



QUICK REFERENCE

SHOW NAME: **2016 NETWORK Supplier Trade Show**

SHOW CODE: **1603004**

SHOW CITY: **Las Vegas, NV**

SHOW FACILITY: **Caesars Palace**

SHOW DATES: **March 21-23, 2016**



MARK YOUR CALENDAR!

Friday, February 26, 2016

FIRST DAY ADVANCE WAREHOUSE RECEIVING

The Advance Warehouse will accept freight beginning on this date. Shipments received via small package carrier will be charged an additional 30%.

Friday, March 4, 2016

ADVANCE ORDER DISCOUNT DEADLINE / CANCELLATION DEADLINE

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

Friday, March 11, 2016

LATE TO WAREHOUSE

Advance Warehouse must receive your freight by 03/11 to avoid late charges. ALL shipments received after this date will be charged a late fee of an additional 30%.

Friday, March 18, 2016

LAST DAY OF ADVANCE WAREHOUSE RECEIVING

Last day Advance Warehouse will accept freight. (You will be charged a late fee, as noted above, but your freight will be in your booth at the start of exhibitor move-in!)

Sunday, March 20, 2016 10:00AM - 6:00PM

SHOW SITE DELIVERIES

ALL show site shipments are to be delivered this day only, DURING MOVE IN HOURS ONLY!

Shipments sent before these dates are at risk of being refused, and charges by hotel and Viper will apply.



YOUR SHOW OUTLINE

Move-In/Installation

Sunday, March 20, 2016

10:00AM - 6:00PM

Exhibit Hours

Monday, March 21, 2016

8:45AM - 5:45PM

Tuesday, March 22, 2016

8:00AM - 4:15PM

Wednesday, March 23, 2016

8:00AM - 12:30PM

Move-Out/Tear Down

Wednesday, March 23, 2016

12:30PM - 2:00PM

CARRIER MUST CHECK IN BY:

Reconsolidate on Viper Transportation

2:00PM on Wednesday, March 23 in the Octavius Ballroom

2:00PM on Wednesday, March 23

MATERIAL HANDLING RATES

ADVANCED (2CWT MINIMUM):

\$139.00 / per CWT

SHOWSITE (2CWT MINIMUM):

\$180.70 / per CWT

ADVANCE WAREHOUSE

Attn: Viper Tradeshow 6560 S.
Tioga Way Suite 110
Las Vegas, NV 89113

SHOW SITE FACILITY

Caesars Palace c/o Viper
Tradeshow (Octavius ballroom)
2016 Network Supplier 3570
South Las Vegas Blvd. Las Vegas,
NV 89119

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 2:00PM to avoid force, as well as exhibitors must start their dismantle by 1:00PM in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

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



ITEMS THAT COME STANDARD IN YOUR BOOTH FOR THIS SHOW ARE:

Exhibit Spaces are in a carpeted hall. Each booth comes with 8' back drape, 8' sidewall pipe and drape (1) 8' draped table, (1) wastebasket, and (1) black and white 6" x 24" ID sign. **10'x 10' Exhibit Spaces come with (1) 6' skirted table and (6) side chairs. **10'x 20' Exhibit Spaces come with (1) Conference table, (6) conference chairs, and (2) padded side chairs. **15'x 15' Exhibit Spaces come with (1) Logo's ID Sign, (1) Conference table, and (6) upgraded chairs- *NO Substitutions*

** To purchase additional items/services (including material handling) please visit www.vipertradeshowstore.com Show code # 1603004**

Order Online @

www.vipertradeshowstore.com

Show Code:

1603004

VIPER SHOW COORDINATOR

Michael Roberts
p: 847-426-3100
f: 847-426-3111
mroberts@vipertradeshow.com

SHOW MANAGEMENT CONTACT

Amanda Jackson
p: 224-361-2271
f: 224-301-6247
ajackson@networkdistribution.com



VTS PAYMENT TERMS & DEFINITIONS

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

IN ORDER TO RECEIVE A DISCOUNT:

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

OUTSTANDING PAYMENTS:

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

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

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

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

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

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

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

Tax Exemption Status: If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers.

Payment for all labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties, shall be the responsibility of the exhibitor at the event.

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

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

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

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

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



METHOD OF PAYMENT FOR:

2016 NETWORK Supplier Trade Show

EXHIBITOR INFORMATION

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT: _____ PHONE: _____

FAX #: _____ EMAIL ADDRESS: _____

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

SHOW SITE CONTACT: _____ CELL PHONE: _____

WAYS TO ORDER

ONLINE*

Login & Place Orders:

www.vipertradeshowonline.com

SHOW CODE: 1603004

**Credit Card Transaction Only*

FAX*

Send completed forms to:

Fax: 847.426.3111

MAIL

Send completed forms to:

Viper Tradeshow Services

2575 Northwest Parkway

Elgin, Illinois 60124

VIPER TRADESHOW SERVICES ORDERS

Material Handling Estimate: \$ _____

Standard Furnishings & Accessories: \$ _____

Viper Custom Furnishings: \$ _____

Installation & Dismantle Labor: \$ _____

Floral/Booth Cleaning: \$ _____

Modular Rental Display: \$ _____

Shipping (Viper Transportation Service): \$ _____

Total Viper Tradeshow Service Orders \$ _____

METHOD OF PAYMENT / CREDIT CARD CHARGES

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

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

Please Circle Appropriate Credit Card

MasterCard Visa Amex Number: _____

Expiration Date: _____ CVV: _____

Cardholder Signature: _____

Name Printed: _____

Address (if different from above): _____

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

Make Payable to: Viper Tradeshow Services

Mail to: 2575 Northwest Parkway, Elgin, Illinois 60124

STANDARD FURNITURE | ACCESSORIES

Exhibitor Name _____ Booth # _____

30" TABLES



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

42" COUNTERS



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

ACCESSORIES



	Discount	Standard
Qty. _____ 4' Single Tier Table Riser	88.15	116.42
Qty. _____ 6' Single Tier Table Riser	111.43	145.53
Qty. _____ 8" Single Tier Table Riser	133.05	164.66
Qty. _____ Garment Rack	159.66	207.90
Qty. _____ Wastebasket	29.10	40.19
Qty. _____ Tripod Easel	53.22	68.18
Qty. _____ Sign Frame/Holder	163.00	207.90
Qty. _____ Rope & Stanchion Sets	124.74	163.00
Qty. _____ 4' x 8' Posterboard	254.47	291.06
Qty. _____ Bag Rack	90.09	124.74



CARPET | PADDING



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

LOUNGE



VIPER

PILOTS OF THE TRADESHOW INDUSTRY

Series
A



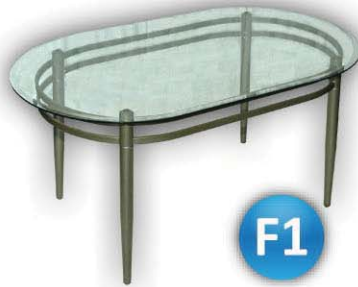
Series
B



Series
C



SPECIALTY TABLES | CHAIRS



OFFICE



I1



I2



I3



J1



J2



J3

ACCESSORIES



K1



K2



K3



K4



K5

K6



K7



K8

TABLES | CHAIRS

Series L



L1



L2



L3



L4



L5



L6

COCKTAIL TABLES | STOOLS

Series M



M5



M4



M3



M2



M1



M6



M7



VIPER

PILOTS OF THE TRADESHOW INDUSTRY

FURNISHINGS PRICE GUIDE / ORDER FORM

LOUNGE

Discount Standard

Series
A

A1 - Durapella Sage Sofa	qty. _____	602.91	783.78
A2 - Durapella Sage Loveseat	qty. _____	533.61	693.69
A3 - Durapella Sage Chair	qty. _____	395.01	513.51
A4 - Cherry Cocktail Table	qty. _____	256.41	333.33
A5 - Cherry End Table	qty. _____	228.69	297.30

Series
B

B1 - Black Leather Sofa	qty. _____	575.19	747.75
B2 - Black Leather Loveseat	qty. _____	533.61	693.69
B3 - Black Leather Chair	qty. _____	450.45	585.59
B4 - Black/Glass Cocktail Table	qty. _____	207.90	270.27
B5 - Black/Glass End Table	qty. _____	194.04	252.25

Series
C

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

SPECIALTY TABLES | CHAIRS

Discount Standard

Series
D

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

Series
E

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

Series
F

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

Series
G

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

Series
H

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

OFFICE

Discount Standard

Series
I

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

Series
J

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

ACCESSORIES

Discount Standard

Series
K

K1 - Black Accordion Lit Stand	qty. _____	173.25	225.23
K2 - Black Lit Stand	qty. _____	173.25	225.23
K3 - Standing Ballot Box	qty. _____	242.55	315.52
K4 - Coat Rack	qty. _____	62.37	81.08
K5 - Black 12" x 12" x 42" Pedestal	qty. _____	242.55	315.32
K6 - Black 12" x 12" x 30" Pedestal	qty. _____	242.55	315.32
K7 - Black 24" x 24" x 42" Pedestal	qty. _____	381.15	495.50
K8 - Refrigerator	qty. _____	288.20	374.66

TABLES | CHAIRS

Discount Standard

Series
L

L1 - Black Sherpa Side Chair	qty. _____	75.63	98.32
L2 - Black 30" x 30" Table	qty. _____	200.97	261.26
L3 - Black Sherpa Arm Chair	qty. _____	90.09	117.12
L4 - Brushed Steel/Black Chair	qty. _____	200.97	261.26
L5 - Black Side Chair	qty. _____	173.25	225.23
L6 - Black Euro Chair	qty. _____	173.25	225.23

COCKTAIL TABLES | STOOLS

Discount Standard

Series
M

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

MODULAR DISPLAY SELECTIONS

10 x 10

*GRAPHIC PACKAGES DEPICTED | PLEASE CHOOSE CARPET COLOR BELOW.

**PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.



10' INLINE - DISCOUNT
 STANDARD \$1,500.00
 GRAPHIC \$2,675.00

10' INLINE - STANDARD
 STANDARD \$2,050.00
 GRAPHIC \$3,750.00



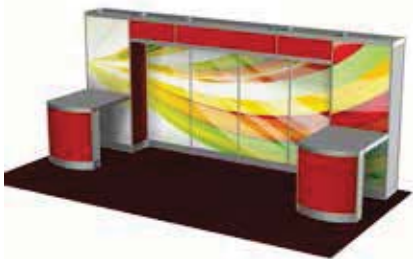
10' SHELF - DISCOUNT
 STANDARD \$2,050.00
 GRAPHIC \$2,850.00

10' SHELF - STANDARD
 STANDARD \$2,800.00
 GRAPHIC \$3,875.00

10 x 20

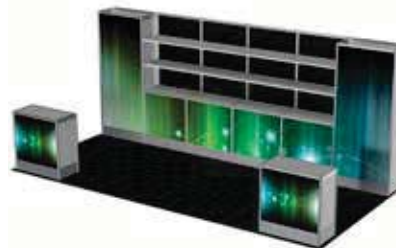
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**PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.



20' INLINE - DISCOUNT
 STANDARD \$4,280.00
 GRAPHIC \$6,330.00

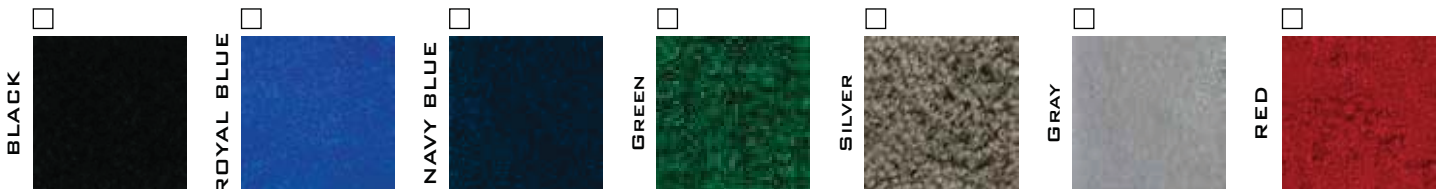
20' INLINE - STANDARD
 STANDARD \$5,790.00
 GRAPHIC \$8,550.00



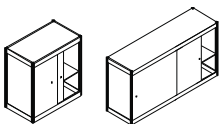
20' SHELF - DISCOUNT
 STANDARD \$4,325.00
 GRAPHIC \$6,425.00

20' SHELF - STANDARD
 STANDARD \$5,900.00
 GRAPHIC \$8,750.00

BOOTH CARPET

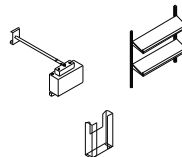


ACCESSORIES



COUNTERS

QTY.	DESCRIPTION	DISCOUNT	STANDARD
___	1 Mx1/2Mx30"	\$120.00	\$168.00
___	1 Mx1/2Mx42"	\$180.00	\$252.00
___	2 Mx1/2Mx30"	\$250.00	\$350.00
___	2 Mx1/2Mx42"	\$300.00	\$420.00



MISC.

QTY.	DESCRIPTION	DISCOUNT	STANDARD
___	1M STRAIGHT SHELF	\$70.00	\$98.00
___	1M ANGLED SHELF	\$70.00	\$98.00
___	HALOGEN ARM LIGHT	\$68.00	\$92.50
___	BROCHURE POCKET	\$60.00	\$84.00

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

IF YOU HAVE A PROBLEM PLEASE SEE THE VIPER TRADESHOWS REPRESENTATIVE AT THE EVENT SITE PRIOR TO OPENING.

CANCELLATION: NO REFUNDS ON ORDERS CANCELLED AFTER THE DEADLINE.

EXHIBITOR NAME: _____ BOOTH # _____

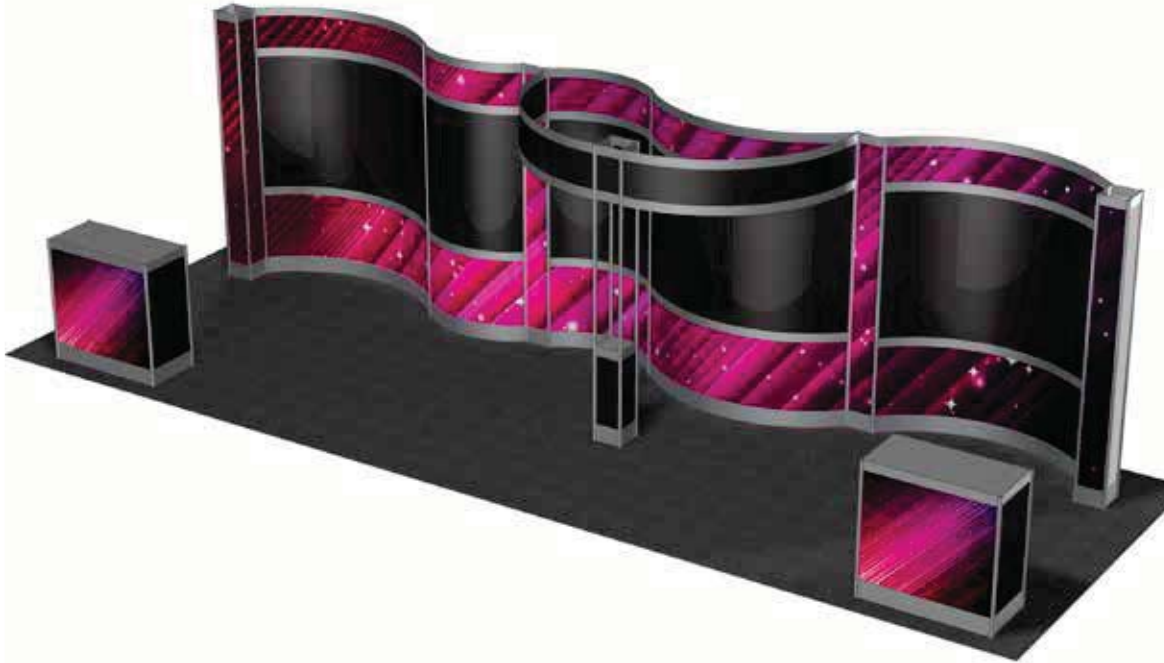
CUSTOM DISPLAYS

CUSTOM

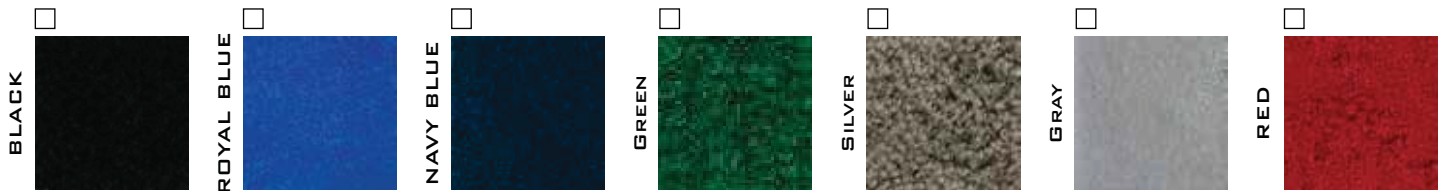
LET OUR INNOVATION AND DESIGN EXPERTISE HELP YOU BRING YOUR IDEAS TO LIFE. WITH EXTENSIVE DESIGN TRAINING AND STATE-OF-THE-ART TECHNOLOGY, OUR DESIGNERS ARE SKILLED IN SELECTING THE BEST COLORS, SIZES AND MATERIALS TO MEET YOUR EXHIBIT AND GRAPHICS NEEDS. PLEASE CONTACT YOUR REPRESENTATIVE FOR MORE DETAILS AND PRICING.

*GRAPHIC PACKAGES DEPICTED | PLEASE CHOOSE CARPET COLOR BELOW.

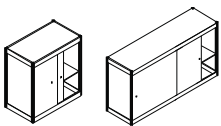
**PLEASE CONTACT YOUR VIPER REPRESENTATIVE FOR ARTWORK GUIDELINES.



BOOTH CARPET

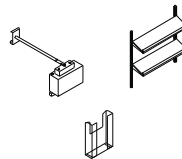


ACCESSORIES



COUNTERS

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EXHIBITOR NAME: _____ BOOTH # _____



VIPER TRANSPORTATION SHIPPING ORDER FORM FOR 2016 NETWORK Supplier Trade Show

PRICING

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

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

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email: _____

Requested Pickup Date & 4 HR. Pickup Window Time: _____

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

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

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

Number of Pieces	Description of Package	Dimensions & Weight - INBOUND	Dimensions & Weight - OUTBOUND
	Crate (Wooden) Exhibition Material		
	Cardboard Carton		
	Fiber Case		
	Pallets		
	Carpets		
	Miscellaneous		

Outbound Shipping *I only need Outbound shipping* (If this option is selected, please add your shipping address below).

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

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email: _____

ACCEPTANCE & PAYMENT

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

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

All shipment orders must be accompanied by a completed exhibitor information/method of payment form and pick ups will only be scheduled upon Receipt of both forms. A confirmation email will be sent when your shipment is officially scheduled, including a tracking number for your reference.

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

Name printed: _____ Date: _____



SHIPPING LABELS

SHOW NAME: 2016 NETWORK Supplier Trade Show
SHOW CODE: 1603004

SHOW CITY: Las Vegas, NV
SHOW FACILITY: Caesars Palace
SHOW DATES: March 21-23, 2016

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

ADVANCE WAREHOUSE LABELS

SHIPPER INFORMATION

Company:
Address:

Phone:
Contact:

SHIPPER INFORMATION

Company:
Address:

Phone:
Contact:

DELIVERY INFORMATION

2016 NETWORK Supplier Trade Show

Viper Tradeshow Services
6560 S. Tioga Way, Suite 110
Las Vegas, NV 89113

Exhibiting Company: _____
Booth Number: _____

Must be delivered NLT 3/11 to avoid late charges

DELIVERY INFORMATION

2016 NETWORK Supplier Trade Show

Viper Tradeshow Services
6560 S. Tioga Way, Suite 110
Las Vegas, NV 89113

Exhibiting Company: _____
Booth Number: _____

Must be delivered NLT 3/11 to avoid late charges

SHOW SITE LABELS

SHIPPER INFORMATION

Company:
Address:

Phone:
Contact:

SHIPPER INFORMATION

Company:
Address:

Phone:
Contact:

DELIVERY INFORMATION

2016 NETWORK Supplier Trade Show

Caesars Palace
c/o Viper Tradeshow Services (Forum Ballroom)
3570 South Las Vegas Blvd.
Las Vegas, NV 89109

Exhibiting Company: _____
Booth Number: _____

To be delivered ON 3/20 *10:00AM - 6:00PM ONLY!

DELIVERY INFORMATION

2016 NETWORK Supplier Trade Show

Caesars Palace
c/o Viper Tradeshow Services (Forum Ballroom)
3570 South Las Vegas Blvd.
Las Vegas, NV 89109

Exhibiting Company: _____
Booth Number: _____

To be delivered ON 3/20 *10:00AM - 6:00PM ONLY!



MATERIAL HANDLING INFO FOR

2016 NETWORK Supplier Trade Show

ADVANCE WAREHOUSE

2016 NETWORK Supplier Trade Show
c/o Viper Tradeshow Services
6560 S. Tioga Way, Suite 110
Las Vegas, NV 89113

SHOWSITE

2016 NETWORK Supplier Trade Show
Caesars Palace c/o Viper Tradeshow Services
3570 South Las Vegas Blvd.
Las Vegas, NV 89109

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.

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds
Pounds Divided by 100: _____ Your CWT (No Less than 2)

ADVANCE WAREHOUSE DELIVERIES

*AW: Refer to Rates Below CWT x **see rates below** = \$ _____ Sub Total (No less than 2 CWT)

†AW LATE: Refer to Rates Below CWT x **see rates below** = \$ _____ Sub Total (No less than 2 CWT)

* Deliveries received between the dates of February 26, 2016 - March 11, 2016

are considered **ON TIME**.

† Deliveries received between the dates of March 12, 2016 - March 18, 2016

are considered **LATE**.

SHOWSITE DELIVERIES

SS: Refer to Rates Below CWT x **see rates below** = \$ _____ Sub Total (No less than 2 CWT)

MATERIAL HANDLING & FREIGHT SERVICE RATE SCHEDULE

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

A 200 lb. minimum charge per shipment applies. CWT = 100 lbs

Description:	Received at	Rate per CWT
Boxed, crated, or skidded shipment via common carrier	Advance Warehouse	\$139.00
Boxed, crated, or skidded shipment via van lines, POV, or specialized carrier, FedEx, UPS or USPS	Advance Warehouse	\$180.70
Common carrier shipment received late, after March 11/2016	Advance Warehouse	\$180.70
Vanline, POV, specialized carrier, FedEx, UPS or USPS shipment received late	Advance Warehouse	\$222.40
Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published	Advance Warehouse	\$180.70
Boxed, crated, or skidded shipment via common carrier	Showsite	\$180.70
Boxed, crated, or skidded shipment via van lines, POV, or specialized carrier, FedEx, UPS or USPS	Showsite	\$234.91
All showsite shipments received late, after Sunday, March 20, 2016 10:00AM - 6:00PM	Showsite	\$234.91
Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published	Showsite	Add 30% to published rate
Small package shipments not exceeding 35 lbs per shipment (not per box)	Showsite	\$50.00

Exhibitor: _____ Booth #: _____



VTS MATERIAL HANDLING TERMS & CONDITIONS

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

Special Handling 30% Surcharge

Special Handling rates shall be applied to the total standard charges, but not limited to the following type of shipments and multiple scenarios may incur multiple special handling charges:

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, stacked freight 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)	The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and deliver large quantities on the dock requiring additional time to sort and identify.

Overtime or Off Target 30% Surcharge

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

If a shipment delivers outside of the Exhibitor Move In / Show Site Delivery Hours, Off Target charges will apply

Material Handling Terms

Material Handling: Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading. (**Please not material handling and shipping are two separate services. See page # for shipping details*).

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

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

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



FLORAL / CLEANING INFO FOR:

2016 NETWORK Supplier Trade Show

FLORAL

Fresh Floral Arrangements

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

Artificial Plants

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

For plants or floral not listed please call 888.458.9760

TOTAL ALL ITEMS ORDERED: \$ _____

BOOTH VACUUMING

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

Number of Booth Units: _____ x _____ \$70.00 Discount / \$85.00 Standard
 (per booth space)

Number of Days: _____ x _____

\$ _____ **Total**
 (Number of Booth Units x Number of Days)

PORTER SERVICE

Emptying refuse from containers as necessary throughout the show hours.

Monday - Friday: 8:00 am - 4:30 pm: \$57.60 per day
 Monday - Friday: After 4:30 pm: \$69.60 per day
 Any time Saturday, Sunday, & Holidays: \$78.00 per day

Number of Booth Units: _____ x _____ (use appropriate rates from above)

\$ _____ Subtotal

Subtotal x Number of Days: \$ _____ Total

Total of All Cleaning & Porter Services: \$ _____

Company Name: _____ **Booth #:** _____



DISPLAY LABOR (I&D) INFO FOR:

2016 NETWORK Supplier Trade Show

DISPLAY LABOR HOURLY RATES

Monday - Friday 8:00 am - 4:30 pm:	_____ \$75.00	per person, per hour
Monday - Friday before 8:00 am & after 4:30 pm:	_____ \$112.50	per person, per hour
Any time Saturday, Sunday & Holidays:	_____ \$150.00	per person, per hour

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

LABOR DEFINITIONS

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

Viper Tradeshow Services Supervised Labor: Exhibits are set up prior to exhibitor's arrival under the direction of Viper Tradeshow Services I & D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please provide complete booth plans, schematics, instructions and photos 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 (8:30 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/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)

Total of All Items Ordered: \$ _____

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

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

Exhibitor: _____ Booth #: _____



EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

Viper Tradeshow Services, acting on behalf of all exhibitors in the best interest of the exposition, has been appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Services Contracted are appointed to: ensure the orderly and efficient installation and removal of the overall exposition, assure the distribution of labor to all exhibitors according to need, provide sufficient labor to satisfy the requirements of the exhibitors, and for the exposition itself, see that proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations and requirements.

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

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

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. Exhibitor shall provide evidence that the EAC has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers' Compensation naming Viper Tradeshow Services as additionally insured, to show management and Viper Tradeshow Services at least 10 days before the show opening.
3. Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permit and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
5. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear at all times necessary, identification badges as determined by Show Management.
6. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
7. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
8. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all of its activities with Viper Tradeshow Services.
10. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

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

Name: _____ Company: _____ Signature: _____ Date: _____



USE OF AN EAC NOTIFICATION

PLEASE COMPLETE AND RETURN BOTH EAC FORMS

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

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

For Exhibitor (Company Name): _____

Show Name/Booth Number: _____
2016 NETWORK Supplier Trade Show

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact *(if different than above):* _____

Cell Phone: _____

EAC Instructions

- 1) Refer to the Official Service & Exhibitor Appointed Contractors Guidelines and the Method of Payment Third Party Authorization for forms in this kit for additional requirements.
Before submitting service order forms (including this one). Preferably before the early registration deadline.
- 2) Provide Viper Tradeshow Services of the names of all exhibiting companies for whom they have orders.
To be received no later than 10 days before move-in.
- 3) Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor.
Upon Arrival at Show Site.

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



MOVE-OUT INFORMATION FOR: 2016 NETWORK Supplier Trade Show

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

- Wednesday, March 23 @ 12:30PM** Exhibit Hall Officially Closes
- Wednesday, March 23 @ 1:00PM** Stored empty crates and containers returned.
- Wednesday, March 23 @ 2:00PM** Labor Force: all exhibitors should have started dismantle by this time. Exhibitors must check in at the Viper Service Desk to sign out labor hired.
- Wednesday, March 23 @ 2:00PM** Freight Force: deadline for carriers to check in.

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas; making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to come by **2:00PM** *. We suggest telling them **1:00PM** , giving them room to fail without failing you! Here's the address for your convenience:
Caesars Palace (Octavius Ballroom) 3570 South Las Vegas Blvd. Las Vegas, NV 89109
3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Viper Service Desk to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and Fed Ex are not the most reliable carriers for our industry, so we highly suggest exhibitor's using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only the shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all your materials please hand in the BOL to the Viper Service Desk. Do not leave it in your booth! We will sign it and give you a copy, keep a copy, and give the driver a copy! Please note, material handling must be paid in full.

*In the event you fail to turn in your BOL or your carrier does not check-in by the **2:00PM** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 pounds or less; with a \$525.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

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

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by **11:30AM** (1 hour before closing), and we'll write up your Bill of Lading (BOL) and labels and deliver them to your booth. Once you are packed, sign the BOL, turn it into us, you'll get a copy, we'll get a copy, and the driver will get a copy! No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

ANY QUESTIONS PLEASE CONTACT YOUR SHOW COORDINATOR, OR COME TO THE VIPER SERVICE DESK. WE'RE HAPPY TO ASSIST YOU AND HELP YOUR MOVE-OUT GO AS SMOOTHLY AS POSSIBLE. **Michael Roberts(mroberts@vipertradeshow.com)**

EXHIBITOR ORDER FORM

Exhibitor Price Guide

Information

Event Name **NETWORK Supplier Trade Show** Company _____ Billing Name _____
 Billing Address _____ City _____ State _____ Zip _____ Phone _____
 Fax _____ Email _____ Room/Booth _____
 Load In Date **March 20, 2016** Time **8:00 am** Load Out Date **March 23, 2016** Time **1:00 pm**
 Onsite Contact _____ Onsite Contact Phone # _____

Credit Card Authorization

Type of Card Visa Mastercard AmEx Discover Credit Card Account # _____
 Expiration: Month _____ Year _____ Security code* _____ * 3 digit number on back of Visa, MC & Discover. 4 digit number on front of AmEx card.
 Card Holder Name _____ Cardholder Signature _____
 BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.
 To receive PRE SHOW

To receive PRESHOW rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate. **ALL EQUIPMENT PRICES ARE PER DAY** unless otherwise stated.

Video Equipment

	Qty	Days	Preshow	Late Order	Total
42" Plasma (16x9)			\$700.00	\$750.00	
50" Plasma (16x9)			\$860.00	\$910.00	
61" Plasma (16x9)			\$1,575.00	\$2,000.00	
6' Plasma Stand			\$100.00	\$150.00	
46" LCD Monitor			\$700.00	\$750.00	
52" LCD Monitor			\$860.00	\$825.00	
6' LCD Monitor Stand			\$100.00	\$150.00	
DVD Player			\$90.00	\$140.00	
Blu-ray Player			\$135.00	\$185.00	
DVCAM Player/ Recorder			\$435.00	\$475.00	
LCD Projector 4000 lumens			\$610.00	\$660.00	
LCD Projector 5000 lumens			\$960.00	\$1010.00	
32" Roll Cart w/ Skirt			\$35.00	\$85.00	
54" Roll Cart w/ Skirt			\$44.00	\$94.00	
Flipchart Package			\$60.00	\$105.00	
Display Easel			\$30.00	\$80.00	

Computer Equipment

	Qty	Days	Preshow	Late Order	Total
17" LCD Monitor			\$100.00	\$125.00	
20" LCD Monitor			\$200.00	\$245.00	
32" LCD Monitor			\$330.00	\$385.00	
Laptop Computer			Call for pricing		
Desktop Computer w/ 19" flat panel monitor			Call for pricing		
Wireless Presentation Mouse			\$145.00	\$195.00	

Screens

	Qty	Days	Preshow	Late Order	Total
Tripod 6'x6'			\$75.00	\$125.00	
Tripod 8'x8'			\$75.00	\$125.00	
Cradle 10'x10'			\$95.00	\$145.00	

Rigging & Staging

	Qty	Days	Preshow	Late Order	Total
RIGGING & STAGING					
20' Scissor Lift			\$350.00	\$400.00	
Wooden Podium			\$155.00	\$205.00	
Riser- 4'x8' Section			\$190.00	\$240.00	
16'-22' Black Velvet Drape			\$21.00/ft	\$23.00/ft	

RIGGING LABOR

All rigging is subject to at least 1 rigger. Each rigger is \$110 hr with 4 hr minimum.

		\$110.00/ per hour	
Additional labor charges will apply for booths outside expo room.			

Audio Equipment

UHF Combo (check one)
 HH or Lav Headset
 Wired Microphone
 Small Powered Speaker
 Large Powered Speaker
 Direct Box for Computer Audio
 12 Channel Mixer
 CD Player

	Qty	Days	Preshow	Late Order	Total
			\$235.00	\$270.00	
			\$47.00	\$60.00	
			\$75.00	\$80.00	
			\$125.00	\$130.00	
			\$30.00	\$50.00	
			\$185.00	\$170.00	
			\$95.00	\$85.00	
			\$400.00	\$425.00	
			\$700.00	\$800.00	

Small Speaker Package
 2 ART322 Speakers, 2 Stands,
 1 Wired Mic, 1 Mixer

JBL VRX PRO Audio
 4 VRX Speakers, 4 Stands
 1 Wired Mic, 1 Small Effects,
 1 Mixer

Your Totals

Total Equipment Charges	
Labor Charges (\$198 min., 2hrs. @ \$99/hr, for load in/out)	
24% Service Charge (\$24.00 minimum)	
TOTAL DUE	

CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF CAESARS PALACE.



PLEASE FAX COMPLETED FORM TO 702-866-1741

UNIQUE. CREATIVE. INNOVATIVE.

www.encore-us.com

P: 702-866-1133

F: 702-866-1741



E: Caesars@encore-us.com



MAIL OR FAX FORMS WITH PAYMENT TO :
 ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE LAS VEGAS
 5150 So. Decatur Blvd., Las Vegas, Nevada 89118



Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email: services@encore-us.com

Booth Number:		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:		INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)			
March 21-23, 2016 (Installation March 20)		Octavius Booth _____		Sponsor Room _____	
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:		ZIP:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE CONTACT:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		EXP. DATE:		CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED					

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	Installation cannot begin until order is finalized and payment method has been received
--	---	--

ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$110.00	\$137.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$180.00	\$223.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$258.00	\$320.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$475.00	\$595.00			
ELECTRICAL MATERIALS	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			

PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS

ADDITIONAL ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	
208 VOLTS SINGLE PHASE 30 AMPS	\$535.00	\$670.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$830.00	\$1,035.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$1,320.00	\$1,625.00			

SUBTOTAL

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE	10% SERVICE FEE
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ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR	MATERIAL AND SERVICES TOTAL
---	------------------------------------

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00	LABOR TOTAL
---	--------------------

MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE	GRAND TOTAL
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LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

The logo for Encore Event Technologies, featuring the word "ENCORE" in a bold, blue, sans-serif font.

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

rev. 3/1/15



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE



5150 So. Decatur Blvd., Las Vegas, Nevada 89118
Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email:services@encore-us.com

Booth Number:		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME: NETWORK Supplier Trade Show	
EVENT DATES: March 21-23, 2016 (March 20 installation)			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available) Octavius Booth _____ Sponsor Room _____		
INSTALL Date & Time: March 20, 2016 Time: 8:00 am			DISCONNECT Date & Time: March 23, 2016 1:00 pm (Show ends 12:30 pm)		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		EXP. DATE:	CREDIT CARD NUMBER:		
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED					

WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		NO REFUNDS ONCE SERVICE INSTALLATION BEGINS			Installation cannot begin until order is finalized and payment method has been received	
WIRELESS INTERNET PACKAGES		Advanced Event Rate	Standard Event Rate	Quantity	Subtotal	
PACKAGE #1 UP TO 10 CONCURRENT DEVICES		\$1,000.00	\$1,250.00			
Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.						
PACKAGE #2 UP TO 25 CONCURRENT DEVICES		\$1,750.00	\$2,187.50			
Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.						
PACKAGE #3 UP TO 50 CONCURRENT DEVICES		\$3,500.00	\$4,375.00			
Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.						
ADDITIONAL BANDWIDTH		\$1,000.00	\$1,250.00			
Includes 5Mbps of additional bandwidth to the existing network/location.						
ADDITIONAL 25 CONCURRENT DEVICES		\$1,000.00	\$1,250.00			
Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.						
ADDITIONAL COVERAGE AREA/SEPARATE LOCATION		\$1,000.00	\$1,250.00			
Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.						
CUSTOM SPLASH PAGE		CALL FOR PRICING				
Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.						
CUSTOM LANDING PAGE		CALL FOR PRICING				
Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.						
Technician Labor - Hourly Rate - Straight Time		\$100.00	\$125.00			
* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.						
NOC ENGINEER - Daily Rate		\$1,000.00	\$1,250.00			
NETWORK ENGINEER - Daily Rate		\$1,500.00	\$1,875.00			
Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices						
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.						
ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE					SERVICE TOTAL	
Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.					10% Service Fee	
					SUBTOTAL	
					* LABOR FEE	
					GRAND TOTAL	

Caesars Palace and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE

Prices Subject to change without Notice

Rev 2/25/15



MAIL OR FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT CAESARS PALACE



5150 So. Decatur Blvd., Las Vegas, Nevada 89118
Ph: (702) 866-1056 Fax: (702) 967-3844 Questions Email: services@encore-us.com

Booth Number:		To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME: NETWORK Supplier Trade Show	
EVENT DATES: March 21-23, 2016 (March 20 installation)			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available) Octavius Booth _____ Sponsor Room _____		
INSTALL Date & Time: March 20, 2016 Time: 8:00 am			DISCONNECT Date & Time: March 23, 2016 1:00 pm (Show ends 12:30pm)		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		EXP. DATE:	CREDIT CARD NUMBER:		
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS			Installation cannot begin until order is finalized and payment method has been received	
INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth	\$200.00	\$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth	\$500.00	\$750.00			
Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection.	\$1,000.00	\$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth	\$5,000.00	\$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)	\$50.00	\$75.00			
Additional Locations - (Event Connect only)	\$250.00	\$330.00			
Additional Bandwidth - (Event Connect only) 5Mbps bandwidth.	\$1,000.00	\$1,250.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00			
Cable Rental - Cat5e patch cable up to 50' length	\$50.00	\$75.00			
Technician Labor - Hourly Rate - Straight Time	\$100.00	\$125.00			
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.					
				Services Total	
ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE				10% Service Fee	
LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED				Subtotal	
				LABOR FEE	
NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION					
				GRAND TOTAL	

Caesars Palace Las Vegas, Encore Event Technologies, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE

Prices Subject to change without Notice

Rev 3/1/15

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers or wired and wireless routers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement without offering any refunds.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

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



rev. 3/1/15