



## QUICK REFERENCE

SHOW NAME: SOA

SHOW CODE: 1610003

SHOW CITY: Las Vegas

SHOW FACILITY: Cosmopolitan

SHOW DATES: October 23- 25, 2016



## MARK YOUR CALENDAR!

Friday, September 30, 2016

### FIRST DAY OF ADVANCE WAREHOUSE RECEIVING

The Advance Warehouse will start accepting freight on this date. \*Shipments received via small package carrier will be charged an additional 30%.

Friday, October 7, 2016

### ADVANCE ORDER DISCOUNT DEADLINE/ CANCELLATION DEADLINE

Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date

Friday, October 14, 2016

### LATE TO WAREHOUSE

Advance Warehouse must receive your freight by October 14th to avoid late charges. All shipments received after this date will be charged a late fee (an additional 30%).

Friday, October 21, 2016

### LAST DAY OF ADVANCE WAREHOUSE RECEIVING

Last day Advance Warehouse will accept freight.

(You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)

Showsite deliveries are PROHIBITED

SHOW SITE DELIVERIES ARE PROHIBITED



## YOUR SHOW OUTLINE

Move-In/Installation

Sunday, October 23 8:00 am - 3:00 pm

Exhibit Hours

Sunday, October 23 4:00 pm – 7:00 pm

Monday, October 24 5:00 pm – 7:00 pm

Tuesday, October 25 4:30 pm – 6:30 pm

Move-Out/Tear Down

Tuesday, October 25 6:30 pm – 9:00 pm

**FORCE 8:00 pm on 10/25**

### MATERIAL HANDLING RATES

ADVANCED (2CWT MINIMUM):

**\$245.45 per CWT**

SHOWSITE (2CWT MINIMUM):

**PROHIBITED**

### ADVANCE WAREHOUSE

SOA

c/o Viper Tradeshow Services

6560 S. Tioga Way Ste. 110

Las Vegas, NV 89113

### SHOW SITE FACILITY

SOA / Cosmopolitan

Belmont Ballroom on 4th floor

c/o Viper Tradeshow Services

3708 Las Vegas Boulevard South

Las Vegas, NV 89109

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than **8:00 pm** to avoid force, as well as exhibitors must start their dismantle by **7:00 pm** in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

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



## ITEMS THAT COME STANDARD IN YOU BOOTH FOR THIS SHOW ARE:

10' x 10' Exhibit Spaces in a carpeted ballroom. Each booth comes with 8' Royal Blue back drape, Black 3' side wall & one (1) ID sign.

**\*\*NO FURNISHINGS WILL BE PROVIDED.** To purchase rental items/ services, please visit [www.vipertradeshowstore.com](http://www.vipertradeshowstore.com) // Show Code:1610003.

\*Please note our online portal does not store credit card information. Please submit the Method of Payment form on pg. 3 to submit a card on file.

Order Online @

[www.vipertradeshowstore.com](http://www.vipertradeshowstore.com)

Show Code:

**1610003**

### VIPER SHOW COORDINATOR

Debra Turner

p: 847.426.3100

f: 847.426.3111

[dturner@vipertradeshow.com](mailto:dturner@vipertradeshow.com)

### SHOW MANAGEMENT CONTACT

Denise Eiring

p: 847.706.3516

[deiring@soa.org](mailto:deiring@soa.org)



# VTS PAYMENT TERMS & DEFINITIONS

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

## 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 opens.**

**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.

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

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

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

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



## METHOD OF PAYMENT FOR: SOA

### EXHIBITOR INFORMATION

COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_ BOOTH SIZE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

FAX #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

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

SHOW SITE CONTACT: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### WAYS TO ORDER

#### ONLINE\*

Login & Place Orders:

[www.vipertradeshowstore.com](http://www.vipertradeshowstore.com)

**SHOW CODE: 1610003**

*\*Credit Card Transaction Only*

#### FAX\*

Send completed forms to:

Fax: 847.426.3111

Scan\* [dturner@vipertradeshow.com](mailto:dturner@vipertradeshow.com)

#### MAIL

Send completed forms to:

Viper Tradeshow Services

2575 Northwest Parkway

Elgin, Illinois 60124

### VIPER TRADESHOW SERVICES ORDERS

Material Handling Estimate:	\$ _____
Standard Furnishings & Accessories:	\$ _____
Viper Custom Furnishings:	\$ _____
Installation & Dismantle Labor:	\$ _____
Floral/Booth Cleaning:	\$ _____
Modular Rental Display:	\$ _____
Shipping (Viper Transportation Service):	\$ _____

**Total Viper Tradeshow Service Orders** \$ \_\_\_\_\_

### METHOD OF PAYMENT / CREDIT CARD CHARGES

*\* NOTE: 3.5% Surcharge is applied to all Credit Card Orders*

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

**Please Circle Appropriate Credit Card**

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

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

# STANDARD FURNITURE | ACCESSORIES

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

## 30" TABLES

Please be sure to check a color selection box below



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

## 42" COUNTERS

Please be sure to check a color selection box below



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

## ACCESSORIES



Qty. _____ 4' Single Tier Table Riser	Discount 88.15	Standard 116.42
Qty. _____ 6' Single Tier Table Riser	Discount 111.43	Standard 145.53
Qty. _____ 8' Single Tier Table Riser	Discount 133.05	Standard 164.66
Qty. _____ Wastebasket	Discount 29.10	Standard 40.19
Qty. _____ Tripod Easel	Discount 53.22	Standard 68.18
Qty. _____ L1 Black Sherpa Side Chair	Discount 75.63	Standard 98.32
Qty. _____ L2 30" Table	Discount 200.97	Standard 261.26
Qty. _____ M1 Black Euro Barstool	Discount 187.11	Standard 243.24
Qty. _____ M2 Black 30" x 42" Bar Table	Discount 214.83	Standard 279.28
Qty. _____ Folding Chair	Discount 52.80	Standard 64.90
Qty. _____ Rope & Stanchios Set	Discount 124.74	Standard 163.00

## CARPET | PADDING

Please be sure to check a color selection box below



Qty. _____ 10' x 10'	Discount 200.64	Standard 257.40
Qty. _____ 10' x 20'	Discount 401.28	Standard 514.80
Qty. _____ Custom Carpet Per Sq Ft.	Discount 2.00 s/f	Standard 2.57 s/f
Qty. _____ 1/2" Padding Per Sq. Ft.	Discount 2.43 s/f	Standard 2.90 s/f
Qty. _____ 1" Padding Per Sq. Ft.	Discount 4.00 s/f	Standard 5.14 s/f
Qty. _____ Visqueen Per Sq. Ft.	Discount 0.55 s/f	Standard 0.68 s/f

Exhibitor Name \_\_\_\_\_ Booth # \_\_\_\_\_

# LOUNGE



Series  
**A**



Series  
**B**

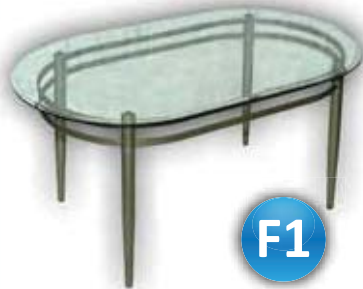


Series  
**C**





# SPECIALTY TABLES | CHAIRS



# OFFICE



I1



I2



I3



J1



J2



J3

# ACCESSORIES



K1



K2



K4



K5

K6



K7



K8

# TABLES | CHAIRS

Series  
**L**



# COCKTAIL TABLES | STOOLS

Series  
**M**







# VIPER

PILOTS OF THE TRADESHOW INDUSTRY

## FURNISHINGS PRICE GUIDE / ORDER FORM

### LOUNGE

Discount Standard

Series  
**A**

A1 - Durapella Sage Sofa	Qty. _____	602.91	783.78
A2 - Durapella Sage Loveseat	Qty. _____	533.61	693.69
A3 - Durapella Sage Chair	Qty. _____	395.01	513.51
A4 - Cherry Cocktail Table	Qty. _____	256.41	333.33

Series  
**B**

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

Series  
**C**

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

### SPECIALTY TABLES | CHAIRS

Discount Standard

Series  
**D**

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

Series  
**E**

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

Series  
**F**

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

Series  
**G**

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

Series  
**H**

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

### OFFICE

Discount Standard

Series  
**I**

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

Series  
**J**

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

### ACCESSORIES

Discount Standard

Series  
**K**

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

### TABLES | CHAIRS

Discount Standard

Series  
**L**

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

### COCKTAIL TABLES | STOOLS

Discount Standard

Series  
**M**

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

# MODULAR DISPLAY SELECTIONS

## 10' x 10'

\*ALL PRICES INCLUDE CARPET | SELECT YOUR CARPET COLOR ON PAGE 2.

\*\*PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.

**DISCOUNT DEADLINE: October 7, 2016**

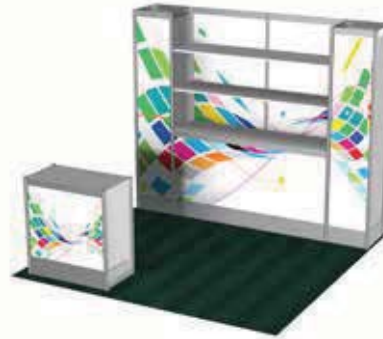


10' INLINE - DISCOUNT

☐ GRAPHIC \$2,675.00

10' INLINE - STANDARD

☐ GRAPHIC \$3,750.00



10' SHELF - DISCOUNT

☐ GRAPHIC \$2,850.00

10' SHELF - STANDARD

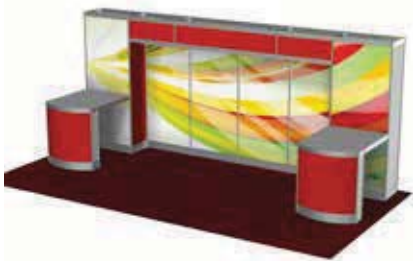
☐ GRAPHIC \$3,875.00

## 10' x 20'

\*ALL PRICES INCLUDE CARPET | SELECT YOUR CARPET COLOR ON PAGE 2.

\*\*PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.

**DISCOUNT DEADLINE: October 7, 2016**

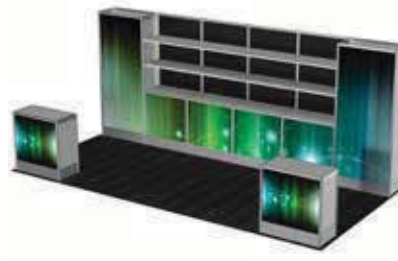


20' INLINE - DISCOUNT

☐ GRAPHIC \$6,330.00

20' INLINE - STANDARD

☐ GRAPHIC \$8,550.00



20' SHELF - DISCOUNT

☐ GRAPHIC \$6,425.00

20' SHELF - STANDARD

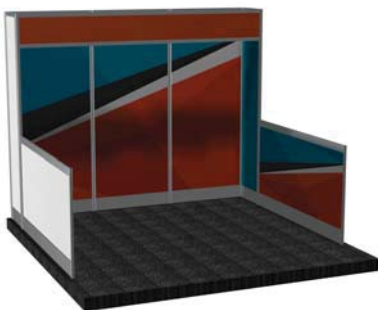
☐ GRAPHIC \$8,750.00

## BASIC

\*ALL PRICES INCLUDE CARPET | SELECT YOUR CARPET COLOR ON PAGE 2.

\*\*PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.

**DISCOUNT DEADLINE: October 7, 2016**



10' BASIC - DISCOUNT

☐ GRAPHIC \$2,975.00

10' BASIC - STANDARD

☐ GRAPHIC \$3,850.00



20' BASIC - DISCOUNT

☐ GRAPHIC \$5,900.00

20' BASIC - STANDARD

☐ GRAPHIC \$7,650.00

NO CREDIT WILL BE GIVEN AFTER CLOSE OF EVENT ON ITEMS OR SERVICES ORDERED, BUT NOT RECEIVED.

CANCELLATION: NO REFUNDS ON ORDERS CANCELLED AFTER THE DEADLINE.

**DISCOUNT DEADLINE: October 7, 2016**

EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

# DISPLAY ACCESSORIES

## A LA CARTE

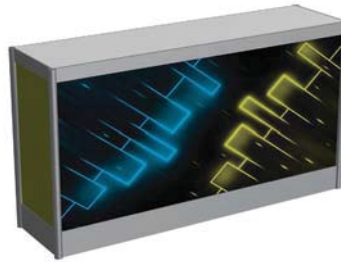
\*ALL PRICES INCLUDE GRAPHIC PANELS

\*\*WHITE OR BLACK PANELS AVAILABLE UPON REQUEST



**1 Mx1/2 Mx42"  
LOCKING COUNTER**

- ☐ DISCOUNT: \$298.00  
☐ STANDARD: \$385.00



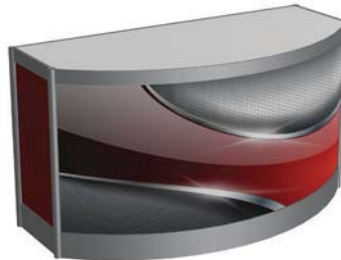
**2 Mx1/2 Mx42"  
LOCKING COUNTER**

- ☐ DISCOUNT: \$541.00  
☐ STANDARD: \$703.00



**1 Mx1/2 Mx42"  
CURVED LOCKING COUNTER**

- ☐ DISCOUNT: \$331.00  
☐ STANDARD: \$430.00



**2 Mx1/2 Mx42"  
CURVED LOCKING COUNTER**

- ☐ DISCOUNT: \$589.00  
☐ STANDARD: \$765.00



**1 Mx1/2 Mx8'  
DISPLAY CASE**

- ☐ DISCOUNT: \$698.00  
☐ STANDARD: \$905.00



**PUBLICATION BIN**

- ☐ DISCOUNT: \$358.00  
☐ STANDARD: \$465.00

## BOOTH SIGNAGE



- ☐ FREE STANDING METER BOARD  
SINGLE SIDED: \$506.00  
DOUBLE SIDED: \$800.00



- ☐ 22x28 EASEL SIGN  
\$100.00



- ☐ 8'x10' BACKWALL BANNER  
\$1,100.00  
\*BANNER IS YOURS TO KEEP  
INCLUDES INSTALL/DISMANTLE

## BOOTH CARPET

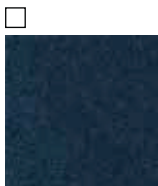
BLACK



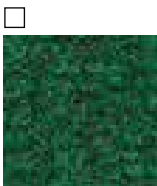
ROYAL BLUE



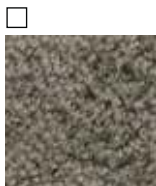
NAVY BLUE



GREEN



SILVER



GRAY



RED



NO CREDIT WILL BE GIVEN AFTER CLOSE OF EVENT ON ITEMS OR SERVICES ORDERED, BUT NOT RECEIVED.  
CANCELLATION: NO REFUNDS ON ORDERS CANCELLED AFTER THE DEADLINE.

**DISCOUNT DEADLINE: October 7, 2016**

EXHIBITOR NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_



# VIPER TRANSPORTATION SHIPPING ORDER FORM FOR SOA

## PRICING

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

**Inbound Shipping to:** ☐ **Advance Warehouse** ☐ **Show Site**

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

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

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

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

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

Requested Pickup Date & 4 HR. Pickup Window Time: \_\_\_\_\_

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

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

Is this a Round Trip Shipment: YES ☐ NO ☐ (If address different than above please add address below)

Number of Pieces	Description of Package	Estimated Dims & Weight - INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate (Wooden) Exhibition 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).

**\*ONLY COMPLETE IF RETURN ADDRESS IS DIFFERENT THAN ABOVE** ☐ Returning to same address as above

Company Name: \_\_\_\_\_

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

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

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

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

## ACCEPTANCE & PAYMENT

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment or \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping otherwise, and acknowledge i am purchasing only supplemental insurance protection (up to \$5,000.00) at \$10.00 for every \$1,000.00 declared value by entering a declared value on this form. Declared value \$ \_\_\_\_\_

*\*Please note the Viper Tradeshow is not liable for shipping A/V equipment.\**

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

**ADVANCE WAREHOUSE SHIPPING LABELS****SHOW NAME: SOA****SHOW CODE: 1610003****SHOW CITY: Las Vegas****SHOW FACILITY: Cosmopolitan****SHOW DATES: October 23- 25, 2016**

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

**ADVANCE WAREHOUSE LABELS****SHIPPER INFORMATION****FROM:****DELIVERY INFORMATION****TO (EXHIBITOR NAME):** \_\_\_\_\_**BOOTH #:** \_\_\_\_\_**PIECES:** \_\_\_\_\_ **OF** \_\_\_\_\_

SOA c/o Viper Tradeshow Services  
6560 S. Tioga Way Ste. 110  
Las Vegas, NV 89113

**\*Must be delivered by October 14, 2016 by  
4:30 pm to avoid late charges.**

**SHIPPER INFORMATION****FROM:****DELIVERY INFORMATION****TO (EXHIBITOR NAME):** \_\_\_\_\_**BOOTH #:** \_\_\_\_\_**PIECES:** \_\_\_\_\_ **OF** \_\_\_\_\_

SOA c/o Viper Tradeshow Services  
6560 S. Tioga Way Ste. 110  
Las Vegas, NV 89113

**\*Must be delivered by October 14, 2016 by  
4:30 pm to avoid late charges.**





# MATERIAL HANDLING INFO FOR SOA

## ADVANCE WAREHOUSE

SOA c/o Viper Tradeshow Services  
6560 S. Tioga Way Ste. 110  
Las Vegas, NV 89113

## SHOWSITE

Showsite deliveries are prohibited

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

Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/out times.

**A 200 lb. minimum charge per shipment applies, whether received at the advance warehouse or show site. [CWT = 100 lbs.]**

### Calculate your CWT (hundred weight)

Estimated Weight of Shipment: \_\_\_\_\_ Pounds

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

## ADVANCE WAREHOUSE DELIVERIES

	Rate per CWT
Boxed, crated, or skidded shipment via common carrier.....	\$ 245.45
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS or USPS.....	\$ 294.54
Common carrier shipment received late, after **Friday, October 14, 2016 ** .....	\$ 294.54
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$343.63
Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published	

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

## SHOWSITE DELIVERIES ARE NOT ALLOWED

	Rate per CWT
Boxed, crated, or skidded shipment via common carrier.....	N/A
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS or USPS.....	N/A
Show site shipments off-target (before or after) prohibited .....	add 30% to the rate
Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published	
Small package shipments not exceeding 35 lbs per shipment (not per box).....	N/A

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

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



## VTS MATERIAL HANDLING TERMS & CONDITIONS

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.

### 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:

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

### Overtime or Off Target 30% Surcharge

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 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**

### Material Handling Terms

**Material Handling:** Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading. *(\*Please note material handling and shipping are two separate services. See page 12 for shipping details).*

**CWT:** 'Hundredweight' - 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 and/or received at different times/dates are considered separate and will be assessed multiple Material Handling minimums. No cumulative weights will be allowed on minimums or split shipments. No liability will be assumed for such shipments.



## FLORAL / CLEANING INFO FOR: SOA

### FLORAL

#### Fresh Floral Arrangements

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

#### Artificial Plants

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

*For plants or floral not listed please call 888.458.9760*

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

### VACUUMING

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

Number of Booth Units: \_\_\_\_\_ x **\$70.00** Discount / **\$85.00** Standard

\$ \_\_\_\_\_ 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:** \$ \_\_\_\_\_



## DISPLAY LABOR (I&D) INFO FOR:

SOA

### DISPLAY LABOR HOURLY RATES

Monday - Friday 8:00 am - 4:30 pm:	_____ N/A	per person, per hour
Monday - Friday before 8:00 am & after 4:30 pm:	_____ \$112.50	per person, per hour
Any time Saturday, Sunday & Holidays:	_____ \$150.00	per person, per hour

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

### LABOR DEFINITIONS

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

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

**Exhibitor Supervised Labor:** Supervisor must check in at the Viper Tradeshow 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 Laborers: _____                           | _____ X number of people                   |
| 3) Number of Hours: _____                              | _____ X number of hours                    |
| 4) Total Amount of Hours _____ x _____ (Rate)          | \$ _____                                   |
| 5) Check here if Exhibitor Supervised: _____           | _____ MUST be marked or move to next step  |
| 6) Viper Tradeshow Service Supervised Surcharge: _____ | _____ 35% of sub-total above               |
| 7) Total Installation Charges                          | \$ _____ Sub-total plus surcharge (4+6)    |

### DISMANTLE CALCULATION & ORDER

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

Total of All Items Ordered: \$ \_\_\_\_\_

50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value.

Please call 888-458-9760 for special requests or items you do not find on this form.

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



# EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

**\*PLEASE COMPLETE AND RETURN BOTH EAC FORMS\***

Viper Tradeshow Services, acting on behalf of all exhibitors 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.

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

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# USE OF AN EAC NOTIFICATION

**\*PLEASE COMPLETE AND RETURN BOTH EAC FORMS\***

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

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

**For Exhibitor (Company Name):** \_\_\_\_\_

**Show Name/Booth Number:** **SOA** \_\_\_\_\_

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

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

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

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

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

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

**Show Site Contact** *(if different than above):* \_\_\_\_\_

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

## EAC Instructions

- 1) Refer to the Official Service & Exhibitor Appointed Contractors Guidelines and the Method of Payment Third Party Authorization for forms in this kit for additional requirements.  
*Before submitting service order forms (including this one). Preferably before the early registration deadline.*
- 2) Provide Viper Tradeshow Services of the names of all exhibiting companies for whom they have orders 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.*



## MOVE-OUT INFORMATION FOR: SOA

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

**Tuesday, October 25, 2016 6:30 pm** Exhibit Hall Officially Closes

**Tuesday, October 25, 2016 6:30 pm** Stored empty crates and containers returned.

**Tuesday, October 25, 2016 7:00 pm** Labor Force: all exhibitors should be started dismantle by now.  
Exhibitors may now check in at the Viper Service Desk to sign out dismantle labor hired.

**Tuesday, October 25, 2016 8:00 pm** Freight Force: deadline for carriers to check in.

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to come by **8:00 pm** \*.  
We suggest telling them **7:00 pm** , giving them room to fail without failing you! Here's the address for your convenience:  
**Cosmopolitan Belmont Ballroom on 4th floor c/o SOA 3708 Las Vegas Boulevard South. Las Vegas, NV 89109**
3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Viper Service Desk able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and Fed Ex are not the most reliable carriers for our industry so we highly suggest exhibitor's using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only the shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all your materials please hand in the BOL to the Viper Service Desk. Do not leave it in your booth! We will sign it and give you a copy, keep a copy and give the driver a copy! Please note, material handling must be paid in full.

\*In the event you fail to turn in your BOL or your carrier does not check-in by the **8:00 pm** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 pounds or less; with a \$525.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

***Viper is the Official Carrier for the show.*** If you would like Viper to be your carrier, simply complete and fax the attached form to the office. Your BOL and labels will be delivered to your booth before last days exhibit hours.

If you decide to choose Viper as your carrier at show site turn in the Viper Shipping Order Form provided into the Viper Service Desk by **5:30 pm** (1 hour before closing) and we'll write up your Bill of Lading (BOL) and labels and deliver them to your booth. Once you are packed, sign the BOL turn it into us, you'll get a copy, we'll get a copy, and the driver will get a copy! No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

ANY QUESTIONS PLEASE CONTACT YOUR SHOW COORDINATOR, OR COME TO THE VIPER SERVICE DESK. WE'RE HAPPY TO ASSIST YOU AND HELP YOUR MOVE-OUT GO AS SMOOTHLY AS POSSIBLE. **Debra Turner** ([dturner@vipertradeshow.com](mailto:dturner@vipertradeshow.com))



**THE COSMOPOLITAN**  
of LAS VEGAS

EMAIL OR FAX FORMS TO:

**PSAV®**

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

NEED A RECEIPT? EMAIL: cosmopolitanexpo@psav.com

BOOTH NUMBER

EVENT NAME: Tuesday, October 25, 2016 6:30 pm		EVENT DATES:	LOCATION: Tuesday, October 25, 2016 6:30 pm
EXHIBITING COMPANY NAME:			
BILLING NAME AND STREET ADDRESS:			
CITY:	STATE: Tuesday, October 25, 2016 7:00 pm	ZIP CODE: Tuesday, October 25, 2016 8:00 pm	
TELEPHONE NUMBER:		EMAIL ADDRESS:	
ORDERED BY:			

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.  
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

**NO CHECKS ACCEPTED**

## ELECTRICAL SERVICES FORM

The Cosmopolitan of Las Vegas nor its contractors or subcontractors are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector / over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Electrical contractor for CLV should make installation and connections to all electrical service. They will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection of plugging into any electrical outlet by persons other than their personnel.

To receive advance prices PSAV must receive your order, with credit card information, fourteen(14) days prior to show opening, all other orders will be processed at the late order rate.

Dedicated and 24 hour power will be at double the listed price. Please indicate these requirements in the 24 hour column at double the appropriate rate.

Call PSAV for pricing on outlets and phases not indicated on this form, (i.e.; 480 volt, special or foreign voltages or outlets exceeding those indicated.

ELECTRICAL OUTLETS	120 VOLT ADVANCE ORDER PRICE	120 VOLT LATE ORDER PRICE	208 VOLT 10 PRE-SHOW ORDER PRICE	LATE	QUANTITY OF 120 VOLT	QUANTITY OF 24 HOUR OR DEDICATED POWER Double Price of Outlet Required	SUBTOTAL
500 Watt or 5 Amps	\$85.00	\$128.00					\$
1000 Watt or 10 Amps	\$149.00	\$224.00					\$
2000 Watt or 20 Amps	\$200.00	\$300.00	\$310.00	\$465.00			\$
60 Amps			\$649.00	\$974.00			\$
100 Amps			\$979.00	\$1,469.00			\$
Outlets over 100 Amps		Call for Quote		<b>Important Note:</b> Any outlet other than 120 Volt requires Labor and Materials. Outlets will not be installed without a credit card on file with Presentation Services.			
Outlets & phases other than 120 or 208 volt		Call for Quote					
ELECTRICAL MATERIAL		QUANTITY		PRICE PER UNIT			
25' Extension Cord		8:00 pm		\$15.00 + 8.15% NV State Sales Tax		5:30 pm	
6 Outlet Plug Strips				\$15.00 + 8.15% NV State Sales Tax		Debra Turner (dturner@vipetradeshow.com)	
Pricing is based on a 3 day show. Additional days will require an additional 25% per day.						Total Material	
LABOR RATES: \$85.00 Straight time / \$170.00 Overtime						Total Labor	
<b>LABOR:</b> Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, and all day Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A floor plan is needed in order to proceed with the electrical distribution from overhead or on the floor. Please indicate what type of labor assistance you will require by completing the appropriate information below. Please indicate dates you would like work to commence.							
DATE/TIME:	Distribution under carpet:		Overhead Distribution (where available)		Lighting Fixtures:		Equipment Hookup:

**Electrical service is an exclusive service of THE COSMOPOLITAN of LAS VEGAS.**

All prices are subject to change without notice.

2016

**PSAV®**



**THE COSMOPOLITAN**  
of LAS VEGAS

EMAIL OR FAX FORMS TO:

**PSAV®**

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

NEED A RECEIPT? EMAIL: cosmopolitanexpo@psav.com

BOOTH NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			EMAIL ADDRESS:		
ORDERED BY:					

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.  
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

**NO CHECKS ACCEPTED**

## INTERNET SERVICES FORM

SHARED BANDWIDTH DAILY – WIRED	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wired Connection	\$295.00	\$375.00
Additional Wired	\$90.00	\$115.00
25 – 49	\$85.00	\$110.00
50 – 74	\$80.00	\$105.00
75 – 99	\$75.00	\$100.00
100+	\$70.00	\$95.00
SHARED BANDWIDTH DAILY – WIRELESS	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wireless Connection	\$50.00	\$65.00
Additional Wireless	\$35.00	\$50.00

SHARED BANDWIDTH WEEKLY (3-5 DAYS) WIRED	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wired Connection	\$750.00	\$950.00
Additional Wired	\$225.00	\$285.00
25 – 49	\$215.00	\$275.00
50 – 74	\$200.00	\$255.00
75 – 99	\$185.00	\$235.00
100+	\$175.00	\$225.00
SHARED BANDWIDTH WEEKLY (3-5 DAYS) WIRELESS	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wireless Connection	\$150.00	\$185.00
Additional Wireless	\$175.00	\$225.00

<b>LABOR RATE: ADDITIONAL LABOR MAY BE REQUIRED TO RUN MULTIPLE LINES AT \$85.00 PER HOUR / OT RATES WILL APPLY FOR ON-SITE ORDERS</b>  <b>TO RECEIVE ADVANCE PRICING PSAV MUST RECEIVE YOUR ORDER, WITH CREDIT CARD INFORMATION, FOURTEEN (14) DAYS PRIOR TO SHOW OPENING, ALL OTHER ORDERS WILL BE PROCESSED AT THE LATE ORDER PRICE</b>	SUBTOTAL	\$
	NUMBER OF DAYS	
	LABOR	\$
	TOTAL	\$

**LABOR:** Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, and all day Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A floor plan is needed in order to proceed with the network distribution from overhead or on the floor. Please indicate what type of labor assistance you will require by completing the appropriate information above. Please indicate dates you would like work to commence.

Internet Service is an exclusive service of **THE COSMOPOLITAN of LAS VEGAS.**

All prices are subject to change without notice.

2016

**PSAV®**



THE COSMOPOLITAN  
of LAS VEGAS

EMAIL OR FAX FORMS TO:

**PSAV®**

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

NEED A RECEIPT? EMAIL: [cosmopolitanexpo@psav.com](mailto:cosmopolitanexpo@psav.com)

BOOTH NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			EMAIL ADDRESS:		
ORDERED BY:					

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM.  
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

**NO CHECKS ACCEPTED**

## BANNERS/HANGING SIGNS

### TERMS AND CONDITIONS

PSAV is responsible for hanging of all signage within The Cosmopolitan of Las Vegas Convention Center. All requests must have a Rigging Advance and be submitted through the PSAV Rigging website: <http://psav.com/RiggingForm/>. Client is responsible for all hardware and assembly of signage unless otherwise contracted. Display or Exhibitor's on site representative may supervise these activities. **Banners / Hanging Signs in all convention rooms REQUIRE a lift and will increase pricing accordingly. Signs must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, height to bottom of sign, weight of sign and be submitted a minimum of 5 days prior to scheduled event start time.** Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations as well as Clark County Fire Regulations. Signs must also be accompanied by an official flame-retardant certificate.

To receive advance prices, PSAV must receive your order, with credit card information, fourteen(14) days prior to show opening, all other orders will be processed at the late order rate.

**Electrical charges are NOT included in Banner / Hanging Sign Prices.**

All Banners / Hanging Signs are not picked up after function will be held by PSAV for 24 hours, after which, they will be disposed of properly. **Note:** You should contact your general service contractor for shipping instructions for all hanging signs.

### SIGN SIZE / CONFIGURATION

TYPE		SHAPE	# OF PICK PTS.	WEIGHT	
<input type="checkbox"/> Electric	<input type="checkbox"/> Non-Electric	<input type="checkbox"/> Round		<input type="checkbox"/> Under 25 lb.	<input type="checkbox"/> 100 – 150 lb.
<b>ELECTRIC SIGN REQUIREMENTS **</b> (must fill out electrical form)		<input type="checkbox"/> Square		<input type="checkbox"/> 25 – 50 lb.	<input type="checkbox"/> 150 – 200 lb.
Amps / Watts:	Voltage:	<input type="checkbox"/> Rectangle		<input type="checkbox"/> 50 – 100 lb.	
HEIGHT FROM FLOOR TO BOTTOM OF SIGN:		<input type="checkbox"/> Triangle			
SIZE OF BANNER OR SIGN: WIDTH		HEIGHT		Installation Date	Installation Time

**LABOR:** Labor between the hours of 8:00 AM and 5:00 PM, Monday through Friday will be at the straight time labor rate. Labor before 8:00 AM and after 5:00 PM, Monday through Friday, and all day Saturdays, Sundays and Holidays will be at the overtime rate.

**STRAIGHT TIME: \$100.00 — OVERTIME: \$200.00**

### PRICE LIST OF PRODUCTS

	PRE-SHOW	LATE		TOTAL
2 Riggers 4 Hours Setup	\$800.00	\$1,600.00	+ 8.15% NV State Sales Tax	\$
2 Riggers 4 Hours Tear down	\$800.00	\$1,600.00	+ 8.15% NV State Sales Tax	\$
Scissor Lift	\$200.00	\$300.00	+ 8.15% NV State Sales Tax	\$

**\*\*Some signs may require truss and motors which will incur additional costs – after the Rigging Advance is submitted and reviewed, you will receive a quote with full associated costs.**

**Labor: 4 Hour minimum for Set-up and Tear down**

The Cosmopolitan of Las Vegas nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. PSAV should make installation connections to facility. PSAV reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. PSAV will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

**Hanging/Rigging is an exclusive service of THE COSMOPOLITAN of LAS VEGAS.**

All prices are subject to change without notice.

2016







## CREDIT CARD INFORMATION

PSAV LOCATION NUMBER: \_\_\_\_\_ Property Name: \_\_\_\_\_

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Credit Card Type: ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

**PLEASE NOTE:**

**Credit Cards can only be accepted by phone – no longer via fax or email. Please call PSAV at 702.698.1300 so a PSAV representative can collect credit card information and complete your order.**

Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_  
(As it appears on credit card)

Cardholder Billing Address: \_\_\_\_\_  
Street City State ZIP Code

Cardholder email address: \_\_\_\_\_

Cardholder's Phone Number: \_\_\_\_\_

Customer Name: \_\_\_\_\_  
(Name as it should appear on the invoice)

Please check each service your card will be charged for.

☐ Electrical ☐ Audio Visual ☐ Internet ☐ Banner Hanging ☐ Plumbing

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I, (please print) \_\_\_\_\_, certify the above information to be true and correct to the best of my knowledge. As the cardholder, I am authorizing the above credit card account to be charged for the attached order and any additional amounts incurred as a result of all show site changes ordered by my representatives and/or place my card on file for Security Deposit purposes in the event of payment default, cancellation fees or damages/losses owed per PSAV Terms and Conditions – See Terms and Conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Audio Visual & Computer Supplier

Society of Actuaries Annual Meeting

October 23 - 26, 2016 ~ The Cosmopolitan of Las Vegas



Audio Visual One, Ltd.

Plasma Displays				CUSTOMER INFORMATION	
	Qty	SHOW RATE	TOTAL		
42" Plasma Display		\$475.00		Company Name:	
50" Plasma Display		\$650.00			
61" Plasma Display		\$1,000.00		Address:	
Shelf for Floor stand		\$20.00			
Hardware - Floor stand		\$50.00		City:	
Hardware - Wall Mount		\$75.00		State:	Zip:
Hardware - Table stand		\$25.00		Ordered By:	
VGA, HDMI, USB Port (Circle Hookup Option)		\$10.00		Phone #:	
Plasma Display & LCD labor install fee		\$90.00		Email:	
LCD / Computer Monitors				ON-SITE INFORMATION	
	Qty	SHOW RATE	TOTAL	Exhibitor Booth #:	
20" LCD Monitor		\$250.00		Rep. Contact Name:	
32" LCD Monitor		\$375.00		Cell Phone Number:	
40" LCD Monitor		\$450.00		Delivery DATE / TIME:	
VGA, HDMI, USB Port (Circle Hookup Option)		\$10.00		Dismantle DATE/TIME:	
Audio Equipment				Ordering Information	
	Qty	SHOW RATE	TOTAL	Deadline: October 14, 2016	
70 Watt Sound System with 2 Speakers		\$75.00		Orders received after deadline submission add 20% late fee.	
UHF Wireless Lavalier Microphone		\$100.00		Ordering Information	
UHF Wireless Hand-held Microphone		\$100.00		Equipment charges are for the length of the tradeshow.	
UHF Wireless Headset Microphone		\$100.00		Delivery Fee add \$95.00 as listed on order form.	
4 -Channel Mixer		\$40.00		Late fee and Onsite fee add 20% based on sub-total of equipment.	
Video Projection Equipment				Union Facilities add 20% union fee based on sub-total of equipment.	
	Qty	SHOW RATE	TOTAL	Cancellations	
Sanyo LCD 2200 Lumen Projector		\$250.00		Cancellation of order must be processed 72-hours prior to Delivery Date.	
Sanyo LCD 3300 Lumen Projector		\$285.00		Orders received after 72-hour deadline will be processed at full rate.	
Sanyo LCD 5000 Lumen Projector		\$335.00		One hundred percent of rental fees apply for any equipment delivered on show-site.	
6' Tripod Screen		\$45.00		Equipment Guarantee	
8' Tripod Screen		\$45.00		AV1's equipment guarantee is as follows:	
Laptops & Accessories				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.	
	Qty	SHOW RATE	TOTAL	AUDIO VISUAL ONE, Ltd.	
Laptop Duo Core, 2Gig, DVD-rom		\$200.00			
Mouse / Keyboard (Wireless)		\$20.00		Erica Cross-Show Services Coordinator	
Blu- Ray DVD Player		\$55.00		724 Crepe Myrtle Circle	
HP LaserJet 4000N Printer		\$150.00		Apopka, Florida 32712	
Video Walls / LED Displays / Mac Computers				407.666.5382 ph. - 407.880.0736 fx.	
Conference & Meeting Room Equipment				<a href="mailto:ecross@audiovisualone.com">ecross@audiovisualone.com</a>	
Computer Labs / Cyber Cafes				All orders will be processed within 48-hours or receipt.	
Special Instructions:				Please email to confirm that your order is being processed.	
Sub Total Equipment				Your Nationwide AV & Computer Rental Supplier!	
Tax 8.15%					
Delivery Fee \$ 100.00					
20% Late Fee					
Total Order					
Method of Payment				PLEASE CHECK ONE	
Card Number:				AMERICAN EXPRESS <input type="checkbox"/>	
Exp Date ____ / ____ CID # ____				VISA <input type="checkbox"/>	
Cardholder's Name (as appears on card):				MASTERCARD <input type="checkbox"/>	
Cardholders Signature:				CORPORATE CHECK <input type="checkbox"/>	