



Exhibitor Service Kit

March 13-March 15, 2025
Charlotte Convention Center
501 S College St, Charlotte, NC 28202

EXHIBITOR INSTALL / MOVE-IN

Thursday, March 13 | 9:00am – 4:00pm

SHOW HOURS

Thursday, March 13 | 5:30pm – 7:30pm

Friday, March 14 | 10:00am – 3:30pm

Saturday, March 15 | 10:00am – 2:00pm

EXHIBITOR DISMANTLE / MOVE-OUT

Saturday, March 15 | 2:00pm – 8:00pm

**Freight Force 5pm | All drivers must check in with Viper by this deadline.*

Complete move-out information can be found on page 4 of the exhibitor kit

ADVANCE WAREHOUSE

Receiving Hours: M – F | 8 AM – 4 PM

PALTmed

Viper Tradeshow Services

2205 Distribution Center Dr. Suite B

Charlotte NC 28269

SHOW SITE FACILITY

Receiving only: Thursday, March 13 | 9:00am – 4:00pm

PALTmed

Charlotte Convention Center

(Exhibit Hall C1/C2)

c/o Viper Tradeshow Services

501 S. College St.

Charlotte NC 28202

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

Online ordering may be done at

<https://order.vipertradeshow.com>

Any questions, please email

mroberts@vipertradeshow.com or call 847.345.1901

BOOTH PACKAGE ITEMS: 10'

x 10' exhibit spaces

(2) Folding Chairs

(1) 6' Skirted Table

(1) Wastebasket

8' Back Drape

3' Side Drape

6"x24" ID sign

**In a non-carpeted hall*

***FLOORING/CARPETING IS**

REQUIRED FOR ALL BOOTHS*

Exhibitors can bring their own flooring or rent carpet from

Viper (pg.20)

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DISMANTLE INFORMATION

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 5pm to avoid force, as well as exhibitors must start dismantle by **4pm** to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

QUICK REFERENCE / DEADLINES

IMPORTANT DATES/DEADLINES

Wednesday, February 12	FIRST DAY ADVANCE WAREHOUSE RECEIVING The advance warehouse will begin accepting freight on this date. Advance Warehouse receiving is M-F 8:00 AM – 4:00 PM
Wednesday, February 19	ADVANCE ORDER DISCOUNT DEADLINE Forms must be received by Viper with full payment to receive discounted rates. No refunds for cancellations are provided after this date.
Wednesday, February 19	ARTWORK SUBMISSION DEADLINE Electronic, print ready artwork for modular rentals is also due on this date BY NOON.
Wednesday, March 5	LATE TO WAREHOUSE Advance Warehouse must receive your freight by EOD on 3/5/25 to avoid late charges.
Monday, March 10	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept exhibit material. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Thursday, March 13	SHOW SITE DELIVERIES 9am – 4pm @ Charlotte Convention Center ALL show site shipments are to be delivered this day only. Shipments sent before 3/13 are at risk of being refused. ** Additional charges by venue and Viper may apply. **

MATERIAL HANDLING RATE PREVIEW	ONLINE ORDERING INFORMATION	FREIGHT FORCE	LABOR FORCE
ADVANCED (2 CWT MIN) \$245.70 Common Carrier* SHOWSITE (2 CWT MIN) \$258.70 Common Carrier* *Per CWT *This rate includes: (Outline specifics) *See page 10 for details	Online ordering may be done at https://order.vipertradeshow.com *Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify me* Any questions or difficulties, please email: mroberts@vipertradeshow.com	Freight force Info: ALL CARRIERS MUST CHECK IN NO LATER THAN 5pm on 3/15 @ Charlotte Convention Center (Exhibit Hall C1/C2) 501 S. College St. Charlotte NC 28202 If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.	Exhibitors must start dismantling by 4pm to avoid forced labor.

CONTACT INFORMATION

Viper Show Coordinator:

Michael Roberts | m: 847.345.1901 | mroberts@vipertradeshow.com

Show Management Contact:

Paige McFeely | p: 410.992.3140 | pmcfeely@paltc.org

PRE-SHOW TIPS

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

- **Submit orders early to receive the discounted rate** – This can be done by completing the necessary forms found in this kit or online at <https://order.vipertradeshow.com>. Standard pricing will apply to all orders received after the published deadline and at show site.
- **Preparing freight shipments** – We strongly urge you to send your show freight to the advance warehouse. Some cost-saving tips are to have all your freight delivered in a single shipment on an LTL freight carrier & arrange for the freight to be received on or before the Late to Warehouse Deadline to avoid late charges.
- **Review Quick Reference Page** – It is helpful to be familiar with the important dates outlined along with the show schedule. Be sure your travel plans accommodate for a smooth setup and move out; the return of the empty freight can take at least an hour after the close of the show.
- **Shipment tracking** – It is recommended you track your shipment prior to the show to confirm it has been delivered. You can send the tracking information to your Viper Show Coordinator as soon as your freight is shipped.

SHOW SITE TIPS

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

MOVE OUT INFORMATION

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

Exhibit Hall Officially Closes:

Saturday, March 15 @ 2pm

Stored empty crates and containers estimated return:

Saturday, March 15 by 3pm

Labor Force: all exhibitors should have started dismantle by now:

Saturday, March 15 @ 4pm

Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.

Freight Force - deadline for carriers to check in:

Saturday, March 15 @ 5pm

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 **5pm**. We suggest telling them **4pm** giving them room to fail without failing you! Here is the address for your convenience:

Charlotte Convention Center (Exhibit Hall C1/C2) | 501 S. College St. Charlotte NC 28202

3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers **MUST** check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.
5. Once you have packed up all 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 **4pm** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper because of such rerouting or handling and exhibitor will be charged standard shipping rates of \$3.00/pound for shipments 1000 lbs. or more, \$3.50/pound for shipments 999 lbs. or less; with a **\$795.00 minimum**. Charges will be applied to the credit card on file. Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded. *AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

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

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

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

Michael Roberts | Mroberts@vipertradeshow.com | 847.345.1901

TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT:

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

OUTSTANDING PAYMENTS:

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

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

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

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

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

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

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

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

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

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

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

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

Cancellation of orders: Exhibitor orders must be cancelled on or by the discount/cancellation deadline in order to receive a refund. Any orders cancelled after the deadline will be charged at full. Credits will not be given for orders cancelled after this deadline or at show site. This is void for any full show cancellations at which point Viper will communicate policy.

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

METHOD OF PAYMENT

Exhibitor Information

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

Ways to Order:

Online via Credit Card | Login & Place Orders | <https://order.vipertradeshow.com>

Email: mroberts@vipertradeshow.com

Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Payment Terms

Full payment is due when order is placed

Payment must be received prior to the discount deadline to receive the discounted rates

ACH or Wire Transfer payments need to be received prior to the show. A Method of Payment form and credit card must be submitted for final balances

Viper Tradeshow Services Orders

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

Estimated Total Viper Tradeshow Services Orders: \$ _____

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

Method of Payment / Credit Card Charges*

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

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

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

Or please email mroberts@vipertradeshow.com to receive the Quick Bill Sign Up Link to place a credit card on file

Cardholder Signature: _____

Name Printed: _____

Billing Address (if different from above): _____

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

VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (**7-15 business days**) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.50/lb. on shipments under 1,000 lbs. and \$3.00/lb. for shipments over 1,000 lbs. **Dimensional weight may apply** and a **\$795.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.25 for shipments under 1,000 lbs. and \$4.00 for shipments over 1,000 lbs.; a \$950.00 minimum applies. **Material Handling charges apply to all shipments. *3.5% convenience fee, state & local taxes apply.**

***If expedited shipping is required, please email your Show Coordinator for a quote: name @vipertradeshow.com**

Inbound shipping from:

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email Address: _____

Requested Pickup Date/Time: _____

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

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

Special Instructions (inside pickup, liftgate required, receiving hours, etc): _____

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate (Wooden) Exhibit Material		
	Cardboard Carton		
	Fiber Case		
	Pallets		
	Carpets		
	Miscellaneous		

Outbound Shipping: _____ **I only need outbound shipping** (if this option is selected, please add your shipping address below)

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email Address: _____

Special Instructions (inside delivery, liftgate required, receiving hours, etc): _____

Acceptance & Payment

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment or \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping, otherwise, I am purchasing only supplemental insurance (does not include AV or computer equipment) protection (**up to \$5,000.00**) at \$25.00 for every \$1,000.00 declared value.

***Please note Viper Tradeshow is not liable for shipping A/V, computer equipment and does not cover shipping containers*.**

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

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

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

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

ADVANCE WAREHOUSE SHIPPING LABELS

For your convenience labels are provided below for advance warehouse delivery.

We encourage you to make copies and fill in your specific information and tape two labels on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
PALTmed Viper Tradeshow Services 2205 Distribution Center Dr. Suite B Charlotte NC 28269	
<div>*Deliver by 3/5/2025 to avoid late fees Weight ticket or BOL must be presented at the time of the delivery.</div>	
PIECE: _____ OF _____	

SHOW SITE SHIPPING LABELS

For your convenience labels are provided below for show site delivery.

We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<p>PALTmed Charlotte Convention Center (Exhibit Hall C1/C2) c/o Viper Tradeshow Services 501 S. College St. Charlotte NC 28202</p>	<div><p>*Deliver on March 13 from 9am – 4pm ONLY</p><p>Weight ticket or BOL must be presented at the time of the delivery.</p></div> <p>PIECE: _____ OF _____</p>

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
PALTmed Viper Tradeshow Services 2205 Distribution Center Dr. Suite B Charlotte NC 28269	PALTmed Charlotte Convention Center c/o Viper Tradeshow Services 501 S. College St. Charlotte NC 28202 March 13 from 9am – 4pm Only

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

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- A weight ticket must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.
- Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.

Calculate your CWT (hundred weight)

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

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$245.70 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$302.40 / CWT
Common carrier shipment received late, after 3/5/2025	\$302.40 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after 3/5/2025	\$359.10 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$59.70 / CWT
Off-target shipment - received before or after receiving dates (30% fee added to the above rates)	\$59.70 / CWT
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$258.70 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$318.40 / CWT
Off-target shipment (before or after) 3/13 from 9am – 4pm only via common carrier	\$318.40 / CWT
Off-target shipment (before or after) 3/13 from 9am – 4pm only via POV, or specialized carrier	\$278.10 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$59.70 / CWT
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Exhibitor: _____ Booth #: _____

INBOUND SHIPPING INFORMATION

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

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

Some cost-saving tips are to have all freight delivered in a single shipment on an LTL freight carrier.

Shipment 1

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 2

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 3

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Exhibitor: _____ Booth #: _____

VTS MATERIAL HANDLING TERMS & CONDITIONS

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

Special Handling 30% Surcharge

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

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

Overtime or Off Target 30% Surcharge

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

Material Handling / Special Handling Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

BOOTH CLEANING

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

Vacuuming

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

Number of Booth Units: _____ x **\$150.00** Discount / **\$180.00** Standard

Subtotal: \$ _____

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

Porter Service

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

Number of Booth Units: _____ x **\$120.00** Discount / **\$150.00** Standard

Subtotal: \$ _____

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

Exhibitor: _____ Booth #: _____

DISPLAY LABOR (Installation & Dismantle) INFO

Display Labor Hourly Rates

Straight Time (ST) | Monday – Friday: 8:00 am – 4:30 pm

Over Time (OT) | Monday – Friday before 8:00 am & after 4:30 pm

Double Time (DT) | Any time Saturday, Sunday & Holidays

Exhibitor Supervised:

DISCOUNT

ST: \$125.00 per person, per hour

OT: \$187.50 per person, per hour

DT: \$250.00 per person, per hour

STANDARD

ST: \$187.50 per person, per hour

OT: \$281.25 per person, per hour

DT: \$375.00 per person, per hour

Viper Supervised (35% supervision included)**:

DISCOUNT

ST: \$168.75 per person, per hour

OT: \$253.13 per person, per hour

DT: \$337.50 per person, per hour

STANDARD

ST: \$253.13 per person, per hour

OT: \$379.70 per person, per hour

DT: \$506.26 per person, per hour

Labor Definitions

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

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

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

Please provide supervisors name and cell number: _____

Installation Calculation & Order

CIRCLE ONE: Exhibitor Supervision or Viper Supervision**

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

Dismantle Calculation & Order

CIRCLE ONE: Exhibitor Supervision or Viper Supervision**

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

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

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

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

Exhibitor: _____ Booth #: _____

VIPER SUPERVISED LABOR INFORMATION FORM

****Please email this form to mroberts@vipertradeshow.com**

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

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

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

NAME: _____ Phone: _____

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

Freight will be sent to: _____ Warehouse: _____ Show Site: _____ Date Shipped: _____

Carrier: _____ Tracking #: _____

Total number of: _____ Crates: _____ Cartons: _____ Fibercases: _____ Skids: _____

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

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

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

OUTBOUND SHIPPING INFORMATION: (Please complete all areas).

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

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

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

CARRIER NAME: _____

Exhibitor: _____ Booth #: _____

EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

Please complete and return both EAC forms

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

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

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

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address, and telephone number of the firm.
2. EAC agrees to comply with all the rules and regulations of the show outlined in this agreement, the Exhibitor Kit, including all union rules and regulations and accept liability for any negligent actions.
3. EAC must provide certificates of insurance confirming the following required insurance:
 - i. Commercial General Liability, including contractual liability, with a minimum limit of \$1,000,000, \$2,000,000 general aggregate and \$2,000,000 products and complete operations aggregate.
 - ii. Automobile Liability with a limit of not less than \$1,000,000 combined single limit, each accident. All owned, hired, and non-owned boxes marked.
 - iii. Workers Compensation, as required by law, with Employers Liability limits of not less than \$1,000,000.
 - iv. Umbrella/Excess Liability with a limit of not less than \$1,000,00 each occurrence/aggregate.
 - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services (Official Service Contractor), Show Management, Show, and the Facility as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs, and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor.
6. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear identification badges as determined by Show Management. No EAC will be permitted on the exhibit floor during show hours without the proper exhibit badges supplied by the exhibiting company.
8. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
9. EAC/Exhibitor may not move freight from one booth to another booth or anywhere else within the Facility, Viper Tradeshow Services must provide labor.
10. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
11. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
12. EAC will be responsible for all reasonable costs related to its operation. Where applicable a one-hour minimum labor charge will be charged at the appropriate labor rate per union to either the EAC or Exhibitor.
13. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all its activities with Viper Tradeshow Services.
14. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
15. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set-up of the booth or force the setup into overtime.
16. The EAC/Exhibitor should arrange the protection of the product in the booth.
17. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
18. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

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

Name: _____ Date: _____

Company: _____ Booth #: _____

Signature: _____

USE OF AN EAC NOTIFICATION

Please complete and return both EAC forms

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

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

For Exhibitor (Company Name):

Show Name:

— PALTmed

Booth #: _____

Name of Service Firm (EAC):

—

Address:

Telephone:

Fax:

Contact:

Email:

Show Site Contact (if different from above)

Cell Phone #:

EAC Instructions

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

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

STANDARD FURNITURE, ACCESSORIES & FLORAL

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

30" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Table

DISCOUNT:

\$245.00

STANDARD:

\$295.00

Qty: _____ 6' Table

\$295.00

\$345.00

Qty: _____ 8' Table

\$345.00

\$395.00

Qty: _____ 4th Side Drape

\$61.00

\$81.00

Qty: _____ Undraped Table

\$60.00 Less than list price above

42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Counter

DISCOUNT:

\$297.00

STANDARD:

\$347.00

Qty: _____ 6' Counter

\$347.00

\$397.00

Qty: _____ 8' Counter

\$397.00

\$447.00

Qty: _____ 4th Side Drape

\$74.00

\$94.00

Qty: _____ Undraped Counter

\$60.00 Less than price list above

Accessories

ITEM:

Qty: _____ Wastebasket

DISCOUNT:

\$55.00

STANDARD:

\$75.00

Qty: _____ Tripod Easel

\$98.00

\$118.00

Qty: _____ Plastic Folding Chair

\$100.00

\$125.00

Qty: _____ 4' Single Tier Table Riser

\$155.00

\$200.00

Qty: _____ 6' Single Tier Table Riser

\$195.00

\$240.00

Qty: _____ 8' Single Tier Table Riser

\$235.00

\$280.00

Qty: _____ Bag Rack

\$160.00

\$210.00

Qty: _____ Rope & Stanchions, ea.

\$231.00

\$291.00

Qty: _____ 4' x 8' Poster Board

\$475.00

\$535.00

Floral

Fresh Floral Arrangements

Small Floral Arrangement:

Qty: _____ \$275.00 Discount / \$380.00 Standard

Medium Floral Arrangement:

Qty: _____ \$390.00 Discount / \$505.00 Standard

Large Floral Arrangement:

Qty: _____ \$494.00 Discount / \$624.00 Standard

Artificial Plants

2 Foot Green Plant

Qty: _____ \$181.00 Discount / \$212.00 Standard

3 Foot Green Plant

Qty: _____ \$212.00 Discount / \$253.00 Standard

4 Foot Green Plant

Qty: _____ \$253.00 Discount / \$300.00 Standard

5 Foot Green Plant

Qty: _____ \$300.00 Discount / \$361.00 Standard

6 Foot Green Plant

Qty: _____ \$361.00 Discount / \$427.00 Standard

Exhibitor: _____ Booth #: _____

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

CUSTOM FURNISHINGS

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



Black Leather Sofa (B1)
Qty: ____
\$1,167.75 Discount
\$1,518.00 Standard



Black Leather Loveseat (B2)
Qty: ____
\$1,083.50 Discount
\$1,408.75 Standard



Black Leather Chair
Qty: ____
\$913.50 Discount
\$1,188.00 Standard



Gray Sofa (A1)
Qty: ____
\$942.75 Discount
\$1,225.50 Standard



Gray Loveseat (A2)
Qty: ____
\$858.75 Discount
\$1,116.25 Standard



Gray Chair (A3)
Qty: ____
\$774.50 Discount
\$1,007.00 Standard



Cocktail Table (C4)
Qty: ____
\$520.50 Discount
\$676.00 Standard



End Table (C5)
Qty: ____
\$463.50 Discount
\$602.75 Standard



6' Conference Table
Qty: ____
\$862.25 Discount
\$1,121.00 Standard



8' Conference Table
Qty: ____
\$946.00 Discount
\$1,230.00 Standard



Black Leather Executive (I2)
Qty: ____
\$604.50 Discount
\$786.00 Standard



Black Steno Office Chair (I3)
Qty: ____
\$492.75 Discount
\$640.50 Standard



Accordion Lit Stand (K1)
Qty: ____
\$353.25 Discount
\$459.00 Standard



Coat Rack (K4)
Qty: ____
\$128.25 Discount
\$166.75 Standard



Refrigerator (K8)
Qty: ____
\$585.50 Discount
\$761.25 Standard



Oak Desk (I1)
Qty: ____
\$942.75 Discount
\$1,225.50 Standard



30" x 30" Table (L2)
Qty: ____
\$408.50 Discount
\$531.25 Standard



Side Chair (L1)
Qty: ____
\$154.25 Discount
\$200.75 Standard



Arm Chair (L3)
Qty: ____
\$183.25 Discount
\$238.00 Standard



42" x 30" Bar Table (M2)
Qty: ____
\$437.25 Discount
\$568.50 Standard



Euro Barstool (M1)
Qty: ____
\$380.00 Discount
\$495.00 Standard



Gray Bar Stool (M5)
Qty: ____
\$267.00 Discount
\$348.00 Standard

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

Exhibitor: _____ Booth #: _____

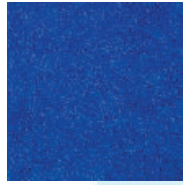
CARPET SELECTIONS

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

CIRCLE COLOR SELECTION BELOW



Red



Royal Blue



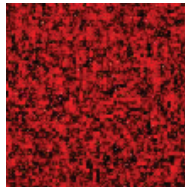
Green



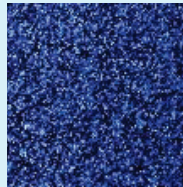
Charcoal Grey



Navy Blue



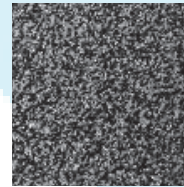
Speckled Red



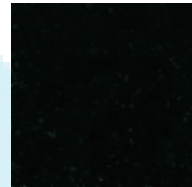
Speckled Blue



Speckled Green



Speckled Grey



Black

Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$420.00	\$520.00	
10' x 20 Carpet		\$840.00	\$1,040.00	
10' x 30' Carpet		\$1,260.00	\$1,560.00	
10' x 40' Carpet		\$1,680.00	\$2,080.00	
20' x 20' Carpet		\$1,680.00	\$2,080.00	
Custom Per Sq. Ft.		\$4.20	\$5.20	

Prestige Flooring Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Astroturf Per Sq. Ft		\$11.75	\$13.75	
White Vinyl Per Sq. Ft		\$11.75	\$13.75	
*Custom Vinyl/Astroturf padding Per Sq. Ft.		\$11.75	\$13.75	
Plush Per Sq. Ft		\$11.75	\$13.75	

*Padding is HIGHLY recommended for vinyl and astroturf flooring if electrical is to be laid underneath flooring.

Padding | Visqueen

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

Standard Carpet per sq. ft.: \$ _____

Prestige Flooring per sq. ft.: \$ _____

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

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

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

MODULAR RENTALS – Includes custom graphics!

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

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

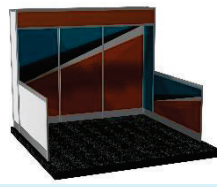
*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



10' INLINE BOOTH 1
Discount: **\$5,689.50**
Standard: **\$7,203.50**



10' INLINE BOOTH 2
Discount: **\$5,689.50**
Standard: **\$7,203.50**



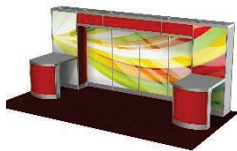
10' STANDARD BOOTH
Discount: **\$5,689.50**
Standard: **\$7,203.50**



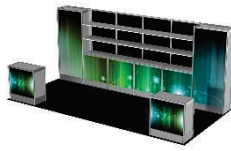
10' POPUP LIGHTBOX RENTAL*
Discount: **\$5,775.00**
Standard: **\$7,507.50**
3 WEEKS LEAD TIME*

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

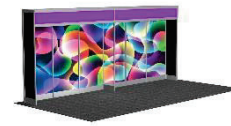
*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



20' INLINE BOOTH 1
Discount: **\$12,233.50**
Standard: **\$15,687.75**



20' SHELF BOOTH 2
Discount: **\$12,233.50**
Standard: **\$15,687.75**



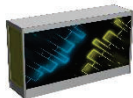
20' STANDARD BOOTH
Discount: **\$12,233.50**
Standard: **\$15,687.75**

A La Carte

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



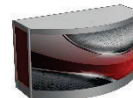
1M COUNTER
Discount: **\$576.25**
Standard: **\$745.50**



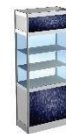
2M COUNTER
Discount: **\$1,045.50**
Standard: **\$1,318.00**



1M CURVED COUNTER
Discount: **\$640.25**
Standard: **\$831.50**



2M CURVED COUNTER
Discount: **\$1,139.00**
Standard: **\$1,477.75**



1M x Half M Display Case
Discount: **\$1,349.25**
Standard: **\$1,750.00**

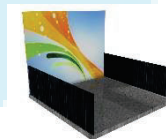
MISC. ITEMS



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



22x28 SIGN *w/HOLDER
Discount: **\$206.00**
Standard: **\$267.75**



10'W X 8'H BACKWALL BANNER
Discount: **\$2,125.75**
Standard: **\$2,763.50**

*Banner is yours to keep. Includes install/dismantle

Exhibitor: _____ Booth #: _____

March 13 - 15, 2025
Charlotte - NC

palte25
Annual Conference



The RCS ExpoSmart App turns any Apple or Android Smartphone or Tablet into a Valuable Lead Capture & Qualify Tool

Using the ExpoSmart App, your sales team can quickly and easily scan an attendee badge to capture vital information and so much more, giving your company the advantage in turning prospects into customers

What are the benefits of the ExpoSmart App?

SEAMLESS

Convenient and secure cloud syncing and storage of your leads for real time, 24/7 access and sharing from any device



SECURE

Password protected exhibitor portal safeguards your valuable leads and provides access to your entire team

QUALIFIED

Add notes or custom qualifiers to provide your team with a collection of ideal prospects who are ready to buy

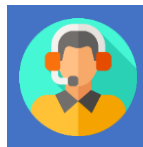


ORGANIZED

Unlimited downloads of your leads as an xls/xlsx or csv file you can easily transfer into your own CRM system

EFFECTIVE

Automated follow up with the scan of a badge sends an email message to the prospects your team engages



SUPPORTED

We're here to help! Get expert software and hardware guidance before, during and after the show

Compare the options and features of the ExpoSmart App



ExpoSmart App on YOUR device:

- ✓ use your own device, no hardware to rent, no desk to visit
- ✓ compatible with Android and iOS smart phones or tablets
- ✓ add notes relevant to each lead that download with your file
- ✓ leads are uploaded to the cloud in real time for immediate access
- ✓ add on features available to enhance your lead capture capabilities

ExpoSmart App on RCS Android phone:

- ✓ use an RCS device, Android phone loaded with the ExpoSmart app
- ✓ perfect for exhibitors that do not want to use their own device
- ✓ add notes relevant to each lead that download with your file
- ✓ leads are uploaded to the cloud at the end of the show
- ✓ add on features available to enhance your lead capture capabilities

Consider these upgrade options available with the ExpoSmart app

-  **ExpoAction:** send out a timely and relevant message that keeps your prospects engaged and interested in your product or service; create your own personalized follow up email that sends out automatically when an attendee badge is scanned
-  **Custom Qualifiers:** proper lead qualification helps your sales team prioritize high-quality prospects, personalize the sales experience, and close more deals; create up to 20 custom questions with up to 20 responses each that fit your company's criteria to define the ideal customer

Questions about our lead retrieval products? Reach out to RCS Exhibitor Services at exhibitorserv@rcsreg.com

March 13 - 15, 2025
Charlotte • NC

paltc25
Annual Conference




PALTC25 LEAD RETRIEVAL ORDER FORM

STEP ONE: Pick Your Options

Options & Rates

Order early & save!

✓ ExpoSmart App on your own phone or tablet (compatible with Android or iPhone)

		Early bird ends 1/24	Advance ends 2/28	Onsite after 3/1	quantity	total USD
	Single License	\$400	\$430	\$460		\$
	Up to 3 Licenses 	\$575	\$745	\$905		\$

✓ ExpoSmart App on an RCS Android phone

	Single RCS Phone	\$470	\$490	\$520		\$
--	------------------	-------	-------	-------	--	----

STEP TWO: Choose Your Upgrades

✓ Available with the ExpoSmart App on your own device or RCS Android phone

	Expo Action Email	\$250	\$325	\$400		\$
	Custom Qualifiers	\$125	\$165	\$200		\$

✓ Available *only* with ExpoSmart App on an RCS Android phone

	High Speed Scanner	\$80	\$105	\$125		\$
	Delivery & Pick-up			\$150		\$

STEP THREE: Place Your Order Online

Order Total

\$

Click this link to order now  rcsreg.com/leads/paltc2025

Want to email your order instead? Complete and sign the section below and email to exhibitorserv@rcsreg.com
An Exhibitor Services Representative will call you for payment. A \$10 processing fee will be added to your order total
Please note that orders are not confirmed until payment has been collected
You will receive an email confirmation & receipt of your order once it has been processed

Name	Phone		
Company		Booth #	
Email	Signature		

Your signature is required and is acknowledgement & acceptance of the Terms & Conditions

TERMS & CONDITIONS: No refunds for orders placed, but not utilized onsite. Refunds are not issued for unreported defects. RCS devices must be returned within one hour of the close of the event. Non-returned devices recovered by RCS will be charged a full delivery charge. Lost or damaged units will be charged a replacement fee of \$1,800.

To Order Audio Visual Please
follow the link below.

<https://imsts.boomerecommerce.com/Pages/Event/Cart.aspx?CategoryID=119>

INTERNET | TELEPHONE | ELECTRIC | PLUMBING

CHARLOTTE

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where TECHNOLOGY Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

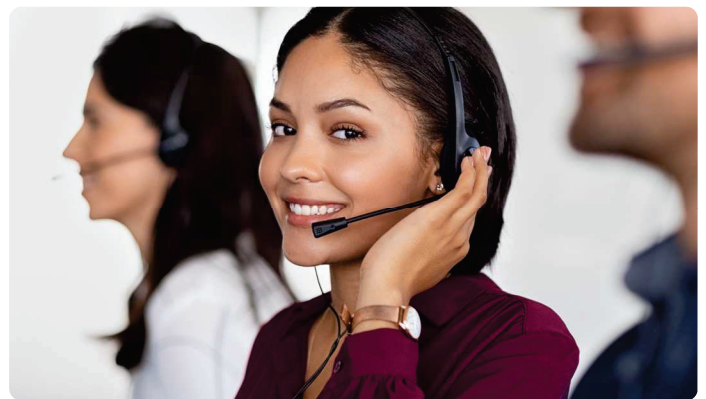
Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET



TELEPHONE



ELECTRICAL



PLUMBING



Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for
LIGHT INTERNET USAGE such as
web browsing and checking email via a wired connection.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	\$157	\$191	\$230
Patch Cables	\$43	\$53	\$63
Labor (Floor Work)	\$106	\$106	\$106

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the
FASTEST AND MOST RELIABLE way
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$2,971	\$3,715	\$4,457
6 Mbps Dedicated	2	1	N/A	\$5,015	\$6,269	\$7,523
10 Mbps Dedicated	3	2	N/A	\$6,673	\$8,339	\$10,006
15 Mbps Dedicated	5	3	N/A	\$9,945	\$12,436	\$14,923
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
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or call 888.446.6911



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NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides
SIMPLE & SECURE WIRELESS
connectivity ideal for checking emails, browsing the web,
processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE *

DEVICE LIMIT	INCENTIVE **	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines
HIGH BANDWIDTH WIRELESS
with greater flexibility and customization options that generate
smoother product demos, quicker remote connectivity and superior
video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$234	\$293	\$352
Multi Line Telephone	\$353	\$442	\$530
Polycom Speaker Phone	\$395	\$489	\$587

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



READY TO POWER UP YOUR EXPERIENCE?



120 VOLT DUPLEX OUTLETS	INCENTIVE*	BASE
5 AMP Service (600 Watt)	\$87	\$118
10 AMP Service (1200 Watt)	\$112	\$147
20 AMP Service (2400 Watt)	\$140	\$196
208 VOLT SERVICES	INCENTIVE*	BASE
208 VAC, 20 AMP, Single Phase	\$218	\$325
208 VAC, 30 AMP, Single Phase	\$269	\$397
208 VAC, 50 AMP, Single Phase	\$364	\$532
208 VAC, 70 AMP, Single Phase	\$482	\$694
208 VAC, 100 AMP, Single Phase	\$588	\$840
208 VAC, 200 AMP, Single Phase	\$896	\$1,344
208 VAC, 400 AMP, Single Phase	\$1,915	\$2,643
208 VOLT SERVICES	INCENTIVE*	BASE
208 VAC, 20 AMP, Three Phase	\$308	\$426
208 VAC, 30 AMP, Three Phase	\$403	\$571
208 VAC, 50 AMP, Three Phase	\$571	\$853
208 VAC, 70 AMP, Three Phase	\$728	\$1,092
208 VAC, 100 AMP, Three Phase	\$1,002	\$1,355
208 VAC, 200 AMP, Three Phase	\$1,456	\$2,061
208 VAC, 400 AMP, Three Phase	\$3,024	\$4,032
408 VOLT SERVICES	INCENTIVE*	BASE
480 VAC, 20 AMP, Three Phase	\$543	\$801
480 VAC, 30 AMP, Three Phase	\$728	\$1,092
480 VAC, 50 AMP, Three Phase	\$1,131	\$1,658
480 VAC, 70 AMP, Three Phase	\$1,540	\$2,296
480 VAC, 100 AMP, Three Phase	\$1,960	\$2,867

POWER REQUIREMENTS EXAMPLES ON DUPLEX/120 VOLT OUTLETS

Blender	375 Watts
Cash Register	500 Watts
Coffee Pot, Standard	600-1000 Watts
Coffee Pot, Large	1500-2000 Watts
Computer, Laptop	300-500 Watts
Computer, Desktop	500-750 Watts
Computer Monitor, Reg.....	200 Watts
Computer Monitor, Flat.....	250-500 Watts
Crock Pot	1000-1500 Watts
Hotplate, Single Element...	1000 Watts
Hotplate, Dual Element.....	2000 Watts
Lighting, Halogen.....	100-500 Watts, Per Bulb
Lighting, Conventional.....	60-250 Watts, Per Bulb
Popcorn Maker, Small.....	1000 Watts
Popcorn Maker, Large.....	1500-2000 Watts
Printer, Ink Jet.....	750-1000 Watts
Printer, Laser	1500-2000 Watts
Toaster.....	1500 Watts
TV, Standard.....	200-500 Watts
TV, LCD	500-1000 Watts
TV, Plasma	1000-1500 Watts

***ORDER 14 DAYS PRIOR TO FIRST DAY OF
MOVE-IN TO GET THE INCENTIVE RATE!**

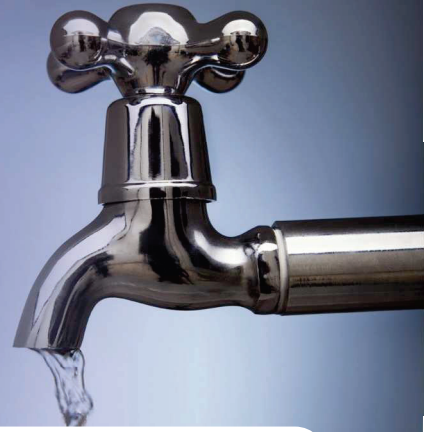
ORDER NOW >



Order online at:
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or call 888.446.6911



ARE PLUMBING SERVICES AVAILABLE?



Our **PLUMBING SERVICES** provide reliable **WATER SERVICES** for sinks, pools or spas.

WATER AND DRAINAGE	INCENTIVE *	BASE
1/2" Line, First Connection	\$186	\$230
1/2" Line, Additional Connection	\$138	\$168
DRAINAGE	INCENTIVE *	BASE
3/4" Drain Line, First Connection	\$144	\$179
3/4" Drain Line, Additional Connection	\$104	\$115
FILL AND DRAIN	INCENTIVE *	BASE
First 500 Gallon Unit	\$193	\$259
Each Additional, 500 Gallon Unit	\$161	\$207
Each Additional 500 Gallons	\$42	\$54
<i>Fill and Drain one time only, labor charges apply for additional fills.</i>		
RENTABLE ITEMS	INCENTIVE *	BASE
30 Gallon Water Heater	\$372	\$552
Single Utility Sink	\$374	\$542

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

ORDER NOW



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



DO WE OFFER COMPRESSED AIR?

Our **PLUMBING SERVICES** provide reliable **COMPRESSED AIR** for Pneumatic Tools, Machinery and Robotics.

COMPRESSED AIR [90-100 PSI]	INCENTIVE*	BASE
1/2" Compressed Air, First Connection	\$193	\$259
1/2" Compressed Air, Additional Connection	\$144	\$179
3/4" Compressed Air, First Connection	\$284	\$307
3/4" Compressed Air, Additional Connection	\$270	\$299
1" Compressed Air, First Connection	\$379	\$410
1" Compressed Air, Additional Connection	\$316	\$339
Special requirements, call for quote.		

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

ORDER NOW



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

"UTILITIES" FLOORPLAN WORKSHEET

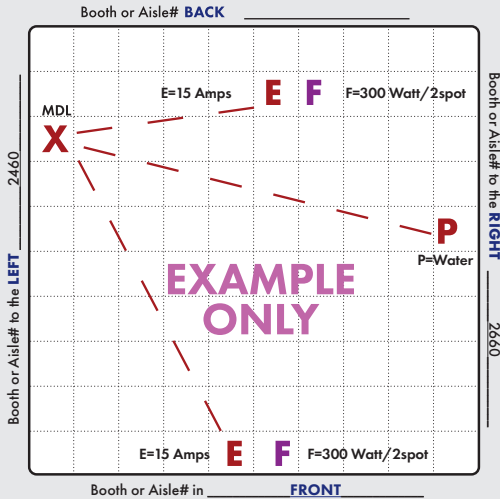
Company Name:

Show:

Booth/Room #:

Center: **Charlotte Convention Center**

Customer / Ref #:



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

E = ELECTRICAL POWER

Example: "E-10 Amps"

F = FLOOD LIGHTS

Example: "F-300 Watt/2 Spot"

P = PLUMBING

Example: "P-Water",
"P-Compressed Air"

For Smart City to perform your floor work, you will need to indicate the location of each item you want installed. Make sure and order your floor work, flood lights and materials early and in advance of the show moving in.

IMPORTANT! Prior to installation of service, a complete Floorplan is required. Please utilize this grid should you not have your own Floorplan to send us. Submit a Floorplan for each service group (Electrical, Plumbing, etc) or combine all on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main drop "MDL", designated location of items within the booth, surrounding booths, scale-length and width). Smart City is the exclusive installer of Electrical, Plumbing, etc.

Rates include bringing services to the rear of standard booth or to the nearest floor port inside an island booth. Specific location requests and services greater than 100 Amps will incur additional charges. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected services, whether connected direct or otherwise.**

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft

SCALE: 1 BOX IS = TO _____ ft

BOOTH TYPE ☐ Island ☐ Inline

Booth or Aisle# **BACK** _____

Booth or Aisle# to the **LEFT** _____

Booth or Aisle# to the **RIGHT** _____

Booth or Aisle# in **FRONT** _____



You may reach us with questions at:

Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com

Order online at: orders.smartcitynetworks.com

Or fax order to (702) 943-6001