

Windy City Ski & Snowboard Show
October 21 - 23, 2011
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
1551 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 20, 2011 12:00 PM - 7:00 PM
Friday, October 21, 2011 7:00 AM - 2:00 PM

Exhibit Hours:

Friday, October 21, 2011 3:00 PM - 10:00 PM
Saturday, October 22, 2011 11:00 AM - 10:00 PM
Sunday, October 23, 2011 11:00 AM - 5:00 PM

Exhibitor Tear Down and Move-Out Hours:

Sunday, October 23, 2011 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:

Amy Carestia	Phone: 847.426.3100
Sales / Event Coordinator	Fax: 847.426.3111
Viper Tradeshow Coordinator	Email: ACarestia@vipertradeshow.com
2575 Northwest Parkway	
Elgin, IL 60124	

Please contact us if you have any questions or would like to order anything that is not in the exhibitor kit

Mark your calendar for these important dates!

Advance Warehouse 1st Day of Receiving:	Freight can start being delivered to the warehouse September 26, 2011.
Advance Warehouse Cut Off:	Freight must be received at the warehouse no later than October 14, 2011 to avoid late charges. Materials will be accepted at the Warehouse until Wednesday, October 19, 2011.
Show Site Deliveries:	Show Site deliveries must arrive Thurs. Oct. 20th from 12:00-7:00PM and Fri. Oct 21st from 7:00AM-2:00PM.

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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	\$
Total Viper Tradeshow Service Orders	\$

Method of Payment / Credit Card Charges:

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

Please circle appropriate credit card

Please provide credit card number ~

MasterCard Visa American Express

Number: _____

Expiration Date: _____

Cardholder's Signature: _____

Name Printed: _____

Address (if different than above) _____

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

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

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	
Windy City Ski & Snowboard Show c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 telephone 847.426.3100		Windy City Ski & Snowboard Show c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 telephone 847.426.3100	
Exhibiting Company:_____		Exhibiting Company:_____	
Booth Number:_____		Booth Number:_____	
Must be delivered NLT October 14th to avoid late charges		Must be delivered NLT October 14th to avoid late charges	

Show Site Labels

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

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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.

ADVANCE WAREHOUSE ADDRESS:	DIRECT ADDRESS:
Exhibiting Company & Booth # c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124	Exhibiting Company & Booth # Renaissance Schaumburg Hotel & Convention Center c/o Viper Tradeshow Services 1551 North Thoreau Drive Schaumburg, IL 60173

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

Shipments Delivered to the Advance Warehouse: Freight must be received at the warehouse no later than **October 14th** to avoid late charges. Materials will be accepted at the Warehouse until **October 19th**.

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:

Moving Van Shipments	shipments delivered by a moving van or shipments by any truck which because of the height of the truck bed, cannot be unloaded at the docks.
Loose Freight	shipment packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
Undetermined Description	description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)
Must be delivered by Hand	materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services control (i.e.: elevators, rooms forklifts cannot be used, etc.)
Small Package Carriers (SPC)	Fed Ex, UPS, DHL, etc...

Overtime or Off Target 30% Surcharge ** Required for this Show**

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 14th 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.

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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 Exhibitors 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 14th** to avoid late charges. Materials will be accepted at the Warehouse until **October 19th**.

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

Exhibitor: _____

Booth Number: _____



AUDIO VISUAL EQUIPMENT RENTAL

EXHIBITOR ORDER FORM

EMAIL or FAX TO:

tward@swankav.com

(847)303-4323

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

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

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

Phone: 847.303.4125

Email: tward@swankav.com

Prepayment required on all equipment rental and services.

Credit Card Information: Type _____ CCN# _____

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

Email _____

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



VILLAGE OF SCHAUMBURG

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

Name of Exhibit: _____
Exhibit Booth Number _____

Name & Date of Event/Show: _____

Contact Person: _____

Contact Info: _____
Telephone _____ E-mail Address _____

Type of Goods or Services on Display: _____

Explain: _____

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

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

Fire Prevention

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

Building

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

Health

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

Finance/Revenue

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

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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 23, 2011.
Exhibitors with unpaid accounts at the end of the show will not be provided with a Bill of Lading/Material Handling form until they have gone to the Service Desk and paid their balance in full.
Delivery of empty crates for the dismantling of exhibits will occur after the removal of the aisle carpet (if applicable) at the end of the show. Please keep the aisles clear of debris to help expedite this process.
All outbound shipments, loading onto Privately Owned Vehicles, or local courier/agent require a Viper Tradeshow Services Bill of Lading(BOL) /Material Handling Form (MHA)
Shipping is NOT an automatic process. If you plan on using an alternate carrier other than Viper Transportation you are responsible for making arrangements with that carrier for your pick up, and confirm they make the pick up before the force. Force is at 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 Amy Carestia at 847-426-3100. Advance planning is always the easiest for everyone at show site and we're happy to help.
<i>Thank you for reading and following the guidelines in this service manual. We look forward to working with you on this event!</i>