



EXHIBITOR MOVE-IN

Monday, May 6, 2024

8 am – 2 pm

SHOW HOURS

Monday, May 6, 2024

3 pm – 6:30 pm *Hall Opens*

3:30 pm – 4:00 pm *Break*

5:00 pm – 6:30 pm *Welcome Reception*

Tuesday, May 7, 2024

10:00 am – 6:30 pm *Hall Open*

10:00 am – 10:30 am *Break*

11:30 am – 1:00 pm *Lunch*

2:00 pm – 3:00 pm *Break*

4:00 pm – 4:30 pm *Break*

5:30 pm – 6:30 pm *Networking Reception*

Wednesday, May 8, 2024

10 am – 3:30 pm *Hall Open*

10:30 am – 11:00 am *Break*

12:00 pm – 1:30 pm *Lunch*

2:30 pm – 3:30 pm *Break/Raffle*

EXHIBITOR MOVE-OUT

Wednesday, May 8, 2024

3:30 pm – 8 pm

Freight Force 6 pm | All driver must be checked in with Viper

All move-out information and details can be found on page 4 of the exhibitor kit

ADVANCE WAREHOUSE

Receiving Hours: M – F | 8 am – 4 pm

Friday, April 5, 2024 - Thursday, May 2, 2024

Viper Tradeshow Services

2575 Northwest Parkway

Elgin, IL 60124

SHOW SITE FACILITY

Receiving: Monday, May 6, 2024

8 am – 2 pm

The Baird Center

EXH Halls A&B

c/o Viper Tradeshow Services

400 W Wisconsin Ave,

Milwaukee, WI 53203

Any shipments sent to the advance warehouse or show-site must include your company name and booth number on the freight. If this information is missing, it may result in delays in receiving your freight.

Online ordering may be done at

<https://order.vipertradeshow.com>

Any questions or difficulties, please email

ashley@vipertradeshow.com or call 224.795.2832

BOOTH PACKAGE ITEMS:

10' x 10' exhibit spaces

8' tall Teal/White back drape

3' tall Teal/White side drape

(1) 6' White skirted table

(2) folding chairs

(1) wastebasket

6"x24" ID sign

**In a non-carpeted hall.*

****Booth carpet is not mandatory for all booths - (see page 19) if you would like to rent**



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Electrical / Internet:

<https://bairdcenter.com/exhibitor-information/>.

DISMANTLE INFORMATION

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than **6 pm** to avoid freight reconsignment, as well as exhibitors must start dismantle by **3:30 pm** in order to avoid forced labor. If you use FedEx or UPS, we suggest you stay with your shipment until they arrive.

QUICK REFERENCE

IMPORTANT DATES/DEADLINES

Friday, April 5, 2024	FIRST DAY ADVANCE WAREHOUSE RECEIVING The advance warehouse will begin accepting freight on this date. Advance Warehouse receiving is M-F 8 am – 4 pm
Friday, April 12, 2024	ADVANCE ORDER DISCOUNT DEADLINE Forms must be received by Viper with full payment to receive the discounted rates. Artwork for modular rentals is also due on this date. No refunds for cancellations are provided after this date.
Friday, April 26, 2024	LATE TO WAREHOUSE Advance Warehouse must receive your freight by EOD on 4/26/24 to avoid late charges.
Thursday, May 2, 2024	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept exhibit material. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Monday, May 6, 2024	SHOW SITE DELIVERIES 8 am – 2 pm @ The Baird Center; EXH Halls A&B ALL show site shipments are to be delivered this day only. Shipments sent before Monday, May 5, 2024 are at risk of being refused, or additional charges by venue and Viper may apply.

MATERIAL HANDLING RATE PREVIEW	ONLINE ORDERING INFORMATION	FREIGHT FORCE	LABOR FORCE
ADVANCED (2 CWT MIN) \$206.40 Common Carrier* SHOWSITE (2 CWT MIN) \$222.40 Common Carrier* *Per CWT *This rate includes: OT and special handling *See page 10 for details	Online ordering may be done at https://order.vipertradeshow.com Any questions or difficulties, please email ashley@vipertradeshow.com or call 224.795.2832	Freight Force Time: 6 pm ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 6 pm on Wednesday, May 8, 2024 @ The Baird Center; EXH Halls A&B <i>If you use FedEx or UPS, we suggest you stay with your shipment until they arrive.</i>	Exhibitors must start dismantling by 3:30 pm in order to avoid forced labor.

CONTACT INFORMATION

Viper Show Coordinator:

Ashley Castillo | m: 224.795.2832 | ashley@vipertradeshow.com

Show Management Contact:

Terry Reamer | Terry.Reamer@aphl.org

PRE-SHOW TIPS

These tips can help you be fully prepared on show site. Should you have any questions, please contact your Viper Show Coordinator listed on the Quick Reference Page.

- **Submit orders early to receive the discounted rate** – This can be done by completing the necessary forms found in this kit or online at <https://order.vipertradeshow.com>. Standard pricing will apply to all orders received after the published deadline and at show site.
- **Preparing freight shipments** – We strongly urge you to send your show freight to the advance warehouse. Some cost-saving tips are to have all your freight delivered in a single shipment on an LTL freight carrier & arrange for the freight to be received on or before the Late to Warehouse Deadline to avoid late charges.
- **Review Quick Reference Page** – It is helpful to be familiar with the important dates outlined along with the show schedule. Be sure your travel plans accommodate for a smooth setup and move out; the return of the empty freight can take at least an hour after the close of the show.
- **Shipment tracking** – It is recommended you track your shipment prior to the show to confirm it has been delivered. You can send the tracking information to your Viper Show Coordinator as soon as your freight is shipped.

SHOW SITE TIPS

- **Viper Service Desk** – The service desk will be located on the show floor for any questions or show site orders.
- **Booth orders & freight delivery** – A booth and freight check will be completed prior to setup and everything that was pre-ordered and/or sent to the Advance Warehouse will be in your booth. A Viper representative will be at the Viper Service Desk if you see any discrepancy. Credits are not provided to claims made post show.
- **Empty Storage** – Material Handling (drayage) service includes the storage of empty containers for the duration of the show. “Empty” stickers will be available at the Viper Service Desk. One sticker is to be placed on each of your empty crates/skids/boxes/ or items you want Viper to store. All items will be returned at the close of the show but can take at least an hour to all be returned.
- **Labor orders** – All exhibitor supervised labor orders will need to check in at the Viper Service Desk once ready for the labor.

MOVE OUT INFORMATION

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.

Exhibit Hall Officially Closes:

Wednesday, May 8, 2024 AT 3:30 pm

Stored empty crates and containers estimated return:

Wednesday, May 8, 2024 BY 5 pm

Labor Force: all exhibitors should have started dismantle by now:

Wednesday, May 8, 2024 BY 3:30 pm

Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.

Freight Force - deadline for carriers to check in:

Wednesday, May 8, 2024 BY 6 pm

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 arrive by **6 pm**. We suggest telling them **1 HOUR BEFORE FREIGHT FORCE**, giving them room to fail without failing you! Here is the address for your convenience:

The Baird Center/EXH Halls A&B / 400 W Wisconsin Ave, Milwaukee, WI 53203

3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers **MUST** check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.
5. Once you have packed up all your materials, please hand in your 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 6pm 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 \$2.75/pound for shipments 1000 lbs. or more, \$3.25/pound for shipments 999 lbs. or less; with a **\$725.00 minimum**. Charges will be applied to the credit card on file. Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded. *AV equipment and computers hold very specific packaging instructions in order to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

Viper Transportation is the Official Carrier for this show. If you would like Viper to be your carrier, simply complete and send us the shipping order form. Your BOL and labels will be delivered to your booth before the last days' 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 **1:30 pm** (2 hour before show closing) and we will write up your Bill of Lading and labels and deliver them to your booth. Once you are packed, sign the BOL and turn it in to the Service Desk, you will get a copy, we will keep a copy, and the driver will receive a copy. No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE.

Ashley Castillo | ashley@vipertradeshow.com | mobile: 224.795.2832

TERMS AND DEFINITIONS:

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 reserves the right to hold any exhibitor freight who has unpaid material handling fees. Such fees must be paid prior to the release of freight onsite.

Viper Tradeshow Services will accept payment by 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. **A tax exemption certificate must be submitted prior to submitting orders.**

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 Quick Reference 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 Quick Reference 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 through the front entrance without the use of wheels, including but not limited to, luggage carts, four wheel or two-wheel dollies, baggage carts.

Cancellation of orders: Exhibitor orders must be cancelled on or by the discount/cancellation deadline in order to receive a refund. Any orders cancelled after the deadline will be charged at full. Credits will not be given for orders cancelled after this deadline or at show site. This is void for any full show cancellations at which point Viper will communicate policy.

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

Exhibitor Information

Company Name: _____ Booth #: _____ Booth Size: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Contact: _____ Phone: _____
Fax #: _____ Email Address: _____
Show Site Contact: _____ Cell Phone: _____

Ways to Order:

Online via Credit Card | Login & Place Orders | <https://order.vipertradeshow.com>

Email: ashley@vipertradeshow.com

Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

Payment Terms

Full payment is due when order is placed
Payment must be received prior to the discount deadline to receive the discounted rates
ACH or Wire Transfer payments need to be received prior to the show. A Method of Payment form and credit card must be submitted for final balances

Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Booth Cleaning:	\$
Installation & Dismantle Labor:	\$
Standard Furniture/Accessories/Floral:	\$
Viper Custom Furnishings:	\$
Flooring/Padding/Visqueen:	\$
Modular Rental Displays:	\$

Estimated Total Viper Tradeshow Services Orders: \$ _____

**A receipt with actual totals will be emailed to contact on file.*

Method of Payment / Credit Card Charges*

***3.5% convenience fee will be applied | All state and local taxes apply.**

By signing this payment form, you are authorizing 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.

You can place your credit card on file through your online account at <https://order.vipertradeshow.com>.

Or please email ashley@vipertradeshow.com to receive the Quick Bill Sign Up Link to place a credit card on file

Cardholder Signature: _____

Name Printed: _____

Billing Address (if different from above): _____

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

VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (**7-15 business days**) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.25/lb. on shipments under 1,000 lbs. and \$2.75/lb. for shipments over 1,000 lbs. **Dimensional weight may apply** and a **\$725.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.25 for shipments under 1,000 lbs. and \$3.75 for shipments over 1,000 lbs.; a \$950.00 minimum applies. **Material Handling charges apply to all shipments. *3.5% convenience fee, state & local taxes apply.**

***If expedited shipping is required, please contact Viper for a quote. Email: ashley@vipertradeshow.com**

Inbound shipping from:

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email Address: _____

Requested Pickup Date/Time: _____

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

Is this a Round Trip shipment: YES NO (if return address is different than above, please provide address below)

Special Instructions (inside pickup, liftgate required, receiving hours, etc): _____

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate (Wooden) Exhibit 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)

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email Address: _____

Special Instructions (inside delivery, liftgate required, receiving hours, etc): _____

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, I am purchasing only supplemental insurance (does not include AV or computer equipment) protection (**up to \$5,000.00**) at \$25.00 for every \$1,000.00 declared value.

***Please note Viper Tradeshow is not liable for shipping A/V, computer equipment and does not cover shipping containers*.**

Insurance Cost \$ _____ (\$25/\$1000 value) Declared value \$ _____

I am not purchasing supplemental insurance protection: _____ (please sign or initial)

AV equipment and computers hold very specific packaging instructions in order to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment

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

ADVANCE WAREHOUSE SHIPPING LABELS

For your convenience labels are provided below for advance warehouse delivery.

We encourage you to make copies and fill in your specific information and tape two labels on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
APHL 2024 Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 <i>Receiving Hours: M – F / 8 am – 4 pm</i>	*Deliver by <i>Friday, April 26, 2024</i> to avoid late fees Weight ticket must be presented at the time of the delivery.
PIECE: _____ OF _____	

SHOW SITE SHIPPING LABELS

For your convenience labels are provided below for show site delivery.

We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
APHL 2024 The Baird Center EXH Halls A&B c/o Viper Tradeshow Services 400 W. Wisconsin Ave., Milwaukee, WI 53203 *Deliver on <i>Monday, May 6, 2024</i> <i>8 am – 2 pm</i> ONLY Weight ticket must be presented at the time of the delivery.	
PIECE: _____ OF _____	

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
APHL 2024 Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 <i>Receiving Hours: M – F 8 am – 4 pm</i>	APHL 2024 The Baird Center EXH Halls A&B c/o Viper Tradeshow Services 400 W. Wisconsin Ave., Milwaukee, WI 53203 <i>Monday, May 6, 2024 8 am – 2 pm</i>

A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site.

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- A weight ticket must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.
- 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/move-out times.

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds
Pounds Divided by 100, rounded up: _____ Your CWT (no less than 2)

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$206.40 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$245.10 / CWT
Common carrier shipment received late, after 4/26/2024	\$245.10 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after 4/26/2024	\$283.80 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$38.70 / CWT
Off-target shipment - received before or after receiving dates (30% fee added to the above rates)	\$38.70 / CWT
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$222.40 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$264.10 / CWT
Off-target shipment (before or after) 5/6/2024 at 8 am – 2 pm via common carrier	\$264.10 / CWT
Off-target shipment (before or after) 5/6/2024 at 8 am – 2 pm via POV, or specialized carrier	\$305.80 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$41.70 / CWT
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Exhibitor: _____ Booth #: _____

INBOUND SHIPPING INFORMATION

If using your own carrier, please fill out for all shipments that you will be sending into the show.

A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site.
Some cost-saving tips are to have all freight delivered in a single shipment on an LTL freight carrier.

Shipment 1

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 2

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 3

Shipping to: ☐ Advance Warehouse ☐ Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Exhibitor: _____ Booth #: _____

VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 28 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 an exhibitor's booth, and turning in Bill of Lading to the 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 are not limited to the following types of shipments. Multiple scenarios may incur multiple special handling charges.

Moving Van Shipments	Shipments delivered by a moving van or shipments by any vehicle which, because of the height, cannot be unloaded at the docks.
Loose Freight	Shipments packed in such a manner as to require special handling (i.e., loose display parts, loose carpet rolls unskidded, uncrated equipment, stacked freight, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
Mixed/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.) Including any mixed lot/multiple shipments that are delivered together.
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. 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 on weekdays, on Saturday, Sunday, or Holidays overtime charges will apply.

Material Handling / Special Handling Definitions

Material Handling: Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading.

CWT: 'Hundred weight' - 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.

Ground Loading/Unloading: Vehicles that are not dock height preventing the use of loading docks, such as U-hauls, flat bed double drop trailers, company vehicles with trailers that are not dock level, etc.

Constricted Space Loading/Unloading: Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full car trailer – top to bottom, side to side.

Designated Piece Loading/Unloading: Drivers that require the crew to bring multiple pieces of the freight to the rear of the trailer to the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded sequence to ensure all items fit.

Stacked Shipments: Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

Shipment Integrity: Shipment integrity involves shipments on a carrier that are intermingled or delivered in such a manner additional labor is needed to sort through and separate the various shipments on a truck for delivery.

Alternate Delivery Location: Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver shipments to different levels in the same building, or to other buildings in the same facility.

Mixed Shipments: Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for this shipment but does require special handling.

"No Documentation": Shipments arrive from a small package carrier (including, not limited to, FedEx, UPS, DHL) without an individual Bill of Lading or shipments without a certified weight ticket which requires additional time, labor and equipment to process.

Difference Between Crated and Uncrated Shipments: Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped and/or unskidded without proper lifting bars and hooks.

BOOTH CLEANING

*Please contact your Viper Show Coordinator for a quote if you have specific cleaning requests.

Vacuuming

A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Number of Booth Units: _____ x **\$130.00** Discount / **\$169.00** Standard

Subtotal: \$ _____

Subtotal x Number of Days: _____ **TOTAL: \$** _____

Porter Service

Emptying refuse from containers as necessary throughout the show hours. A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Straight Time (ST) | Monday – Friday: 8:00 am – 4:30 pm
Over Time (OT) | Monday – Friday before 8:00 am & after 4:30 pm
Double Time (DT) | Any time Saturday, Sunday & Holidays

DISCOUNT

ST: \$109.25 per day, per booth unit
OT: \$130.00 per day, per booth unit
DT: \$152.50 per day, per booth unit

STANDARD

ST: \$164.00 per day, per booth unit
OT: \$194.50 per day, per booth unit
DT: \$228.75 per day, per booth unit

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

Subtotal: \$ _____

Subtotal x Number of Days: _____ **TOTAL: \$** _____

Exhibitor: _____ Booth #: _____

DISPLAY LABOR (Installation & Dismantle) INFO

Display Labor Hourly Rates

Straight Time (ST) | Monday – Friday: 8:00 am – 4:30 pm

Over Time (OT) | Monday – Friday before 8:00 am & after 4:30 pm

Double Time (DT) | Any time Saturday, Sunday & Holidays

Exhibitor Supervised:

DISCOUNT

ST: \$115.00 per person, per hour

OT: \$172.50 per person, per hour

DT: \$230.00 per person, per hour

STANDARD

ST: \$172.50 per person, per hour

OT: \$258.75 per person, per hour

DT: \$345.00 per person, per hour

Viper Supervised (35% supervision included)**:

DISCOUNT

ST: \$155.25 per person, per hour

OT: \$232.88 per person, per hour

DT: \$310.50 per person, per hour

STANDARD

ST: \$232.88 per person, per hour

OT: \$349.32 per person, per hour

DT: \$465.75 per person, per hour

Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below. Viper will not be responsible for any damage or loss of materials during installation, dismantle, unpacking or packing. There is a 1 hour minimum per worker at 1-hour increments thereafter.

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 along with inbound and outbound shipping information.**

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Services 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 supervisors name and cell number: _____

Installation Calculation & Order

CIRCLE ONE: Exhibitor Supervision or Viper Supervision**

1. Day/Time of set up: _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours
4. **TOTAL AMOUNT OF HOURS** _____ x _____ (RATE) \$ _____

Dismantle Calculation & Order

CIRCLE ONE: Exhibitor Supervision or Viper Supervision**

1. Day/Time of set up: _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours
4. **TOTAL AMOUNT OF HOURS** _____ x _____ (RATE) \$ _____

Services cancelled after the discount/cancellation date are charged at full value.

The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.

**** IF ORDERING VIPER SUPERVISED LABOR – PLEASE COMPLETE THE FOLLOWING PAGE AND EMAIL TO YOUR SHOW COORDINATOR.**

Exhibitor: _____ Booth #: _____

VIPER SUPERVISED LABOR INFORMATION FORM

****Please email this form to ashley@vipertradeshow.com**

Please confirm you have emailed your Exhibitor Service Coordinator complete booth plans, schematics, special instructions, and photos for this service: (circle one) YES NO

****If not, please email ASAP**

Whom may we contact if we have any questions or concerns during installation/dismantle of your booth?

NAME: _____ Phone: _____

INBOUND SHIPPING INFORMATION: (Please complete all areas). If you want Viper Transportation to ship your freight to the show, please also complete the Viper Shipping Order Form and Method of Payment Form found in the Kit.

Freight will be sent to: _____ Warehouse: _____ Show Site: _____ Date Shipped: _____

Carrier: _____ Tracking #: _____

Total number of: _____ Crates: _____ Cartons: _____ Fibercases: _____ Skids: _____

Do you want Viper to be your outbound carrier: YES* NO

***Please complete the Viper Shipping Order Form and Method of Payment Form found in the Kit.**

NOTE: If you are not using Viper Transportation for outbound shipping, you are responsible for booking an outbound carrier to recover your freight during the published move-out. We do not call your carrier to confirm pick-up arrangements; if your carrier fails to recover your freight it will be re-consigned to the house carrier at freight force time indicated on the quick reference page. Please note we cannot supply pre-printed small package labels for FedEx, UPS, DHL and others alike – you must print those airbills.

OUTBOUND SHIPPING INFORMATION: (Please complete all areas).

This information will be used to complete a pre-printed Bill of Lading (BOL) on your behalf at the close of the show.

This info must be provided for a Viper Transportation shipment OR non-Viper Transportation shipment.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

CARRIER NAME: _____

Exhibitor: _____ Booth #: _____

EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

Please complete and return both EAC forms

Viper Tradeshow Services, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors 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. EAC agrees to comply with all of the rules and regulations of the show outlined in this agreement, the Exhibitor Kit, including all union rules and regulations and accept liability for any negligent actions.
3. EAC must provide certificates of insurance confirming the following required insurance:
 - i. Commercial General Liability, including contractual liability, with a minimum limits of \$1,000,000, \$2,000,000 general aggregate and \$2,000,000 products and complete operations aggregate.
 - ii. Automobile Liability with a limit of not less than \$1,000,000 combined single limit, each accident. All owned, hired and non-owned boxes marked.
 - iii. Workers Compensation, as required by law, with Employers Liability limits of not less than \$1,000,000.
 - iv. Umbrella/Excess Liability with a limit of not less than \$1,000,00 each occurrence/aggregate.
 - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services (Official Service Contractor), Show Management, Show, and the Facility as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
6. The EAC must have all business licenses, permits 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. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. 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. No EAC will be permitted on the exhibit floor during show hours without the proper exhibit badges supplied by the exhibiting company.
8. 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.
9. EAC/Exhibitor may not move freight from one booth to another booth or anywhere else within the Facility, Viper Tradeshow Services must provide labor.
10. 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.
11. 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.
12. EAC will be responsible for all reasonable costs related to its operation. Where applicable a one-hour minimum labor charge will be charged at the appropriate labor rate per union to either the EAC or Exhibitor.
13. 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.
14. 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.
15. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set up of the booth or force the setup into overtime.
16. The EAC/Exhibitor should arrange the protection of the product in the booth.
17. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
18. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

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 by Viper Tradeshow Services will not be permitted on the floor.

Name: _____ Date: _____
Company: _____ Booth #: _____
Signature: _____

USE OF AN EAC NOTIFICATION

Please complete and return both EAC forms

Please be sure to read the Official Services & Exhibitor Appointed Contractors (EAC) 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 the 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:

APHL 2024

Booth #:

Name of Service Firm (EAC):

Address:

Telephone:

Fax:

Contact:

Email:

Show Site Contact (if different from above)

Cell Phone #:

EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form 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 the names of all exhibiting companies for whom they have orders on
*To be received no later than 14 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.

STANDARD FURNITURE, ACCESSORIES & FLORAL

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

30" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Table
Qty: _____ 6' Table
Qty: _____ 8' Table
Qty: _____ 4th Side Drape
Qty: _____ Undraped Table

DISCOUNT:

\$222.75
\$281.00
\$317.50
\$56.00
\$54.00 Less than list price above

STANDARD:

\$281.00
\$317.50
\$340.25
\$76.00

42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Counter
Qty: _____ 6' Counter
Qty: _____ 8' Counter
Qty: _____ 4th Side Drape
Qty: _____ Undraped Counter

DISCOUNT:

\$270.25
\$328.25
\$363.00
\$68.00
\$54.00 Less than price list above

STANDARD:

\$328.25
\$363.00
\$465.50
\$88.00

Accessories

ITEM:

Qty: _____ Wastebasket
Qty: _____ Tripod Easel
Qty: _____ Plastic Folding Chair
Qty: _____ 4' Single Tier Table Riser
Qty: _____ 6' Single Tier Table Riser
Qty: _____ 8' Single Tier Table Riser
Qty: _____ Bag Rack
Qty: _____ Rope & Stanchions, ea.
Qty: _____ 4' x 8' Poster Board

DISCOUNT:

\$50.00
\$89.75
\$91.50
\$142.00
\$179.50
\$216.75
\$145.25
\$210.75
\$431.00

STANDARD:

\$68.00
\$110.50
\$115.00
\$187.75
\$224.50
\$262.00
\$201.50
\$276.25
\$492.50

Floral

Fresh Floral Arrangements

Small Floral Arrangement: Qty: _____ \$249.75 Discount / \$324.75 Standard
Medium Floral Arrangement: Qty: _____ \$354.00 Discount / \$460.25 Standard
Large Floral Arrangement: Qty: _____ \$449.00 Discount / \$583.75 Standard

Artificial Plants

2 Foot Green Plant Qty: _____ \$165.00 Discount / \$193.00 Standard
3 Foot Green Plant Qty: _____ \$193.00 Discount / \$230.00 Standard
4 Foot Green Plant Qty: _____ \$230.00 Discount / \$273.50 Standard
5 Foot Green Plant Qty: _____ \$273.50 Discount / \$328.25 Standard
6 Foot Green Plant Qty: _____ \$328.25 Discount / \$394.00 Standard

Exhibitor: _____ Booth #: _____

All Standard, Custom, & Enhanced furniture options are available to order online at
<https://order.vipertradeshow.com>

CUSTOM FURNISHINGS

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



Black Leather Sofa (B1)
Qty: ____
\$1,061.50 Discount
\$1,380.00 Standard



Black Leather Loveseat (B2)
Qty: ____
\$985.00 Discount
\$1,280.50 Standard



Black Leather Chair
Qty: ____
\$830.50 Discount
\$1,080.00 Standard



Gray Sofa (A1)
Qty: ____
\$857.00 Discount
\$1,114.25 Standard



Gray Loveseat (A2)
Qty: ____
\$780.50 Discount
\$1,014.75 Standard



Gray Chair (A3)
Qty: ____
\$704.00 Discount
\$915.25 Standard



Cocktail Table (C4)
Qty: ____
\$473.00 Discount
\$615.00 Standard



End Table (C5)
Qty: ____
\$421.25 Discount
\$547.75 Standard



6' Conference Table
Qty: ____
\$783.75 Discount
\$1,019.00 Standard



8' Conference Table
Qty: ____
\$860.00 Discount
\$1,118.00 Standard



Black Leather Executive (I2)
Qty: ____
\$549.50 Discount
\$714.50 Standard



Black Steno Office Chair (I3)
Qty: ____
\$447.75 Discount
\$582.25 Standard



Accordion Lit Stand (K1)
Qty: ____
\$321.00 Discount
\$417.50 Standard



Coat Rack (K4)
Qty: ____
\$116.50 Discount
\$151.50 Standard



Refrigerator (K8)
Qty: ____
\$532.25 Discount
\$692.00 Standard



Oak Desk (I1)
Qty: ____
\$857.00 Discount
\$1,114.25 Standard



30" x 30" Table (L2)
Qty: ____
\$371.25 Discount
\$483.00 Standard



Side Chair (L1)
Qty: ____
\$140.25 Discount
\$182.50 Standard



Arm Chair (L3)
Qty: ____
\$166.50 Discount
\$216.50 Standard



42" x 30" Bar Table (M2)
Qty: ____
\$397.50 Discount
\$516.75 Standard



Euro Barstool (M1)
Qty: ____
\$346.00 Discount
\$450.00 Standard



Gray Bar Stool (M5)
Qty: ____
\$243.00 Discount
\$316.00 Standard

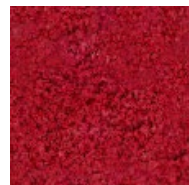
**All Standard, Custom, & Enhanced
furniture options are available to
order online at
<https://order.vipertradeshow.com>**

Exhibitor: _____ Booth #: _____

CARPET SELECTIONS

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

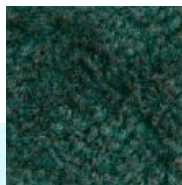
CIRCLE COLOR SELECTION BELOW



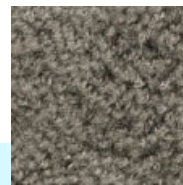
Red



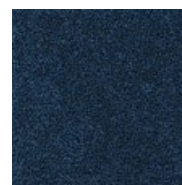
Royal Blue



Green



Charcoal Grey



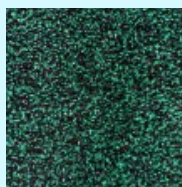
Navy Blue



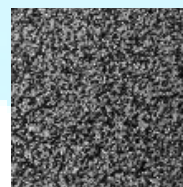
Speckled Red



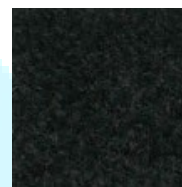
Speckled Blue



Speckled Green



Speckled Grey



Black

Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$375.00	\$475.00	
10' x 20 Carpet		\$750.00	\$950.00	
10' x 30' Carpet		\$1,125.00	\$1,425.00	
10' x 40' Carpet		\$1,500.00	\$1,900.00	
20' x 20' Carpet		\$1,500.00	\$1,900.00	
Custom Per Sq. Ft.		\$3.75	\$4.75	

Prestige Flooring Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Astroturf Per Sq. Ft		\$10.75	\$12.75	
White Vinyl Per Sq. Ft		\$10.75	\$12.75	
Plush Per Sq. Ft		\$10.75	\$12.75	

Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$4.50	\$5.25	
Double Padding Per Sq. Ft		\$7.50	\$8.25	
Visqueen Per Sq. Ft.		\$1.00	\$1.75	

Standard Carpet per sq. ft.: \$ _____

Prestige Flooring per sq. ft.: \$ _____

Padding/Visqueen per sq. ft.: \$ _____

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

All flooring, padding and visqueen options are available to order online at
<https://order.vipertradeshow.com>

MODULAR RENTALS – Includes custom graphics!

Artwork and payment for Modular Rental Displays must be submitted BY Friday, April 12, 2024

10x10 Displays – Contact Viper for Additional Custom Exhibit Options!

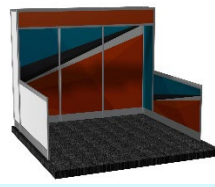
*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



10' INLINE BOOTH 1
Discount: \$5,172.25
Standard: \$6,548.50



10' INLINE BOOTH 2
Discount: \$5,172.25
Standard: \$6,548.50



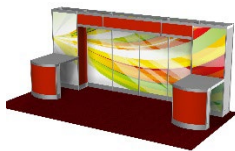
10' STANDARD BOOTH
Discount: \$5,172.25
Standard: \$6,548.50



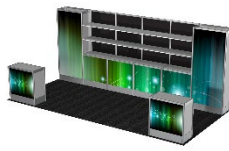
10' POPUP LIGHTBOX RENTAL*
Discount: \$5,250.00
Standard: \$6,825.00
3 WEEKS LEAD TIME*

10x20 Displays - Contact Viper for Additional Custom Exhibit Options!

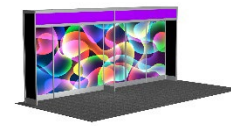
*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



20' INLINE BOOTH 1
Discount: \$11,121.25
Standard: \$14,261.50



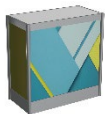
20' SHELF BOOTH 2
Discount: \$11,121.25
Standard: \$14,261.50



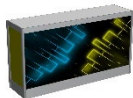
20' STANDARD BOOTH
Discount: \$11,121.25
Standard: \$14,261.50

A La Carte

*All prices include custom graphic panels | white or black panels available on request.



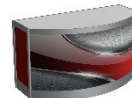
1M COUNTER
Discount: \$523.75
Standard: \$677.75



2M COUNTER
Discount: \$950.50
Standard: \$1,198.00



1M CURVED COUNTER
Discount: \$582.00
Standard: \$755.75



2M CURVED COUNTER
Discount: \$1,035.25
Standard: \$1,343.25



DISPLAY CASE
Discount: \$1,226.50
Standard: \$1,590.75

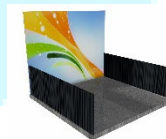
MISC. ITEMS



6' CUSTOMIZEABLE TABLE COVER*
Discount: \$625.00
Standard: \$812.50
3 WEEKS LEAD TIME*



22x28 SIGN *w/HOLDER
Discount: \$187.00
Standard: \$243.25



10'W X 8'H BACKWALL BANNER
Discount: \$1,932.50
Standard: \$2,512.25

*Banner is yours to keep. Includes install/dismantle

Exhibitor: _____ Booth #: _____

* Request for Pre-printed Bill of Lading (BOL) & Outbound Shipping Labels *

In order to have a pre-printed bill of lading (BOL) + shipping labels created & delivered to your booth the morning of show close, we must receive this form prior to move out. Email this form to: ashley@vipertradeshow.com Please fill out a form for each shipment.

Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL or others alike. The exhibiting company and/or EAC will need to supply these labels for their shipment. Any freight left on the show floor without a proper label and/or bill of lading (BOL), will be reconsigned to the house carrier, Viper Transportation, and the exhibitor will be responsible for shipping costs. Viper Transportation cannot guarantee delivery dates, nor compete with other shipping carrier's costs.

Show Location

The Baird Center/EXH Halls A&B / 400 W Wisconsin Ave, Milwaukee, WI 53203

****Please make sure your Carrier checks-in (at the freight desk) NLT than 6 pm**

Exhibitor Information

Company Name: _____ Booth #: _____

Contact: _____ Phone: _____

Email Address: _____

Shipping Destination

*Please let us know how many shipping labels you will require: _____
(Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL)

OUTBOUND CARRIER: _____

Delivering to (Company Name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

ATTN: _____ Phone: _____

Freight billing address:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

ATTN: _____ Phone: _____

Show Site Instructions:

Once your shipment(s) is/are packed and ready to be picked up, **please return the outbound bill of lading (BOL) to the Viper service desk.** Verify the correct piece count, weight, and sign this legal document. Any shipments without paperwork turned in will be reconsigned onto the house carrier at the exhibitor's expense. Viper does not accept responsibility for any exhibitor property left on the show floor unattended at any time, for any reason. Do not leave the bill of lading (BOL) in your booth – you must bring to the Viper service desk. Thank you.



Dear Exhibitor,

Welcome to APHL 2024 Annual Meeting. As owners and operators of three of downtown Milwaukee's largest venues, the Wisconsin Center District (WCD) is proud to welcome you to the city we love for a terrific event.

As you prepare to exhibit in the Baird Center, please reference the Exhibitor Ordering Kit for all services, pricing and information you may need before you arrive.

We are pleased to feature an easy-to-use, online ordering process. The tiered pricing structure offers incentives for early orders and worry-free installation. The online store can be found at [APHL Exhibitor Store](#).

The online store will be available on the below dates:

Advanced Pricing: February 4, 2024

Standard Pricing: April 4, 2024

Floor Rates: April 21, 2024

WCD venues are recognized for providing superb, captivating, and buzzworthy experiences, which starts with providing best in class service and support. If you have any additional questions do not hesitate to reach out to our team at ExhibitorSvc@wcd.org.

All the best,

Marty Brooks
President and CEO
Wisconsin Center District

Wisconsin Center District owns and operates the Baird Center, UW-M Panther Arena and the Miller High Life Theatre

BAIRDCENTER.COM

400 W. Wisconsin Avenue Milwaukee, WI 53203 • 414.908.6000



Exhibitor Ordering Kit

<https://bairdcenter.com/exhibitor-information/>

Revised: 9/26/2023

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Welcome

As owners and operators of three of downtown Milwaukee's largest venues, the Wisconsin Center District (WCD) is proud to welcome you to the city we love for a terrific event in the Baird Center, Miller High Life Theatre or UW-Milwaukee Panther Arena.

The WCD staff works within the framework of three driving pillars: Be Bold. Be Proud. Be Experience Obsessed. These phrases guide everyday actions and decision making, empowering our staff to make the best decisions possible for all clients, guests, attendees, customers, vendors and exhibitors. That means that from ordering to execution, any WCD staff member is available to answer questions and provide the best possible exhibitor experience.

We are pleased to feature an easy-to-use online ordering process. This Exhibitor Kit is designed to provide information about all of the services available, making planning and ordering easy.

Each service selection contains the following:

- Description of services, equipment and pricing.
- Installation and connection information.
- Terms and conditions.
- Frequently asked questions.

My expectation is that WCD venues are recognized for providing superb, captivating and buzzworthy experiences, which starts with providing best-in-class service and support. If you have any additional questions do not hesitate to reach out to our team at ExhibitorSvc@wcd.org.

The WCD is dedicated to making Milwaukee a not-to-be-missed destination. While you're here, I hope we prove that to you time and time again.

All the best,

Marty Brooks
President and CEO
Wisconsin Center District

Ordering Policies & Procedures

Ordering: All orders must be placed online; no phone, email or faxed orders will be accepted. To place an order visit <https://bairdcenter.com/exhibitor-information/>, click the Exhibitor Store button, select the event that is being attended and order your items. Please see our Exhibitor How-To Guide for a step-by-step walkthrough of this process.

Online store and pricing structure: The exhibitor store will open 90 days prior to the first contracted move-in date of the show. Our tiered pricing is as follows:

- Advanced pricing - 31-90 days prior.
- Standard pricing - 14-30 days prior.
- Floor rate - 0-13 days prior.

On-site ordering: A service desk will be available during move in, located next to the decorator. A WCD representative will be able to assist you with needs regarding services ordered and onsite ordering.

Payments: All payments must be made at the time of your order via credit card, no checks will be accepted. The date which orders are received determines the applicable rate as stated above.

Refunds: Cancellations must be received in writing to exhibitorsvc@wcd.org. Refund eligibility will be based on the dates the cancellation notice is received. No refunds will be issued after installation of service.

- 100% Refund - 61-90 days prior.
- 50% Refund - 31-60 days prior.
- No Refund - 0-30 days prior.

General terms and conditions

- Booth numbers and booth layouts must be provided at the time an order is placed. Any changes must be communicated prior to move in. Changes to booth layouts after services are installed may be subject to labor charges.
 - Please complete the Booth Map Template and attach the document with your order.
- If an order requires additional labor charges, this will be billed post-event via an invoice.
- WCD electricians, engineers and IT technicians are the only authorized personnel with access to utility floor pockets. Utility requirements crossing aisles will not be installed unless pre-approved by show management and WCD management.
- Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibitor purposes. The exhibitor clean-up room, located near the dock office, can be opened for use if requested.
- All equipment must conform to all federal, state and local fire and safety codes. WCD reserves the right to inspect and reject any and all connections and equipment that any customer uses while in the WCD facilities.

Building Policies

Anchoring: Any anchoring or drilling into the exhibit floor or any other surface within the WCD facilities is strictly prohibited.

Animals: Service animals are permitted within the WCD facilities. However, non-service animals/pets are not permitted within the WCD facilities without proper approval by WCD management.

Audio-visual: CTI is the WCD's in-house audio-visual provider for all WCD facilities. Exhibitors may order and arrange services through our online store. For additional information please contact the CTI sales team at 414-908-6190.

Composting: Can be made available upon request, please contact Levy Restaurants at 414-908-6154.

Compressed gas: The use of compressed gas is permitted within the WCD with prior approval under the below circumstances.

- Cylinders are limited to one-pound capacity and a booth may only contain one cylinder at any one time. Reserve cylinders shall be limited to 20 and must be secured in a safe, non-public, area as designated by the WCD.
- Propane tanks larger than one pound must be stored outside of the facility on the loading dock.
- Forklifts are permitted to use propane tanks (limit of 30 pounds) within the WCD during load in and out days as long as they are properly secured and have been properly inspected prior to and after each use.
- Propane tanks on forklifts must be removed from the WCD and stored outside in the propane storage locations. A maximum of one propane tank may be left on or near one forklift for use during the event hours if needed for any reason.

Confetti: The use of any glitter, confetti, sand or simulated snow types of material are not permitted in WCD facilities without approval by WCD management. Any approved use will be subject to a cleaning fee.

Decals: Adhesive-backed decals are not permitted to be distributed or used inside the facilities.

Display vehicles: When exhibiting motor vehicles inside WCD facilities the following requirements must be abided by:

- Display permit must be obtained from the city of Milwaukee - email exhibitorsvc@wcd.org to inquire about this permit.
- Disconnect the battery.
- Reduce the amount of gas to ¼ tank or less.
- Lock or tape shut the gas cap.
- Place a drip pan under vehicle's engine.
- Avoid all carpeted areas of the building unless approved by WCD management.

Building Policies

Donations: The WCD works closely with local charities to facilitate donations. Please contact exhibitorsvc@wcd.org to coordinate or arrange for donations.

Drone policy: The operation (flight) of any drone/aerial vehicles on WCD property is strictly prohibited.

Fire extinguishers: Exhibit booths with walls or enclosed ceilings larger than 10x10 (100 sq/ft) are required to have a portable fire extinguisher inside the structure.

Food and beverage: Levy Restaurants is the exclusive provider for all food and beverage within WCD facilities. Exhibitors may order and arrange catering services via our online ordering system. For additional information please contact the Levy sales team at 414-908-6154.

Fog/hazers: Only water-based machines are permitted within WCD facilities. The use of oil-based smoke, hazers or fog is strictly prohibited.

Gratuities: WCD policy prohibits the solicitation or acceptance of gratuities, regardless of the value. This includes offering leftover items that show management or exhibitors have given away or sold while participating in events within WCD facilities.

Helium: Helium balloons are not permitted in WCD facilities without approval by WCD management. Any approved use will be subject to a removal fee should balloons rise to the ceiling.

Loading dock: The Baird Center loading dock entrance is located at 850 N. Sixth St. The dock can only be entered from the North Helix and must always be exited via the South Helix. There are sixteen (16) loading docks and three (3) drive-up ramps. If show permits POV dock load in/load out - fifteen (15) minutes will be allowed for exhibitor vehicles to unload/load per vehicle.

Medical shows/waste: Any hazardous waste disposal and clean up must be approved prior to move-in. The WCD will not handle any disposal of medical waste, this will be the responsibility of show management. Sharps must be in red containers, clearly labelled as such and must not be disposed of in regular trash containers. Please do not leave needles and sharps boxes unattended.

Meeting room space: Looking for private meeting room space during the show? Submit your inquiry to exhibitorsvc@wcd.org for space availability and pricing.

Pyrotechnics: The use of pyrotechnics is strictly prohibited in the Baird Center.

Public Safety department (PSD) 414-908-6165: In case of an emergency in and around our facilities, contact PSD at 6165 on any house phone. The PSD office is staffed 24 hours a day, seven (7) days a week and can act as the first response to any emergency in the facilities. They will also be able to route necessary medical staff to proper address and entry point when needed.

Rigging: IATSE Local 18 stagehand union is the WCD's exclusive provider for all rigging services. If any rigging is required for booth construction, sign hanging or lighting purposes, this must be ordered through the online store. The deadline for rigging orders is 14 days prior to the first contracted date.

Building Policies

Shipping: The WCD will not accept advance materials or freight due to storage limitations and liability concerns. All freight and packages must be shipped to the contracted decorator and will then be delivered to the WCD only during designated move in times. Early deliveries may be turned away or returned to sender. Exhibit materials must be removed from premise by the end of the designated move out period. WCD is not responsible for materials left behind. Onsite shipping options are not available unless arranged through show management and the contracted decorator.

Smoking: The WCD is a smoke and tobacco-free campus. All forms of smoking and the use of tobacco products, including vaping, chewing tobacco and e-cigarettes, are strictly prohibited inside the facilities and anywhere on property, including the surrounding sidewalks and parking lot.

Tape: The contracted decorator is responsible for the removal of all tape and tape residue from all surfaces in the exhibition halls, pre-function, ballroom and meeting room floors. Any damages caused to a surface by the use of such tape or any tools for removal will be subject to a fee. Below are the approved materials for WCD facilities:

- Exhibit Hall floor - Polyken double-sided carpet tape.
- Carpeted surfaces - Gaffers tape.
- Walls and doors - Painter's tape or Remo Two mounting tape.

Tax-exempt: Please send your state tax exemption form to exhibitorsvc@wcd.org if your order should be tax exempt.

Vending: Vending machines are available to purchase food and beverage options in both the Conflux (located on the First Floor) and the Smart Market (located on the Third Floor).

Green Initiatives

The Wisconsin Center District has a Silver certification under Waste Management's Green Leader™ program. Please use the following tips to assist us with our green initiatives.

- Place cardboard and plastic in aisle ways or by pillars for WCD staff to collect and dispose of properly during move-in/move-out.
- Please dispose of any recyclable materials in the proper containers on the show floor.
- Consider using virtual presentation materials vs. printed materials.
- Use cloth table covers instead of disposable plastic or visqueen.
- Walk from your hotel to the WCD facilities via the city-wide skywalks.

Food Show Guidelines

All food and beverages within WCD facilities are operated and controlled by Levy Restaurants, the WCD's exclusive food and beverage provider. Special contracts are required for food shows when food will be prepared or distributed on WCD property.

Fire extinguishers are required and must be readily available within any booth in which cooking will be taking place. Exhibitors using heated oil or grease for cooking (or for any other purpose), must have a type "K" fire extinguisher present. Fire code prohibits the use of any type "B" extinguisher for the purpose of extinguishing a cooking oil or grease fire.

If approval has been provided by the WCD, the following cooking regulations apply:

- Electrical appliances, sternos and hot plates are the preferred method for cooking.
- Gas stoves are permitted but may only be used in the exhibit halls near the columns. Please refer to building services pricing for the cost of a gas hook up.
- Fryers are permitted only if they have an airtight cover and with permission of WCD management. Open fryers are strictly prohibited as grease and oil vapors will damage the HVAC equipment.
- Propane cooking is permitted but only with tanks of five pounds or less. Tank must be secured in an upright position to avoid tipping over. Any reserve tanks must be secured and stored outside the facilities.
- Flame grills are permitted based on space availability outside. Dock space must be arranged in advance with permission of WCD management.
- Charcoal or wood use for cooking is strictly prohibited.
- Sinks for handwashing and/or cleaning must be provided with an adequate supply of hot and cold water, along with a drain. WCD will not provide any hot water heaters.
- Cooking is strictly prohibited under any canopy or structure within the buildings.
- All cooking equipment must be used only on non-combustible surfaces.
- Grease and waste should only be disposed of in the designated grease barrel locations. Please do not use restrooms or exhibitor clean up room for disposal. Failure to comply could lead to a building clean up fee.
- Food trucks may be displayed as long as a vehicle display permit is obtained (contact exhibitorsvc@wcd.org for information) and all regulations listed on Page five (5) are met. Food trucks are not permitted to cook/serve food while inside any WCD facilities and should serve only as display vehicles.



Decorator Information

Check-in / Check-out: All contractors working in the WCD are required to sign in and out of the building in the PSD office and comply with any standing procedures for entering the building. The entrance to PSD is located at 750 N. Sixth St.

Dock: Loading dock ramps are to be used for vehicle traffic only. Pedestrian traffic on the ramps is strictly prohibited. When parking on the dock you must display your WCD-issued hangtag. Motorcycles are not permitted to park on the dock.

Emergency/medical - Public Safety department (PSD) 414-908-6165: In case of an emergency in and around our facilities, contact PSD at **6165** on any house phone. The PSD office is staffed 24 hours a day, seven (7) days a week and can act as the first response to any emergency in the facilities. They will also be able to route necessary medical staff to proper address and entry point when needed.

Fire towers / restricted areas: PSD must be notified whenever access is required to fire towers, mechanic halls or other secure areas. These areas should be opened and then locked back up. Please contact PSD on the radio or at **6165** any time you enter or exit these doors as they will signal an alarm.

Incident, injury and damage reports: Incident, injury and damage reports must to be documented with PSD as soon as they happen. Call PSD at **6165** immediately to ensure that they are able to capture statements and photos of any incident, injury or damage.

Parking: Paid parking is available in nearby parking lots, please visit www.spothero.com to see pricing and availability.

Production schedule: A production schedule is required to be submitted no later than 30 days prior to load in. Please use the production schedule template found on the WCD website.

Scissors lift/Boom lift/Forklift: WCD lifts can only be operated by WCD staff or IATSE Local 18 Labor. The decorator can bring in their own lifts, but are required to provide fall protection for anyone working in lifts. Only certified trained operators are permitted on lift equipment. Be aware of your surroundings, patrons, building limits, load weights, traffic, etc.

Smoking: The WCD is a smoke and tobacco-free campus. All forms of smoking and the use of tobacco products, including vaping, chewing tobacco and e-cigarettes are strictly prohibited inside the facilities and anywhere on property, including the surrounding sidewalks and parking lot.

Uniform: Please wear a company logo top (shirt) and appropriate pants/shoes. The WCD is a high-profile enterprise and often have multiple companies attending events in our buildings simultaneously. Cut-off shorts, ripped jeans or flip flops are strictly prohibited and wearers will be turned away.

Electrical Services

The WCD offers a variety of electrical services through our experienced in-house building electricians.

<u>Standard 120V services</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Standard 20-amp 120V	\$189	\$246	\$319
Standard 20-amp 120V + Power Strip	\$224	\$291	\$379
Standard 20-amp 120V + Extension Cord	\$224	\$291	\$379
Standard 20-amp 120V + Power Strip + Extension Cord	\$264	\$343	\$446

<u>208V services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
10-30-amp 208V 1 phase	\$404	\$525	\$683
10-30-amp 208V 3 phase	\$509	\$662	\$860
40-60-amp 208V 1 phase	\$484	\$629	\$818
40-60-amp 208V 3 phase	\$624	\$811	\$1,055
70-100-amp 208V 1 phase	\$704	\$915	\$1,190
70-100-amp 208V 3 phase	\$1,014	\$1,318	\$1,714

<u>480V services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
10-30-amp 480V 1 phase	\$744	\$967	Not Available
10-30-amp 480V 3 phase	\$854	\$1,110	Not Available
40-60-amp 480V 1 phase	\$799	\$1,039	Not Available
40-60-amp 480V 3 phase	\$869	\$1,130	Not Available
70-100-amp 480V 1 phase	\$854	\$1,110	Not Available
70-100-amp 480V 3 phase	\$1,109	\$1,442	Not Available

All 480V services will require hardwire installation by WCD Electrical department from the ceiling bus-duct in the Exhibit Hall. Pricing above includes four (4) hours of electrical labor for install/removal. Additional labor fees may apply for any changes to location or if additional wiring is required.

The deadline for 480V services is 14 days prior to the first contracted date.

Any order with four or more power connections will be subject to post event labor charges - this will be determined based on the location needed and time necessary for installation.

Electrical labor \$119/hour

Electrical Services

Installation and distribution

- WCD electricians will provide the initial electrical power source, exhibitors may then plug in their own equipment to that power source.
- Electrical service is run from the nearest floor pocket into the booth.
- Electrical outlets will be left at the back center of the booth unless a booth layout is provided with your online order. For orders with four (4) or more 120V power drops, any 208V services or any 480V services a booth layout will be required.
 - Please complete the Booth Map Template and attach the document with your order.
- WCD will supply a NEMA L21-30 for 10-30Amp 208V hookups. If a different NEMA number plug is needed please enter that information in the description field when placing your order.

Overhead power

- If an overhead sign, truss, banner or other rigged item requires overhead 120V/208V/480V power, the WCD can provide this service throughout the Baird Center Exhibit Hall. When ordering rigging packages, select one of the electrical rigging options.
- All 480V services will require hardwire installation by WCD Electrical department from the ceiling bus-duct in the Exhibit Hall. Pricing includes four (4) hours of electrical labor for install/removal. Additional labor fees may apply for any changes to location or if additional wiring is required.

Terms and conditions

- The WCD is the exclusive provider for all electrical services. All electrical equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- All services listed include labor to install and remove said service. Additional fees may apply if there are open end machines, if hardwire installation is needed or if cord caps or pigtails need to be provided. If an exhibitor requires additional electrical labor, outside the standard services, services will be billed at an hourly rate. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - Electrical labor will be billed starting at \$119/hour.
- All cords must be of the three-wire grounded type and UL approved. Cords can be no smaller than 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The WCD will not provide step-up or step-down transformers, our building power is 120V/208V and 277V/480V.
- The WCD is not responsible for voltage variations of the power company.

Electrical Services

Frequently asked questions

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard laptop 250-550 watts
- Standard TV 300-400 watts
- Standard printer 300-500 watts

Items like laptops, standard booth lights and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator should not use the same power source.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

Is electrical a daily charge?

The electrical charge is for the duration of the event.

How many outlets can I plug into?

There is one connection point per outlet or service ordered. Power strips can be ordered for an additional fee, but do not provide additional power. The WCD has six-plug power strips available for rent. Exhibitors may bring their own, but must have circuit protection. Services exceeding 120V cannot accommodate power strips.

When will my services be installed?

All pre-orders will be installed prior to exhibitor move-in. Orders placed at the service desk are guaranteed to be installed before the show opens. Any special requests such as temporary chain motor power, programming machinery or testing equipment must be noted in your order.

Do I need to submit a booth layout?

For orders with four (4) or more 120V power drops, any 208V services or any 480V services, a booth layout will be required. Standard 10x10 booths without a layout will have power installed at the back centre of the booth. If no layout is provided and services need to be relocated after the initial installation, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.

Information Technology Services

The WCD offers a variety of information technology (IT) services through an experienced team of in-house technicians.

All IT services are subject to a Wisconsin Sales tax at 7.9%.

	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
<u>Wired internet service</u> Single device, includes 1 private IP Address (DHCP), routers prohibited			
Basic (25Mbps)	\$319	\$415	\$539
Standard (100Mbps)	\$1,024	\$1,331	\$1,731
Premium (1Gbps)	\$6,259	\$8,137	Not Available
Additional Devices	\$119	\$155	\$201
<u>Dedicated wired internet service</u> Multiple devices, 4 public IP addresses (static), routers supported	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
5 Mbps	\$3,039	\$3,951	\$5,136
<u>Wireless internet service</u> Auto-generated password to the WCD shared events network, not rate limited	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Premium Wi-Fi - 1 Device	\$184	\$239	\$311
<u>Custom booth Wi-Fi network</u> Wireless access point in booth, personalized SSID and Password, not rate limited	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Wi-Fi Hotspot - 15 Devices	\$1,714	\$2,228	\$2,897
Wi-Fi Hotspot - 25 Devices	\$3,689	\$4,796	\$6,234

IT labor\$150/hour

Information Technology Services

Installation and distribution

- Internet service is delivered to a single location within your room or booth. If you require access for more than one computer or device, make sure you order service for all additional devices.
- All services will be installed during designated move-in times. Installation will be finalized once the event space is clear of freight and other obstacles. Services will be disconnected on the last day of the event, after the official closing time.
- Wired Internet service can extend up to 30 feet from the original drop location as long as cabling is sufficiently secured and stays within your contracted space; otherwise, additional wired Internet service(s) will be required.
- All services are tested once installation is completed. Performance reports and other statistics for Internet services are kept on file for up to one month and can be issued upon request.
- The WCD is not responsible for the installation, programming or performance of customer (non-WCD) equipment. Additional labor costs may be applied if assistance is required for installing or troubleshooting of customer equipment if the problem is found not to be the fault of the WCD.
- Only WCD personnel can complete special wiring in WCD's facilities, unless arranged prior with written approval. Supplemental services ordered from outside providers will be placed in a WCD-controlled IT telecommunications room. These services will be extended to desired locations by WCD personnel and will be assessed co-location fees for services, plus wiring and labor.
- A drawing indicating service placement(s) is required to be submitted with all wired internet orders. If a drawing is not received, WCD personnel will drop service in an area of the booth or room that they deem to be most convenient. Additional labor fees may be assessed to relocate lines once they have been placed.
 - Please complete the Booth Map Template and attach the document with your order.
- Rates quoted for all services include bringing the requested communication services to the booth or room in the most convenient manner and do not include special wiring, overhead drops and/or special setup or installation of client equipment. Additional labor fees may be assessed when special services are required and would be invoiced post-event.
 - IT labor will be billed starting at \$150/hour.

Terms and conditions

- The WCD is the exclusive provider for all telephone and internet services. All materials and equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- Any resale or unauthorized distribution of these services is strictly prohibited.
- A replacement fee will be assessed on any materials and equipment that are damaged and/or not returned at the close of the event.
- Disputes concerning service must be filed in writing with the WCD IT department prior to the close of the show. Disputes will be resolved by the WCD in a timely manner.

Information Technology Services

- The WCD cannot guarantee the performance or accessibility of services beyond WCD's internet gateway.
- Wireless connection speeds will vary. The actual speed depends on a variety of factors, such as the number of users on the network, personal device capabilities and the size and location of the upload or download.
- Wireless service is inherently vulnerable to interference from equipment and devices that transmit on the same radio channels, operate within the same frequency spectrum or have the ability to corrupt or block wireless frequencies. The WCD cannot guarantee that interference will not occur.
- Credit will not be given for decreased wireless performance due to interference generated by the event and its exhibitors, contractors or attendees.
- Using 5 GHz capable devices (802.11a/n/ac) is strongly encouraged as wireless speeds and connectivity will not be guaranteed in the 2.4 GHz band.
- The WCD is not responsible for wireless networks that it does not own or manage.
- The WCD does NOT recommend wireless service for critical event activities such as web presentations, online sales, registration or video streaming. For these and other critical activities, the WCD recommends purchasing wired service.
- Customer provided access points are authorized for use within WCD facilities only with WCD's prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customers who attempt to set up their own wireless system can interfere with other events' services and/or WCD's wireless network. WCD requires all customers showcasing their wireless products to contact WCD no less than 30 days prior to the event move-in so that we may engineer a cohesive wireless network without interference. Approvals may incur an additional labor charge.
- The WCD does not provide security, such as firewalls or anti-virus features on its Internet services. It is the sole responsibility of the customer to provide their own necessary security precautions. The WCD is not responsible for any damages arising from the use of non-secured devices on the network.
- The WCD recommends that all devices directly or indirectly accessing the network have the latest anti-virus software, security updates, system patches and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device which adversely effects the WCD network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice, at the WCD's discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and/or problem resolution.

Information Technology Services

Frequently asked questions

I ordered a service that requires IP address information, how do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Service Desk to retrieve your IP information.

Do you offer wireless internet?

The WCD offers free wireless internet service throughout our facilities. This service is designed for casual users and not guaranteed with fast browsing speeds. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed connections.

Do I need to submit a booth layout?

A booth layout is required for all wired telephone and internet orders. For standard 10x10 booths without a layout, services will be installed at the back centre of the booth. If no layout is provided and services need to be moved after they have been installed, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.



Mechanical Services

The WCD offers a variety of mechanical services through our experienced in-house building engineers.

<u>Air/gas services</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Compressed air ¼ inch	\$214	\$278	\$362
Compressed air ⅜ inch	\$214	\$278	\$362
Compressed air ½ inch	\$294	\$382	\$497
Gas line	\$279	\$363	\$472

<u>Water services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Water - running line	\$209	\$272	\$353
Water - 1-time fill (up to 500 gallons)	\$209	\$272	\$353
Drain only - ½ inch line	\$209	\$272	\$353

Engineer labor \$119/hour

Installation and distribution

- WCD engineers will provide the service from the nearest floor pocket into the booth. Exhibitors must furnish the necessary fittings to connect to ¼ inch, ⅜ inch, ½ inch female (NPT) thread for air and water connections. Exhibitors must also provide your own regulator for air pressures as the pressures may vary.
- WCD engineers are unable to provide metric fittings, adaptors or airlines.
- Air and water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitor booths.
- Air and water services are strictly prohibited from crossing aisleways. WCD will work with show management to relocate a booth if a service order cannot be fulfilled in its current location.

Terms and conditions

- The WCD is the exclusive provider for all air and water services. All equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors or bring their own compressed gasses from an outside vendor.
- All services listed include labor to install and remove said service. If an exhibitor requires additional engineering labor, outside the standard services, services will be billed at an hourly rate. Additional labor would be billed post-event pending the amount time required for installation and/or removal. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - Engineer labor will be billed starting at \$119/hour.

Mechanical Services

Frequently asked questions

Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, fittings, filters and hoses.

Can I fill my equipment via a sink?

Exhibitors are not permitted to bring in their own water or use WCD sinks to fill their own equipment.

Do you allow exhibitors to bring in helium balloons into the facilities?

No, we do not permit helium balloons in any WCD facility.

Do I need to submit a booth layout?

WCD requires a booth layout for all booths requesting air or water services. These services can only be provided from floor pockets located every 60 feet throughout the Exhibit Hall. If no layout is provided and services need to be moved after they have been installed, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.



Rigging Services

The WCD provides rigging exclusively through IATSE Local 18.

<u>Sign hanging packages</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Basic rigging package	\$799	\$1,039	Not available
This package includes rigging labor and lifts necessary to install and take down one sign/banner with one to two hanging points. All signs must be pre-assembled prior to scheduled sign hanging time.			
Basic rigging with assembly labor	\$1,014	\$1,318	Not available
This package includes two stagehands for one hour for sign assembly, rigging labor and lifts necessary to install and take down one sign/banner with one to two hanging points. Labor will arrive to your booth one hour prior to scheduled sign hanging time.			
Electrical rigging package	\$989	\$1,286	Not available
This package includes rigging labor and lifts necessary to install and take down one sign/banner with one to two hanging points. All signs must be pre-assembled prior to scheduled sign hanging time. One (1) 20-amp 120V power connection will be provided to power the sign from the ceiling.			
Electrical rigging with assembly labor	\$1,204	\$1,565	Not available
This package includes two stagehands for one hour for sign assembly, rigging labor and lifts necessary to install and take down one sign/banner with one to two hanging points. Labor will arrive to your booth one hour prior to scheduled sign hanging time. One (1) 20-amp 120V power connection will be provided to power the sign from the ceiling.			

Custom rigging quotes

Prices vary based on scope of work

- CTI, WCD's in-house A-V company, can assist with your custom rigging needs. Please submit your rigging specifications to CTI Productions, productions@cti.com, for a custom rigging quote.
- CTI will work closely with you to make sure all safety requirements are met for IATSE Local 18 rigging protocols and guidelines.
- All custom rigging orders will need to be confirmed and paid for in full no less than 14 days prior to the show move-in date.

Rigging Services

Terms and conditions

- All rigging prices are based on signs with one (1) or two (2) hanging points. The sign/banner must weigh less than 150 pounds, measure less than 20 feet in length and less than 175 square feet. For signs with additional hanging points, additional fees may apply, email exhibitorsvc@wcd.org to discuss your options.
- Exhibitors must be flexible with regards to date and time of load-in and take-down. WCD personnel will work with show management to determine the date(s) that work best for sign hanging in accordance to the show schedule.
 - A completed Sign and Banner Specifications form along with a photo of the hanging sign is required and must be submitted as an attachment with your order.
 - If assembly labor is being ordered, instructions must also be submitted with the order.
- Diagrams and booth layouts are essential for planning rigging services. Diagrams must include location, dimensions, weight and height from floor to bottom of suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.
 - Please submit all diagrams listed above as an attachment with your order.
 - Signs will be hung 14' to the bottom of the sign unless otherwise noted in the specifications.
- Signage will be positioned only once, exhibitor must be on-site for the install and must sign off on final placement before riggers leave their booth. If an exhibitor is not in the booth upon completion of the rigging services, Stagehands will only wait in the booth for 15 minutes for final approval. Any changes or re-positioning of signage after that time is not guaranteed and will result in additional fees.
- Exhibitor must supply all frames, grommets and hardware for hanging.
- Signs will be removed as move out conditions on the show floor allow. Exhibitors must be onsite for removal and are responsible for disassembling their sign.
- WCD reserves the right to refuse hanging signs if deemed unsafe by IATSE Local 18 riggers.
- Due to HVAC obstructions in some areas of the Exhibit Hall, exact locations may be limited. WCD and IATSE Local 18 reserve the right to determine exact location based on structural limits of the building.

Rigging Services

Frequently asked questions

How do I know if I qualify for the Basic Rigging Package?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds, is less than 20 feet in length, is less than 175 square feet and does not require electrical rigging, truss or motors, you qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or an illuminated sign), you qualify for the Electrical Rigging Package.

Can I order overhead lighting for my booth?

If you would like to order overhead lights to brighten up your booth or illuminate specific objects, you will need to get a quote from CTI, WCD's in-house AV company. In most cases, lights cannot be attached to our ceilings. Instead, CTI can provide you with a truss, using motors, to hang lights and focus them over your booth. Please see the CTI page for contact information.

Do I ship my sign to you to put it together?

No. You must ship your sign through the show's contracted decorator. If you select a rigging package with assembly, you will receive two stagehands for one hour of assembly prior to your scheduled hanging time. The sign must be clearly labeled in the booth, all assembly instructions and hardware must be included with the shipment. All exhibitors are required to disassemble their own signs and remove from the facility or ship with the contracted decorator.

Can I request load-in and load-out times?

Yes, when submitting your rigging order, please complete and attach the Sign and Banner Specifications form with your order. Please note that your preferred timing is not guaranteed; however, we will try to do our best to accommodate your requests. If you do not provide a diagram or layout prior to load-in, then you may experience setup delays and may be subject to additional costs. Load-out will be scheduled based on conditions of the show floor and ability to maneuver the lifts through the space.

What type of diagram should I send?

The most useful diagrams are on a grid to show dimensions of the booth, the exact desired placement of hanging items and orientation of the booths around yours. As a general rule, pictures of the sign are helpful, but not as important as an accurate diagram with placement, height and weight of sign or hanging item(s).

Security Services

The WCD has an exclusive security contract for security services.

<u>Security guard (booth)</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Per hour per officer	\$32/hour	\$32/hour	Not available

Terms and conditions

- Officers will be uniformed public safety officers who can cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock.

Frequently asked questions

When do you recommend ordering security for an exhibitor booth?

Our Public Safety department suggests ordering security for booths planning to have VIP appearances, book signings, etc. to monitor crowd control and escort as needed. Exhibitors with expensive equipment or products in their booths may consider security for the overnight hours between show end and the next day's show start.

Is there general overnight security in the Exhibit Hall?

WCD provides 24-hour security coverage for the facility; however, security coverage for the exhibit hall is determined by show management and may vary from event to event.

How do I order security services?

Please email exhibitorsvc@wcd.org to schedule any booth security needs.

WCD | The Baird Center

Exhibitor AV Pricing Guide



Office Hours: Monday – Friday 9am-5pm Office Phone: 414-908-6190

Please note, this is a price guide only. All orders should be placed online at the [Exhibitor Store](#). For custom rigging and overhead lighting options, or questions, please contact us at productions@cti.com

Rates: 31+ Days = Advanced Day Rate / 30-14 Days = Standard Day Rate / 13-0 Days = Floor Day Rate

Qty.	Description	Advanced Day Rate	Standard Day Rate	Floor Day Rate	Amount (Qty x Day Rate)
SCREENS & MONITORS					
	8' Tripod Screen & Skirt	\$75.00	\$85.00	\$100.00	
	3k-4k Lumen LCD Projector	\$405.00	\$450.00	\$540.00	
	82" 4K LED Monitor (SAMSUNG QE82T)	\$702.00	\$780.00	\$936.00	
	70" 4K LED Monitor (SAMSUNG BE70TH)	\$648.00	\$720.00	\$864.00	
	50" 4K LED Monitor (SAMSUNG BE50TH)	\$270.00	\$300.00	\$360.00	
	32" HD LED Monitor (SAMSUNG QM32R)	\$160.00	\$180.00	\$215.00	
	CHIEF PRSU Floor Monitor Stand (For 50"-82" Monitors)	\$135.00	\$150.00	\$180.00	
	Raspberry PI Video Loop Device - USB/HDMI	\$65.00	\$72.00	\$86.00	
	Safe Lock Projector Stands w/Black Skirt	\$15.00	\$18.00	\$22.00	
	34", 42", or 54" AV Carts w/Black Skirt	\$27.00	\$30.00	\$36.00	
Please note, CTI does not provide Wall Mounting. Exhibitors will need to supply their own Wall Mounts and Wall Mount installation.					
Fast Fold Screens, 8k - 30k Lumen Projectors and Video Wall Options available upon request, please contact a CTI representative for pricing.					
PRESENTATION					
	PC Laptop	\$215.00	\$225.00	\$270.00	
	DI Box - Laptop Audio	\$30.00	\$35.00	\$42.00	
	Wireless Advancer/Mouse	\$15.00	\$18.00	\$22.00	
	Flipchart w/Pad and Markers	\$38.00	\$42.00	\$50.00	
	Gold DaLite Easels	\$15.00	\$18.00	\$22.00	
	Gray Carpeted Lectern	\$45.00	\$50.00	\$60.00	
AUDIO					
	4 Channel Analog Audio Mixer (No EQ)	\$35.00	\$40.00	\$48.00	
	QSC K10 Powered Speaker	\$80.00	\$90.00	\$110.00	
	Ultimate Speaker Stand	\$10.00	\$12.00	\$15.00	
	SHURE Wireless Single Unit	\$135.00	\$150.00	\$180.00	
	SHURE sm48s Wired Microphone	\$35.00	\$40.00	\$48.00	
Large Profile Digital Audio Consoles available upon request, please contact a CTI representative for pricing.					
*Please notice LIGHTING , RIGGING , and ORDERING on page 2.					

WCD | The Baird Center



Exhibitor AV Pricing Guide

Qty.	Description	Advanced Day Rate	Standard Day Rate	Floor Day Rate	Amount (Qty x Day Rate)
LIGHTING					
	LED Slim PAR Fixture	\$45.00	\$50.00	\$60.00	
	LED Battery/Wireless Fixture (Blizzard SkyBox)	\$85.00	\$72.00	\$86.00	
For special lighting over a booth, please contact Exhibitor Services and CTI for pricing. Please note, this is a custom rigging option and will require a detailed CAD / Diagram of your booth as well as Local IATSE 18 Labor. Specialty LED Production Lighting and Consoles available upon request, please contact a CTI representative for pricing.					
RIGGING					
All Rigging Plots must be confirmed with CTI and Local IATSE 18 two weeks prior to load in. Local IATSE 18 must install all Rigging. CTI can install Ground Supported Structures. Please contact a CTI Representative for Pricing and Details on your Custom Rigging.					
*Please include any Adapters in your Notes or Email us.					
	CTI also offers additional AV Gear to meet your Audio, Video, Lighting and Rigging needs.				

Please visit the exhibitor store online at bairdcenter.com/exhibitor-information/ to place your orders.

All Audio-Visual related questions can be directed to CTI at productions@cti.com or call us at 414-908-6190.



Levy is proud to be the exclusive provider of all the food and beverage for the Wisconsin Center District. We are excited to provide you with a seamless online ordering experience. We look forward to partnering with you on any booth needs during the show! You can find all our offerings within our menu link below:

www.bairdcenter.com/exhibitor-information/

To ensure the best service, please submit your order via our online portal at least 14 business days prior to your event. Your order will be confirmed by email after payment.

If you have any questions, please contact us at levycatering@wcd.org



Booth Map Template

Event:	
Booth #:	
Booth Dimensions:	_____ x _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Important items to include:

Mark service locations (i.e. electrical, mechanical, IT services)

Include measurements for each service from the corner

Indicate adjacent booth numbers and/or aisles

Please note: If floorplan is not provided, services will be placed along the back-drape line

Hanging Sign Specifications

Sign Regulations

- Exhibitor must supply all frames, grommets and hardware for hanging.
- Sign must be on-site and built prior to the scheduled hang time.
 - o If union labor was pre-ordered, stagehands will arrive to your booth one hour prior to scheduled hang time.
- Signage will be positioned only once, exhibitor must be onsite for the install and must sign off on final placement before riggers leave their booth. Any changes or re-positioning of signage is not guaranteed, will result in additional fees.
- Exhibitors are responsible for disassembling their sign.
- WCD reserves the right to refuse hanging signs if deemed unsafe by IATSE Local 18 riggers.
- WCD reserves the right to determine exact location based on structural limits of the building.

Exhibitor information

Event:	
Booth #:	
On Site Contact:	
Phone #:	

Sign information

Height:		Width:		Depth:	
Material:		Weight:		Shape:	

Signs will be hung 14 feet to the bottom of the sign unless otherwise noted.

Installation and removal dates will be pre-determined by show management. WCD will return this completed form to the exhibitor no later than 10 days before show move-in.

Installation

Date	Start	End

Removal

Date	Start	End



If you have any additional questions, please contact the Exhibitor Services department at exhibitorsvc@wcd.org.