show Management reserves the right to reject applications for space.

It is the policy of Penton Business Media to limit the use of exhibit spaces to firms whose products or services contribute to the purposes of the International Lineman's Rodeo & Expo. NO CASH SALES WILL BE PERMITTED.

7. Payment Schedule/Cancellation or Reduction of Space/Sponsorship: The payment schedule is listed on the face of the contract and below. Cancellation of this contract or reduction of space/exhibits plus must be in writing, and by mutual consent of the applicant and Management, except that Management may unilaterally cancel this contract for non-payment of any balance due by the date specified. If cancellation or reduction of space is agreed to, applicant will be liable for payment based on the following schedule: Cancellation or Reduction of Space Penalty: Space cancelled or reduced before December 30, 2017 will be charged a 10% service charge on the net cost of the original space. Space cancelled or reduced on or after December 31, 2017 thru July 31, 2018 will incur a 50% service charge on the net cost of the original space. The full contract price is due and payable and non-refundable for any space cancelled or reduced on or after August 1, 2018.

Booth Space Cancellation, Withdrawal, Downsizing and Default Schedule for Liquidated Damages	
CANCEL/WITHDRAWAL/DOWNSIZE	
(% of Total License Fee Differential)	
BEFORE.....	December 30, 2017..... 10%
ON OR AFTER.....	December 31, 2017 THRU July 31, 2018..... 50%
ON OR AFTER.....	August 1, 2017..... 100%

8. Space Assignment: Space assignment will be indicated on the accepted contract. However, should conditions or situations warrant, Show Management has the unqualified right to reassign space for the best interest of the exposition. Exhibitors must rent sufficient space to contain their exhibit completely within the confines of both lines. Equipment may not extend into the aisles, over the aisles, or across the Exhibitor's purchased booth line. Heights and Depths addressed in the Exhibit Kit must be observed.

Wait List: Exhibitors have an opportunity to be placed on a Wait List for an alternative location on the show floor upon request. Exhibitors must have space reserved and appropriate payment received to be moved per the Wait List request (see Section 7. Payment Schedule/Cancellation or Reduction of Space).

9. Sharing/Subletting Space: No exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment, or materials from other than their own firm in the said space.

Show Management policy prohibits subcontracting or assignment of exhibit space. Should an exhibitor decide to cancel, exhibit space reverts back to Show Management.

10. Exhibitor Personnel: Each exhibitor will furnish Show Management, in advance, the names of those persons who will staff the booth on the Exhibitor Personnel Form furnished by International Lineman's Rodeo & Expo in the Exhibitor Service Manual. Personnel will be admitted to the show floor at 8:00 am each day. In the event earlier admission is required, special permission must be obtained from Show Management.

Exhibitor's representatives manning the exhibit will be owners, employees or agents of exhibiting companies, and such representatives will wear proper badge identification furnished by the exposition. Such badges will be supplied upon presentation of the list of personnel by the exhibitor or by application made at the Exhibitors' Registration Desk. Each exhibitor will place on file in the Show Management Office the name of the representative (including hotel or local phone number) who has primary responsibility on the floor for the Exhibitor's display, and who is authorized to make decisions for the exhibitor as requested by Show Management on-site or in the case of an emergency.

Note: Supplying Exhibitor personnel badges to current or prospective customers by exhibitors is expressly forbidden. If such use of exhibitors' badges is made and this is recognized, individuals wearing said badges will be removed from the premises and badges will be confiscated. Show Management will supply Guest Passes, which the Exhibitor may distribute to said customers for purpose of attendee registration. The Exhibitor personnel registration is to be used solely for employees or agents of the Exhibitor.

11. Displays and Construction: Show Management has arranged for a standard uniform booth background, including header sign (7" x 44") with Exhibitor's name and booth number.

Equipment must be spotted within the confines of the exhibit space, and allow sufficient space for exhibitor personnel to conduct business within the space.

All demonstrations must be within the confines of the exhibit space. Aisles must not be obstructed at any time by exhibitor personnel or attendees. Show Management reserves the right to unilaterally determine if a demonstration interferes with adjacent exhibit spaces and may, if necessary, order its discontinuation. Note: Please refer to the exhibitor manual for specific booth dimension instructions.

12. Contractors Services: All services, such as furniture, carpeting, labor, cleaning, storage of boxes and crates, shipping and other special services must be arranged through the Official Exhibit Services Contractor. An Exhibitor Service Manual will be provided with proper forms for ordering such services. Forms should be carefully prepared and returned by the deadlines noted to avoid late charges.

Independent Contractors: Notification to use an independent contractor to install/dismantle exhibits must be received forty-five (45) days prior to the first day of the show. If an exhibitor elects to use any contractor other than the official contractors designated by International Lineman's Rodeo & Expo, International Lineman's Rodeo & Expo is not in a position to intercede in disputes on behalf of the exhibitor. See rules in Exhibitor Service Manual for other requirements. Notification to use independent contractor(s) must go to both show management and the Official Exhibit Services Contractor. Exhibitor will communicate to any subcontractor that such subcontractor is bound by this Agreement, and Exhibitor will be liable for any act or omission by such subcontractor which would, if taken by Exhibitor, constitute a breach of any provision of this Agreement.

13. Character of Exhibits: It is the desire of Show Management that each exhibitor design and create an exhibit of an attractive nature which will enhance the overall appearance of the exposition and be a credit to the industry. All exhibitors will comply with applicable clauses of the American with Disabilities Act.

Show Management reserves the right to approve the character of the display and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the exposition. Exhibits must be in good taste as determined by Show Management. It is the Exhibitor's responsibility to create an attractive display area. The exhibitor is required to provide carpet to cover the area carpeted, including under carpet equipment.

Provided with the booth space rental by Show Management for a standard booth is the 8' cloth backdrop, 36" side cloth dividers, 7" x 44" identification sign, wastebasket, two side chairs and a draped table (see order form in Exhibitor Service Manual).

Any part of an exhibit space which does not complement the purpose of the exhibition must be corrected at the Exhibitor's

expense. Show Management reserves the unilateral right to correct any unsightly exhibit and the exhibitor agrees to pay Show Management for expenses incurred in making the necessary alterations.

14. Gadgets, Gimmicks, Demonstrations, Music and Sound: Side show tactics, scantily clad individuals or other undignified promotional methods will not be permitted. Exhibitors are asked to observe the "good neighbor" policy at all times. Exhibits should be conducted in a manner not to be objectionable or offensive to neighboring booths. The use of photographers, musicians, entertainers, loud speakers, sound system equipment and noise-making devices are restricted to within the Exhibitor's booth. Show Management reserves the right to determine when such items become objectionable.

Show Management requires exhibitors to obtain music licenses through ASCAP and BMI if they intend to use Copyrighted music in their booths. Show Management is not responsible for the music used by exhibitors, and, without limiting Exhibitor's obligations under Section 19, Exhibitor hereby agrees to indemnify, defend and hold harmless Show Management for any and all costs or damages, including attorneys fees, related to any copyright violations that result from Exhibitor's failure to obtain the appropriate license(s).

Balloons, horns, odors, or congestion in Exhibitors' booths are not permitted.

Give-aways, demonstrations and/or entertaining the attendees in booths, must be arranged so that attendees coming into the exhibit do not block aisles or overlap into neighboring exhibits.

The operation of equipment indoors will not be permitted on a continuous basis. Operation of equipment may be approved for demonstration purposes for short periods (approximately one to five minutes), provided Show Management is notified in writing (30 days prior to the first day of the show. Booths must be policed by each exhibitor so that disruption or noise level from any demonstration or sound system is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Show Management reserves the exclusive right to determine at what point a disruption or sound level constitutes interference with other exhibits and must be discontinued.

Exhibitors may be asked to discontinue any demonstrations indoors during show hours if surrounding exhibitors lodge complaints of excessive noise or other disruptions.

Racing lights, flashing lights and strobe lights are considered offensive to neighboring booths and are not permitted unless it is part of the product demonstration.

Exhibitors may take photos or videos of their display, however, they are not permitted to directly take pictures of any other display, or instruct others to take such pictures, without written permission by Show Management and the exhibitor whose display is being photographed.

Exhibitors must respect the privacy of other exhibitors and not intrude or disrupt another exhibitor while they are conducting business on the show floor.

15. Other Exhibits: The Exhibitor agrees that neither they, their agents nor their distributors will distribute publications or conduct any other display or exhibit any equipment bearing their trademark within a three mile radius of the exposition covered by this contract or its officially designated hotel properties during the dates of said exposition. This limitation does not apply to participation in other trade association exhibitions which may coincidentally be ongoing in the same city, or to Exhibitor's regular place of business or show room. Violation of this provision by an exhibitor will constitute a breach of the contract and Show Management may, in its sole discretion, cancel this contract and exhibitor will remove their display and any equipment contained in the exhibit hall and forfeit all payments to Informa pursuant to this contract.

16. Soliciting – Access to Lists, Samples & Prizes: No exhibiting firm, organization or trade publication, regardless of its product or service, is permitted to sell product off the show floor. No soliciting of registrants shall be permitted in the aisles or in other exhibitors' booths. Samples, catalogues, pamphlets, publications, souvenirs, etc., may be distributed by exhibitors and their representatives (including hosts and hostesses) only within their own booths. No exhibitor will be permitted to conduct any prize drawings, awards for signing of names and addresses, etc., without prior written approval of Show Management. Signs showing the price of items must not be displayed. Informa reserves the right to limit access to attendee, exhibitor and any other list or information gathered by Informa, or its contractors.

Exhibitors that publish industry publications may distribute their publications outside their booths only to the other exhibitors and only during show hours. Show sponsors that produce industry publications may distribute their publications to exhibitors at times designated by Show Management.

17. Flammable and Hazardous Materials: Flammable or hazardous fluids, substances, or material of any nature are prohibited in the booth and in the storage area behind the booth. All decorative materials must be flame-proofed before being taken into the exhibit hall, and must comply with local fire regulations. Transferring of flammable liquids while in the exhibit hall is expressly prohibited. Electrical equipment and wiring must meet all safety codes.

18. Beverages and Foods: Food and/or beverages may be supplied by the exhibitor, with the prior written consent of Show Management and the Facility. Alcoholic beverages are forbidden without the express written consent of Show Management, in which case Corkage fees to the Facility may be required.

19. Liability: Neither Show Management, the official service contractors, exhibit hall management, Penton's security service, nor any of the officers, directors, employees, agents, subcontractors, or representatives ("Representatives") of the above will be responsible for the safety of or any loss of or damage to property of Exhibitor or any of its Representatives for any reason, including without limitation due to theft, strikes, damage by fire, water, storm or vandalism or other causes. Show Management will take reasonable precautions through the employment of security personnel to protect exhibits from such loss, subject to the previous sentence.

All property of the exhibitor is understood to remain in the Exhibitor's possession, custody and control in transit to or from or within the confines of the exhibit hall and subject to the rules and regulations for the exposition.

Note: Exhibitors are required to carry property and liability insurance in amounts sufficient to cover any losses or liabilities Exhibitor may incur in connection with the Show, including without limitation due to damage or loss to Exhibitor's property or injury to the person and/or property of others. By executing this Agreement, Exhibitor represents and warrants that it has such insurance in effect as of the date of the Application and that it shall maintain such insurance at least through Exhibitor's occupancy of the Show and the event venue.

Exhibitor must comply with all federal, state, and local laws, rules, and regulations, as well as the event venue's rules and regulations, including all safety regulations. Corrections will be made at Exhibitor's expense. If corrections cannot be made, exhibit shall be removed at Exhibitor's cost, with no liability accruing to Show Management. Under no circumstances may the weight of any exhibit material exceed the specified maximum floor load of the exhibit hall. Exhibitor accepts full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of his exhibit material to conform with the floor loading specifications.

Indemnity: Exhibitor agrees to indemnify, defend, and hold harmless Show Management and its affiliates, the event venue and its affiliates, and each of the Representatives of any of the foregoing from and against any and all third party claims, losses, actions, proceedings, damages, penalties, demands, causes of action, fees (including reasonable attorney's fees), costs, or liabilities of any kind or nature whatsoever in connection with or which are caused by or arise out of (a) any breach or alleged breach of any representation, warranty, covenant, or other provision of this Agreement by Exhibitor or anyone acting on its behalf, including any employee or contractor, or (b) the negligence, gross negligence, recklessness, fraud, or willful misconduct of the Exhibitor, its Representatives, servants, invitees, patrons, or guests.

The Exhibitor is charged with knowledge of all local laws, ordinances and regulations pertaining to business licenses, health, fire prevention and public safety affecting its participation in the Show. Compliance with such laws is mandatory for all exhibitors and is the sole responsibility of the exhibitor. If unusual equipment is to be installed, the exhibitor must communicate with Show Management for information concerning the facility or applicable regulations.

Show Management will not be liable for the fulfillment of this contract as to the delivery of space if non-delivery is due to any of the following causes: By reason of the building being destroyed or substantially damaged by fire; act of God; public enemy; strikes; authority of law; or any other cause beyond the control of Show Management. In the event of not being able to hold the exposition for any of these reasons, Show Management will refund to each exhibitor the amount they paid for their space less a prorated share of all the expenses incurred for the exposition up to the date of required cancellation.

20. Damage: Exhibitors will be liable for any damage caused by fastening fixtures to the floors, walls, columns or ceilings of the exhibit building and for any damage to equipment furnished by Show Management or service suppliers designated by them.

21. Violation: The interpretation and application of these rules and regulations are the responsibility of Show Management. Any violation by the Exhibitor of any of the terms or conditions herein shall subject Exhibitor to cancellation of its contract to occupy booth space and to forfeiture of any monies paid on account thereof, as well as any other rights or remedies of Show Management under applicable law. Upon written notice of such cancellation, Show Management shall have the right to take possession of the exhibitor's space, remove all persons and properties of the exhibitor and hold the exhibitor accountable for all risks and expenses incurred in such removal.

22. Social Functions/Special Events: Any social function or special event during the International Lineman's Rodeo & Expo, in the host city, is reserved for exhibiting companies and must be approved by Show Management.

23. Show Rules: In the event that unforeseen events make it necessary, Show Management will have the right to amend these rules and regulations or make additions thereto, and all such amendments or additions shall be made available promptly to each exhibitor.



# VIPER TRANSPORTATION SHIPPING ORDER FORM

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 lbs. and \$2.25/lb. for shipments over 1,000 lbs. Dimensional weight may apply, and a \$545.00 minimum applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Canadian shipments are provided at a flat rate of \$3.75 for shipments 1,000 lbs. and \$3.25 for shipments over 1,000 lbs.; a \$650.00 minimum applies. Material Handling charges apply for all shipments.

**Inbound shipping to (circle one):**                      **Advance Warehouse**                      **Show Site**

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

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

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

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

Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requested Pickup Date & 4 Hour Pickup Window Time: \_\_\_\_\_

5-7 Ground Service? \_\_\_\_\_ (If other, please call & arrange, and a different rate will apply)

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)

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

Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## 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 \$ \_\_\_\_\_ \*Please note that Viper Tradeshows in not liable for shipping A/V equipment\*

**All shipment orders MUST be accompanied by a completed exhibitor information/method of payment form and pickups 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: \_\_\_\_\_

# 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 one on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
Int'l Lineman's Rodeo 2018 Viper Tradeshow Services 3517 Enterprise Dr. Suite D Kansas City, MO 64129	
PIECE: _____	OF _____

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
Int'l Lineman's Rodeo 2018 Viper Tradeshow Services 3517 Enterprise Dr. Suite D Kansas City, MO 64129	
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:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
Int'l Lineman's Rodeo 2018 OPCC / Exhibit Hall c/o Viper Tradeshow Services 6000 College Blvd Overland Park, KS 66211	
PIECE: _____	OF _____

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
Int'l Lineman's Rodeo 2018 OPCC / Exhibit Hall c/o Viper Tradeshow Services 6000 College Blvd Overland Park, KS 66211	
PIECE: _____	OF _____

# MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
<b>Int'l Lineman's Rodeo 2018</b> <b>Viper Tradeshow Services</b> <b>3517 Enterprise Dr.</b> <b>Suite D</b> <b>Kansas City, MO 64129</b>	<b>Int'l Lineman's Rodeo 2018</b> <b>OPCC / Exhibit Hall</b> <b>c/o Viper Tradeshow Services</b> <b>6000 College Blvd</b> <b>Overland Park, KS 66211</b>

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.**

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: \_\_\_\_\_ Your CWT (no less than 2)

**Advance Warehouse Deliveries**

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	<b>\$65.80/ per CWT</b>
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	<b>\$85.54/per CWT</b>
Common carrier shipment received late, after <b>10/01/2018</b> .....	<b>\$85.54/per CWT</b>
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	<b>\$111.25/ per CWT</b>
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

**Show Site Deliveries**

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	<b>\$61.55/per CWT</b>
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	<b>\$80.25/per CWT</b>
Show Site shipments off-target (before or after exhibitor move in) add 30% to the rate	
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	
Small Package shipments not exceeding 35lbs per shipment (not per box).....	<b>\$61.50/per shipment</b>
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

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

## VTS MATERIAL HANDLING TERMS & CONDITIONS

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Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 21 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.

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### Special Handling 30% Surcharge

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

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

### Overtime or Off Target 30% Surcharge

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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.

**If a shipment delivers outside of the Exhibitor Move In/Show Site Delivery Hours, Off Target charges will apply.**

### Material Handling Terms

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

*(\*Please note material handling and shipping are two separate services.)*

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

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

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

# MATERIAL HANDLING- OUTDOOR EXHIBIT/ COMPETITION GROUNDS

ADVANCE WAREHOUSE	SHOWSITE
<b>Int'l Lineman's Rodeo 2018</b> <b>Viper Tradeshow Services</b> <b>3517 Enterprise Dr.</b> <b>Suite D</b> <b>Kansas City, MO 64129</b>	<b>All deliveries should go to the advance warehouse &amp; Viper will deliver all shipments to outdoor exhibit /competition area on Friday, October 13 in the afternoon</b>

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.**

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: \_\_\_\_\_ Your CWT (no less than 2)

**Advance Warehouse Deliveries**

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$65.80/ per CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$85.54/per CWT
Common carrier shipment received late, after <b>10/01/2018</b> .....	\$85.54/per CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$111.25/ per CWT
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

**Show Site Deliveries**

	RATE PER CWT
Freight from Expo (OPCC) to Competition Grounds.....	\$50.00/per Skid

**All Shipments from the Competition Grounds will be picked up on Sunday, October 14<sup>th</sup> at 10:00am**

Carries can only be scheduled to pick up from the advance warehouse on Monday, October 15<sup>th</sup> between 8:00am – 4:00pm. **\*\*Unless you use Viper Transportation you are responsible for your freight to be picked up by end of day on Monday, October 15<sup>th</sup>, after Monday freight will receive a charge for every business day it is at the warehouse.\*\***

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

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

# ADVANCE WAREHOUSE - LABELS- COMPETITION GROUNDS

For your convenience labels are provided below for advance warehouse delivery for shipments needing to be delivered to the Competition Grounds. We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

## SHIPPER INFORMATION FOR COMPETITION GROUNDS

FROM:

## DELIVERY INFORMATION FOR COMPETITION GROUNDS

TO (Exhibiting Co. Name): \_\_\_\_\_ BOOTH #: \_\_\_\_\_

Int'l Lineman's Rodeo 2018  
COMPETITION GROUNDS  
Viper Tradeshow Services  
3517 Enterprise Dr.  
Suite D  
Kansas City, MO 64129

PIECE: \_\_\_\_\_ OF \_\_\_\_\_

## SHIPPER INFORMATION FOR COMPETITION GROUNDS

FROM:

## DELIVERY INFORMATION FOR COMPETITION GROUNDS

TO (Exhibiting Co. Name): \_\_\_\_\_ BOOTH #: \_\_\_\_\_

Int'l Lineman's Rodeo 2018  
COMPETITION GROUNDS  
Viper Tradeshow Services  
3517 Enterprise Dr.  
Suite D  
Kansas City, MO 64129

PIECE: \_\_\_\_\_ OF \_\_\_\_\_

# FLORAL/CLEANING

## Floral

### Fresh Floral Arrangements

Small Floral Arrangement: \_\_\_\_\_ \$99.00 Discount / \$132.66 Standard

Medium Floral Arrangement: \_\_\_\_\_ \$138.60 Discount / \$172.26 Standard

Large Floral Arrangement: \_\_\_\_\_ \$178.20 Discount / \$217.80 Standard

### Artificial Plants

2 Foot Green Plant \_\_\_\_\_ \$60.72 Discount / \$76.56 Standard

3 Foot Green Plant \_\_\_\_\_ \$76.56 Discount / \$91.08 Standard

4 Foot Green Plant \_\_\_\_\_ \$91.08 Discount / \$108.24 Standard

5 Foot Green Plant \_\_\_\_\_ \$108.24 Discount / \$124.80 Standard

6 Foot Green Plant \_\_\_\_\_ \$124.80 Discount / \$139.92 Standard

**TOTAL FOR ALL ITEMS ORDERED:** \$ \_\_\_\_\_

## 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 \$41.20 Discount / \$46.50 Standard

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

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

## Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Monday – Friday: 8:00am – 4:30 pm \$63.36 per day

Monday – Friday: After 4:30 pm \$76.56 per day

Any time Saturday, Sunday & Holidays \$85.80 per day

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

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

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

**ESTIMATED TOTAL FOR ALL VACUUMING AND PORTER SERVICES:** \$ \_\_\_\_\_

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



# DISPLAY LABOR (I&D) INFO

## Display Labor Hourly Rates

Monday – Friday: 8:00 am – 4:30 pm	\$63.70 per person, per hour
Monday – Friday before 8:00 am & after 4:30 pm	\$95.55 per person, per hour
Any time Saturday, Sunday & Holidays	\$127.40 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 (if possible) for this service.

**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

- Day/Time of set up: \_\_\_\_\_ Hourly Rate as noted above
- Number of Laborers: \_\_\_\_\_ x number of people
- Number of Hours: \_\_\_\_\_ x number of hours
- TOTAL AMOUNT OF HOURS** \_\_\_\_\_ x \_\_\_\_\_ **(RATE)** \$ \_\_\_\_\_
- Check here if Exhibitor supervised: MUST be marked or move to next step \_\_\_\_\_
- Viper Tradeshow Services Supervised Surcharge: \_\_\_\_\_ 35% of subtotal above
- TOTAL INSTALLATION CHARGES** \$ \_\_\_\_\_ **(Lines 4+6)**

## Dismantle Calculation & Order

- Day/Time of set up: \_\_\_\_\_ Hourly Rate as noted above
- Number of Laborers: \_\_\_\_\_ x number of people
- Number of Hours: \_\_\_\_\_ x number of hours
- TOTAL AMOUNT OF HOURS** \_\_\_\_\_ x \_\_\_\_\_ **(RATE)** \$ \_\_\_\_\_
- Check here if Exhibitor supervised: MUST be marked or move to next step \_\_\_\_\_
- Viper Tradeshow Services Supervised Surcharge: \_\_\_\_\_ 35% of subtotal above
- TOTAL DISMANTLE CHARGES** \$ \_\_\_\_\_ **(Lines 4+6)**

50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 847.426.3100 for special requests or items you do not find on this form.

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

# HANGING SIGN LABOR ORDER FORM

A crew will be assigned consisting of a lift with three riggers for aerial work. Any labor ordered onsite, add 50% to the rates listed below.

## Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. It is the responsibility of the exhibitor and/or the exhibitor appointed contractor to confirm labor and equipment by 2:30 PM the day before date requested. Any labor that is requested for the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and/or labor cancelled without a 24 hour notice shall be charged the full fee per worker and/or equipment. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and/or equipment will apply. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments per worker and/or equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by Viper. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and/or material costs.

### Advance Labor Rates (if ordered before discount deadline):

Straight Time: Monday – Friday: 8:00 am – 4:30 pm **\$335.00** per crew, per hour  
 Overtime: Monday – Friday before 8:00 am & after 4:30 pm **\$499.00** per crew, per hour  
 Double Time: Any time Saturday, Sunday and holidays **\$670.00** per crew, per hour

### Standard Labor Rates (if ordered after discount deadline):

Straight Time: Monday – Friday: 8:00 am – 4:30 pm **\$502.50** per crew, per hour  
 Overtime: Monday – Friday before 8:00 am & after 4:30 pm **\$748.50** per crew, per hour  
 Double Time: Any time Saturday, Sunday and holidays **\$1,005.00** per crew, per hour

## Please Indicate Service

**Viper Supervised** (a 35% surcharge will be added to the labor rates above for this professional supervision.)

### Exhibitor Supervised

- Indicate workers needed for both installation **and** dismantling.
- Viper assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of exhibitor's property by Viper provided labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by labor under exhibitor's supervision. Exhibitors must stay clear during movement of freight.

1. Shape of Sign (circle one):    **Square**                  **Rectangle**                  **Triangle**                  **Circle**                  **Other:** \_\_\_\_\_

2. Dimensions & Weight of Sign: **Length** \_\_\_\_\_ **Width** \_\_\_\_\_ **Height** \_\_\_\_\_ **Weight** \_\_\_\_\_ lbs.  
 # \_\_\_\_\_ **Structural Pick Points: # of Pounds** \_\_\_\_\_ **at each point**

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

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

Does your sign require assembly? **YES**    **NO**    If yes, Viper will assemble your sign prior to hanging. See Sign Assembly Order Form.

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

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

\_\_\_\_\_ **Number of Feet from BACK Aisle #** \_\_\_\_\_ | \_\_\_\_\_ **Number of Feet from FRONT Aisle #** \_\_\_\_\_  
 \_\_\_\_\_ **Number of Feet from LEFT Aisle #** \_\_\_\_\_ | \_\_\_\_\_ **Number of Feet from RIGHT Aisle #** \_\_\_\_\_

## Estimated Schedule & Service Required

*\*35% surcharge will be added to your invoice, based on rates listed above*

**INSTALLATION** (Circle One): Viper Supervised\*    Exhibitor Supervised    **DISMANTLE** (Circle One): Viper Supervised\*    Exhibitor Supervised

Schedule Date: _____	Schedule Date: _____
Start Time: _____	Start Time: _____
End Time: _____	End Time: _____
Number of Crew Required: _____	Number of Crew Required: _____
<b>ESTIMATED COST: \$</b> _____	<b>ESTIMATED COST: \$</b> _____

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

## HANGING SIGN RULES AND REGULATIONS

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

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1. The top of the sign may not exceed the 24' height limitation specific to your booth type and building. Please check with the association to determine your height limitation.
2. All hanging signs must be sent to the warehouse: Viper Tradeshow Services | 3517 Enterprise Dr. Suite D Kansas City, MO 64129 and be received by October 1st.
3. Any sign weighing in excess of 250 lbs. or more will require a structural integrity form with signature.
4. All signs regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all hanging signs shall be determined by Viper Tradeshow Services and facility prior to installation to insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, water, gas, and air, fire protecting piping, supports or hangers.
7. All electrical and neon signs must conform to the local electrical codes. Viper Tradeshow Services reserves the right to deny any electrical hook-up and install if it is deemed that the electrical sign can potentially cause challenges once it has been raised.
8. Viper Tradeshow Services, the Exhibitor Appointed Contractor or the exhibitor's display house can assemble the sign. Dismantling can also be done by Viper Tradeshow Services, the Exhibitor Appointed Contractor or the exhibitor's display house once the sign has been removed and brought to the floor.
9. Set up instructions must be included with the order form and with sign crates. Failure to provide and have all of the necessary instructions present with the sign could jeopardize the sign assembly and/or hanging of it.
10. Because of the structure of the ceiling and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
11. Exhibitor personnel or your display house may supervise on your behalf. Exhibitors who do not provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Viper Tradeshow Services and/or the electrical contractor of the Convention Center.
12. You are required to make all arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. Viper Tradeshow Services cannot be held liable for damages or misplacement of sign(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the Viper Tradeshow Services service desk.

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

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## HANGING SIGN ADVANCE WAREHOUSE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
<b>DELIVERY INFORMATION- HANGING SIGN- ADVANCE WAREHOUSE</b>	
TO (EXHIBITING CO. NAME): _____	BOOTH #: _____
Int'l Lineman's Rodeo 2018 Viper Tradeshow Services 3517 Enterprise Dr. Suite D Kansas City, MO 64129	
PIECE: _____ OF _____	

SHIPPER INFORMATION	
FROM:	
<b>DELIVERY INFORMATION- HANGING SIGN- ADVANCE WAREHOUSE</b>	
TO (EXHIBITING CO. NAME): _____	BOOTH #: _____
Int'l Lineman's Rodeo 2018 Viper Tradeshow Services 3517 Enterprise Dr. Suite D Kansas City, MO 64129	
PIECE: _____ OF _____	

# IN BOOTH FORKLIFT

## To Determine If You Need In Booth Forklift and Labor, Please Read this Form

If your exhibit includes large header signs, cantilever structures, heavy display and components or machinery which cannot be lifted in place by display laborers, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a (1) hour minimum. If additional labor is required, prevailing labor charges will be assed. It is important that an exhibit representative check in at the service desk to pick up labor.

### Important Information

All exhibitors requesting labor must go to the Viper Tradeshow service desk to confirm labor requests. All labor and equipment requests should be confirmed prior to the first day of move-in. **Requested starting times cannot be guaranteed; however, every effort is made to meet all requests.** Viper Tradeshow Services reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to the Viper service desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 48 hour notice shall be charged a (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for labor and equipment is (1) hour per worker and forklift. Equipment and labor thereafter is charged in (1/2) hour increments. Gratuities in any form, including but not limited to: cash, gifts or labor hours for work not actually performed are prohibited by Viper Tradeshow Services. Viper requires the highest standard of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

### In Booth Forklift Rates

5,000 lbs. Forklift is included in the rates listed below.

A crew will be assigned, consisting of (1) forklift with an operator and (1) laborer. Team of (2) people is required.

**If you require a forklift with a cage, additional cost for the case & extra labor will be added to your invoice. Please call/ email for pricing.**

#### Advance Rate (if ordered by discount deadline)

<b>Straight Time: Monday – Friday: 8:00 am – 4:30 pm</b>	<b>\$116.50 per team, per hour</b>
<b>Overtime: Monday- Friday before 8:00 am or after 4:30 pm</b>	<b>\$176.50 per team, per hour</b>
<b>Double Time: Anytime Saturday, Sunday and holidays</b>	<b>\$233.00 per team, per hour</b>

#### Standard Rate (if ordered after discount deadline)

<b>Straight Time: Monday – Friday: 8:00 am – 4:30 pm</b>	<b>\$146.25 per team, per hour</b>
<b>Overtime: Monday- Friday before 8:00 am or after 4:30 pm</b>	<b>\$219.50 per team, per hour</b>
<b>Double Time: Anytime Saturday, Sunday and holidays</b>	<b>\$292.50 per team, per hour</b>

### Please indicate service:

Uncrating     Unskidding     Positioning     Leveling     Dismantling     Reocrating     Reskidding

#### INSTALLATION:

Schedule Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Number of Team(s): \_\_\_\_\_  
**ESTIMATED COST:** \_\_\_\_\_

#### DISMANTLE:

Schedule Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_  
End Time: \_\_\_\_\_  
Number of Team(s): \_\_\_\_\_  
**ESTIMATED COST:** \_\_\_\_\_

Exhibitor: \_\_\_\_\_

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

## Vehicle Spotting Form

### To Determine If You Need A Vehicle Spotting, Please Read this Form

If your booth includes a trailer, vehicle, or large piece of machinery with a tow hook you will need a vehicle spot. You will need submit the vehicle spotting form to Viper before you move in. You will need to inform Viper where you will want your vehicle in your booth, and approval from show management for your vehicle.

### Important Information

Per Fire Marshall Regulations all vehicles are required to have:

- Batteries are disconnected or the engine starting system is made inoperable.
- Fuel in fuel tanks does not exceed one-eighth tank or 5 gallons (whichever is less)
- Fuel tanks and fill openings are closed and sealed to prevent tampering (Tape over gas cap)

Fire Marshal may also require inspection of the vehicle(s) at site. Should there be a fee for this service, it will be put on the final invoice.

GRATUITY IN ALL FORMS, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY VIPERTRADESHOW SERVICES. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

### Spotting Rates

If you confirm with Viper a date and time 5 day prior to move in of the show you will receive Advance Rate if do not confirm with Viper prior to move in and show up to show site with a Vehicle to move in, you will be charged the Show site rate

#### Advance Rate (if ordered by 5 day prior move in deadline)

<b>Straight Time: Monday – Friday: 8:00 am – 4:30 pm</b>	<b>\$75.00 per vehicle</b>
<b>Overtime: Monday- Friday before 8:00 am or after 4:30 pm</b>	<b>\$125.00 per vehicle</b>
<b>Double Time: Anytime Saturday, Sunday and holidays</b>	<b>\$175.00 per vehicle</b>

#### Standard Rate (if ordered after deadline or at show site)

<b>Straight Time: Monday – Friday: 8:00 am – 4:30 pm</b>	<b>\$125.00 per vehicle</b>
<b>Overtime: Monday- Friday before 8:00 am or after 4:30 pm</b>	<b>\$150.00 per vehicle</b>
<b>Double Time: Anytime Saturday, Sunday and holidays</b>	<b>\$205.00 per vehicle</b>

**Notice:** Cancellation of Vehicle spotting requests may be charged a cancellation fee based on the notice given, prior to the show. Cancellation at show site is subject to a cancellation fee of 50% of the original order

#### INSTALLATION:

Schedule Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

**ESTIMATED COST:** \_\_\_\_\_

#### DISMANTLE:

Schedule Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

**ESTIMATED COST:** \_\_\_\_\_

Exhibitor: \_\_\_\_\_

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

## EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

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**\*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.

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**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

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**\*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.

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

**For Exhibitor (Company Name):**

**Show Name:**

International Lineman's Rodeo 2018

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

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

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

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

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

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

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

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

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

### EAC Instructions

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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.

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**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

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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: **3:00pm on Friday, October 12th**

Stored empty crates and containers returned: **Within 90 minutes of show close**

Labor Force: all exhibitors should have started dismantle by now: **5:00pm on Friday, October 12th**

Exhibitors may not check in at the Viper Service Desk to sign out dismantle labor hired.

Freight Force: deadline for carriers to check in: **7:30pm on Friday, October 12th**

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to arrive by **7:30pm**. We suggest telling them **6:30pm**, giving them room to fail without failing you! Here's the address for your convenience:  
**Overland Park Conv. Center | Exhibit Hall | 6000 College Blvd | Overland Park, KS 66211**
3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers **MUST** check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and FedEx are not the most reliable carriers for our industry, so we highly suggest exhibitors using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only shipping labels. If you have any questions please ask your Viper Service Desk representative.
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 **7:30pm** 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 lbs. or less; with a \$545.00 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 this 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 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 **2:00pm** (1 hour before 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.

**STANDARD FURNITURE & ACCESSORIES**

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

**30" Tables**

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

## ITEM:

Qty: \_\_\_\_\_ 4' Table

Qty: \_\_\_\_\_ 6' Table

Qty: \_\_\_\_\_ 8' Table

Qty: \_\_\_\_\_ 4<sup>th</sup> Side Drape

Qty: \_\_\_\_\_ Undraped Table

## DISCOUNT:

\$74.25

\$99.95

\$114.75

\$37.00

\$36.00 Less than list price above

## STANDARD:

\$99.95

\$128.25

\$154.75

\$52.00

**42" Counters**

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

## ITEM:

Qty: \_\_\_\_\_ 4' Counter

Qty: \_\_\_\_\_ 6' Counter

Qty: \_\_\_\_\_ 8' Counter

Qty: \_\_\_\_\_ 4<sup>th</sup> Side Drape

Qty: \_\_\_\_\_ Undraped Counter

## DISCOUNT:

\$94.25

\$111.25

\$134.95

\$52.00

\$36.00 Less than price list above

## STANDARD:

\$128.25

\$151.95

\$182.35

\$70.00

**Accessories**

## ITEM:

Qty: \_\_\_\_\_ Wastebasket

Qty: \_\_\_\_\_ Tripod Easel

Qty: \_\_\_\_\_ Bag Rack

Qty: \_\_\_\_\_ L1 Black Sherpa Side Chair

Qty: \_\_\_\_\_ L2 30" Table

Qty: \_\_\_\_\_ Tensa Stanchion

Qty: \_\_\_\_\_ M1 Black Euro Barstool

Qty: \_\_\_\_\_ M2 Black 30" x 42" Bar Table

Qty: \_\_\_\_\_ M8 Standard High Stool

Qty: \_\_\_\_\_ Garment Rack

Qty: \_\_\_\_\_ 4'x8' Posterboard

## DISCOUNT:

\$12.90

\$21.65

\$69.00

\$49.45

\$70.00

\$37.10

\$205.82

\$77.25

\$90.00

\$168.95

\$93.25

## STANDARD:

\$16.90

\$28.85

\$93.25

\$68.00

\$90.65

\$53.10

\$267.56

\$103.00

\$120.00

\$220.70

\$127.75

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

# CUSTOM FURNISHINGS

## Lounge Series A – Durapella Sage



A1: Sofa  
Qty: \_\_\_\_  
\$663.20 Discount  
\$862.15 Standard



A2: Loveseat  
Qty: \_\_\_\_  
\$586.97 Discount  
\$763.05 Standard



A3: Chair  
Qty: \_\_\_\_  
\$434.51 Discount  
\$564.61 Standard



A4: Cocktail Table  
Qty: \_\_\_\_  
\$282.05 Discount  
\$366.66 Standard

## Lounge Series B – Black Leather



B1: Sofa  
Qty: \_\_\_\_  
\$632.70 Discount  
\$822.52 Standard



B2: Loveseat  
Qty: \_\_\_\_  
\$586.97 Discount  
\$763.05 Standard



B3: Chair  
Qty: \_\_\_\_  
\$495.49 Discount  
\$644.14 Standard



B5: End Table  
Qty: \_\_\_\_  
\$209.40 Discount  
\$277.47 Standard

## Lounge Series C – Grey Microfiber



C1: Sofa  
Qty: \_\_\_\_  
\$510.74 Discount  
\$663.96 Standard



C2: Loveseat  
Qty: \_\_\_\_  
\$465.00 Discount  
\$604.50 Standard



C3: Chair  
Qty: \_\_\_\_  
\$419.26 Discount  
\$545.05 Standard



C4: Cocktail Table  
Qty: \_\_\_\_  
\$282.05 Discount  
\$366.66 Standard



C5: End Table  
Qty: \_\_\_\_  
\$251.55 Discount  
\$327.03 Standard

## Specialty Tables | Chairs Series D



D1: 42" Black  
Qty: \_\_\_\_  
\$343.03 Discount  
\$445.95 Standard



D2: Side Chair  
Qty: \_\_\_\_  
\$190.57 Discount  
\$247.75 Standard



E1: 42: Chrome  
Qty: \_\_\_\_  
\$297.29 Discount  
\$386.48 Standard



E2: Silver Chair  
Qty: \_\_\_\_  
\$160.08 Discount  
\$208.10 Standard

## Specialty Tables | Chairs Series E

## Specialty Tables | Chairs Series F



F1: 60" Oval Table  
Qty: \_\_\_\_  
\$388.77 Discount  
\$505.40 Standard



F2: Blue Chair  
Qty: \_\_\_\_  
\$221.06 Discount  
\$287.32 Standard



F3: Yellow Chair  
Qty: \_\_\_\_  
\$221.06 Discount  
\$287.32 Standard



F4: Red Chair  
Qty: \_\_\_\_  
\$221.06 Discount  
\$287.32 Standard



F5: Black Chair  
Qty: \_\_\_\_  
\$221.06 Discount  
\$287.32 Standard

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

# CUSTOM FURNISHINGS

## Specialty Tables | Chairs Series G



G1: 54" Table  
Qty: \_\_\_\_  
**\$343.03 Discount**  
**\$445.95 Standard**



G2: Birch Side Chair  
Qty: \_\_\_\_  
**\$236.31 Discount**  
**\$307.20 Standard**



H1: 42" Round Table  
Qty: \_\_\_\_  
**\$350.35 Discount**  
**\$221.06 Standard**



H2: Steel Chair  
Qty: \_\_\_\_  
**\$445.95 Discount**  
**\$287.32 Standard**

## Specialty Tables | Chairs Series H



I1: Oak Desk  
Qty: \_\_\_\_  
**\$510.74 Discount**  
**\$663.96 Standard**



I2: Black/Chrome Chair  
Qty: \_\_\_\_  
**\$327.78 Discount**  
**\$426.12 Standard**



I3: Black/Black Chair  
Qty: \_\_\_\_  
**\$327.78 Discount**  
**\$426.12 Standard**

### Office Series I



J1: 6' Conference Table  
Qty: \_\_\_\_  
**\$434.51 Discount**  
**\$564.86 Standard**



J2: Steno Chair  
Qty: \_\_\_\_  
**\$190.57 Discount**  
**\$247.75 Standard**



J3: Drafting Stool  
Qty: \_\_\_\_  
**\$266.86 Discount**  
**\$346.92 Standard**

### Accessories Series K



K1: Accordion Lit Stand  
Qty: \_\_\_\_  
**\$97.85 Discount**  
**\$149.35 Standard**



K2: Lit Stand  
Qty: \_\_\_\_  
**\$97.85 Discount**  
**\$149.35 Standard**



K4: Coat Rack  
Qty: \_\_\_\_  
**\$70.65 Discount**  
**\$91.85 Standard**



K5: 42" Pedestal  
Qty: \_\_\_\_  
**\$266.44 Discount**  
**\$346.85 Standard**



K6: 32" Pedestal  
Qty: \_\_\_\_  
**\$266.44 Discount**  
**\$346.85 Standard**



K7: 24" x 42" Pedestal  
Qty: \_\_\_\_  
**\$419.26 Discount**  
**\$545.05 Standard**



K8: Refrigerator  
Qty: \_\_\_\_  
**\$317.02 Discount**  
**\$412.12 Standard**

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

# CUSTOM FURNISHINGS

## Tables | Chairs Series L



L1: Side Chair  
Qty: \_\_\_\_  
**\$49.45 Discount**  
**\$68.00 Standard**



L2: 30" Table  
Qty: \_\_\_\_  
**\$70.00 Discount**  
**\$90.65 Standard**



L3: Arm Chair  
Qty: \_\_\_\_  
**\$99.09 Discount**  
**\$128.87 Standard**



L5: Side Chair  
Qty: \_\_\_\_  
**\$190.57 Discount**  
**\$247.75 Standard**



L6: Euro Chair  
Qty: \_\_\_\_  
**\$190.57 Discount**  
**\$247.75 Standard**

## Cocktail Tables | Stools Series M



M1: Barstool  
Qty: \_\_\_\_  
**\$205.82 Discount**  
**\$267.56 Standard**



M2: 42" Bar Table  
Qty: \_\_\_\_  
**\$77.25 Discount**  
**\$103.00 Standard**



M3: Euro Stool  
Qty: \_\_\_\_  
**\$236.31 Discount**  
**\$307.20 Standard**



M4: Chrome Stool  
Qty: \_\_\_\_  
**\$221.06 Discount**  
**\$287.38 Standard**



M5: Bar Stool  
Qty: \_\_\_\_  
**\$144.83 Discount**  
**\$188.28 Standard**



M6: Steel/Black Stool  
Qty: \_\_\_\_  
**\$251.55 Discount**  
**\$327.03 Standard**



M7: Steel Stool  
Qty: \_\_\_\_  
**\$251.55 Discount**  
**\$327.03 Standard**



M8: Standard High Stool  
Qty: \_\_\_\_  
**\$90.00 Discount**  
**\$120.00 Standard**

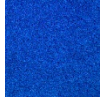
# CARPET SELECTIONS

## Standard

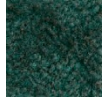
CIRCLE COLOR SELECTION BELOW



Red



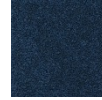
Royal Blue



Green



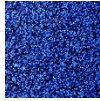
Grey



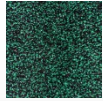
Navy Blue



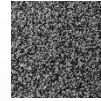
Speckled Red



Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$122.25	\$177.25	
10' x 20' Carpet		\$244.25	\$354.35	
10' x 30' Carpet		\$366.75	\$531.75	
10' x 40' Carpet		\$489.00	\$709.00	
20' x 20' Carpet		\$489.00	\$709.00	
Custom Per Sq. Ft.		\$2.78	\$4.02	

## Prestige

CIRCLE COLOR SELECTION BELOW



Red



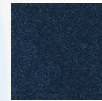
Royal Blue



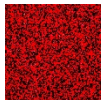
Green



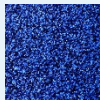
Grey



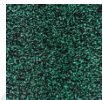
Navy Blue



Speckled Red



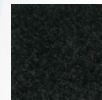
Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Plush Per Sq. Ft		\$6.40	\$8.15	

## Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$1.74	\$2.07	
Double Padding Per Sq. Ft		\$3.48	\$4.14	
Visqueen Per Sq. Ft.		\$0.24	\$0.27	

Standard Carpet per sq. ft.: \$ \_\_\_\_\_  
 Plush Carpet per sq. ft.: \$ \_\_\_\_\_  
 Padding/Visqueen per sq. ft.: \$ \_\_\_\_\_  
**ESTIMATED TOTAL** \$ \_\_\_\_\_

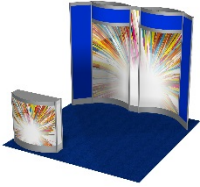
Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

# MODULAR DISPLAY SELECTIONS

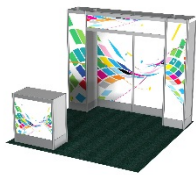
## 10' x 10' Displays

## 10' x 20' Displays

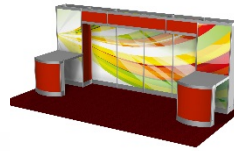
\*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.



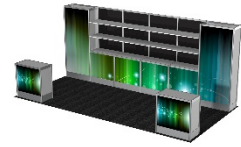
**10' INLINE BOOTH** \_\_\_\_\_  
 Discount: **\$3,236.00**  
 Standard: **\$4,537.00**



**10' SHELF BOOTH** \_\_\_\_\_  
 Discount: **\$3,448.00**  
 Standard: **\$4,688.00**



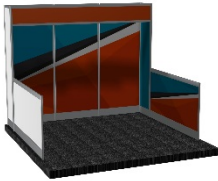
**20' INLINE BOOTH** \_\_\_\_\_  
 Discount: **\$7,311.00**  
 Standard: **\$9,875.00**



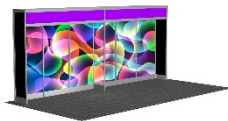
**20' SHELF BOOTH** \_\_\_\_\_  
 Discount: **\$7,425.00**  
 Standard: **\$10,106.00**

## Basic Displays

\*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.



**10' BASIC BOOTH** \_\_\_\_\_  
 Discount: **\$4,100.00**  
 Standard: **\$4,658.50**



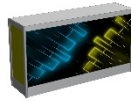
**20' BASIC BOOTH** \_\_\_\_\_  
 Discount: **\$6,814.50**  
 Standard: **\$8,835.50**

## A La Carte

\*All prices include graphic panels | White or black panels available on request



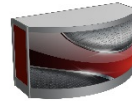
**1M COUNTER** \_\_\_\_\_  
 Discount: **\$327.80**  
 Standard: **\$423.50**



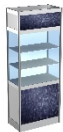
**2M COUNTER** \_\_\_\_\_  
 Discount: **\$595.10**  
 Standard: **\$773.30**



**1M CURVED COUNTER** \_\_\_\_\_  
 Discount: **\$364.10**  
 Standard: **\$473.00**



**2M CURVED COUNTER** \_\_\_\_\_  
 Discount: **\$647.90**  
 Standard: **\$841.50**



**DISPLAY CASE** \_\_\_\_\_  
 Discount: **\$767.80**  
 Standard: **\$995.50**



**LITERATURE BIN** \_\_\_\_\_  
 Discount: **\$393.60**  
 Standard: **\$511.50**

## Booth Signage

**METER BOARD** \_\_\_\_\_  
 Single Sided: \$556.00  
 Double Sided: \$880.00

**22" x 28" signage** \_\_\_\_\_  
 \$110.00

**8'x10' BACKWALL BANNER** \_\_\_\_\_  
 \$1,210.00

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

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



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 Kansas City, Missouri 64133  
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 EMAIL FORM TO: christy@showmeav.com

# PLASMAS/FLAT PANELS AUDIO VISUAL EQUIPMENT EXHIBITOR ORDER FORM

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Ordered by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Event Name: Lineman's Rodeo 2018  
 Location: Overland Park Convention Center  
 Booth #: \_\_\_\_\_  
 Onsite Contact: \_\_\_\_\_  
 Delivery Date & Time: \_\_\_\_\_  
 Pickup Date & Time: \_\_\_\_\_

ITEM	PRICE	QUANTITY	TOTAL
<b>AUDIO EQUIPMENT</b>			
Wired Microphone (Handheld or Lavalier)	\$ 45.00	_____	_____
Wireless Microphone (Handheld or Lavalier)	\$125.00	_____	_____
CD/Cassette Player	\$ 65.00	_____	_____
4 Channel Mixer	\$ 35.00	_____	_____
Powered Speaker w/stand	\$150.00	_____	_____
(2) Speaker Sound System	\$200.00	_____	_____
<b>VIDEO / DATA EQUIPMENT</b>			
DVD Player	\$ 70.00	_____	_____
Blue Ray Player	\$100.00	_____	_____
17" Flat Panel Data Monitor	\$175.00	_____	_____
24" Flat Panel Data Monitor	\$250.00	_____	_____
32" LCD Data/Video Monitor	\$300.00	_____	_____
40" HDTV Monitor	\$750.00	_____	_____
50" Plasma Display Monitor w/stand	\$850.00	_____	_____
65" HDTV Monitor	\$950.00	_____	_____
75" HDTV Monitor	\$1100.00	_____	_____
Monitor Floor Stand	\$150.00	_____	_____
LCD Projector (XGA 2500+ Lumen)	\$400.00	_____	_____
<b>MISC. / LABOR</b>			
Display Easel	\$ 10.00	_____	_____
6-8 Ft. Tripod Screen	\$ 35.00	_____	_____
Cart with Skirt 34" 42" 54"	\$ 20.00	_____	_____
Technician Support (Labor)	\$ 55.00 per hour	_____	_____

\*All prices include necessary cables required for operation. If you need an item not listed here, please contact a Show-Me representative for assistance.

**Payment Information**

Company Check  Visa  MC  AMX  Discover

Card No. \_\_\_\_\_ Exp. \_\_\_\_\_

Cardholder's Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

**Sub Total** \$ \_\_\_\_\_  
**Sales Tax** 8.6% \$ \_\_\_\_\_  
**Set/Strike Fee** \$ 110.00  
**Total Due** \$ \_\_\_\_\_

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- Above pricing good for entire length of show.
- Exhibitor is responsible for any/all loss or damage to equipment.
- Exhibitor must be present at time of delivery.
- All payments must be made in advance in US Funds.
- A 50% fee will apply for orders cancelled less than 72 hours prior to delivery.
- Cancellations after services renders will be charged at 100%.



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Onsite Contact:		Onsite Cell:	
Delivery Date:	Delivery Time Window:	We are unable to schedule deliveries within two hours of showfloor opening.	
Ordered By:	Email Address:	Phone #:	
Credit Card:	Expiration Date:	Security Code:	
Billing Address:	City:	State:	Zip:
Todays Date: (Required Field)		Email Lead Data To:	

*Email confirmation, rental agreement and credit card receipt will be sent by email within (1) business day of submitting this form. If order is not confirmed within this time period, please call (800) 955-5171.*

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Lead Management Packages	Advance Discount Pricing	Standard Show Price	Qty	Total
<b>Best Value</b>	Order By 9/24/2018	9/25/2018 to 10/1/2018		
<b>Handheld Scanner Pack</b> Includes Cellular Scanner, Instant Email, Custom Qualifiers, and Bluetooth Printer	\$495	Not Available		\$0
<b>Mobile App Bundle</b> Includes iPad, 1 Mobile App License/Activation, iPad Hand Strap, Instant Email, and Custom Qualifiers	\$370	\$410		\$0

Mobile Lead App Solutions	Advance Discount Pricing	Standard Show Price	Qty	Total
<b>Use Your Own Device</b>	Order By 9/24/2018	9/25/2018 to 10/1/2018		
<b>Mobile App (1st License/Activation)</b> Runs on iOS 9 or later, Android 4.4s or later with rear-facing auto-focus camera of 5MP or better, iPhone 4s or later, iPad Minis, iPad 3s or later, and iPods with rear-facing cameras.	\$250	\$295		\$0
<b>Mobile App (Additional Licenses)</b> 1st activation is required.	\$150	\$150		\$0

Additional Handheld Options & Services	Advance Discount Pricing	Standard Show Price	Qty	Total
<b>A La Carte</b>	Order By 9/24/2018	9/25/2018 to 10/1/2018		
<b>Handheld Scanner</b> Bluetooth, Battery-operated Cellular Scanner	\$349	\$395	1	\$349
<b>Handheld Scanner &amp; Bluetooth Printer</b> Includes Cellular Scanner, Bluetooth Printer and 2 Rolls of Paper	\$399	\$470		\$0
<b>Handheld Scanner &amp; Instant Email</b> Includes Cellular Scanner and Instant Email	\$444	\$540		\$0
<b>Handheld Scanner &amp; Custom Qualifiers</b> Includes Cellular Scanner and Custom Qualifiers	\$444	\$540		\$0
<b>In-Booth Delivery &amp; Training</b> A booth representative must be present at the date/time of delivery. Forfeited deliveries will not be refunded and must be picked up from the onsite service desk.	\$95	\$100	0	\$0

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Developer's Kit	
Developer's Kit Badge information is available 7 days prior to show.	Call For Pricing

Equipment Subtotal	\$349.00
Damage & Loss Waiver 10.5%	\$36.65
To decline waiver (on applicable items), type No in the orange box.	
Sales Tax of 9.1%	\$31.76
<b>Grand Total</b>	<b>\$417.40</b>

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Show Name: <b>International Lineman's Rodeo &amp; Expo</b>	Show Dates: <b>October 10-12, 2018</b>	Show Code: <b>ILRE1018</b>
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