

Windy City Ski & Snowboard Show  
October 23-25, 2009  
Renaissance Schaumburg Hotel & Convention Center  
Schaumburg, IL



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

# Show-At-A-Glance

## Advance Warehouse:

Windy City Ski & Snowboard Show  
Exhibitor Name & Booth #  
c/o Viper Tradeshow Services  
2575 Northwest Parkway  
Elgin, IL 60124

## Show Site Facility:

Windy City Ski & Snowboard Show  
Exhibitor Name & Booth #  
Renaissance Schaumburg Hotel & Convention Center  
**Exploration and Discovery Halls**  
c/o Viper Tradeshow Services  
1550 North Thoreau Drive  
Schaumburg, IL 60173

## Standard Equipment Provided to Exhibitors: 10' X 10' Booth Space

8' Back Wall Pipe & Drape - Blue / White  
3' Side Wall Pipe & Drape - Blue  
One (1) 7" x 44" ID Sign

## Exhibitor Set Up and Show Site Delivery Hours:

Thursday, October 22, 2009 12:00 PM - 7:00 PM  
Friday, October 23, 2009 7:00 AM - 3:00 PM

## Exhibit Hours:

Friday, October 23, 2009 3:00 PM - 10:00 PM  
Saturday, October 24, 2009 11:00 AM - 10:00 PM  
Sunday, October 25, 2009 11:00 AM - 5:00 PM

## Exhibitor Tear Down and Move-Out Hours:

Sunday, October 25, 2009 5:00 PM - 10:00 PM  
**Force: 9:00 PM**

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 9:00 PM in order to avoid force, as well as exhibitors must start their dismantle by 8:30 PM in order to avoid forced labor.

## Viper Exhibitor Services Contact:

Patty Williams  
Sales / Event Coordinator  
Viper Tradeshow Coordinator  
2575 Northwest Parkway  
Elgin, IL 60124  
Phone: 847.426.3100  
Fax: 847.426.3111  
Email: patty@vipertradeshow.com

## Mark your calendar for these important dates!

**Deadline for Electric, Furniture, Accessories & Floral Forms must be received at the above fax number, with Discount full payment, no later than October 1, 2009.**

**Advance Warehouse 1st Day of Receiving: Freight can start being delivered to the warehouse October 1, 2009.**

**Advance Warehouse Cut Off: Freight must be received at the warehouse no later than October 15, 2009 to avoid late charges. Materials will be accepted at the Warehouse until Wednesday, October 21, 2009.**

**Show Site Deliveries: Show Site deliveries must arrive Thurs. Oct. 22nd from 12:00-7:00PM and Fri. Oct 23rd from 7:00AM-3:00PM.**

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## Exhibitor Information / Method of Payment

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

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

Show Site Contact if Different Than Above: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

### For Use of an Exhibitor Appointed Contractor / Third Party

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

*Authorized Signature for Exhibiting Company* \_\_\_\_\_

### Viper Tradeshow Services Orders

Material Handling Estimate	\$	_____
Furnishings, Carpet & Accessories	\$	_____
Viper Custom Furnishings	\$	_____
Installation & Dismantle Labor	\$	_____
Floral	\$	_____
Electric (Discount Deadline is October 1, 2009!)	\$	_____
Cleaning & Porter	\$	_____
<b>Total Viper Tradeshow Service Orders</b>	<b>\$</b>	_____

### Method of Payment / Credit Card Charges:

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

*Please circle appropriate credit card*

*Please provide credit card number ~*

MasterCard    Visa    American Express

Number: \_\_\_\_\_

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

Cardholder's Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Address (if different than above) \_\_\_\_\_

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

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

**Made payable to:** Viper Tradeshow Services **Mail to:** 2575 Northwest Parkway, Elgin, IL 60124

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

## Advance Warehouse Labels

Shipper Information		Shipper Information	
Company:		Company:	
Address:		Address:	
Contact:		Contact:	
Delivery Information		Delivery Information	
<b>Windy City Ski &amp; Snowboard Show</b> c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 telephone 847.426.3100		<b>Windy City Ski &amp; Snowboard Show</b> c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 telephone 847.426.3100	
Exhibiting Company: _____		Exhibiting Company: _____	
Booth Number: _____		Booth Number: _____	
<b>Must be delivered NLT October 15th to avoid late charges</b>		<b>Must be delivered NLT October 15th to avoid late charges</b>	

## Show Site Labels

Shipper Information		Shipper Information	
Company:		Company:	
Address:		Address:	
Contact:		Contact:	
Delivery Information		Delivery Information	
<b>Windy City Ski &amp; Snowboard Show</b> Renaissance Schaumburg Hotel & Convention Center c/o Viper Tradeshow Services 1551 North Thoreau Drive Schaumburg, IL 60173		<b>Windy City Ski &amp; Snowboard Show</b> Renaissance Schaumburg Hotel & Convention Center c/o Viper Tradeshow Services 1551 North Thoreau Drive Schaumburg, IL 60173	
Exhibiting Company: _____		Exhibiting Company: _____	
Booth Number: _____		Booth Number: _____	
<b>To be delivered during Move-In Times - ONLY!</b>		<b>To be delivered during Move-In Times - ONLY!</b>	



Viper Tradeshow Services  
2575 Northwest Pkwy.  
Elgin, Illinois 60124  
(888) 458-9760 - Office  
(847) 426-3111 - Fax

# TRADESHOW CARGO TRANSPORTATION

**5 - 7 Day Ground Service**

**3 - 4 Day Air Service**

**2 Day Air Service / Next Day Air Service**

**Domestic & International Service**

**Fully Computerized Tracking**

**24 Hour Operation**

**Call our Toll-Free number  
for all of your freight needs**

**(888) 458 - 9760**



Viper Tradeshow Services  
 2575 Northwest Pkwy.  
 Elgin, Illinois 60124  
 (888) 458-9760 - Office  
 (847) 426-3111 - Fax

# OFFICIAL SHOW CARRIER SHIPPING ORDER FORM

Show Name: \_\_\_\_\_

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

Booth Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

## Pick Up Location

## Delivery Location

Company Name:

\_\_\_\_\_  
 \_\_\_\_\_

Street Address:

\_\_\_\_\_  
 \_\_\_\_\_

City, State, Zip:

\_\_\_\_\_  
 \_\_\_\_\_

Contact Name:

\_\_\_\_\_  
 \_\_\_\_\_

Phone Number:

\_\_\_\_\_  
 \_\_\_\_\_

Company Name:

\_\_\_\_\_  
 \_\_\_\_\_

Street Address:

\_\_\_\_\_  
 \_\_\_\_\_

City, State, Zip:

\_\_\_\_\_  
 \_\_\_\_\_

Contact Name:

\_\_\_\_\_  
 \_\_\_\_\_

Phone Number:

\_\_\_\_\_  
 \_\_\_\_\_

\*All shipments shall be described as exhibition materials and shipped at Class 125\*

Piece Count: \_\_\_\_\_

Weight: \_\_\_\_\_

(dimensional weight may apply)

**Additional Information/Description of Freight:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Level of Service (Circle 1)**

Next Day    2 day    3-4 day    5-7 day

Does the pick up location have a dock?  yes  no

What date and time will your freight be ready for pick up?

\_\_\_\_\_

Check here if you would like a quote:

\*For quotes only, there is no need to provide credit card information.

Is this a round trip shipment?  yes  no

**Credit Card Information:**  Visa     MC     Amex

Name of Cardmember: \_\_\_\_\_

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

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

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

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## Material Handling

Crated & Skidded to Advance Warehouse: **\$87.00 / cwt.**

Crated & Skidded to Show Site or Late to Warehouse: **\$113.10 / cwt.**

Advance shipments will be accepted at the **Viper Tradeshow Services** warehouse and allowed up to 21 days free storage if delivered by the advance deadline receiving date listed below and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to exhibitor's booth, removal from exhibitor's booth upon completion of packing, and turning in Bill of Lading to service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

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

<b>ADVANCE WAREHOUSE ADDRESS:</b> Exhibiting Company & Booth # c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124	<b>DIRECT ADDRESS:</b> Exhibiting Company & Booth # Renaissance Schaumburg Hotel & Convention Center c/o Viper Tradeshow Services 1551 North Thoreau Drive Schaumburg, IL 60173
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200 pound minimum applies for every shipment received to the Advance Warehouse & Show Site.

**Shipments Delivered to the Advance Warehouse:** Freight must be received at the warehouse no later than **October 15th** to avoid late charges. Materials will be accepted at the Warehouse until **October 21st**.

**Shipments Delivered to Show Site:** Show Site deliveries must arrive during Move-In Times Only!

### 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, 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 <b>Viper Tradeshow Services</b> control (i.e.: elevators, rooms forklifts cannot be used, etc.)
<b>Small Package Carriers (SPC)</b>	Fed Ex, UPS, DHL, etc...

### Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded at the warehouse after 4:30 PM on weekdays, anytime Saturday, Sunday or Holidays or after October 15th 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.



## **Material Handling Limits of Liability**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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## Material Handling Order Form

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

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

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

**Shipments to Advance Warehouse: \$87.00 / cwt.**

**Shipments to Show Site: \$113.10 / cwt.**

### # 1. Calculate your CWT (hundred weight)

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

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

### # 2. Calculate Your Estimated Sub-Total

Your CWT x \$87.00 (for Advance Warehouse Delivery) = \$ \_\_\_\_\_ Sub Total (No Less Than \$174.00)

Your CWT x \$113.10 (for Show Site Delivery) = \$ \_\_\_\_\_ Sub Total (No Less Than \$226.20)

### # 3. Add On Required or Applicable Special Charges

Add Another 30% for Overtime Move Out \$ \_\_\_\_\_ Required for this Show

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

**# 4. Add Your Sub Total Charges with you Special Charges for your Estimated Total Material Handling: \$ \_\_\_\_\_ ESTIMATED TOTAL**

**Shipments Delivered to the Advance Warehouse:** Freight must be received at the warehouse no later than **October 15th** to avoid late charges. Materials will be accepted at the Warehouse until **October 21st**.

**Shipments Delivered to Show Site: Show Site deliveries must arrive during Move-In Times Only!**

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

Booth Number: \_\_\_\_\_



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## Material Handling - Privately Owned Vehicle

### POV Material Handling applies to Direct (Show Site) Shipments only

Viper Tradeshow Services will provide Show Site porter service for those exhibitors' that require assistance unloading and loading from POV's (**Privately Owned Vehicle**). Since actual weights are difficult to determine, these flat rates will cover the expense for labor to be present and assist with the unloading and loading. In order to schedule the labor properly, advance order forms must be completed, with payment taking place prior to the imposed deadline date. Failure to comply with this procedure, exhibitors will be charged an additional 30% over the pricing listed. Additionally, if a forklift is needed to properly move the freight Material Handling rates will apply as outlined earlier.

**Single Vehicle (car or mini van):** \$65.00 per full load\*

\* a load is defined as one trip from the loading dock to the exhibition space. Each trip represents a load if multiple trips are made for one exhibitor.

\*Viper Tradeshow Services reserves the right to either credit or charge additional fees if the delivering vehicle is different from the one that was pre-arranged when orders were placed.

<b>POV Shipments</b>
Single Vehicle (car or mini van): \$ _____
<b>Total Estimated Material Handling POV:</b> \$ _____

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



## Furniture & Accessories

Item - Quantity (Discount Deadline = October 1, 2009)

### Chairs

Side Chair - _____	\$68.25 Discount / \$89.25 Standard
Arm Chair - _____	\$78.75 Discount / \$99.75 Standard
Counter Stool - _____	\$89.25 Discount / \$110.25 Standard

### Tables & Counters (please circle drape color)

#### Tables are 30" High Blue Red White Green Black

4' Table - _____	\$99.75 Discount / \$126.00 Standard
6' Table - _____	\$126.00 Discount / \$141.75 Standard
8' Table - _____	\$136.50 Discount / \$152.25 Standard
Optional 4th Side Draped - _____	\$31.50 Discount / \$42.00 Standard
Undraped Table - (4ft., 6ft., 8ft. - circle size) - _____	\$30.00 less than listed price above

#### Counters are 42" High Blue Red White Green Black

4' Counter - _____	\$120.75 Discount / \$147.00 Standard
6' Counter - _____	\$147.00 Discount / \$173.25 Standard
8' Counter - _____	\$168.00 Discount / \$194.25 Standard
Optional 4th Side Draped - _____	\$42.00 Discount / \$52.50 Standard
Undraped Table - (4ft., 6ft., 8ft. - circle size) - _____	\$30.00 less than listed price above

### Accessories

4' Single Tier Draped Table Riser - _____	\$66.78 Discount / \$88.20 Standard
6' Single Tier Table Riser - _____	\$84.42 Discount / \$110.25 Standard
8' Single Tier Table Riser - _____	\$100.80 Discount / \$124.74 Standard
Garment Rack - _____	\$120.96 Discount / \$157.50 Standard
Wastebasket - _____	\$22.05 Discount / \$30.45 Standard
Tripod Easel - _____	\$40.32 Discount / \$51.66 Standard
Sign Frame/Holder - _____	\$123.48 Discount / \$157.50 Standard
Rope & Stanchion Sets - _____	\$94.50 Discount / \$123.48 Standard
4' x 8' Poster Board - _____	\$192.78 Discount / \$220.50 Standard
Bag Rack - _____	\$68.25 Discount / \$94.50 Standard
3' upright and base - _____	\$25.20 Discount / \$37.80 Standard
8' upright and base - _____	\$31.50 Discount / \$44.10 Standard
crossbar - _____	\$18.90 Discount / \$31.50 Standard
3' Masking (per foot) - _____	\$15.12Discount / \$22.68 Standard
8' Masking (per foot) - _____	\$20.16 Discount / \$27.72Standard

### Carpet

10' x 10' Carpet _____	\$152.00 Discount / \$195.00 Standard
10' x 20' Carpet _____	\$304.00 Discount / \$390.00 Standard
standard rental carpet, per square foot - # of ft : _____	\$1.52 Discount / \$1.95 Standard
1/2" padding, per square foot - # of ft : _____	\$1.84 Discount / \$2.20 Standard

#### Select a Carpet Color Choice

Blue \_\_\_\_\_ Black \_\_\_\_\_ Red \_\_\_\_\_ Gray \_\_\_\_\_

30% surcharge is applicable on all show site orders. **Items cancelled within 14 days of move-in are charged at full value.** Please call 847-426-3100 for special requests or items you do not find on this form.

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

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

Booth Number: \_\_\_\_\_

# Olis

## Trade Show Furnishings



**A**  
*Elite*  
FURNISHINGS

Phone  
1-888-458-9760



**B**



**C**



**D**





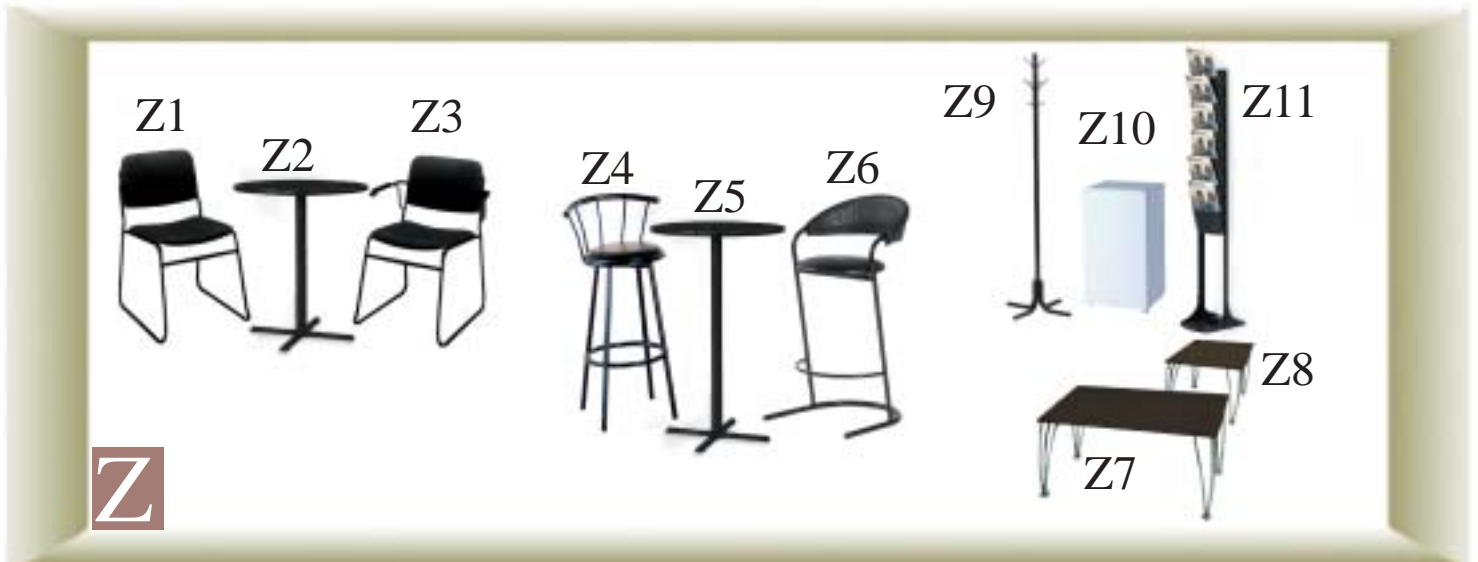
**E**



**F**



*Fax*  
**1-847-458-9760**



Please fax your furnishing order to:  
847.462.3111

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

**Elite Necessities**

Z-1	Black Sherpa Side Chair	68.75	\$ 89.38		Z-7	Cocktail Table	94.50	\$ 122.85	
Z-2	Black 30"x30" Table	182.70	\$ 237.51		Z-8	End Table	81.90	\$ 106.47	
Z-3	Black Sherpa Arm Chair	81.90	\$ 106.47		Z-9	Coat rack	56.70	\$ 73.71	
Z-4	Black Ladderback Barstool	119.70	\$ 155.61		Z-10	Refrigerator	321.30	\$ 417.69	
Z-5	Black 30"x42" Bar Table	195.30	\$ 253.89		Z-11	Literature Stand	157.50	\$ 204.75	
Z-6	Black Euro Barstool	170.10	\$ 221.13						

Credit Card # _____	Show Name: _____	Subtotal: _____
Exp. _____	Show Location: _____	Sales Tax 5%: _____
Cardholder Name _____	Show Date: _____	Delivery: <b>\$90.00</b>
Cardholder Signature _____	Company Name _____	Total: _____
Address _____	Booth # _____	
	Company Representative @ Show site _____	
Telephone _____	<i>*include cellular telephone number if possible</i>	
Fax _____	Email Address _____	

Orders Received within 14 days of the show will be charged standard rates. Rates are for the duration of the event. 100% cancellation fee 10 days from the show. Please apply event site sales tax.

**Mail: Viper Tradeshow Services**  
**2575 Northwest Parkway**  
**Elgin, IL 60124**  
**888.458.9760 - toll free**  
**847.426.3100 - phone**  
**847.426.3111 - fax**



## Floral

(Discount Deadline = October 1, 2009)

We carry an assortment of green and flowering plants, along with an array of fresh flowers that we can customize to your specific needs. Our flowers and plants can be the perfect accent to complete your stage, registration, booth and/or table decorations. Arrangements are presented in a decorative basket.

### Green Plants

(please circle one)

<b>Spathiphyllum (Peace Lily)</b>	<b>Philodenron</b>	<b>Pothose Dieffenbachia</b>	<b>Aglaonema</b>
<b>Boston Ferns</b>	<b>Areca or Parlor Palms</b>	<b>Ficus</b>	<b>Arboricola</b>
		<b>Schefflera</b>	
6" Pot / 18" - 28" _____		\$65.00 Discount / \$84.50 Standard	
8" Pot / 24" - 36" _____		\$100.00 Standard / \$130.00 Standard	
10" Pot / 42" - 60" _____		\$130.00 Standard / \$169.00 Standard	

*\*\*Please call for availability of taller plants\*\**

### Flowering Plants

*All arrangements come in a 6" pot*

Chrysanthemums _____	\$50.00 Discount / \$65.00 Standard
Kalanchoe _____	\$55.00 Discount / \$71.50 Standard
Caladium _____	\$60.00 Discount / \$78.00 Standard
Azalea _____	\$95.00 Discount / \$123.50 Standard

### Fresh Flower Arrangements

Flower arrangement quality is based on the time of year, the size of flowers and availability.

You Pick the Color, Style and Price

Color Scheme and Style Request: \_\_\_\_\_

#### Seasonal Fresh Arrangements

Small Table Top _____	\$70.00 Discount / \$91.00 Standard
Vase _____	\$110.00 Discount / \$143.00 Standard
Tall Vase _____	\$130.00 Discount / \$169.00 Standard

*Potential Flowers Types: Snapdragons, Stock, Carnations, Asters, Chrysanthemums, Baby's Breath, Limonium and other seasonal blossoms.*

#### Premium Fresh Arrangement

Small Table Top _____	\$120.00 Discount / \$156.00 Standard
Vase _____	\$180.00 Discount / \$234.00 Standard
Tall Vase _____	\$210.00 Discount / \$273.00 Standard

*Potential Flowers Types: Roses, Spray Roses, Asiatic Lilies, Oriental Lilies, Bells of Ireland, Gerbera Daisies, Delphinium and more.*

#### Deluxe Fresh Arrangements

Small Table Top _____	\$170.00 Discount / \$221.00 Standard
Vase _____	\$250.00 Discount / \$325.00 Standard
Tall Vase _____	\$350.00 Discount / \$455.00 Standard

*Potential Flowers Types: Calla Lilies, Ginger, Kale, Tropicals, Birds of Paradise, Anthrium, Roses, Hydrangeas, Orchid Sprays including Oncidium, Dendrobium and Cymbidium.*

### Delivery Fee

A Delivery Fee of **\$50.00** will be charged for every Floral order

*30% surcharge is applicable on all show site orders. Items cancelled within 14 days of move-in are charged at full value. Please call 847-426-3100 for special requests, artificial plants or items you do not find on this form.*

Total All Items Ordered: \$ \_\_\_\_\_  
 Delivery Fee: **\$ 50.00 (required)**  
 Total Floral Order: \$ \_\_\_\_\_



Windy City Ski & Snowboard Show  
October 23-25, 2009  
Renaissance Schaumburg Hotel & Convention Center  
Schaumburg, IL



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

## Vacuuming

Number of Booth Units - \_\_\_\_\_ X \_\_\_\_\_ \$60 per booth unit (8x10 or 10x10)  
\_\_\_\_\_ SubTotal  
**SubTotal X Number of Days** - \_\_\_\_\_ Total

## Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Monday - Friday 8:00 am - 4:30 pm \$48.00 per day  
Monday - Friday after 4:30 pm \$58.00 per day  
Any time Saturday, Sunday & Holidays \$65.00 per day

Number of Booth Units \_\_\_\_\_ X \_\_\_\_\_ (use appropriate rate from above)  
\_\_\_\_\_ SubTotal  
**SubTotal X Number of Days** - \_\_\_\_\_ Total

*30% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value.  
Please call 847-426-3100 for special requests or items you do not find on this form.*

**Exhibitor:**  
**Booth Number:** \_\_\_\_\_



DEADLINE FOR ADVANCE RATE: October 1st, 2009

MAIL OR FAX FORMS WITH PAYMENT TO:

Viper Tradeshow Services  
2575 Northwest Parkway  
Elgin, IL 60124

**ELECTRICAL SERVICES ORDER**

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

**Renaissance Schaumburg Convention Center**

**Windy City Ski & Snowboard Show**  
EVENT NAME

**October 23-25, 2009**  
EVENT DATES HALL / BOOTH #

EXHIBITING COMPANY NAME

**E-MAIL ADDRESS\*\***

ADDRESS

CITY, STATE ZIP

PHONE FAX

CONTACT PERSON (Please print)

**IMPORTANT NOTES:**  
Viper Tradeshow Services is the exclusive electrical provider at the Schaumburg Convention Center. No other electrical service provider will be allowed on the show floor at any time.  
  
Orders MUST be received with full payment 21 days prior to the first move in date to ensure availability and to receive the ADVANCE DISCOUNT RATE. DEADLINE DATE: October 1, 2009.  
  
No credits will be issued on services installed as ordered even though not used, and no credits will be issued once the event has officially opened. All cancellations after the deadline are subject to a 25% fee.

**2009 LABOR RATES**  
Straight Time: \$75.00/hr.  
Over Time: \$114.00/hr.  
Double Time: \$150.00/hr.  
\*rates are subject to change\*

**RATE SCHEDULE**  
Mon-Fri, 8:00am-4:30pm ST  
Mon-Fri, 4:30pm-Midnight OT  
Saturday 8:00am-4:30pm OT  
Saturday 4:30pm-Midnight DT  
Sundays & Holidays (All Day) DT  
All Hrs between Mid & 8am DT  
\*Scheduled install/dismantle times are subject to change

**Install Date & Time:**

**Dismantle Date & Time:**

**TYPE OF LABOR**  
 Under Carpet  
 Equipment Hookup  
 Lighting Fixtures  
 Overhead Distribution  
 Other \_\_\_\_\_

**120 Volts - 60 HZ - AC \* Pricing includes installation labor**

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E0005	5 Amps/ 500 Watts or <			\$139	\$184	
E0010	10 Amps/1000 Watts or <			\$174	\$229	
E0020	20 Amps/2000 Watts or <			\$205	\$355	

**208 Volts 1 Phase - 60 HZ - AC \* Pricing Does not include required labor**

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E2083	30 Amps			\$325	\$515	
E2086	60 Amps			\$400	\$600	

**208 Volts 3 Phase - 60 HZ - AC \* Pricing Does not include required labor**

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E2083-20	20 Amps			\$415	\$620	
E2083-30	30 Amps			\$435	\$640	
E2083-60	60 Amps			\$475	\$725	
E2083-100	100 Amps			\$845	\$1,250	
E2083-200	200 Amps			Call for quote	Call for quote	
E2083-300	400 Amps or <			Call for quote	Call for quote	

**480 Volts 3 Phase - 60 HZ - AC \* Pricing Does not include required labor and use of scissor lift**

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E4803-30	30 Amps			\$525	\$750	
E4803-60	60 Amps			\$745	\$1,130	
E4803-100	100 Amps			Call for quote	Call for quote	

**Accessories & Labor**

CODE	ACCESSORY	QTY	ADVANCE RATE	STANDARD RATE	SUB-TOTAL
E-25	25' Extension		\$20	\$30	
E-Quad	Power Strip		\$40	\$45	
Scissor	Scissor Lift (per hour)*		\$100	\$150	
Condor	Aerial Lift (per hour)*		\$150	\$175	
EI-Labor	Installation Labor		See rate schedule	See rate schedule	
ED-Labor	Dismantle Labor		See rate schedule	See rate schedule	

**PAYMENT AUTHORIZATION** \* plus operator (see labor rate) **TOTAL:**

Check Check Number: \_\_\_\_\_  
 Credit Card  Mastercard  Visa  American Express

Account Number: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER'S NAME (AS IT APPEARS ON CARD) & SIGNATURE

CARDHOLDER'S BILLING ADDRESS (If different than above) CITY,STATE, ZIP

**EMAIL ADDRESS (Please print!) \*\*Paid invoices are emailed within 3-5 days of show closing**



## Electrical Billing Guidelines

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

### **For Show Management Purposes:**

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

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

**Viper Tradeshow Services**  
2575 Northwest Parkway  
Elgin, IL 60124  
888.458.9760 – telephone  
847.426.3111 - fax



Discount Deadline Date: October 1st, 2009

MAIL OR FAX FORMS WITH PAYMENT TO:

Viper Tradeshow Services  
2575 Northwest Parkway, Elgin, IL 60124

# HANGING SIGN LABOR & EQUIPMENT ORDER FORM - Page 1 of 3

847.426.3100 phone

847.426.3111 Fax

**Windy City Ski & Snowboard Show**  
 EVENT NAME \_\_\_\_\_  
 EXHIBITING COMPANY NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**October 23-25, 2009**  
 EVENT DATES \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 CITY, STATE ZIP \_\_\_\_\_

Contact Person \_\_\_\_\_  
 (Please Print)

## HANGING SIGN EQUIPMENT

CODE		Quantity	ADVANCE RATE	SHOW SITE	SUB-TOTAL
Plan Fee	Plan Submission (Mandatory)	1	\$58	\$75	
R1000	18" Gauge Wire (Mandatory)** 60 lbs max	1	\$35	\$60	
R2000	Shackles (each)		\$50	\$75	
RTR10	Cabling (per foot) all signs over 60 lbs		\$20	\$45	
Scissor	Scissor Lift (per hour)*		\$100	\$150	
Condor	Condor Lift (per hour)* 3 man crew		\$150	\$175	
* Plus Labor (See Rates Below)		**Cost per spool used / minimum one		(A) Total Equipment	\$

**IMPORTANT NOTES:**  
 Viper Tradeshow Services is the exclusive Hanging Sign provider at the Renaissance Schaumburg Convention Center. NO other Hanging Sign provider will be allowed on the show floor at any time.  
 Orders MUST be received with full payment 21 days prior to the first move-in date to ensure availability and to receive the advance rate. Discount Deadline Date: October 1st, 2009.  
 No credits will be issued on services installed as ordered even though not used, and no credits will be issued after the show is closed. All cancellations are subject to a 25% fee.

## HANGING SIGN LABOR RATES

The Hanging Sign crew will be determined based on the scope of work provided by the Exhibitor. A crew consists of a minimum 2 Riggers (1 up in the lift, 1 down on the floor)

### Advanced Labor Rates 4 Hour Per Laborer Minimum Call\* for Install & Dismantle

2009 Base Rate Per Hour	<b>\$125.00</b>
Monday-Friday, 8 am to 4:30 pm	Base Rate (ST) \$125.00
Monday-Friday, 4:30 pm to Midnight	Rate x 1.5 (OT) \$180.00
Saturday, 8 am to 4:30 pm	Rate x 1.5 (OT) \$180.00
Saturday, 4:30 pm to Midnight	Rate x 2.0 (DT) \$230.00
Sunday and Holidays (All Day)	Rate x 2.0 (DT) \$230.00
All hours between Midnight and 8 am	Rate x 2.0 (DT) \$230.00

\*If there are multiple Hanging Sign Orders on file Viper Tradeshow Services will divide the minimum between the # of Exhibitors using Hanging Sign Labor. All labor time over the minimum will be charged to the appropriate Exhibitor based on actual hours for the service.

**Install:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
 Month, Day, Year Day of Week

**Dismantle:** \_\_\_\_\_ **Time:** \_\_\_\_\_  
 Month, Day, Year Day of Week

TOTAL Install Estimated Hours \_\_\_\_\_ X Rate\* \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL Dismantle Estimated Hours \_\_\_\_\_ X Rate\* \_\_\_\_\_ = \$ \_\_\_\_\_

\$ \_\_\_\_\_ (B) Estimated Labor

\* = Straight Time (ST); Over-Time (OT) or Double-Time (DT) please refer to the above scale

\$ \_\_\_\_\_ (A + B) TOTAL Hanging Sign Costs

Renaissance Schaumburg Convention Center



# HANGING SIGN LABOR & EQUIPMENT ORDER FORM - Page 2 of 3

MAIL OR FAX FORMS WITH PAYMENT TO:

Viper Tradeshow Services  
2575 Northwest Parkway, Elgin, IL 60124

847.426.3100 phone

847.426.3111 Fax

Windy City Ski & Snowboard Show

October 23-25, 2009

EVENT NAME

## STRUCTURAL INTEGRITY STATEMENT - This form must be returned and filled out in its entirety before any sign can be suspended

\_\_\_\_\_, the contracted Exhibitor at the **Windy City Ski & Snowboard Show** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the **ASSOCIATION, RENAISSANCE SCHAUMBURG HOTEL & CONVENTION CENTER, VIPER TRADESHOW SERVICES**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at Exhibitor's expense.

\_\_\_\_\_  
*Exhibitor Representative Signature*

\_\_\_\_\_  
Please print name

**Viper Tradeshow Services** is the exclusive provider for Hanging Signs in the Renaissance Schaumburg Hotel and Convention Center. In order to insure that the proper size of the materials to be suspended from the ceiling of the Convention Center, **Viper Tradeshow Services** must approve all plans prior to actually suspending them from the ceiling. The fee for this service is \$58.00 per submission. No items(s) will be permitted suspended from the ceiling without prior approval(s) from **Viper Tradeshow Services**. Failure to obtain the proper approval(s) prior to install could and will result in the item(s) being terminated from the booth design and will not allowed to be suspended. If the plans are submitted after the cut off date of 21 days prior to the first day of show move-in, the supervisory and approval fee is increased to \$75.00 per submission.

### Please complete the following:

**Viper Tradeshow Services (OK to proceed)**

A 30% surcharge will be added to the labor rates above for this professional supervision.

#### Type of Sign (Select one sign type per order)

Banner  Structural Signage  Systems

#### Dimensions & Weight of Sign

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Weight \_\_\_\_\_ lbs.

# \_\_\_\_\_ Structural Pick Points

Lbs. \_\_\_\_\_ at each point

#### Is Your Sign Electrical? If yes, order requirements on

Electrical Services Order Form and note "For Hanging Sign"

Banner  Structural Signage

**Exhibitor Supervised @ Install time noted on 1st page**

Exhibitor will supervise - Failure to arrive by the scheduled time will result in additional hours being charged to the Exhibitor for labor.

#### Shape of Sign (Select one sign type per order)

Square  Rectangle  Triangle

Circle  Other

#### Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations)

\_\_\_\_\_ feet

#### Does Your Sign Require Assembly? If yes, Viper

Tradeshow Services will assemble your sign prior to hanging.

Yes  No

Include engineer-stamped assembly and/or hanging instructions with the order. **Viper Tradeshow Services** accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend **Viper Tradeshow Services** and Show Management from any claim arising out of or related to the installation of any sign without approved drawings. If the original plans submitted do not match the actual items(s) to be suspended, **Viper Tradeshow Services** reserves the right to terminate the item(s) and not allow it to be suspended; any and all fees associated with this termination are forfeited.

Renaissance Schaumburg Convention Center



**HANGING SIGN METHOD OF PAYMENT FORM -**  
**Page 3 of 3**

MAIL OR FAX FORMS WITH PAYMENT TO:

Viper Tradeshow Services  
2575 Northwest Parkway, Elgin, IL 60124

847.426.3100 phone

847.426.3111 Fax

**Windy City Ski & Snowboard Show**

EVENT NAME

**October 23-25, 2009**

EVENT DATES

HALL / BOOTH #

EXHIBITING COMPANY NAME

CONTACT PERSON - please print!

**PAYMENT AUTHORIZATION**

Check      Check Number: \_\_\_\_\_

Credit Card      Mastercard     Visa     American Express   

Account Number: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

CARDHOLDER'S NAME (AS IT APPEARS ON CARD) & SIGNATURE

CARDHOLDER'S BILLING ADDRESS (If different than above)      CITY, STATE, ZIP

EMAIL ADDRESS (Please print!) *\*\*Paid invoices are emailed within 3-5 days of show closing*

**Renaissance Schaumburg Convention Center**



## Display Labor (I&D)

### Display Labor Hourly Rates

Monday - Friday 8:00 am - 4:30 pm - \_\_\_\_\_ \$78.00 per person, per hour  
Monday - Friday after 4:30 pm - \_\_\_\_\_ \$108.00 per person, per hour  
Any time Saturday, Sunday & Holidays - \_\_\_\_\_ \$148.00 per person, per hour

**Add 10% to above rates for labor ordered at show site.**

### Labor Definitions

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

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

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

### Installation Calculation & Order

1) Day/Time of Set Up: \_\_\_\_\_ Enter hourly rate as outlined above.

2) Number of Labor/People: \_\_\_\_\_ X number of people

3) Total Number of Hours: \_\_\_\_\_ X number of hours

**4) Sub-Total: \$** \_\_\_\_\_

5) Check here if Exhibitor Supervised: \_\_\_\_\_ MUST be marked or move to next step

6) Viper Tradeshow Service Supervised Surcharge: \_\_\_\_\_ 35% of sub-total above

**7) Total Installation Charges \$** \_\_\_\_\_ Sub-total plus surcharge (4+6)

### Dismantle Calculation & Order

1) Day of Set Up: \_\_\_\_\_ Enter hourly rate as outlined above.

2) Number of Labor/People: \_\_\_\_\_ X number of people

3) Total Number of Hours: \_\_\_\_\_ X number of hours

**4) Sub-Total: \$** \_\_\_\_\_

5) Check here if Exhibitor Supervised: \_\_\_\_\_ MUST be marked or move to next step

6) Viper Tradeshow Service Supervised Surcharge: \_\_\_\_\_ 35% of sub-total above

**7) Total Installation Charges \$** \_\_\_\_\_ Sub-total plus surcharge (4+6)

### Forklift & Rigging

Please contact Viper Tradeshow Services at 847-426-3100 to request Forklift & Rigging Forms.

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

*30% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value.  
Please call 847-426-3100 for special requests or items you do not find on this form.*

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

**Booth Number:** \_\_\_\_\_

Windy City Ski & Snowboard Show  
October 23-25, 2009  
Renaissance Schaumburg Hotel & Convention Center  
Schaumburg, IL



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

## Dismantle Instructions

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

Please share this information with your show site staff in advance of the show as well.

All accounts must be settled before the end of the show.

**The exhibits officially close at 5:00 PM on October 25, 2009.**

Exhibitors with unpaid accounts at the end of the show will not be provided with a Bill of Lading/Material Handling form until they have gone to the Service Desk and paid their balance in full.

Delivery of empty crates for the dismantling of exhibits will occur after the removal of the aisle carpet (if applicable) at the end of the show. Please keep the aisles clear of debris to help expedite this process.

All outbound shipments, loading onto Privately Owned Vehicles, or local courier/agent require a **Viper Tradeshow Services** Bill of Lading(BOL) /Material Handling Form (MHA)

Shipping is NOT an automatic process. If you plan on using an alternate carrier other than **Viper Transportation** you are responsible for making arrangements with that carrier for your pick up, and confirm they make the pick up before the force. **Force is at 9:00 PM.**

**ONLY** return your BOL/MHA to the Service Center when your materials are packed, labeled, ready to be shipped and you are ready to leave the floor. Do not leave your BOL/MHA in the booth, it needs to be signed off and you will be given a receipt. This is how we know you are ready to be loaded on the truck.

In the event that your designated carrier fails to pick up or refuses to accept shipments, **Viper Tradeshow Services** reserves the right to reconsign such shipments where no disposition is provided. No liability will be assumed by **Viper Tradeshow Services** as a result of such rerouting or handling.

To assist you in setting up your outgoing shipments **Viper Tradeshow Service** representatives will be on site for your shipping convenience. If you have not pre-booked your outbound shipping before the show with **Viper Transportation**, you welcome to do so with our representative on site at the Service Center. Shipping via Viper Transportation is done at class 125 (exhibition tariff) common carrier rates, which is standard for shipping trade show material.

Carriers that do not check in by **9:00 PM**, freight for those exhibitors consigned to that carrier will be forced to the house carrier, Viper Transportation. For liability reasons, and ensuring exhibitors freight is loaded properly, **freight is ONLY tendered to carriers able to request your shipment by your booth number (if applicable) and exhibiting name.**  
**Please be sure to instruct your carrier to do so.**

Should you have any questions or concerns regarding the above information, please call Patty Williams at 847-426-3100. Advance planning is always the easiest for everyone at show site and we're happy to help.

***Thank you for reading and following the guidelines in this service manual. We look forward to working with you on this event!***





**RENAISSANCE**  
SCHAUMBURG  
HOTEL & CONVENTION CENTER

**AUDIO VISUAL EQUIPMENT RENTAL  
EXHIBITOR ORDER FORM**

EMAIL or FAX TO:

[jkotynek@swankav.com](mailto:jkotynek@swankav.com)

(847)303-4323

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

QTY	VIDEO/ DATA/ DISPLAY EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	17" DATA/Computer w/ cart		\$125.00	\$150.00	
	20" DATA/Computer Monitor w/cart		\$175.00	\$210.00	
	42" PLASMA Monitor (data/video)		\$450.00	\$540.00	
	VHS Player/Recorder		\$95.00	\$114.00	
	DVD Player		\$95.00	\$114.00	
	VHS or Mini DV Cam		\$205.00	\$246.00	
	6x6' Screen		\$105.00	\$126.00	
	6x6' Screen w/projector rental		\$65.00	\$78.00	
	8x8' Screen		\$125.00	\$150.00	
	8x8' Screen w/projector rental		\$75.00	\$90.00	
	2200 Lumen LCD Projector		\$595.00	\$714.00	
QTY	OFFICE/ COMPUTER EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Desktop Computer		\$225.00	\$270.00	
	Laptop Computer		\$175.00	\$210.00	
	Wireless Mouse		\$75.00	\$90.00	
	Laser Jet Printer B&W		\$175.00	\$210.00	
	Laser Jet Printer Color		\$285.00	\$342.00	
	Fax Machine		\$125.00	\$150.00	
QTY	AUDIO EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Wired Microphone (with stand)		\$40.00	\$48.00	
	Wirless Lavalier or Handheld Microphone		\$150.00	\$180.00	
	4 channel mixer		\$40.00	\$48.00	
	12 channel mixer		\$100.00	\$120.00	
	Baby Anchor Powered Speaker		\$50.00	\$60.00	
	Anchor Liberty Powered Speaker		\$150.00	\$180.00	
	Cassette Player/Recorder		\$75.00	\$90.00	
	CD Player		\$75.00	\$90.00	
QTY	PRODUCTION UTILITIES	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Power Strip		\$15	\$25	
	High speed internet (wired, one connection)		\$225	\$270.00	
	Each add'l high speed connection		\$75	\$90.00	
	Exit Signs		\$50	\$60.00	
	Various Cables		\$10	\$12.00	
	House Phone (no outside calls)		\$25	\$30.00	
	Phone line for CC Machine (toll free calls only)		\$100	\$120.00	
	Outside phone line with phone		\$200	\$240.00	
<b>Feel free to contact us regarding our complete inventory not listed above.</b>			EQUIPMENT TOTAL		
			23% SERVICE CHARGE		
			SUB-TOTAL		
			13.25% TAX ON INTERNET AND PHONE ONLY		
<b>Prepayment required on all equipment rental and services.</b>			\$20 ONSITE DELIVERY CHARGE(SAME DAY ONLY)		
			TOTAL		

Credit Card Information: Type \_\_\_\_\_ CCN# \_\_\_\_\_  
Cardholder's Name \_\_\_\_\_ Exp. Date \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Person from your company to coordinate work: \_\_\_\_\_ Phone \_\_\_\_\_

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

# RENAISSANCE SCHAUMBURG HOTEL AND CONVENTION CENTER



## Utility Service Order Form

Event Name: \_\_\_\_\_

Order Number: \_\_\_\_\_

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

Event Dates: \_\_\_\_\_

Ordered By: \_\_\_\_\_

Booth/Space#: \_\_\_\_\_

On-site Contact: \_\_\_\_\_

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

Date Utility Installed: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Description	Qty.	Advance Rate Per Unit	Standard Rate Per Unit	Total
<b>WATER 1" IPS</b> <small>WATER IS COLD;                      ADDITIONAL COST FOR HEATED</small> NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____		\$410.00	\$615.00	
<b>1 1/2" FLOOR DRAIN</b> NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____ TYPE OF CONNECTION _____		\$410.00	\$615.00	
<b>COMPRESSED AIR</b> NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____ 125 PSI WILL BE PROVIDED RATE OF AIR IN CFM'S _____ CONNECTION (CIRCLE ONE)    PLUG 1/4" QUICK CONNECT    3/8" QUICK CONNECT		\$460.00	\$685.00	
<b>NATURAL GAS MAX 1" LINE</b> NUMBER OF CONNECTIONS _____ SIZE OF CONNECTIONS _____ TYPE OF CONNECTION _____ SIZE OF SUPPLY LINE _____		\$410.00	\$615.00	
<b>VENTING TO ATMOSPHERE</b> SIZE OF FLUE PIPES _____ DRAFT INDUCER REQUIRED?    Y    N		CALL	CALL	
<b>WATER FILLING AND DRAINING</b>	1 TO 50 GALLONS	\$60.00	\$90.00	
	51 TO 149 GALLONS	\$160.00	\$250.00	
	150 TO 299 GALLONS	\$390.00	\$480.00	
	300 TO 999 GALLONS	\$600.00	\$700.00	
	1000 TO 4999 GALLONS	\$750.00	\$1000.00	
OVER 5000 GALLONS		CALL	CALL	

- 1) ALL WATER HOOK UP'S REQUIRE A DRAIN UNLESS PERMISSION IS GRANTED OTHERWISE BY THE EVENT MANAGER.
- 2) ALL WATER HEATERS REQUIRE AN ELECTRICAL CONNECTION. PLEASE CONTACT YOUR EVENT MANAGER OR VIPER TRADE SHOW SERVICES TO IDENTIFY THE CORRECT REQUIRED ELECTRICAL SERVICE. IF UTILITY PORTS ARE NOT IN YOUR BOOTH, YOUR SERVICES ARE PROVIDED FROM THE CLOSEST SOURCE. YOU PAY THE ADDITIONAL COSTS TO BRING THE SERVICES TO YOUR BOOTH.
- 3) ALL UTILITIES ARE TURNED OFF AFTER SHOW HOURS, 24 HOUR UTILITIES ARE AVAILABLE AT DOUBLE THE LISTED RATE
- 4) COMPRESSED AIR IS NOT CONDITIONED OR DRIED, PLEASE CONTACT YOUR EVENT MANAGER IF DRIED OR CONDITIONED AIR IS NEEDED

Call the Renaissance Schaumburg Hotel & Convention Center for information regarding all other available services at (847) 303-4137.

**IMPORTANT:**

**Refer to the Floor Plan template. Submit one floor plan with location of utility to be installed.**

**A 23% service charge and applicable sales taxes will be applied to all service orders.**

**See Attached credit card authorization form for payment information.**

**All utility requests must meet fire department and Village of Schaumburg Approval.**

**PLEASE FAX ALL ORDER BACK TO (847) 303-4323**



VILLAGE OF SCHAUMBURG

RENAISSANCE SCHAUMBURG HOTEL AND CONVENTION CENTER EXHIBITOR APPROVAL APPLICATION 1551 Thoreau Drive, Schaumburg, IL 60173 Phone 847.303.4115 Fax 847.303.4323

Name of Exhibit: \_\_\_\_\_ Exhibit Booth Number \_\_\_\_\_

Name & Date of Event/Show: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Info: \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Type of Goods or Services on Display: \_\_\_\_\_

Explain: \_\_\_\_\_

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

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

Fire Prevention

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

Building

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

Health

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

Finance/Revenue

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