



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011
 September 25-29, 2011

Show-At-A-Glance

Advance Warehouse:

LME.2011
 Exhibitor Name & Booth #
 c/o Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124

Show Site Facility:

LME 2011
 Exhibitor Name & Booth #
 Renaissance Schaumburg Hotel & Convention Center
 c/o Viper Tradeshow Services
 1551 North Thoreau Drive
 Schaumburg, IL 60173

Standard Equipment Provided to Exhibitors:

Booth Package A (10x10) Includes:	Table Top Exhibits Includes:
8' Back Wall Pipe & Drape - Black/White 3' Side Wall Pipe & Drape - green One (1) ID Sign One (1) Wastebasket	One (1) 6' Skirted Table-Black Two (2) Side Chairs One (1) ID Sign and One (1) Wastebasket

*"Exhibitors Must Purchase Their Own Carpet-Table Top Exhibitors Must Purchase Black Carpet"
 "Must arrange for carpeting through Viper Tradeshow Service"*

Exhibitor Set Up and Show Site Delivery Hours:

Sunday, September 25, 2011 3:00PM-6:00 PM
 Monday, September 26, 2011 8:00AM-6:00PM

Exhibit Hours:

Tuesday, September 27, 2011 9:00 AM - 6:00 PM
 Wednesday, September 28, 2011 9:00 AM - 5:00 PM

Exhibitor Tear Down and Move-Out Hours:

Wednesday, September 28, 2011 5:00 PM- 10:00PM
 Thursday, September 29, 2011 8:00 AM- 12:00Noon
FORCE: 11:00 AM

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 11:00 AM in order to avoid force, as well as exhibitors must start their dismantle by 10:30 AM in order to avoid forced labor.

Viper Exhibitor Services Contact:

Amy Carestia
 Viper Tradeshow Coordinator
 Phone: 847.426.3100
 Fax: 847.426.3111
ACarestia@vipertradeshow.com

Show Management Contact:

Gail Loiacono
 Laser Institute of America
 Phone: 1 (407) 380-1553
 Fax: 1 (407) 380-5588
gail@LIA.org

Mark your calendar for these important dates!

Deadline for Electric, Furniture, Accessories & Floral	Forms must be received at the above fax number, with Discount: full payment, no later than Friday, Sept. 2, 2011.
Advance Warehouse 1st Day of Receiving:	Freight can start being delivered to the warehouse September 2, 2011.
Advance Warehouse Cut Off:	Freight must be received at the warehouse no later than Acbd day Sept. 1- th, 2011 to avoid late charges. Materials will be accepted at the Warehouse until Friday Sept. 23th, 2011).
Show Site Deliveries:	Show Site deliveries must arrive Sunday, September 25/Monday, September 26, 2011.



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011
 September 25-29, 2011

Exhibitor Information / Method of Payment

Exhibitor: _____
 Booth Number: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Fax: _____
 Email*: _____

**Invoices are emailed within 3-5 days of show closing*

Show Site Contact if Different Than Above: _____

Cell Phone: _____

For Use of an Exhibitor Appointed Contractor / Third Party

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

Authorized Signature for Exhibiting Company _____

Viper Tradeshow Services Orders

Material Handling Estimate \$ _____
 Furnishings, Carpet & Accessories \$ _____
 Viper Custom Furnishings \$ _____
 Installation & Dismantle Labor \$ _____
 Floral \$ _____
 Modular Rental Display \$ _____
 Electric (Discount Deadline is Sept. 2, 2011) \$ _____
 Cleaning & Porter \$ _____
Total Viper Tradeshow Service Orders \$ _____

Method of Payment / Credit Card Charges:

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

Please circle appropriate credit card

Please provide credit card number ~

MasterCard Visa American Express

Number: _____

Expiration Date: _____

Cardholder's Signature: _____

Name Printed: _____

Address (if different than above): _____

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

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



LME 2011
September 25-29, 2011



Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124
Phone 847.426.3100
Fax 847.426.3111

Payment Terms & Definitions

Viper Tradeshow Services has established the following terms and conditions for all services rendered:

In order to receive a discount:	Outstanding Payments:
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.	Viper Tradeshow Services <u>requires</u> payment for all services upon presentation of an invoice statement at the exhibit site. A final audit will be done within 60 days of show close and any balance due will be applied to the credit card on file.
<p>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.</p>	
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 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.
<p>Material Handling Form (MHA) aka Bill of Lading (BOL): 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.) <u>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!</u> Your bill of lading must be turned in no later than the force times listed on the Show-At-A-Glance Page</p>	<p>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.</p> <p>"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.</p>



ADVANCE RATE DEADLINE: Sept. 2, 2011

MAIL OR FAX FORMS WITH PAYMENT TO:
 Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124

ELECTRICAL SERVICES ORDER FORM

(847) 426-3100 Phone
 (847) 426-3111 Fax

EVENT NAME _____

EVENT DATES _____

EXHIBITING COMPANY NAME _____

Booth # _____

CONTACT PERSON _____
 (Please print)

IMPORTANT NOTES:
 Viper Tradeshow Services is the exclusive electrical provider at the Schaumburg Convention Center. No other electrical service provider will be allowed on the show floor at any time.

*Labor for 208 Volt and 480 Volt service is charged a minimum of one hour (ea.) for install and dismantle. Labor time incurred over one hour is charged at 1/2 hour intervals. An electrical layout MUST be provided. Power is on during Exhibitor move-in and show hours only.

No credits will be issued on services installed as ordered even though not used, and no credits will be issued once the event has officially opened. All cancellations after the deadline are subject to a 25% fee. **Advance Rate Deadline: 9/2/11**

2011 LABOR RATES*

Straight Time (ST): \$75.00 / hr
 Over Time (OT): \$114.00 / hr
 Double Time (DT): \$150.00 / hr

*rates are subject to change

RATE SCHEDULE

Mon-Fri, 8:00am-4:30pm ST
 Mon-Fri, 4:30pm-Midnight OT
 Saturday 8:00am-4:30pm OT
 Saturday 4:30pm-Midnight DT
 Sundays & Holidays (all day) DT
 All Hrs between Mid & 8am DT

*Scheduled install/dismantle times are subject to change

Install Date & Time:

Dismantle Date & Time:

Type of Labor

- ____ Under Carpet
- ____ Equipment Hookup
- ____ Lighting Fixtures
- ____ Overhead Distribution
- ____ Other _____
- ____ LAYOUT IS ATTACHED
- ____ LAYOUT WILL FOLLOW

120 Volts - 60 HZ - AC * Pricing includes labor and is placed in the center back of the booth						
CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E0005	5 Amps/ 500 Watts or <			\$139	\$184	
E0010	10 Amps/1000 Watts or <			\$174	\$229	
E0020	20 Amps/2000 Watts or <			\$205	\$355	

208 Volts 1 Phase - 60 HZ - AC * Pricing Does NOT include required labor (please add)						
CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E2083	30 Amps			\$325	\$515	
E2086	60 Amps			\$400	\$600	
E2090	Installation Labor		n/a	1 hour minimum	Hours ___ x Rate ___	
E2091	Dismantle Labor		n/a	1 hour minimum	Hours ___ x Rate ___	

208 Volts 3 Phase - 60 HZ - AC * Pricing Does NOT include required labor (please add)						
CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E2083-20	20 Amps			\$415	\$620	
E2083-30	30 Amps			\$435	\$640	
E2083-60	60 Amps			\$475	\$725	
E2083-100	100 Amps			\$845	\$1,250	
E2083-200	200 Amps			call for quote	call for quote	
E2083-300	400 Amps			call for quote	call for quote	
E2090	Installation Labor		n/a	1 hour minimum	Hours ___ x Rate ___	
E2091	Dismantle Labor		n/a	1 hour minimum	Hours ___ x Rate ___	

480 Volts 3 Phase - 60 HZ - AC ** Pricing Does NOT include required labor and use of lift						
CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E4803-30	30 Amps			\$525	\$750	
E4803-60	60 Amps			\$745	\$1,130	
E4803-100	100 Amps			call for quote	call for quote	
E2090	Installation Labor		n/a	1 hour minimum	Hours ___ x Rate ___	
E2091	Dismantle Labor		n/a	1 hour minimum	Hours ___ x Rate ___	
Scissor	Scissor Lift (per hour)**		n/a	\$100	\$150	
Condor	Aerial Lift (per hour)**		n/a	\$150	\$175	

Accessories						
CODE	ACCESSORY	QTY		ADVANCE RATE	STANDARD RATE	SUB-TOTAL
E-25	25' Extension		n/a	\$20	\$30	
E-Quad	Power Strip		n/a	\$40	\$45	
E-Plug	Call if you need rental plugs (we require 14 day lead time and prices vary)				n/a	
					TOTAL:	

***For payment of electrical services, please provide the Exhibitor Information / Method of Payment Form along with this Form. Thank you -**

NEED ADDITIONAL ELECTRICAL ASSISTANCE?
 Contact ACarestia@vipertadeshow.com or call 847.426.3100

Renaissance Schaumburg Convention Center

2011 Electrical Billing Guidelines

1. Electricity will be live within 30 minutes of the show opening and turned off within 30 minutes of the show close each day. If power is needed earlier or later each day, advanced arrangements must be made prior to the show opening.
2. Twenty-four (24) hour service to any outlet will be double the listed price and can only be guaranteed before show opening with advance arrangements for date needed.
3. The services include one outlet. Any exhibitor requiring more than one outlet will need to order multi strips or provide their own.
4. All electrical outlets will be installed on the floor at the back wall of in line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of their original power order. If the circuit needs to be reset a second time, a 1 hour labor charge will be incurred at the appropriate rate (as listed on page 1) and the exhibitor will be required to purchase the appropriate power at the standard rate.
5. It is the exhibiting companies responsibility to order the appropriate amount of power, or to take the electricians advice while on show site. Viper Tradeshow Services is not responsible for any electrical damage caused to machinery or equipment.
6. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. Column ad or wall outlets are not part of the exhibitor booth space and these outlets will be charged for accordingly.
7. Any exhibitor using power not contracted for will be charged a show rate for the service they are not authorized to use. This includes using any wall outlets.
8. All Service of 208 / 480 volts requires electrical labor for installation, hook-up, and disconnect. Hourly charge will cover all work performed.
9. All exhibitor ordered Standby Labor will be invoiced at the prevailing hourly rate.
10. Labor will be charged for the following categories:
 - a. All distribution of electrical wiring under carpet or flooring.
 - b. All distribution of overhead electrical wiring.
 - c. All motor and equipment hookups.
 - d. Installation or repair of electrical fixtures.
 - e. Installation of electrical motors and apparatus to be energized.
 - f. Motorized hoists, truss and lighting installation.
 - g. Installation and removal of all overhead electrical signs, trusses, motors or apparatus.
11. All extension cords that run under carpet or flooring must be supplied and installed by Viper Tradeshow Services.
12. All wiring utilized for booth work must have a 3 wire grounded cord with a minimum of #14 Gauge wire. If these requirements are not met Viper reserves the right to disconnect the cord and rent the exhibitor the proper equipment as listed on page one.
13. The use of Clip on sign sockets, latex or lamp cord wire in displays or the use of 2 wire fixtures is prohibited.
14. Permit fees may apply.

For Show Management Purposes:

As part of any electrical service ordered, Viper Tradeshow Services will supply an onsite electrician for the first two hours of the first day your event is open. After that it is up to your discretion whether or not to employ an onsite electrician at your expense (cost outlined on page 1). The Stand-by Electrician is there for the safety and convenience of your, your exhibitors and the attendees. If you elect to waive this service and an issue does arise that dictates that an electrician is needed, the electrician will be summoned to the center, with the cost for that labor being charged to the show management invoice at the published labor rate. A 4 hour minimum will be applied to this labor call. If you have any questions regarding the Stand-by electrician and the waiver, please contact Viper Tradeshow Services.

Neither Viper Tradeshow Services nor the Renaissance Schaumburg Convention Center are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection you should install surge protection or over/under voltage protection on your equipment.



Shipping Order Form

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

PRICING

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.50/lb. on shipments under 1,000 pounds and \$2.00/lb for shipments over 1,000 pounds. Dimensional weight may apply, and a \$475.00 minimum applies for each shipment (destination). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Material Handling charges still apply for all shipments.

SHIPPING INFORMATION

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____

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

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

DESTINATION

SHOW: _____ BOOTH NUMBER: _____

EXHIBITOR NAME (IF DIFFERENT THAN ABOVE) _____

Check one: ADVANCE WAREHOUSE: _____ SHOW SITE: _____

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

Address if different than above: _____

5-7 Day Ground Service? _____ If other, indicate transit time: _____ (Note: will be at different rate than above.)

ACCEPTANCE & PAYMENT

I UNDERSTAND THAT IN THE ABSENCE OF ADDED PROTECTION AND ACCOMPANYING ITEMIZED VALUATION, THE MAXIMUM LIABILITY FOR LOSS OR DAMAGE IS LIMITED TO \$50.00 PER SHIPMENT OR \$0.50 PER POUND, WHICHEVER IS GREATER. I ACCEPT RESPONSIBILITY FOR COVERAGE FOR MY PRODUCTS DURING SHIPPING OTHERWISE, AND ACKNOWLEDGE I AM PURCHASING ONLY SUPPLEMENTAL INSURANCE PROTECTION (UP TO \$5,000.00) AT \$10.00 FOR EVERY \$1,000.00 DECLARED VALUE BY ENTERING A DECLARED VALUE ON THIS FORM. DECLARED VALUE \$ _____

ALL SHIPMENT ORDERS MUST BE ACCOMPANIED BY A COMPLETED EXHIBITOR INFORMATION/METHOD OF PAYMENT FORM AND PICK UPS WILL ONLY BE SCHEDULED UPON RECEIPT OF BOTH FORMS. A CONFIRMATION EMAIL WILL BE SENT WHEN YOUR SHIPMENT IS OFFICIALLY SCHEDULED, INCLUDING A TRACKING NUMBER FOR YOUR REFERENCE.

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

Name Printed: _____ Date: _____



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011
September 25-29, 2011

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

Advance Warehouse Labels

Shipper Information		Shipper Information	
Company:		Company:	
Address:		Address:	
Contact:		Contact:	
Delivery Information		Delivery Information	
LME 2011		LME 2011	
c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 Telephone: 847.426.3100		c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 Telephone: 847.426.3100	
Exhibiting Company: _____		Exhibiting Company: _____	
Booth Number: _____		Booth Number: _____	
Must be delivered NLT Sept. 1-, 2011 to avoid late charges		Must be delivered NLT Sept. 1-, 2011 to avoid late charges	

Show Site Labels

Shipper Information		Shipper Information	
Company:		Company:	
Address:		Address:	
Contact:		Contact:	
Delivery Information		Delivery Information	
LME 2011		LME 2011	
Renaissance Schaumburg Hotel & Convention Center c/o Viper Tradeshow Services 1551 North Thoreau Drive Schaumburg, IL 60173		Renaissance Schaumburg Hotel & Convention Center c/o Viper Tradeshow Services 1551 North Thoreau Drive Schaumburg, IL 60173	
Exhibiting Company: _____		Exhibiting Company: _____	
Booth Number: _____		Booth Number: _____	
To be delivered ON 9/25 3pm-6pm or 9/26 8am-6pm- ONLY!		To be delivered ON 9/25 3pm-6pm or 9/26 8am-6pm - ONLY!	



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011
 September 25-29, 2011

Material Handling

Crated & Skidded to Advance Warehouse: \$94.90 / cwt. (*includes OT move in)

Crated & Skidded to Show Site or Late to Warehouse: \$123.37 / cwt. (*includes OT move in)

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 exhibitor's booth, removal from exhibitor's booth upon completion of packing, and turning in Bill of Lading to service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

Rates are per hundred-weight (cwt) rounded to the next 100.

ADVANCE WAREHOUSE ADDRESS:	DIRECT ADDRESS:
Exhibiting Company & Booth # c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124	Exhibiting Company & Booth # Renaissance Schaumburg Hotel & Convention Center c/o Viper Tradeshow Services 1550 North Thoreau Drive Schaumburg, IL 60173

200 pound minimum applies for every shipment received to the Advance Warehouse & Show Site.

Shipments Delivered to the Advance Warehouse:	Freight must be received at the warehouse no later than September 19, 2011 to avoid late charges. Materials will be accepted at the Warehouse until - # ## '
Shipments Delivered to Show Site: Show Site deliveries must arrive ON 9/25/11 or 9/26/11	

Special Handling 30 % Surcharge

Special Handling rates shall be applied to the total standard charges, but not limited to the following type of shipments and multiple scenarios may incur multiple special handling charges:

Moving Van Shipments	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.
Loose Freight	Shipment 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.
Undetermined Description	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)
Must be delivered by Hand	Materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services control (i.e.: elevators, rooms forklifts cannot be used, etc.)
Small Package Carriers (SPC)	FedEx, UPS, DHL, etc...

Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded at the warehouse after 4:30 PM on weekdays, anytime Saturday, Sunday or Holidays or after 5:00 will be subject to overtime charges. 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 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.



Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124
Phone 847.426.3100
Fax 847.426.3111

LME 2011
September 25-29, 2011

Material Handling Limits of Liability

Viper Tradeshow Services and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.

Labor is scheduled and based on the Material Handling Order Form included in this kit to accommodate the movement of freight expeditiously to your booth and out and is non-refundable if freight is not received for any reason.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by **Viper Tradeshow Services** or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up.

Therefore, it is agreed that **Viper Tradeshow Services** and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are **Viper Tradeshow Services** and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to **Viper Tradeshow Services** or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

Viper Tradeshow Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.

Viper Tradeshow Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.

Viper Tradeshow Services and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to **Viper Tradeshow Services** in time to obtain the proper equipment.

It is understood that **Viper Tradeshow Services** and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by **Viper Tradeshow Services** hereunder are based on the scope of the liability as herein set for and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that **Viper Tradeshow Services** and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if **Viper Tradeshow Services** or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by **Viper Tradeshow Services**, its subcontractors or their employees.

Viper Tradeshow Services and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

Claims for loss or damage must be submitted to **Viper Tradeshow Services** by the close of the show. No suit or action shall be brought against **Viper Tradeshow Services** or its subcontractors more than one year after the cause of action.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that **Viper Tradeshow Services** and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of **Viper Tradeshow Services** or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that **Viper Tradeshow Services** or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

The Exhibitor agrees, in the event of a dispute with **Viper Tradeshow Services** or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to **Viper Tradeshow Services** for material handling services or any other services provided by **Viper Tradeshow Services** or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay **Viper Tradeshow Services** prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against **Viper Tradeshow Services** or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

In order to expedite removal of materials from the show site, **Viper Tradeshow Services** shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the Exhibitor makes no disposition, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. **Viper Tradeshow Services** assumes no liability as a result of such re-routing or handling.

Viper Tradeshow Services and its subcontractors shall not be liable for shipments received without receipts; freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

The consignment or delivery of a shipment to **Viper Tradeshow Services** or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above. **Viper Tradeshow Services** and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable. Be sure your materials are insured!



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011
 September 25-29, 2011

Material Handling Order Form

Rates: For complete information and descriptions for this show please refer to the sheet in this service manual titled "Material Handling". If you have any questions or would like assistance calculating your material handling estimate **please contact us at 847.426.3100**

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.

Example: 452 lb. shipment is rounded up to 500 lbs. 500 lbs. is 5 cwt. 5 x rate = total material handling rate.

Shipments to Advance Warehouse: \$94.90 / cwt. (*includes OT move in)

Shipments to Show Site or Late to Whse: \$123.37 / cwt. (*includes OT move in)

1. Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds

Pounds Divided by 100 = _____ Your CWT. (No Less Than 2)

2. Calculate Your Estimated Sub-Total

Your CWT x 94.90 (for Advance Warehouse Delivery) = \$ _____ Sub Total (No Less Than \$189.80)

Your CWT x 123.37 (for Show Site Delivery) = \$ _____ Sub Total (No Less Than \$246.74)

3. Add On Required or Applicable Special Charges

Add 30% of Above Sub Total for Special Handling: \$ _____ Only if applicable

Add Another 30% for Overtime Move In / Move Out \$ _____ Only if applicable

Add Another 30% for Small Package Carrier **IF** you are using **FedEx, UPS, DHL, Airborne**, etc. \$ _____ **ONLY** if you will be utilizing these carriers.

4. Add the Sub Total Charges with all Special Charges for your Estimated Total Material Handling: \$ _____ ESTIMATED TOTAL

Shipments Delivered to the Advance Warehouse: Freight must be received at the warehouse no later than September 19, 2011 to avoid late charges. Materials will be accepted at the Warehouse until **9/23/11**.

Shipments Delivered to Show Site: Show Site deliveries must arrive 9/25/11 or 9/26/11.

Exhibitor: _____

Booth Number: _____



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011
 September 25-29, 2011

Furniture & Accessories

Item - Quantity (Discount Deadline = Sept. 2, 2011)

Chairs

Side Chair - _____	\$48.00 Discount / \$52.80 Standard
Arm Chair - _____	\$94.50 Discount / \$119.70 Standard
Counter Stool - _____	\$107.10 Discount / \$132.30 Standard

Tables & Counters (please circle drape color)

Tables are 30" High Blue Red White Green Black

4' Table - _____	\$119.70 Discount / \$151.20 Standard
6' Table - _____	\$151.20 Discount / \$170.10 Standard
8' Table - _____	\$163.80 Discount / \$182.70 Standard
Optional 4th Side Draped - _____	\$30.00 Discount / \$42.00 Standard
Undraped Table - (4ft., 6ft., 8ft. - circle size) - _____	\$30.00 less than listed price above

Counters are 42" High Blue Red White Green Black

4' Counter - _____	\$144.90 Discount / \$176.40 Standard
6' Counter - _____	\$176.40 Discount / \$207.90 Standard
8' Counter - _____	\$201.60 Discount / \$233.10 Standard
Optional 4th Side Draped - _____	\$36.00 Discount / \$48.00 Standard
Undraped Table - (4ft., 6ft., 8ft. - circle size) - _____	\$30.00 less than listed price above

Accessories

4' Single Tier Draped Table Riser - _____	\$80.14 Discount / \$105.84 Standard
6' Single Tier Table Riser - _____	\$101.30 Discount / \$132.30 Standard
8' Single Tier Table Riser - _____	\$120.96 Discount / \$149.69 Standard
Garment Rack - _____	\$145.15 Discount / \$189.00 Standard
Wastebasket - _____	\$26.46 Discount / \$36.54 Standard
Tripod Easel - _____	\$48.38 Discount / \$61.99 Standard
Sign Frame/Holder - _____	\$148.18 Discount / \$189.00 Standard
Rope & Stanchion Sets - _____	\$113.40 Discount / \$148.18 Standard
4' x 8' Poster Board - _____	\$231.34 Discount / \$264.60 Standard
Bag Rack - _____	\$81.90 Discount / \$113.40 Standard
3' Upright and Base - _____	\$30.24 Discount / \$45.36 Standard
8' Upright and Base - _____	\$37.80 Discount / \$52.92 Standard
Crossbar - _____	\$22.68 Discount / \$37.80 Standard
3' Masking (per foot) - _____	\$18.14 Discount / \$27.22 Standard
8' Masking (per foot) - _____	\$24.19 Discount / \$33.26 Standard

Carpet

5' x 10' Carpet _____	10' x 10' Carpet _____	\$182.40 Discount / \$234.00 Standard
_____	10' x 20' Carpet _____	\$364.80 Discount / \$468.00 Standard
1/2" padding, per square foot - # of ft : _____		\$2.21 Discount / \$2.64 Standard
Visqueen, per square foot - # of ft : _____		\$0.50 Discount / \$0.62 Standard

Select a Carpet Color Choice

Blue _____ Black _____ Red _____ Charcoal Gray _____

30% surcharge is applicable on all show site orders. Items cancelled within 14 days of move-in are charged at full value.
 Please call 888-458-9760 for special requests or items you do not find on this form.

Total All Items Ordered: \$ _____

Exhibitor: _____

Booth Number: _____



A
Elite
FURNISHINGS

Phone
1-888-458-9760



B



C



D





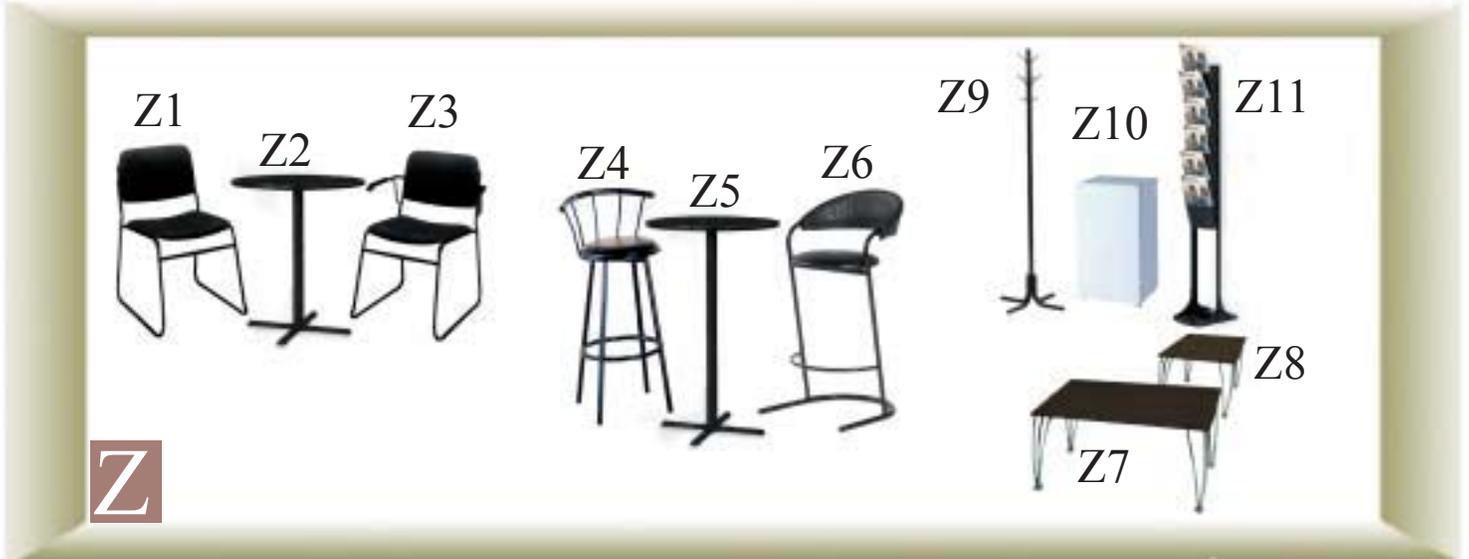
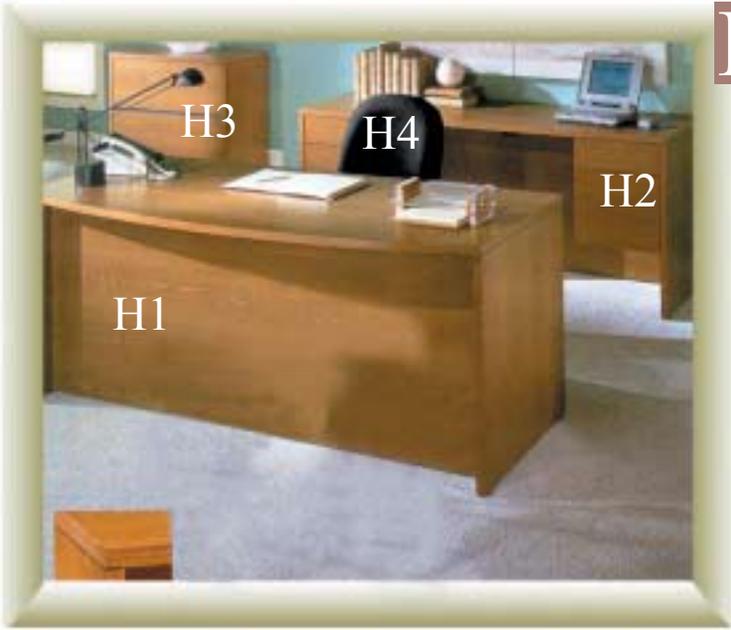
E



F



Fax
1-847-458-9760



1-888-458-9760



Please fax your furnishing order to: 847.426.3111
--

Advanced Discount Deadline: 2-Sep-11

Qty.		Discount	Standard	Total	Qty.		Discount	Standard	Total
A-1	Durapella Sage Sofa	548.10	\$ 712.53		E-1	Pewter/Blue Chair	182.70	\$ 237.51	
A-2	Durapella Sage Loveseat	485.10	\$ 630.63		E-2	Pewter/Red Chair	182.70	\$ 237.51	
A-3	Durapella Sage Chair	359.10	\$ 466.83		E-3	Pewter/Yellow Chair	182.70	\$ 237.51	
A-4	Cherry Cocktail Table	233.10	\$ 303.03		E-4	Pewter/Green Chair	182.70	\$ 237.51	
A-5	Cherry End Table	207.90	\$ 270.27		E-5	Black/Glass 36" Round Table	245.70	\$ 319.41	
A-6	Cherry Sofa Table (Not shown)	233.10	\$ 303.03		E-6	Chrome/Glass Bar Table	283.50	\$ 368.55	
A-7	Birch/Metal 54" Round Table	296.10	\$ 384.93		E-7	Chrome/Black Euro Stool	182.70	\$ 237.51	
A-8	Birch/Steel Side Chair	195.30	\$ 253.89		E-8	Black/Glass 42" Round Table	283.50	\$ 368.55	
A-9	Birch/Steel Server	359.10	\$ 466.83		E-9	Black Side Chair	157.50	\$ 204.75	
A-10	Finished Gold 36" x 60" Table	258.30	\$ 335.79						
A-11	Finished Gold Side Chair	157.50	\$ 204.75		F-1	Brushed Steel 42" Round Table	283.50	\$ 368.55	
					F-2	Brushed Steel/Black Chair	182.70	\$ 237.51	
B-1	Black Leather Sofa	522.90	\$ 679.77		F-3	Brushed Steel Bar Table	270.90	\$ 352.17	
B-2	Black Leather Loveseat	485.10	\$ 630.63		F-4	Brushed Steel/Black Barstool	207.90	\$ 270.27	
B-3	Black Leather Chair	409.50	\$ 532.35		F-5	Brushed Steel 42" Round Table	283.50	\$ 368.55	
B-4	Maple/Black Cocktail Table	233.10	\$ 303.03		F-6	Brushed Steel/Blue Chair	182.70	\$ 237.51	
B-5	Maple/Black End Table	207.90	\$ 270.27		F-7	Brushed Steel/Blue Barstool	207.90	\$ 270.27	
B-6	Maple/Black 6Ft. Conf. Table	548.10	\$ 712.53						
B-7	Maple/Black 8 Ft. Conf. Table	611.10	\$ 794.43		G-1	Black 24" x 24" x 42" Pedestal	346.50	\$ 450.45	
B-8	Maple/Balck 42" Rnd Conf Tabel (Not shown)	447.30	\$ 581.49		G-2	Black 12" x 12" x 42" Pedestal	220.50	\$ 286.65	
B-9	Black Leather Conference Chair	270.90	\$ 352.17		G-3	Black 12" x 12" x 30" Pedestal	220.50	\$ 286.65	
B-10	Lamp	107.10	\$ 139.23		G-4	Black Drafting Stool	220.50	\$ 286.65	
B-11	Black Leather Lounge Chair	371.70	\$ 483.21		G-5	Black Steno Chair	157.50	\$ 204.75	
					G-6	48" x 24" x 30" Parson's Desk	296.10	\$ 384.93	
C-1	Grey Sofa	422.10	\$ 548.73						
C-2	Grey Loveseat	384.30	\$ 499.59		H-1	Oak Desk	422.10	\$ 548.73	
C-3	Grey Chair	346.50	\$ 450.45		H-2	Oak Credenza	447.30	\$ 581.49	
C-4	Black/Glass Cocktail Table	189.00	\$ 245.70		H-3	Oak Lateral File	308.70	\$ 401.31	
C-5	Black/Glass End Table	176.40	\$ 229.32		H-4	Black Leather Executive Chair	270.90	\$ 352.17	
C-6	Chrome/Glass Cocktail Table	201.60	\$ 262.08		H-5	Black Lounge Chair (Not Shown)	333.90	\$ 434.07	
C-7	Chrome/Glass End Table	189.00	\$ 245.70		H-6	Black 36" Round Table	207.90	\$ 270.27	
C-8	Lamp	107.10	\$ 139.23		H-7	Black Euro Chair	157.50	\$ 204.75	
					H-8	Black 30" Round Bar Table	195.30	\$ 253.89	
D-1	Chrome/Glass 36" Round Table	245.70	\$ 319.41		H-9	Euro Barstool	195.30	\$ 253.89	
D-2	Brushed Silver Ladderback Chair	132.30	\$ 171.99		H-10	Black 6 Ft. Conference Table	359.10	\$ 466.83	
D-3	Chrome/Glass 42" Round Table	283.50	\$ 368.55		H-11	Black Leather Executive Chair	270.90	\$ 352.17	
D-4	White/Chrome Chair	182.70	\$ 237.51		H-12	Conference Table/Brandy 10 Ft.(Not Shown)	623.70	\$ 810.81	
D-5	Pewter/Glass 60" Oval Table	321.30	\$ 417.69		H-13	Conference Table/Brandy 6 Ft.(Not Shown)	497.70	\$ 647.01	
D-6	Pewter/White Chair	170.10	\$ 221.13						
D-7	Pewter/Glass 42" Rnd Table (Not shown)	296.10	\$ 384.93						
Elite Necessities									
Z-1	Black Sherpa Side Chair	68.75	\$ 89.38		Z-7	Cocktail Table	94.50	\$ 122.85	
Z-2	Black 30"x30" Table	182.70	\$ 237.51		Z-8	End Table	81.90	\$ 106.47	
Z-3	Black Sherpa Arm Chair	81.90	\$ 106.47		Z-9	Coat rack	56.70	\$ 73.71	
Z-4	Black Ladderback Barstool	119.70	\$ 155.61		Z-10	Refrigerator	321.30	\$ 417.69	
Z-5	Black 30"x42" Bar Table	195.30	\$ 253.89		Z-11	Literature Stand	157.50	\$ 204.75	
Z-6	Black Euro Barstool	170.10	\$ 221.13						

Show Name: _____	Company Name: _____	Subtotal: _____
Show Location: _____	Booth # _____	
Show Dates: _____	Name: _____	Total: _____

For payment of Viper Custom Furnishings, please send in the Exhibitor Information / Method of Payment form along with this furnishings form.

You may fax in your order, along with payment to **Viper Tradeshow Services** at fax number **847.426.3111**
 Or to send by mail: **Viper Tradeshow Services, 2575 Northwest Parkway, Elgin, IL 60124**

Orders Received within 14 days of the show will be charged standard rates. Discount Deadline: September 2, 2011

Rates are for the duration of the event. 100% cancellation fee 14 days from the show. Please apply event site sales tax, if applicable.

DON'T SEE THE ITEM YOU ARE IN NEED OF? NEED ADDITIONAL ASSISTANCE?
Call Amy at 847.426.3100



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011
 September 25-29, 2011

Floral

(Discount Deadline = Sept. 2, 2011)

Fresh Floral Arrangements

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

Artificial Plants

2 foot green plant - _____ \$55.20 Discount / \$69.60 Standard
 3 foot green plant - _____ \$69.60 Discount / \$82.80 Standard
 4 foot green plant - _____ \$82.80 Discount / \$98.40 Standard
 5 foot green plant - _____ \$98.40 Discount / \$112.80 Standard
 6 foot green plant - _____ \$112.80 Discount / \$127.20 Standard

For plants or floral not listed please contact 888-458-9760

Amount of Total Floral Charges \$ _____

30% surcharge is applicable on all show site orders. Items cancelled within 14 days of move-in are charged at full value. Please call 888-458-9760 for special requests or items you do not find on this form.

Vacuuming

(Discount Deadline = Sept. 2, 2011)

Number of Booth Units - _____ X _____ \$70.00 Discount / \$85.00 Standard (8x10 or 10x10)
 _____ SubTotal
SubTotal X Number of Days - _____ Total

Porter Service

Emptying refuse from containers as necessary throughout the show hours.

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

Number of Booth Units - _____ X _____ (use appropriate rates from above)
 _____ SubTotal
SubTotal X Number of Days - _____ Total

Total of All Cleaning & Porter Services: \$ _____

30% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 888-458-9760 for special requests or items you do not find on this form.

Exhibitor: _____
Booth Number: _____



LM9 2011
September 25-29, 2011



Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124
Phone 847.426.3100
Fax 847.426.3111

Signage/Graphics Order Form

(Discount Deadline = Sept. 2, 2011)

Choose Your Size

7" x 11" - _____	\$52.00 Discount / \$78.00 Standard
7" x 44" - _____	\$68.00 Discount / \$102.00 Standard
11" x 14" - _____	\$72.00 Discount / \$108.00 Standard
14" x 22" - _____	\$75.00 Discount / \$112.50 Standard
14" x 44" - _____	\$84.00 Discount / \$126.00 Standard
22" x 28" - _____	\$96.00 Discount / \$144.00 Standard
28" x 44" - _____	\$135.00 Discount / \$202.50 Standard
40" x 60" - _____	<i>price provided upon request</i>

Sign prices are based on one color copy, white showcard and 10 words or less per sign.

Indicate Your Sign Copy

Style and Color

_____ Vertical

_____ Horizontal

Letter Color: _____

Additional Services

Indicate here if you would like us to provide more information and pricing on Banners, cut out letters, logos, silk screening, special graphics or any other item.

Optional Services

Over 10 words per sign: _____ \$2.00 / word

Easel Back: _____ \$9.00 / sign

Colored Showcard: _____ \$12.00 / sign

Logo Sign: _____ *quote provided upon request*

Banner: _____ *quote provided upon request*

Exhibitor: _____

Booth Number: _____



LME 2011
September 25-29, 2011



Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124
Phone 847.426.3100
Fax 847.426.3111

Display Labor (I&D)

Display Labor Hourly Rates

Monday - Friday 8:00 am - 4:30 pm - _____ 78.00 per person, per hour
 Monday - Friday after 4:30 pm - _____ \$108.00 per person, per hour
 Any time Saturday, Sunday & Holidays - _____ \$148.00 per person, per hour
Add 10% 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 Service Center to pick up labor. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor. Start time guaranteed only where labor is requested for the start of the working day (8:00 am) unless the official set time begins later in the day. Please provide supervisor's name and cell number:

Installation Calculation & Order

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

Dismantle Calculation & Order

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

Forklift & Rigging

Please contact Amy Carestia at 847.462.3100 or ACarestia@vipertradeshow.com to request Forklift & Rigging Forms.

Total of All Items Ordered: \$ _____

10% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 888-458-9760 for special requests or items you do not find on this form.

Exhibitor: _____

Booth Number: _____

AUDIO VISUAL SUPPLIER

LME - September 27 - 28, 2011

Renaissance Schaumburg Hotel & Convention Center

Nationwide - Computer Rental Supplier - www.audiovisualone.com - 407.666.5382



Audio Visual One, LTD.

Video Display Equipment	Qty	SHOW RATE	TOTAL
1/2" VHS Player with "end of tape" Repeat		\$100.00	
1/2" VHS World Deck Player (PAL / Secam)		\$185.00	
18" FLAT Screen NTSC Monitor		\$225.00	
20" Color Monitor, 1/2 VHS Combo Unit		\$150.00	
27" Color Monitor 1/2 VHS Combo Unit		\$200.00	
OTHER COMPONENTS			
54" Rolling Cart		\$35.00	
Safelock Stand w/Skirting		\$25.00	
FlipChart Package/Assorted Markers		\$25.00	
LaserPointer		\$30.00	
CD-Player or DVD Player *circle to indicate		\$55.00	
Power Strips		\$5.00	
VGA / RCA Cables *circle to indicate		\$10.00	

CUSTOMER INFORMATION

Company Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Ordered By: _____

Phone #: _____

Fax #: _____

Video Projection Equipment	Qty	SHOW RATE	TOTAL
Sanyo LCD 2200 Lumen Projector		\$250.00	
Sanyo LCD 3300 Lumen Projector		\$285.00	
Sanyo LCD 5000 Lumen Projector		\$335.00	
6' Tripod Screen		\$45.00	
8' Tripod Screen		\$45.00	
42" Plasma Display Monitor		\$600.00	
50" Plasma Display Monitor		\$850.00	
61" Plasma Display Monitor		\$1,850.00	
*Hardware - Floorstand		\$50.00	
*Hardware - Wall Mount		\$75.00	
*Hardware - Tablestand		\$25.00	
*Plasma Display labor install fee		\$90.00	
VGA / RCA Cables *circle to indicate		\$10.00	

ON-SITE INFORMATION

Exhibitor Booth #: _____

Rep. Contact Name: _____

Cell Phone Number: _____

Delivery DATE / TIME: _____

Dismantle DATE/TIME: _____

Audio Equipment	Qty	SHOW RATE	TOTAL
UHF Wireless Microphone Lavalier		\$125.00	
UHF Wireless Microphone Hand-held		\$125.00	
UHF Wireless Headset		\$225.00	
Individual Small Powered Plasma Speakers 35W		\$75.00	
70 Watt Sound System w 2 Speakers		\$125.00	
150 Watt Sound System with 2 Speakers		\$250.00	
4 Channel Mixer * May Require An Operator		\$45.00	
8 Channel Mixer * May Require An Operator		\$50.00	

Ordering Information

Deadline for Submission - September 23, 2011

Orders received after deadline submission add 25% late fee.

Ordering Information

Equipment charges are for the length of the tradeshow.
 Delivery Fee add \$75.00 as listed on order form.
 Union Facilities add 20% union fee based on sub-total of equipment.

Video Walls / LED Displays **Call for Quote**

Conference & Meeting Room Equipment **Call for Quote**

Specialized Lighting Equipment **Call for Quote**

Special Instructions:	Sub Total Equipment	
	Tax	N/A
	Delivery Fee	\$ 95.00
	25% Late Fee	
	Total Order	

Cancellations

Cancellation of order must be processed 72-hours prior to Delivery Date.
 Orders received after 72-hour deadline will be processed at full rate.
 One hundred 100% rental fees apply for any equipment delivered on show-site.

Equipment Guarantee

AV1's equipment guarantee is as follows:

AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible. Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30-days of show close.

Return for Processing

AUDIO VISUAL ONE, Ltd.
 Erica Cross-Show Services Assistant
 724 Crepe Myrtle Circle
 Apopka, Florida 32712
 407.666.5382 ph. - 407.880.0736 fx.
ecross@audiovisualone.com

Method of Payment **PLEASE CHECK ONE**

Card Number: _____ Exp Date ___ / ___

Cardholder's Name (as appears on card): _____

Cardholders Signature: _____

AMERICAN EXPRESS
 VISA
 DISCOVER
 MASTERCARD
 CORPORATE CHECK

All orders will be processed within 48-hours or receipt.
 Please call to confirm that your order is being processed.

Your Nationwide Audio Visual Supplier!

COMPUTER SUPPLIER

LME - September 27 - 28, 2011

Renaissance Schaumburg Hotel & Convention Center

Nationwide - Computer Rental Supplier - www.audiovisualone.com - 407.666.5382



Audio Visual One, LTD.

LCD & Plasma Displays	Qty	SHOW RATE	TOTAL
32" LCD Display		\$400.00	
40" LCD Monitor		\$600.00	
42" Plasma Display		\$600.00	
50" Plasma Display		\$850.00	
61" Plasma Display		\$1,850.00	
*Hardware - Floor Stand		\$50.00	
*Hardware - Wall Mount		\$75.00	
*Hardware-Table Stand		\$25.00	
Plasma Display labor install fee		\$90.00	

CUSTOMER INFORMATION

Company Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Ordered By: _____

Phone #: _____

Fax #: _____

Computer Monitors	Qty	SHOW RATE	TOTAL
18" NTSC Flat Panel Display		\$225.00	
20" Flat Panel Display		\$250.00	
23" Flat Panel Display		\$275.00	
29" SVGA Monitor*Not a Flat Screen Monitor		\$375.00	
37" SVGA Monitor*Not a Flat Screen Monitor		\$475.00	
Monitor Cart w/Stand		\$35.00	
OTHER COMPONENTS			
Mouse / Keyboard		\$20.00	
Multi-Media Speakers		\$20.00	
4-Port Hub		\$20.00	
8-Port Hub		\$30.00	
HP LaserJet 4000N Printer		\$150.00	
HP Color LaserJet Printer		\$200.00	
Cat 5 Cabling		\$10.00	

ON-SITE INFORMATION

Exhibitor Booth #: _____

Rep. Contact Name: _____

Cell Phone Number: _____

Delivery DATE / TIME: _____

Dismantle DATE/TIME: _____

Laptop & Personal Computers	Qty	SHOW RATE	TOTAL
Laptop Pentium III, IGig, DVD-rom		\$225.00	
Laptop Pentium IV, 2Gig, DVD-rom		\$300.00	
Pentium III 500mhz, CD-rom		\$175.00	
Pentium IV 866mhz, CD-rom		\$225.00	
*All systems pre-loaded w/anti-virus software		Networking Available	
*Indicate Software Requirements w/Computers		Special Instructions	

Ordering Information

Deadline for Submission - September 23, 2011

Orders received after deadline submission add 25% late fee.

Video Walls / LED Displays *Call for Quote*

Conference & Meeting Room Equipment *Call for Quote*

Computer Labs / Cyber Cafes *Call for Quote*

Special Instructions:	Sub Total Equipment	
	Tax	N/A
	Delivery Fee	\$ 95.00
	25% Late Fee	
	Total Order	

Ordering Information

Equipment charges are for the length of the tradeshow.
 Delivery Fee add \$75.00 as listed on order form.
 Union Facilities add 20% union fee based on sub-total of equipment.

Cancellations

Cancellation of order must be processed 72-hours prior to Delivery Date.
 Orders received after 72-hour deadline will be processed at full rate.
 One hundred 100% rental fees apply for any equipment delivered on show-site.

Method of Payment *PLEASE CHECK ONE*

Card Number: _____ Exp Date ____ / ____ AMERICAN EXPRESS

Cardholder's Name (as appears on card): _____ VISA

_____ DISCOVER

Cardholders Signature: _____ MASTERCARD

_____ CORPORATE CHECK

Equipment Guarantee

AV1's equipment guarantee is as follows:
 AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible. Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30-days of show close.

AUDIO VISUAL ONE, Ltd.

Erica Cross
 724 Crepe Myrtle Circle
 Apopka, Florida 32712
 407.666.5382 ph. - 407.880.0736 fx.
ecross@audiovisualone.com

All orders will be processed within 48-hours or receipt.
 Please call to confirm that your order is being processed.



Your Nationwide Computer Rental Supplier!



AUDIO VISUAL EQUIPMENT RENTAL EXHIBITOR ORDER FORM

EMAIL or FAX TO:

tward@swankav.com

(847)303-4323

In order to take advantage of our advance rate, please allow your order to reach us 10 days in advance. A 15% fee on regular rate will apply to 72 hours or less notice. 72 hours or less cancellations are subject to Full Charge.

QTY	VIDEO/ DATA/ DISPLAY EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	20" DATA/Computer Monitor w/cart		\$175.00	\$210.00	
	42" PLASMA Monitor (data/video)		\$450.00	\$540.00	
	50" Plasma Monitor (data/video)		\$525.00	\$630.00	
	DVD Player		\$95.00	\$114.00	
	VHS or Mini DV Cam		\$205.00	\$246.00	
	6'x6' to 8'x8' Screen		\$165.00	\$198.00	
	3300 Lumen LCD Projector		\$600.00	\$720.00	
QTY	OFFICE/ COMPUTER EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Desktop Computer		\$400.00	\$480.00	
	Laptop Computer		\$350.00	\$420.00	
	Wireless Mouse		\$65.00	\$78.00	
	Laser Jet Printer B&W		\$175.00	\$210.00	
	Laser Jet Printer Color		\$285.00	\$342.00	
	Fax Machine		\$125.00	\$150.00	
QTY	AUDIO EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Wired Microphone (with stand)		\$65.00	\$78.00	
	Wireless Lavalier or Handheld Microphone		\$200.00	\$240.00	
	4 channel mixer		\$60.00	\$72.00	
	12 channel mixer		\$175.00	\$210.00	
	EV 250 Powered Speaker (Pair)		\$270.00	\$324.00	
	Speaker Stand (Pair)		\$20.00	\$24.00	
	Shure SM58 Microphone, Cardioid		\$55.00	\$66.00	
	CD Player		\$75.00	\$90.00	
QTY	PRODUCTION UTILITIES	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	High speed internet - Wired Connection - 1st Connection		\$225	\$270.00	
	Each add'l high speed connection		\$75	\$90.00	
	High speed internet (WiFi ONLY)		\$75	\$90.00	
	House Phone (no outside calls)		\$25	\$30.00	
	Phone line for CC Machine (toll free calls only)		\$100	\$120.00	
	Outside phone line with phone		\$200	\$240.00	
					EQUIPMENT TOTAL
					24% SERVICE CHARGE
					SUB-TOTAL
					13.50% TAX ON INTERNET AND PHONE ONLY
					\$20 ONSITE DELIVERY CHARGE(SAME DAY ONLY)
					TOTAL

Feel free to contact us regarding our complete inventory not listed above.

Phone: 847.303.4125

Email: tward@swankav.com

Prepayment required on all equipment rental and services.

Credit Card Information: Type _____ CCN# _____

Cardholder's Name _____ Exp. Date _____ Cardholder's Signature _____

Email _____

COMPANY INFORMATION	DELIVERY INFORMATION
COMPANY NAME _____	SHOW NAME _____
ADDRESS _____	BOOTH # _____
_____	DELIVERY DATE _____ TIME _____
PHONE _____ FAX _____	PICK-UP DATE _____ TIME _____
CONTACT _____	ON-SITE CONTACT _____
	ON-SITE CONTACT'S CELL or PAGER # _____



RENAISSANCE SCHAUMBURG HOTEL AND CONVENTION CENTER

Utility Service Order Form

Event Name: _____
 Company Name: _____
 Ordered By: _____
 On-site Contact: _____
 Date Utility Installed: _____

Order Number: _____
 Event Dates: _____
 Booth/Space#: _____
 Address: _____
 Phone Number: _____

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE (THREE WEEKS PRIOR TO THE FIRST DAY OF SHOW).

Description	Qty.	Advance Rate Per Unit	Standard Rate Per Unit	Total
WATER 1" IPS NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____		\$410.00	\$615.00	
1 1/2" FLOOR DRAIN NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____ TYPE OF CONNECTION _____		\$410.00	\$615.00	
COMPRESSED AIR (125 MAX PSI) NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____ PSI NEEDED _____ RATE OF AIR IN CFM'S _____ TYPE OF CONNECTION _____		\$460.00	\$685.00	
NATURAL GAS 1" = 1 LB. NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____ TYPE OF CONNECTION _____ SIZE OF SUPPLY LINE _____		\$410.00	\$615.00	
VENTING TO ATMOSPHERE SIZE OF FLUE PIPES _____ DRAFT INDUCER REQUIRED? Y N		CALL	CALL	
WATER FILLING AND DRAINING	1 TO 50 GALLONS	\$60.00	\$90.00	
	51 TO 149 GALLONS	\$160.00	\$250.00	
	150 TO 299 GALLONS	\$390.00	\$480.00	
	300 TO 999 GALLONS	\$600.00	\$700.00	
	1000 TO 4999 GALLONS	\$750.00	\$1000.00	
	OVER 14,000 GALLONS	CALL	CALL	

- 1) ALL WATER HOOK UP'S REQUIRE A DRAIN UNLESS PERMISSION IS GRANTED OTHERWISE BY THE EVENT MANAGER
- 2) All water heaters require an electrical connection. Contact your event manager to identify the correct required electrical service.
- 3) Utility's will be run to your booth from the closest source, charge to run the utilities to the booth are in addition to the prices listed for the utility service.
- 4) All utilities are turned off 1 hour after the posted show hours; 24 hour utilities are available at twice the listed rates.
- 5) Compressed air is NOT conditioned or dried; please contact your event manager for dried or conditioned air.

Please call the Renaissance Schaumburg Hotel & Convention Center for information regarding all other available services at (847) 303-4120.

IMPORTANT:

Refer to the Floor Plan template. Submit one floor plan with location of utility to be installed.
A 24% service charge and applicable sales taxes will be applied to all service orders.
See Attached credit card authorization form for payment information.
All utility requests must meet fire department and Village of Schaumburg Approval.
PLEASE FAX ALL ORDERS BACK TO 847-303-4323



VILLAGE OF SCHAUMBURG

RENAISSANCE SCHAUMBURG HOTEL AND CONVENTION CENTER EXHIBITOR APPROVAL APPLICATION 1551 Thoreau Drive, Schaumburg, IL 60173 Phone 847.303.4120 Fax 847.303.4323

Name of Exhibit: _____ Exhibit Booth Number _____

Name & Date of Event/Show: _____

Contact Person: _____

Contact Info: _____ Telephone _____ E-mail Address _____

Type of Goods or Services on Display: _____

Explain: _____

IBT # _____ Tax Exempt Yes _____ No _____ If yes, proof of exempt status required.

Check all that apply (refer to Event Planning Guide for explanation and details):

Fire Prevention

- Machinery and Equipment
Smoke, Fog and Haze Machines
Laser Displays
Vehicle Displays.
Display or Storage of LPG/Flammable and/or Compressed Gases
Flammable or Combustible Liquids
Open Flames and Candles
Any Cooking or Heat Producing Appliances
Enclosed and/or Multi-Story Exhibit Booths
Hazardous Materials (MSDS required)
Any other equipment/process that increases the risk to fire and life safety
Tents/Canopies/Bleachers

Building

- Permit required for temporary alterations made to the electric system
Electrical Service in excess of 60 AMPS/ 480 Volts. Temporary Power Permit is required. Inspections will be required.

Health

- Food
Alcohol (requires a Class D One Day Liquor License & it must be displayed at the booth)
Animal Exhibits
Service performed on person (massage, facial, etc.)

Finance/Revenue

- Sale of any Merchandise to the public
Raffles / Prizes / Give away
Sale of Food
Sale of Alcohol (requires a Class D One Day Liquor License & it must be displayed at the booth)
Amusements / Admission Charge
Fundraiser / Charitable Event



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011

September 25-29, 2011

Exhibitor Appointed Contractors (EAC) Guidelines

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 Services Contracted are appointed to: insure the orderly and efficient installation and removal of the overall exposition, assure the distribution of labor to all exhibitors according to need, provide sufficient labor to satisfy the requirements of the exhibitors, and for the exposition itself, see that proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations and requirements.

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

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

1. Exhibitor must notify in writing to **Viper Tradeshow Services** the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. Exhibitor shall provide evidence that the EAC has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers' Compensation naming **Viper Tradeshow Services** as additionally insured, to show management and **Viper Tradeshow Services** at least 10 days before the show opening.
3. Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permit and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
5. The EAC will provide **Viper Tradeshow Services** the number of on-site employees at the time of check-in and see that they have, and wear at all times necessary, identification badges as determined by Show Management.
6. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
7. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
8. The EAC shall provide, if requested, evidence to **Viper Tradeshow Services** that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, **Viper Tradeshow Services**. The exhibitor appointed contractor must coordinate all of its activities with **Viper Tradeshow Services**.
10. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011
 September 25-29, 2011

Use of an EAC Notification

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

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

Name of Service Firm: _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different than above): _____

Cell Phone: _____

EAC Instructions

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

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

Exhibitor: _____
 Booth Number: _____



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011
 September 25-29, 2011

Limits of Liability & Responsibility

Viper Tradeshow Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.

Viper Tradeshow Services and its subcontractors shall not be responsible for loss, injury, or damage caused by tradesmen or equipment furnished by **Viper Tradeshow Services**, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designed by **Viper Tradeshow Services**, or its subcontractors.

Viper Tradeshow Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.

Upon discovery, all apparent loss, injury, or damage to you or your property must be left in its undisturbed condition and immediately reported to a **Viper Tradeshow Services** representative for documentation. Claims for discovered and reported loss; injury or damage must be submitted to **Viper Tradeshow Services** by the close of the show. No suite or action shall be brought against **Viper Tradeshow Services**, or its subcontractors, more than one year after the incident giving rise to the cause of action.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set form in Sections 1 through 4 above.

Viper Tradeshow Services and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury, or damage is unknown or undeterminable.

**** Be sure your Liability Insurance is in effect at the exhibit site. Contact your insurance representative.****



Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124
 Phone 847.426.3100
 Fax 847.426.3111

LME 2011
 September 25-29, 2011

Dismantle Instructions

Exhibitors will receive additional instructions before the start of the last day of show hours and we highly recommend reading these instructions carefully in order to help you plan in advance and know what to expect and how to proceed for a smooth and quick tear down.

Please share this information with your show site staff in advance of the show as well.
All accounts must be settled before the end of the show.
The exhibits officially close at 5:00pm on Wednesday, Sept. 28, 2011.
Exhibitors with unpaid accounts at the end of the show will not be provided with a Bill of Lading/Material Handling form until they have gone to the Service Desk and paid their balance in full.
Delivery of empty crates for the dismantling of exhibits will occur after the removal of the aisle carpet (if applicable) at the end of the show. Please keep the aisles clear of debris to help expedite this process.
All outbound shipments, loading onto Privately Owned Vehicles, or local courier/agent require a Viper Tradeshow Services Bill of Lading(BOL) /Material Handling Form (MHA)
Shipping is NOT an automatic process. If you plan on using an alternate carrier other than Viper Transportation you are responsible for making arrangements with that carrier for your pick up, and confirm they make the pick up before the force. Force is at 11:00AM.
ONLY return your BOL/MHA to the Service Center when your materials are packed, labeled, ready to be shipped and you are ready to leave the floor. Do not leave your BOL/MHA in the booth, it needs to be signed off and you will be given a receipt. This is how we know you are ready to be loaded on the truck.
In the event that your designated carrier fails to pick up or refuses to accept shipments, Viper Tradeshow Services reserves the right to reassign such shipments where no disposition is provided. No liability will be assumed by Viper Tradeshow Services as a result of such rerouting or handling.
To assist you in setting up your outgoing shipments Viper Tradeshow Service representatives will be on site for your shipping convenience. If you have not pre-booked your outbound shipping before the show with Viper Transportation , you welcome to do so with our representative on site at the Service Center. Shipping via Viper Transportation is done at class 125 (exhibition tariff) common carrier rates, which is standard for shipping trade show material.
Carriers that do not check in by Thursday, September 29/11:00am , freight for those exhibitors consigned to that carrier will be forced to the house carrier, Viper Transportation. For liability reasons, and ensuring exhibitors freight is loaded properly, freight is ONLY tendered to carriers able to request your shipment by your booth number (if applicable) and exhibiting name. Please be sure to instruct your carrier to do so.
Should you have any questions or concerns regarding the above information, please call Amy Carestia at 847-426-3100. Advance planning is always the easiest for everyone at show site and we're happy to help.
<i>Thank you for reading and following the guidelines in this service manual. We look forward to working with you on this event!</i>

CTE LEAD RETRIEVAL ORDER FORM FOR:

LME 2011
Renaissance Convention Center
Schaumburg, IL
09/27/2011 - 09/28/2011

Fax order to: 847-759-6942
Mail order to: CTE Inc.
981 Busse Road
Elk Grove Village, IL 60007
Questions? Call 847-759-4242
Place order in advance to guarantee order

Company:		
Contact:	Booth#:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
Invoice Email:		
Lead Data Email:		

Rental Terms and Conditions
****NO REFUNDS AFTER 09/09/2011****
A charge of \$2,500 will be made for any unit lost or damaged. \$50 Cancellation fee applies. Unit(s) not picked up within 4 hours after the start of the show may be re-rented without refund. Units must be returned within 1 hour of close of show. Units picked up by lead staff subject to a \$100 fee. Unreturned units will be billed at \$100 per day until the replacement fee of \$2,500 is accrued.

Order Online at <http://www.cteusa.com/lg/LIA1>

Rover System

A hand-held portable system with scanner and LCD display. No electrical needed.

Price Per Unit Before 09/09/2011: \$285.00 After 09/09/2011: \$310.00 Qty: _____

Add-On Wired Printer for Rover Scanning Unit

****NOTE: This Printer REQUIRES 110V Electrical Outlet**

Price: \$75.00 Qty: _____

Custom Follow Up Codes

Price: \$60.00 Qty: _____

Payment Information: Federal Tax ID# 31-1811430 Your order cannot be accepted without payment.

Card Number:	Exp. Date:
Cardholder Signature:	
VISA: [] MasterCard: [] American Express: [] Check Payable to: CTE Lead Retrieval: []	

LME 2011

Fax or mail order to: CTE

981 Busse Road, Elk Grove Village, IL 60007

Fax: 847-759-6942 Phone: 847-759-4242

View package descriptions and pictures at www.cteusa.com/rover

To order on line go to (<http://www.cteusa.com/lg/LIA1>)

PACKAGE DESCRIPTION and INFORMATION

Your show management has chosen to produce a 2D bar code on each name badge for this event. This will allow you, as an exhibitor, immediate access to valuable data on your potential customers. The 2D bar code provides access to demographic information as provided by the attendee (and approved by show sponsor).

Rover: A handheld portable data collection system with LCD display. No electrical needed. Unit will be downloaded and the data will be emailed in Excel format at the end of show (The data will also be available in other formats on a web site which will be on the return receipt). The exhibitor simply scans the attendee 2D Barcode and the Rover reads and stores all of your sales leads and displays them on the LCD screen.
*No electrical needed.



Pick up your equipment at the LEAD RETRIEVAL BOOTH and bring it back at the end of the show. Our staff will instruct and show you how to use the equipment.

Create a custom response. Designate up to 20 standard single item responses (E.G. "Send Literature", "Call", etc.) Indicate appropriate follow-up with the attendee. See custom code response sheet.

LME 2011

20 Standard Scan Codes Are Provided With All Lead Retrieval Packages

CTE will provide you with a standard scan code sheet onsite when you obtain your lead retrieval package.

How do we use it?

When a prospect enters your booth, first you scan the prospect's badge. Then, you take the standard scan code sheet which has the 20 bar codes organized on one sheet of paper and scan however many of the 20 standard codes that apply to actions for your prospect.

How is the information captured?

The scan codes will be printed out on thermal paper and/or captured on the diskette in an ASCII comma delimited format depending on the unit selected.

The 20 standard codes are:

1. Send Literature
2. Send Samples
3. Send Pricing
4. Add to Mailing List
5. Technical Info Required
6. Detail Specs Required
7. Provide Quote
8. Product Demo Required
9. Immediate Contact Required
10. Have Salesperson Call
11. Recommends
12. Final Say
13. Makes Purchase Decision
14. Partial Interest
15. Purchase in 30 Days
16. Purchase in 3 Months
17. Purchase in 6 Months
18. Ready to Purchase
19. Immediate Need
20. Order Placed at Show

You may also have 20 codes customized for your company's use. Each customized code can be 24 characters in length. There is a \$60.00 fee for the creation of each customized code sheet of 20 codes. To order customized codes, please complete the Scan Customization Sheet on next page.

LME 2011

CTE Scan Customization Order Form

For the creation of custom lead codes, complete this form and submit it with your Lead Retrieval Order Form.

You may have up to 20 customized codes.

Each code can be up to 24 characters in length.

Single response items only, no multiple choice or fill in the blank.

The fee per customized code sheet is \$60.00 USD

Exhibitor Name:	
Exhibitor Contact:	
Phone Number:	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.