

Windy City Ski & Snowboard Show
October 23-26, 2008
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:

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

Show Site Facility:

Chicagoland Ski and 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 23, 2008 12:00 PM - 7:00 PM
Friday, October 24, 2008 7:00 AM - 3:00 PM

Exhibit Hours:

Friday, October 24, 2008 3:00 PM - 10:00 PM
Saturday, October 25, 2008 11:00 AM - 10:00 PM
Sunday, October 26, 2008 11:00 AM - 5:00 PM

Exhibitor Tear Down and Move-Out Hours:

Sunday, October 26, 2008 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:

Morgan Kordecki	Phone: 847.426.3100
Sales / Event Coordinator	Fax: 847.426.3111
Viper Tradeshow Coordinator	Toll Free: 888.458.9760
2575 Northwest Parkway	Email: morgank@vipertradeshow.com
Elgin, IL 60124	

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 2, 2008.

Advance Warehouse 1st Day of Receiving: Freight can start being delivered to the warehouse October 2, 2008.

Advance Warehouse Cut Off: Freight must be received at the warehouse no later than October 16, 2008 to avoid late charges. Materials will be accepted at the Warehouse until Wednesday, October 22, 2008.

Show Site Deliveries: Show Site deliveries must arrive Thurs. Oct. 23rd from 12:00-7:00PM and Fri. Oct 24th 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 2, 2008!)	\$
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

MasterCard Visa American Express

Please provide credit card number ~

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	
Chicagoland Ski and Snowboard Show		Chicagoland Ski and Snowboard Show	
c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 telephone 847.426.3100		c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 telephone 847.426.3100	
Exhibiting Company:_____		Exhibiting Company:_____	
Booth Number:_____		Booth Number:_____	
Must be delivered NLT October 16th to avoid late charges		Must be delivered NLT October 16th to avoid late charges	

Show Site Labels

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



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 Transportation, Inc.
888) 458-9760 toll free
847) 426-3100 phone
847) 426-3111 fax



Official Show Carrier Move In & Move Out Bulletin

Advantages:

- Competitive Pricing
- Centralized Computer Tracking
- Dedicated Customer Service Staff

Services Available:

- 5-7 Day Ground Service
- 3-4 Day Air Service
- 2-Day Air Service
- Next Day Air Service

ON-SITE REPRESENTATION: SEE US AT THE EXHIBITOR SERVICE AREA

888-458-9760

VERY IMPORTANT: PLEASE READ

Exhibitor: For Move In: Please complete and fax to (847) 426-3111.

For Move Out: For fastest service, please complete the bottom portion of this form and return to the Viper Transportation Service Desk located in the service contractor area as soon as possible.

-All shipments shall be described as exhibition materials and shipped at class 125 rates.

-Dimensional weight may apply

PLEASE PRINT OR TYPE

Show Name: _____

Booth #: _____

Company Name: _____

On-Site Contact: _____

Please complete credit card information below. All shipments paid in advance.

Ship From:

Company Name

Street Address

City, State, Zip

Contact Name

Ship To:

Company

Street Address

City, State, Zip

Contact Name

Additional Information

Numbers of Labels / Pieces:

Service Level (check one):

☐☐☐☐

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

Additional Information

Delivery Instructions:

☐ ☐ ☐
VISA MC AMEX

Name of Cardmember: _____

Card Number: _____

Cardholder Signature: _____

Fax # for Receipt: _____

Exp. Date: _____

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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:

Exhibiting Company & Booth #
c/o Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124

DIRECT ADDRESS:

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 16th** to avoid late charges. Materials will be accepted at the Warehouse until **October 22nd**.

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

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 16th 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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Fax 847.426.3111

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 \$0.00)

Your CWT x \$113.10 (for Show Site Delivery) = \$_____ Sub Total (No Less Than \$0.00)

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 16th** to avoid late charges. Materials will be accepted at the Warehouse until **October 22nd**.

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.

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

Exhibitor Name: _____
Booth # _____

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Furniture & Accessories

Item - Quantity (Discount Deadline = October 2, 2008)

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) - _____ \$15.12 Discount / \$22.68 Standard
8' Masking (per foot) - _____ \$20.16 Discount / \$27.72 Standard

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 888-458-9760 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

E1 E2 E3 E4 E5



E8 E9



E6 E7



F3 F4



F1 F2

F

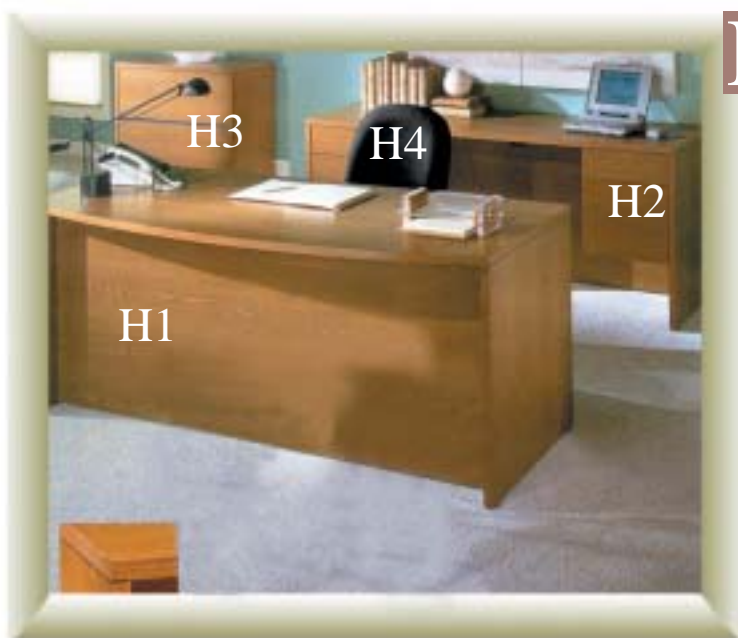


F5 F6

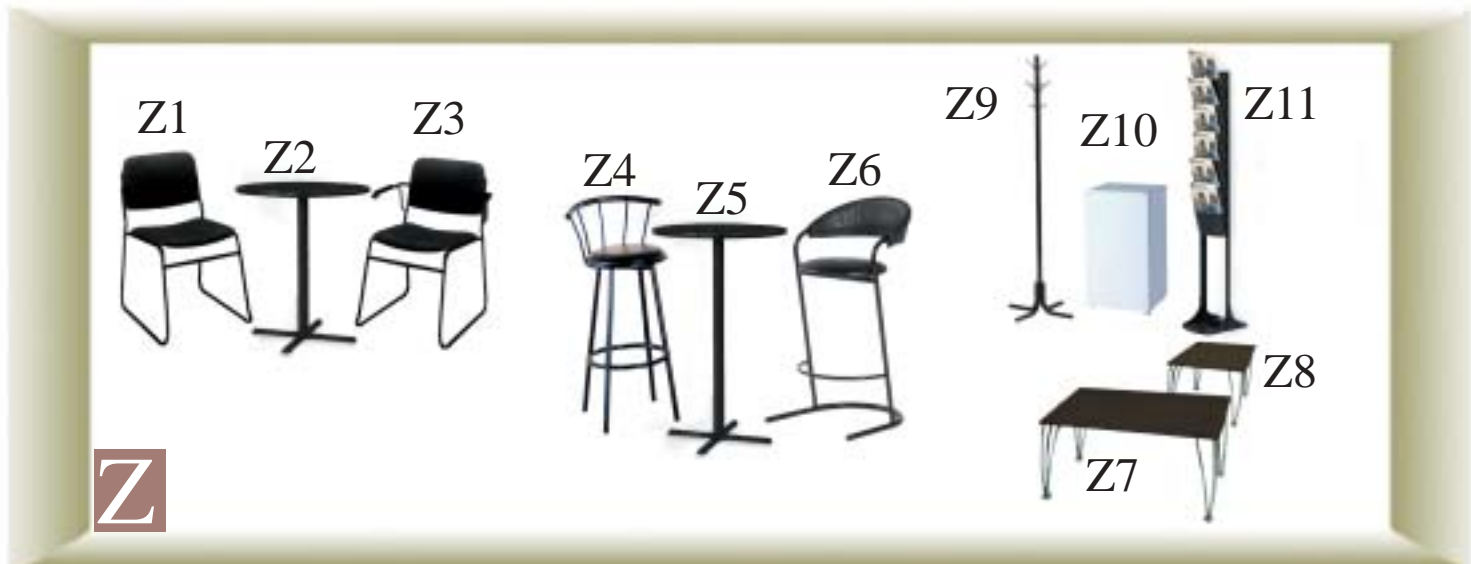


F7

Fax
1-847-458-9760



H



Olis
Trade Show Furnishings

1-888-458-9760
www.olisfurniture.com

Please fax your furnishing order to:

847.426.3111

Qty.		Discount	Standard	Total	Qty.		Discount	Standard	Total
A-1	Durapella Sage Sofa	456.75	\$ 593.78		E-1	Pewter/Blue Chair	152.25	\$ 197.93	
A-2	Durapella Sage Loveseat	404.25	\$ 525.53		E-2	Pewter/Red Chair	152.25	\$ 197.93	
A-3	Durapella Sage Chair	299.25	\$ 389.03		E-3	Pewter/Yellow Chair	152.25	\$ 197.93	
A-4	Cherry Cocktail Table	194.25	\$ 252.53		E-4	Pewter/Green Chair	152.25	\$ 197.93	
A-5	Cherry End Table	173.25	\$ 225.23		E-5	Black/Glass 36" Round Table	204.75	\$ 266.18	
A-6	Cherry Sofa Table (Not shown)	194.25	\$ 252.53		E-6	Chrome/Glass Bar Table	236.25	\$ 307.13	
A-7	Birch/Metal 54" Round Table	246.75	\$ 320.78		E-7	Chrome/Black Euro Stool	152.25	\$ 197.93	
A-8	Birch/Steel Side Chair	162.75	\$ 211.58		E-8	Black/Glass 42" Round Table	236.25	\$ 307.13	
A-9	Birch/Steel Server	299.25	\$ 389.03		E-9	Black Side Chair	131.25	\$ 170.63	
A-10	Finished Gold 36" x 60" Table	215.25	\$ 279.83						
A-11	Finished Gold Side Chair	131.25	\$ 170.63		F-1	Brushed Steel 42" Round Table	236.25	\$ 307.13	
					F-2	Brushed Steel/Black Chair	152.25	\$ 197.93	
B-1	Black Leather Sofa	435.75	\$ 566.48		F-3	Brushed Steel Bar Table	225.75	\$ 293.48	
B-2	Black Leather Loveseat	404.25	\$ 525.53		F-4	Brushed Steel/Black Barstool	173.25	\$ 225.23	
B-3	Black Leather Chair	341.25	\$ 443.63		F-5	Brushed Steel 42" Round Table	236.25	\$ 307.13	
B-4	Maple/Black Cocktail Table	194.25	\$ 252.53		F-6	Brushed Steel/Blue Chair	152.25	\$ 197.93	
B-5	Maple/Black End Table	173.25	\$ 225.23		F-7	Brushed Steel/Blue Barstool	173.25	\$ 225.23	
B-6	Maple/Black 6Ft. Conf. Table	456.75	\$ 593.78						
B-7	Maple/Black 8 Ft. Conf. Table	509.25	\$ 662.03		G-1	Black 24" x 24" x 42" Pedestal	288.75	\$ 375.38	
B-8	Maple/Black 42" Rnd Conf Tabel (Not shown)	372.75	\$ 484.58		G-2	Black 12" x 12" x 42" Pedestal	183.75	\$ 238.88	
B-9	Black Leather Conference Chair	225.75	\$ 293.48		G-3	Black 12" x 12" x 30" Pedestal	183.75	\$ 238.88	
B-10	Lamp	89.25	\$ 116.03		G-4	Black Drafting Stool	183.75	\$ 238.88	
B-11	Black Leather Lounge Chair	309.75	\$ 402.68		G-5	Black Steno Chair	131.25	\$ 170.63	
					G-6	48" x 24" x 30" Parson's Desk	246.75	\$ 320.78	
C-1	Grey Sofa	351.75	\$ 457.28		H-1	Oak Desk	351.75	\$ 457.28	
C-2	Grey Loveseat	320.25	\$ 416.33		H-2	Oak Credenza	372.75	\$ 484.58	
C-3	Grey Chair	288.75	\$ 375.38		H-3	Oak Lateral File	257.25	\$ 334.43	
C-4	Black/Glass Cocktail Table	157.50	\$ 204.75		H-4	Black Leather Executive Chair	225.75	\$ 293.48	
C-5	Black/Glass End Table	147.00	\$ 191.10		H-5	Black Lounge Chair (Not Shown)	278.25	\$ 361.73	
C-6	Chrome/Glass Cocktail Table	168.00	\$ 218.40		H-6	Black 36" Round Table	173.25	\$ 225.23	
C-7	Chrome/Glass End Table	157.50	\$ 204.75		H-7	Black Euro Chair	131.25	\$ 170.63	
C-8	Lamp	89.25	\$ 116.03		H-8	Black 30" Round Bar Table	162.75	\$ 211.58	
D-1	Chrome/Glass 36" Round Table	204.75	\$ 266.18		H-9	Euro Barstool	162.75	\$ 211.58	
D-2	Brushed Silver Ladderback Chair	110.25	\$ 143.33		H-10	Black 6 Ft. Conference Table	299.25	\$ 389.03	
D-3	Chrome/Glass 42" Round Table	236.25	\$ 307.13		H-11	Black Leather Executive Chair	225.75	\$ 293.48	
D-4	White/Chrome Chair	152.25	\$ 197.93		H-12	Conference Table/Brandy 10 Ft.(Not Shown)	519.75	\$ 675.68	
D-5	Pewter/Glass 60" Oval Table	267.75	\$ 348.08		H-13	Conference Table/Brandy 6 Ft.(Not Shown)	414.75	\$ 539.18	
D-6	Pewter/White Chair	141.75	\$ 184.28						
D-7	Pewter/Glass 42" Rnd Table (Not shown)	246.75	\$ 320.78						
Elite Necessities									
Z-1	Black Sherpa Side Chair	57.75	\$ 75.08		Z-7	Cocktail Table	78.75	\$ 102.38	
Z-2	Black 30"x30" Table	152.25	\$ 197.93		Z-8	End Table	68.25	\$ 88.73	
Z-3	Black Sherpa Arm Chair	68.25	\$ 88.73		Z-9	Coat rack	47.25	\$ 61.43	
Z-4	Black Ladderback Barstool	99.75	\$ 129.68		Z-10	Refrigerator	267.75	\$ 348.08	
Z-5	Black 30"x42" Bar Table	162.75	\$ 211.58		Z-11	Literature Stand	131.25	\$ 170.63	
Z-6	Black Euro Barstool	141.75	\$ 184.28						

Credit Card #	Show Name	Subtotal:
Exp.	Show Location	Sales Tax:
Cardholder Name	Show Dates	Delivery: \$75.00
Cardholder Signature	Company Name	Total:
Address	Booth #	
	Company Representative @ Show site	*
Telephone	*include cellular telephone number if possible	
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 2, 2008)

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)

Spathiphyllum (Peace Lily)	Philodenron	Pothose Dieffenbachia	Aglaonema
Boston Ferns	Areca or Parlor Palms	Ficus	Schefflera
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 888-458-9760 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 23-26, 2008
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 888-458-9760 for special requests or items you do not find on this form.*

Exhibitor:
Booth Number: _____



DEADLINE FOR ADVANCE RATE: (October 2, 2008)

MAIL OR FAX FORMS WITH PAYMENT TO:

Viper Tradeshows Services
2575 Northwest Parkway
Elgin, IL 60124**ELECTRICAL SERVICES ORDER**(847) 426-3100 Phone
(847) 426-3111 Fax**Windy City Ski and Snowboard Show**

EVENT NAME

October 23-26, 2008

EVENT DATES

HALL / BOOTH #

EXHIBITING COMPANY NAME

E-MAIL ADDRESS**

ADDRESS

CITY, STATE ZIP

PHONE

FAX

CONTACT PERSON

(Please print)

IMPORTANT NOTES:

Viper Tradeshows 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 2, 2008)

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.

2008 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**Renaissance Schaumburg Convention Center**



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.

Viper Tradeshow Services, The Renaissance Schaumburg Hotel & Convention Center, Marriott International and The Village of Schaumburg are not 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 – toll free
847.426.3100 - office
847.426.3111 - fax



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

Exhibitor: _____

Booth Number: _____

Windy City Ski & Snowboard Show
October 23-26, 2008
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 26, 2008.
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 reassign such shipments where no disposition is provided. No liability will be assumed by Viper Tradeshow Services as a result of such rerouting or handling.
To assist you in setting up your outgoing shipments Viper Tradeshow Service representatives will be on site for your shipping convenience. If you have not pre-booked your outbound shipping before the show with Viper Transportation , you welcome to do so with our representative on site at the Service Center. Shipping via Viper Transportation is done at class 125 (exhibition tariff) common carrier rates, which is standard for shipping trade show material.
Carriers that do not check in by 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 Morgan Kordecki at 888-458-9760. 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>



RENAISSANCE®

**SCHAUMBURG
HOTEL & CONVENTION CENTER**

AUDIO VISUAL EQUIPMENT RENTAL EXHIBITOR ORDER FORM

EMAIL or FAX TO:

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	
	Wireless 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	
			EQUIPMENT TOTAL		
			23% SERVICE CHARGE		
			SUB-TOTAL		
			13.25% 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.

Prepayment required on all equipment rental and services.

13.25% TAX ON INTERNET AND PHONE ONLY
\$20 ONSITE DELIVERY CHARGE(SAME DAY ONLY)

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
WATER 1" IPS <small>WATER IS COLD; ADDITIONAL COST FOR HEATED</small>	NUMBER OF CONNECTIONS _____		\$410.00	\$615.00	
	SIZE OF CONNECTIONS _____				
1 1/2" FLOOR DRAIN	NUMBER OF CONNECTIONS _____		\$410.00	\$615.00	
	SIZE OF CONNECTIONS _____				
	TYPE OF CONNECTION _____				
COMPRESSED AIR	NUMBER OF CONNECTIONS _____		\$460.00	\$685.00	
	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				
NATURAL GAS MAX 1" LINE	NUMBER OF CONNECTIONS _____		\$410.00	\$615.00	
	SIZE OF CONNECTIONS _____				
	TYPE OF CONNECTION _____				
	SIZE OF SUPPLY LINE _____				
VENTING TO ATMOSPHERE	SIZE OF FLUE PIPES _____		CALL	CALL	
	DRAFT INDUCER REQUIRED? Y N				
WATER FILLING AND DRAINING	1 TO 50 GALLONS		\$60.00	\$90.00	
	51 TO 149 GALLONS		\$160.00	\$250.00	
	150 TO 299 GALLONS		\$390.00	\$480.00	
	300 TO 999 GALLONS		\$600.00	\$700.00	
	1000 TO 4999 GALLONS		\$750.00	\$1000.00	
	OVER 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