

# QUICK REFERENCE

## Mark Your Calendar!

- Wednesday, March 4**      **FIRST DAY ADVANCE WAREHOUSE RECEIVING**  
The advance warehouse will begin accepting freight on this date.  
M-F 8:00 am – 4:00 pm.
  
- Wednesday, March 11**      **ADVANCE ORDER DISCOUNT DEADLINE**  
Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date.
  
- Tuesday, March 24**      **LATE TO WAREHOUSE**  
Advance Warehouse must receive your freight by EOD on 3/24/20 to avoid late charges.
  
- Monday, March 30**      **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!)
  
- Wednesday 4/1 (12pm – 5pm)**      **SHOW SITE DELIVERIES 4/1-9am-5pm and 4/2-8am-10:30am @ Hyatt Regency Chicago**
- Thursday, 4/2 (8am – 10:30am)**      ALL show site shipments are to be delivered this day only. Shipments sent before these dates are at risk of being refused, or charges by venue and Viper may apply.

## Your Show Outline

Move-In/Installation	Wednesday, April 1	12pm – 5pm
	Thursday, April 2	8am – 10:30am
Exhibit Hours	Thursday, April 2	11am – 1:45pm (Cash Lunch) 2:45pm – 3:45pm (Beverage Break in Hall) 5pm – 7pm (Welcome Reception)
	Friday, April 3	9am – 10am (Exhibit Advisory Committee Meeting) 10:30am – 3:30pm
Move-Out/Teardown	Friday, April 3	3:35pm – 7pm
	Saturday, April 4	8am – 12pm

Freight Force Time (10am on 4/4) ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 10am on April 4 @ Hyatt Regency Chicago (Riverside Ballroom)

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	OUTBOUND INFO
<b>ADVANCED (2 CWT MIN)</b> \$334.40 Common Carrier*	<b>AMDA Viper Tradeshow Services 2575 Northwest Parkway Elgin IL 60124</b>	<b>AMDA Hyatt Regency Chicago Riverside Exhibit Hall c/o Viper Tradeshow Services 151 E. Upper Wacker Dr. Chicago IL 60601</b>	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 10am on 4/4 to avoid force, as well as exhibitors must start dismantle by 9am in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.
<b>SHOWSITE (2 CWT MIN)</b> \$434.72 Common Carrier*			
*Per CW *This rate includes: Hotel Special Handling, OT Move-out**			

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

## Items That Come Standard In Your Booth For This Show Are:

10' x 10' exhibit spaces in a carpeted hall. Each booth comes with 8' Purple/White back drape, 3' Purple side drape and one (1) black and white 6" x 24" ID sign. **\*\*No Furnishings Provided\*\***

**\*\*To purchase additional rental items/ services, please visit [www.vipertradeshowstore.com](http://www.vipertradeshowstore.com) // Show Code: 2004003**

Order Online @ [www.vipertradeshowstore.com](http://www.vipertradeshowstore.com) with show code: **2004003**

Viper Show Coordinator: Michael Roberts | p: 847.426.3100 | f: 847.426.3111 | [mroberts@vipertradeshow.com](mailto:mroberts@vipertradeshow.com)

Show Management Contact: Kristin Pichon | p: 410.992.3143 | [kpichon@paltc.org](mailto:kpichon@paltc.org)

## TERMS AND DEFINITIONS:

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

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

**Tax Exemption Status:** If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers. Payment for all labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties, shall be the responsibility of the exhibitor at the event.

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

**Material Handling Form (MHA) aka Bill of Lading (BOL):** Your bill of lading must be turned in no later than the force times listed on the 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 Show-At-A-Glance Page*

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

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

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

# METHOD OF PAYMENT

## 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 | [www.vipertradeshowstore.com](http://www.vipertradeshowstore.com) | Show Code: **2004003**

Email: [mroberts@vipertradeshow.com](mailto:mroberts@vipertradeshow.com)

Fax: Send completed forms to 847.426.3111

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

## Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Floral/Booth Cleaning:	\$
Installation & Dismantle Labor:	\$
Standard Furniture & Accessories:	\$
Viper Custom Furnishings:	\$
Carpet & Padding:	\$
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**

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

**Please circle appropriate credit card:**      MasterCard      Visa      American Express

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

**Expiration Date:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_

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

**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 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.75/lb. on shipments under 1,000 lbs. and \$2.25/lb. for shipments over 1,000 lbs. Dimensional weight may apply, and a **\$625.00 minimum** applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Canadian shipments are provided at a flat rate of \$3.75 for shipments 1,000 lbs. and \$3.25 for shipments over 1,000 lbs.; a \$650.00 minimum applies. Material Handling charges apply for all shipments.

**Inbound shipping to (circle one):**

**Advance Warehouse**

**Show Site**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requested Pickup Date & 4 Hour Pickup Window Time: \_\_\_\_\_

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

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

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

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

Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**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 Tradeshows is not liable for shipping A/V or computer equipment\***

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:	
DELIVERY INFORMATION *deliver by 3/24 to avoid late fees	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
<b>AMDA</b> <b>Viper Tradeshow Services</b> <b>2575 Northwest Parkway</b> <b>Elgin Il 60124</b>	
PIECE: _____	OF _____

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION *deliver by 3/24 to avoid late fees	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
<b>AMDA</b> <b>Viper Tradeshow Services</b> <b>2575 Northwest Parkway</b> <b>Elgin Il 60124</b>	
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:	
<b>DELIVERY INFORMATION</b> 4/1 Between 12pm-5pm and 4/2 Between 8am-10:30am	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<b>AMDA</b> c/o Viper Tradeshow Services Hyatt Regency Chicago (Riverside Exhibit Hall) 151 E. Upper Wacker Dr Chicago IL 60601	
PIECE: _____ OF _____	

SHIPPER INFORMATION	
FROM:	
<b>DELIVERY INFORMATION</b> *4/1 Between 12pm-5pm and 4/2 Between 8am-10:30am	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<b>AMDA</b> c/o Viper Tradeshow Services Hyatt Regency Chicago (Riverside Exhibit Hall) 151 E. Upper Wacker Dr Chicago IL 60601	
PIECE: _____ OF _____	

# MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
<b>AMDA</b> <b>Viper Tradeshow Services</b> <b>2575 Northwest Parkway</b> <b>Elgin IL 60124</b>	<b>AMDA</b> <b>Hyatt Regency Chicago</b> <b>Riverside Exhibit Hall</b> <b>c/o Viper Tradeshow Services</b> <b>151 E. Upper Wacker Dr.</b> <b>Chicago IL 60601</b>

*Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up.*

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

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: \_\_\_\_\_ Your CWT (no less than 2)

### Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$334.40/CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$397.10/CWT
Common carrier shipment received late, after 4pm on <b>3/24</b> .....	\$397.10/CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$459.80/CWT
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

### Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$434.72/CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$516.23/CWT
Show Site shipments off-target (Before 12pm or After 5pm on 4/1 and Before 8am or After 10:30am on 4/2) add 30% to the rate	
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

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



## VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 21 days free storage if delivered by the advance deadline receiving date listed below, and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to 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.

<b>Moving Van Shipments</b>	Shipments delivered by a moving van or shipments by any truck which, because of the height of the truck bed, cannot be unloaded at the docks.
<b>Loose Freight</b>	Shipments packed in such a manner as to require special handling (i.e. loose display parts, uncrated equipment, stacked freight, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
<b>Undetermined Description</b>	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.) Including any mixed lot/multiple shipments that are delivered together.
<b>Must be Delivered by Hand</b>	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.)
<b>Small Package Carriers (SPC)</b>	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) an individual Bill of Lading 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.



## FLORAL/CLEANING

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### Floral

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#### Fresh Floral Arrangements

Small Floral Arrangement: \_\_\_\_\_ \$137.40 Discount / \$184.20 Standard

Medium Floral Arrangement: \_\_\_\_\_ \$194.70 Discount / \$238.80 Standard

Large Floral Arrangement: \_\_\_\_\_ \$247.50 Discount / \$302.10 Standard

#### Artificial Plants

2 Foot Green Plant \_\_\_\_\_ \$90.60 Discount / \$106.20 Standard

3 Foot Green Plant \_\_\_\_\_ \$106.20 Discount / \$126.30 Standard

4 Foot Green Plant \_\_\_\_\_ \$126.30 Discount / \$150.30 Standard

5 Foot Green Plant \_\_\_\_\_ \$150.30 Discount / \$173.40 Standard

6 Foot Green Plant \_\_\_\_\_ \$173.40 Discount / \$194.40 Standard

**TOTAL FOR ALL ITEMS ORDERED:**      \$ \_\_\_\_\_

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**Exhibitor:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

# DISPLAY LABOR (I&D) INFO

## Display Labor Hourly Rates

<b>Monday – Friday: 8:00 am – 4:30 pm</b>	<b>\$230.00 per person, per hour</b>
<b>Monday – Friday before 8:00 am &amp; after 4:30 pm</b>	<b>\$345.00 per person, per hour</b>
<b>Any time Saturday, Sunday &amp; Holidays</b>	<b>\$460.00 per person, per hour</b>

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

## Labor Definitions

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

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

**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

- Day/Time of set up: \_\_\_\_\_ Hourly Rate as noted above
- Number of Laborers: \_\_\_\_\_ x number of people
- Number of Hours: \_\_\_\_\_ x number of hours
- TOTAL AMOUNT OF HOURS** \_\_\_\_\_ x \_\_\_\_\_ (RATE) \$ \_\_\_\_\_
- Check here if Exhibitor supervised: MUST be marked or move to next step \_\_\_\_\_
- Viper Tradeshow Services Supervised Surcharge: \_\_\_\_\_ 35% of subtotal above
- TOTAL INSTALLATION CHARGES** \$ \_\_\_\_\_ (Lines 4+6)

## Dismantle Calculation & Order

- Day/Time of set up: \_\_\_\_\_ Hourly Rate as noted above
- Number of Laborers: \_\_\_\_\_ x number of people
- Number of Hours: \_\_\_\_\_ x number of hours
- TOTAL AMOUNT OF HOURS** \_\_\_\_\_ x \_\_\_\_\_ (RATE) \$ \_\_\_\_\_
- Check here if Exhibitor supervised: MUST be marked or move to next step \_\_\_\_\_
- Viper Tradeshow Services Supervised Surcharge: \_\_\_\_\_ 35% of subtotal above
- TOTAL DISMANTLE CHARGES** \$ \_\_\_\_\_ (Lines 4+6)

*50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 847.426.3100 for special requests or items you do not find on this form.*

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

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

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

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

Company: \_\_\_\_\_ Date: \_\_\_\_\_

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:**

AMDA

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 10 days before move-in.
3. Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor  
\*Upon arrival at show site.

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

# STANDARD FURNITURE & ACCESSORIES

\*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:

DISCOUNT:

STANDARD:

Qty: _____ 4' Table	\$201.00	\$253.80
Qty: _____ 6' Table	\$253.80	\$285.60
Qty: _____ 8' Table	\$285.60	\$306.60
Qty: _____ 4 <sup>th</sup> Side Drape	\$50.40	\$70.80
Qty: _____ Undraped Table	\$40.00 Less than list price above	

## 42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

DISCOUNT:

STANDARD:

Qty: _____ 4' Counter	\$243.30	\$296.10
Qty: _____ 6' Counter	\$296.10	\$348.60
Qty: _____ 8' Counter	\$348.60	\$390.90
Qty: _____ 4 <sup>th</sup> Side Drape	\$60.60	\$81.00
Qty: _____ Undraped Counter	\$40.00 Less than price list above	

## Accessories

ITEM:	DISCOUNT:	STANDARD:
Qty: _____ Wastebasket	\$44.70	\$61.80
Qty: _____ Tripod Easel	\$81.30	\$104.10
Qty: _____ Plastic Folding Chair	\$81.90	\$89.30
Qty: _____ 4' Single Tier Table Riser	\$128.40	\$169.20
Qty: _____ 6' Single Tier Table Riser	\$162.00	\$211.50
Qty: _____ 8' Single Tier Table Riser	\$193.20	\$240.00
Qty: _____ Bag Rack	\$169.44	\$181.20
Qty: _____ L1 Black Sherpa Side Chair	\$115.80	\$125.00
Qty: _____ L2 30" Table	\$306.60	\$398.70
Qty: _____ Rope & Stanchions, ea.	\$190.20	\$249.00
Qty: _____ M1 Black Euro Barstool	\$285.60	\$371.10
Qty: _____ M2 Black 30" x 42" Bar Table	\$328.20	\$426.00
Qty: _____ 4' x 8' Poster Board	\$388.20	\$444.00

L1 & L2



M1 & M2



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

## CUSTOM FURNISHINGS

### Lounge Series A – Durapella Sage



A1: Sofa  
Qty: \_\_\_\_  
\$919.50 Discount  
\$1194.00 Standard



A2: Loveseat  
Qty: \_\_\_\_  
\$813.60 Discount  
\$1057.80 Standard



A3: Chair  
Qty: \_\_\_\_  
\$602.40 Discount  
\$783.00 Standard



A4: Cocktail Table  
Qty: \_\_\_\_  
\$390.90 Discount  
\$508.20 Standard

### Lounge Series B – Black Leather



B1: Sofa  
Qty: \_\_\_\_  
\$876.90 Discount  
\$1140.30 Standard



B2: Loveseat  
Qty: \_\_\_\_  
\$813.60 Discount  
\$1057.80 Standard



B3: Chair  
Qty: \_\_\_\_  
\$687.00 Discount  
\$893.10 Standard



B5: End Table  
Qty: \_\_\_\_  
\$290.40 Discount  
\$384.60 Standard

### Lounge Series C – Grey Microfiber



C1: Sofa  
Qty: \_\_\_\_  
\$708.00 Discount  
\$920.40 Standard



C2: Loveseat  
Qty: \_\_\_\_  
\$645.00 Discount  
\$838.20 Standard



C3: Chair  
Qty: \_\_\_\_  
\$342.40 Discount  
\$755.70 Standard



C4: Cocktail Table  
Qty: \_\_\_\_  
\$390.90 Discount  
\$507.60 Standard



C5: End Table  
Qty: \_\_\_\_  
\$348.60 Discount  
\$453.30 Standard

### Specialty Tables | Chairs Series D



D1: 42" Black  
Qty: \_\_\_\_  
\$475.80 Discount  
\$618.60 Standard



D2: Side Chair  
Qty: \_\_\_\_  
\$264.30 Discount  
\$343.80 Standard



E1: 42: Chrome  
Qty: \_\_\_\_  
\$430.10 Discount  
\$535.80 Standard



E2: Silver Chair  
Qty: \_\_\_\_  
\$222.30 Discount  
\$288.60 Standard

### Specialty Tables | Chairs Series F



F1: 60" Oval Table  
Qty: \_\_\_\_  
\$539.40 Discount  
\$700.80 Standard



F2: Blue Chair  
Qty: \_\_\_\_  
\$306.60 Discount  
\$398.70 Standard



F3: Yellow Chair  
Qty: \_\_\_\_  
\$306.60 Discount  
\$398.70 Standard



F4: Red Chair  
Qty: \_\_\_\_  
\$306.60 Discount  
\$398.70 Standard



F5: Black Chair  
Qty: \_\_\_\_  
\$306.60 Discount  
\$398.70 Standard

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



# CUSTOM FURNISHINGS

## Specialty Tables | Chairs Series G



G1: 54" Table  
Qty: \_\_\_\_  
**\$475.80 Discount**  
**\$618.30 Standard**



G2: Birch Side Chair  
Qty: \_\_\_\_  
**\$327.60 Discount**  
**\$426.00 Standard**



H1: 42" Round Table  
Qty: \_\_\_\_  
**\$485.70 Discount**  
**\$618.30 Standard**



H2: Steel Chair  
Qty: \_\_\_\_  
**\$306.60 Discount**  
**\$398.40 Standard**

## Office Series I



I1: Oak Desk  
Qty: \_\_\_\_  
**\$708.00 Discount**  
**\$920.40 Standard**



I2: Black/Chrome Chair  
Qty: \_\_\_\_  
**\$454.50 Discount**  
**\$591.25 Standard**



I3: Black/Black Chair  
Qty: \_\_\_\_  
**\$454.50 Discount**  
**\$591.30 Standard**

## Office Series J



J1: 6' Conference Table  
Qty: \_\_\_\_  
**\$602.40 Discount**  
**\$783.00 Standard**



J2: Steno Chair  
Qty: \_\_\_\_  
**\$264.30 Discount**  
**\$344.10 Standard**



J3: Drafting Stool  
Qty: \_\_\_\_  
**\$370.20 Discount**  
**\$480.90 Standard**

## Accessories Series K



K1: Accordion Lit Stand  
Qty: \_\_\_\_  
**\$264.90 Discount**  
**\$344.10 Standard**



K4: Coat Rack  
Qty: \_\_\_\_  
**\$96.60 Discount**  
**\$123.90 Standard**



K5: 42" Pedestal  
Qty: \_\_\_\_  
**\$369.60 Discount**  
**\$480.90 Standard**



K6: 32" Pedestal  
Qty: \_\_\_\_  
**\$369.60 Discount**  
**\$480.90 Standard**



K7: 24" x 42" Pedestal  
Qty: \_\_\_\_  
**\$576.90 Discount**  
**\$756.90 Standard**



K8: Refrigerator  
Qty: \_\_\_\_  
**\$440.10 Discount**  
**\$571.50 Standard**

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

# CUSTOM FURNISHINGS

## Tables | Chairs Series L



L1: Side Chair  
Qty: \_\_\_\_  
**\$115.80 Discount**  
**\$150.00 Standard**



L2: 30" Table  
Qty: \_\_\_\_  
**\$306.60 Discount**  
**\$398.70 Standard**



L3: Arm Chair  
Qty: \_\_\_\_  
**\$137.40 Discount**  
**\$179.70 Standard**



L5: Side Chair  
Qty: \_\_\_\_  
**\$264.30 Discount**  
**\$343.80 Standard**



L6: Euro Chair  
Qty: \_\_\_\_  
**\$264.30 Discount**  
**\$343.80 Standard**

## Cocktail Tables | Stools Series M



M1: Barstool  
Qty: \_\_\_\_  
**\$285.60 Discount**  
**\$371.10 Standard**



M2: 42" Bar Table  
Qty: \_\_\_\_  
**\$328.20 Discount**  
**\$426.00 Standard**



M3: Euro Stool  
Qty: \_\_\_\_  
**\$328.20 Discount**  
**\$426.00 Standard**



M4: Chrome Stool  
Qty: \_\_\_\_  
**\$306.60 Discount**  
**\$398.400 Standard**



M5: Bar Stool  
Qty: \_\_\_\_  
**\$201.00 Discount**  
**\$300.90 Standard**



M6: Steel/Black Stool  
Qty: \_\_\_\_  
**\$348.90 Discount**  
**\$453.30 Standard**



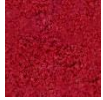
M7: Steel Stool  
Qty: \_\_\_\_  
**\$348.90 Discount**  
**\$453.30 Standard**

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

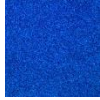
# CARPET SELECTIONS

## Standard

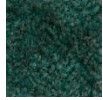
CIRCLE COLOR SELECTION BELOW



Red



Royal Blue



Green



Grey



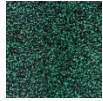
Navy Blue



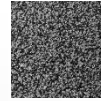
Speckled Red



Speckled Blue



Speckled Green



Speckled Grey

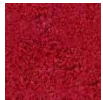


Black

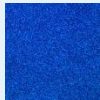
SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$318.00	\$392.40	
10' x 20 Carpet		\$610.00	\$784.80	
10' x 30' Carpet		\$944.10	\$1177.50	
10' x 40' Carpet		\$1258.80	\$1,569.60	
20' x 20' Carpet		\$1258.80	\$1569.60	
Custom Per Sq. Ft.		\$3.18	\$4.14	

## Prestige

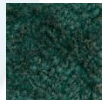
CIRCLE COLOR SELECTION BELOW



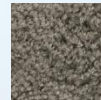
Red



Royal Blue



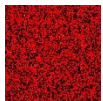
Green



Grey



Navy Blue



Speckled Red



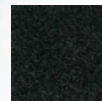
Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Plush Per Sq. Ft		\$9.30	\$11.34	

## Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$3.78	\$4.50	
Double Padding Per Sq. Ft		\$6.30	\$7.20	
Visqueen Per Sq. Ft.		\$0.36	\$1.26	

Standard Carpet per sq. ft.: \$ \_\_\_\_\_  
 Plush Carpet per sq. ft.: \$ \_\_\_\_\_  
 Padding/Visqueen per sq. ft.: \$ \_\_\_\_\_

**ESTIMATED TOTAL** \$ \_\_\_\_\_

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

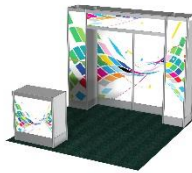
## MODULAR RENTALS – Includes custom graphics!

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

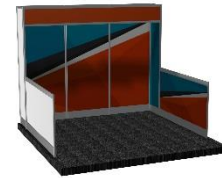
\*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



**10' INLINE BOOTH**  
Discount: **\$5130.00**  
Standard: **\$6494.40**



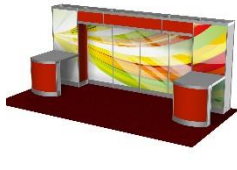
**10' SHELF BOOTH**  
Discount: **\$5130.00**  
Standard: **\$6494.40**



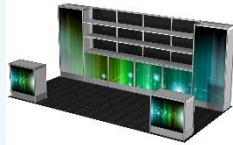
**10' STANDARD BOOTH**  
Discount: **\$5130.00**  
Standard: **\$6494.40**

### 10x20 Displays – Contact Viper for Additional Custom Exhibit Options!

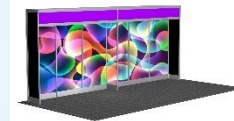
\*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



**20' INLINE BOOTH**  
Discount: **\$11029.20**  
Standard: **\$14144.40**



**20' SHELF BOOTH**  
Discount: **\$11029.20**  
Standard: **\$14144.400**



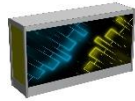
**20' STANDARD BOOTH**  
Discount: **\$9781.20**  
Standard: **\$11744.40**

### A La Carte

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



**1M COUNTER**  
Discount: **\$519.70**  
Standard: **\$672.00**



**2M COUNTER**  
Discount: **\$942.90**  
Standard: **\$1188.00**



**1M CURVED COUNTER**  
Discount: **\$577.20**  
Standard: **\$749.40**



**2M CURVED COUNTER**  
Discount: **\$1026.60**  
Standard: **\$13320.00**



**DISPLAY CASE**  
Discount: **\$1216.50**  
Standard: **\$1,577.40**

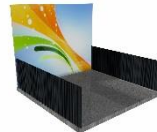
### Custom Booth Signage



**METER BOARD**  
Single Sided: **\$882.00**  
Double Sided: **\$1,393.20**



**22x28 SIGN \*w/HOLDER**  
**\$186.00**



**8'x10' BACKWALL BANNER**  
**\$1,914.00**

\*Banner is yours to keep. Includes install/dismantle

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

## MOVE OUT INFORMATION

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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:	<b>Friday, April 3 @ 3:30pm</b>
Stored empty crates and containers returned:	<b>Friday, April 3 by 4:30pm</b>
Labor Force: all exhibitors should have started dismantle by now: Exhibitors may not check in at the Viper Service Desk to sign out dismantle labor hired.	<b>Friday, April 3 by 8am</b>
Freight Force: deadline for carriers to check in:	<b>Saturday, April 3 @ 10am</b>

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**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 **10am**. We suggest telling them **9am**, giving them room to fail without failing you! Here's the address for your convenience:  
**Hyatt Regency Chicago (Riverside Exhibit Hall) 151 E. Upper Wacker DR. Chicago IL 60601**
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 of 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 **10am** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 lbs. or less; with a **\$625.00 minimum**. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded. \*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 2:30pm (1 hour before 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.

Michael Roberts | [mroberts@vipetradeshow.com](mailto:mroberts@vipetradeshow.com)

# Electrical Order Checklist

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Form	Must include complete Credit Card Authorization, Labor Order Form and floor plan to secure discount rates, if applicable. Call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Form	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus points).
<input type="checkbox"/> Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
<input type="checkbox"/> Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
<input type="checkbox"/> Exhibitor's equipment will be modified to conform to GES' electrical cords and caps and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> <li>• 15 amp 120 volt: Standard U-ground cord cap</li> <li>• 30 amp 208 volt 1Ø or 3Ø: Leviton 2811 or Hubbell 2811</li> <li>• 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P</li> <li>• 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH</li> </ul>
<input type="checkbox"/> Avoid code violations	Check the electrical code requirements on the Electrical Information form.
<input type="checkbox"/> Helpful Tip	Please have the following available at showsite: a successful fax transmittal and/or copy of email sent showing attachments.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at (800) 475-2098. We're here to help!

102919 071601448

E-1a 101619

Form Continues on Next Page





# Electrical Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**AMDA 2020**  
 Hyatt Regency Chicago  
 April 2 - 3, 2020

## Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

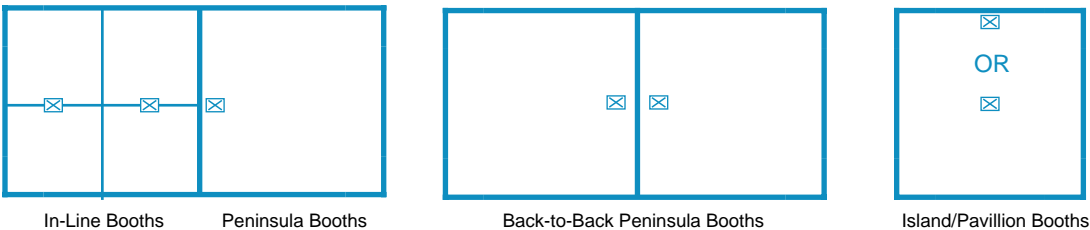
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

If you have any questions, please call us at: (800) 475-2098

### Where will my outlet be located?

There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

### In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

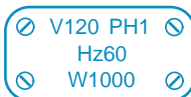
Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

### Island or Pavilion Booths:

You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

### How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



120 Volt Single Phase  
 60 Cycle  
 1000 Watts



230 volts  
 30 Amps  
 3 Phase

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Form Continues on Next Page



# Electrical Outlets and Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

Discount Deadline Date:  
March 13, 2020

Company Name	Email	Phone Number
Show Site Contact	Show Site Email	Show Site Phone Number



Tips

## Easy Ordering Tips:

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Straight Time: Monday through Friday from 7:00 AM to 3:00 PM.
- Overtime: All other times Monday through Friday. Overtime begins at 3:00 PM Friday until 2:59 PM Saturday.
- Double Time: Begins at 3:00 PM Saturday and all day Sunday through 6:59 AM Monday & Holidays.

## Step 1. Order Outlets and Accessories

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700003	15 Amp/1500 Watts, 1/4 HP 120V	275.53	383.16		9.0	\$
700004	20 Amp/2000 Watts, 1/4 HP 120V	301.28	418.70		9.0	\$
700005	30 Amp, 1 HP 120V	376.73	523.24		9.0	\$

### 1P 208v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700015	030 Amp, 2 HP 208V / 1Phase	519.20	649.00		9.0	\$

### 3P 208v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700025	30 Amp, 5 HP 208V / 3Phase	822.40	1,028.00		9.0	\$

### 1P 208v Motor and Equipment Outlets Overhead

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704016	60 Amp, 5 HP 208V / 1 Phase, Overhead	672.75	934.25		9.0	\$
704017	100 Amp, 10 HP 208V / 1 Phase, Overhead	1,349.00	1,874.00		9.0	\$

### 3P 208v Motor and Equipment Outlets Overhead

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704026	60 Amp, 10 HP 208V / 3 Phase, Overhead	872.75	1,212.00		9.0	\$
704027	100 Amp, 20 HP 208V / 3 Phase, Overhead	1,045.00	1,951.00		9.0	\$

### 3P 480v Motor and Equipment Outlets Overhead

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
704046	60 Amp, 20 HP 480V / 3 Phase, Overhead	1,452.00	1,751.00		9.0	\$

### Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700130	Extension Cord, 14/3 120V, 15'	22.87	36.83		9.0	\$
700099	Plug Strip, 120 Volt	31.11	39.04		9.0	\$

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Form Continues on Next Page



# Electrical Outlets and Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:  
March 13, 2020

Company Name	Email	Phone Number
Show Site Contact	Show Site Email	Show Site Phone Number

## Step 2. Order Labor

Item Code	Description	RATE (\$)	# of Electricians	# Hours	Total
705060	Electrical Floor Work, ST	154.50			\$
705060	Electrical Floor Work, OT	231.75			\$
705060	Electrical Floor Work, DT	309.00			\$
705061	Electrical Booth Work, ST	154.50			\$
705061	Electrical Booth Work, OT	231.75			\$
705061	Electrical Booth Work, DT	309.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071601448/labor/esm>

## Step 3. Schedule Electrical Labor

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Please take notice - this event moves in and out on overtime, all applicable surcharges will apply.

### Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

**Total and Sign:** Return to Fax: (312) 239-4409 • International Fax: null • Email: [GesElectricalChicagoHyatt@ges.com](mailto:GesElectricalChicagoHyatt@ges.com)

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

By signing and delivering the Electrical Outlets and Labor Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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# Booth Layout - Electrical

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

Form Deadline Date:  
March 13, 2020

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



Main Drop Location



120 V \_\_\_\_\_ AMPS



208 V Single Phase \_\_\_\_\_ AMPS



Tips

### Form Tips:

- Use bold lines to indicate the outline of your booth.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through a PDF or CAD.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout


Front of Booth

Review and Return: Return to Fax: (312) 239-4409 • International Fax: null • Email: GesElectricalChicagoHyatt@ges.com

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# Plumbing Services Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## AMDA 2020

Hyatt Regency Chicago  
April 2 - 3, 2020

### Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

### Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

### Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

### Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

### Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
  - Complete valid Payment and Credit Card Authorization
  - Order Plumbing Outlets
  - Schedule Plumbing Labor
  - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

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# Plumbing Services Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

Discount Deadline Date:  
March 13, 2020

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_



## Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

### Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701037	1st Air Outlet	284.00	454.50		9.0	\$
701039	Air Outlet, Connection	226.00	257.50		9.0	\$

### Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701046	Drain Outlet, 1-1/2"	284.00	454.50		9.0	\$
701051	Drain Outlet, Connection	226.00	257.50		9.0	\$

### Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
701081	1st Water Outlet	284.00	454.50		9.0	\$
701087	Water Outlet, Connection	226.00	257.50		9.0	\$

**Total and Sign:** Return to Fax: (312) 239-4409 • Email: GesElectricalChicagoHyatt@ges.com

**Please Sign**  \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date  
Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed** \$ \_\_\_\_\_

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

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# Plumbing Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

Discount Deadline Date:  
March 13, 2020

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 7:00 AM to 3:00 PM.
- Overtime: All other times Monday through Friday. Overtime begins at 3:00 PM Friday until 2:59 PM Saturday.
- Double Time: Begins at 3:00 PM Saturday and all day Sunday through 6:59 AM Monday & Holidays.

## Step 1. Order Labor

Item Code	Description	RATE (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	87.60			\$
705011	Plumbing, OT	175.25			\$
705011	Plumbing, DT	175.25			\$

## Step 2. Please Indicate Service



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1

- Exhibitor Supervised
  - You must schedule date & time below as well as # of plumbers and estimated hours.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.

### Option 2

- GES Supervised (OK to proceed without exhibitor.)
  - If this is left unmarked and a floor plan has been submitted, GES will proceed with the labor. A 30% surcharge will be added to the labor rates above for this professional supervision. Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

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Form Continues on Next Page



# Plumbing Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:  
March 13, 2020

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

### Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker for both installation, removal, and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

### Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

### Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

**Total and Sign:** Return to Fax: (312) 239-4409 • Email: GesElectricalChicagoHyatt@ges.com

**Please Sign**  \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date  
Authorized Name - Please Print

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed** \$ \_\_\_\_\_

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.

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# Booth Layout - Plumbing

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

Form Deadline Date:  
March 13, 2020

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

Email \_\_\_\_\_

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

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



## Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- Make a notation on the layout of where your plumbing outlets need to be installed.
- Indicate if you want the drop at a separate location from connection location. If so, indicate if you want hoses from drop point to connection point run under carpet.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout


Front of Booth

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Plumbing distribution points listed
- Readable/Legible

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# Cleaning and Porter Service Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

Discount Deadline Date:  
March 13, 2020

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

## Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

## Step 2. Order Cleaning Services

### Vacuuming

Item Code	Description	RATE (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	1.32		1	\$
500600	Duration of Show (per sq. ft. per day)	1.49		2	\$
500602	Per Day (per sq. ft. per day)	0.77			\$

### Shampooing

Item Code	Description	RATE (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	1.49		\$

### Mopping and Waxing

Item Code	Description	RATE (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.79			\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	RATE (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	91.62			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	120.26			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	151.78			\$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Contractor will be approved. This regulation is necessary due to 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 those materials are to be used only in their exhibit space.

**Total and Sign:** Return to Fax: (312) 239-4409 • Email: GesElectricalChicagoHyatt@ges.com

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.



# Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

Welcome to the Hyatt Regency Chicago.

In compliance with the directives of the Chicago Fire Prevention Bureau, we ask that all exhibitors read and strictly adhere to the following:

Exhibitors may not, under any circumstances, store empty cases, equipment, products, or materials of any kind behind any drape or under their table or display at any time during the show. You may keep one day's supply of your product or materials on display in the open area of your booth space. Any items stored behind a booth display or drape will be subject to removal and will be placed in an off-site storage facility. "Empty" labels are provided for your convenience and are available at the Decorator's Service Desk. Please affix these to your empty containers and place them in the aisle for pick up. They will be returned to your booth at the break of show.

The Chicago Fire Marshal reserves the right to close down any Exhibitor that does not comply with the above Rules and Regulations. The Exhibitor will be held responsible for payment of any services rendered.

We appreciate your cooperation.

## General Fire Safety Policies and Procedures

### Statement of Purpose:

General fire safety policies and procedures have been established to ensure the Hyatt Regency Chicago, its guests, clients, personnel and related service industries are working in a safe environment, and in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hyatt Regency Chicago Management. Any requests for variations or exceptions should be directed to Hotel Exposition Services.

1. All material, including scenery, drapes, signs, etc., used in construction of an exhibit booth must be flame retardant. Polyurethane foam must pass the "standard flame test." Only fire retardant cardboard and paper may be used. Affix certificate of flame proofing to the booth.
2. No storage of any kind is allowed behind the back drapes, behind booth displays, or under tables. A maximum of one-day's supply of materials may be placed in an open area of your booth space.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc. will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel Exposition Services.
4. No hazardous material will be permitted in an exhibit. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display must tape fuel cap and contain no more than 1/8 tank of fuel. Battery cable must be disconnected.
6. Exhibits with enclosed ceilings are not permitted. All exhibits should remain 18" below the ceiling/sprinkler system.
7. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
8. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
9. Smoking is not permitted at any time.
10. Report emergencies immediately by dialing 55 on any house phone.

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Chat with us <http://www.ges.com/chat>



# Payment and Credit Card Charge Authorization

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

Form Deadline Date:  
March 13, 2020

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country		Primary Contact Phone
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

## Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.  
*Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/071601448/item/2222>*
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (800) 443-4113 to report fraudulent or unethical behavior.

## Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	GES Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer- Customer Services 2000 Clayton Road, Concord, CA 94520 USA	Overnight Carrier Delivery Bank of America Lockbox Services GES - 96174 540 W. Madison, 4th Floor Chicago, IL 60661 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

## Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print			
Billing Address			
City	State	Zip/Country	
Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
		<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express	

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

<b>Please Sign</b>	X	MM/DD/YY
	Cardholder Signature	Check Number
Cardholder Name - Please Print	Date	Check Dated
<b>Total Check Payment</b>		\$
<b>Total Credit Card Payment</b>		\$

**Review and Return** Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693  
Overnight Delivery: Bank of America Lockbox Services GES-96174 - 540 W. Madison, 4th Floor, Chicago, IL 60661

Chat with us <http://www.ges.com/chat>



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# Domestic Third Party Billing Request

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

Form Deadline Date:  
March 13, 2020

Company Name Email Phone Number Booth Number

Return this form when a Third Party (any party other than exhibiting company) ("AGENT") should be billed for services.

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Please Sign

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

## Step 2. Check services below to invoice to the Third Party

**All Services** If the Third Party is not to be invoiced for "All Services", please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if Third Party is not to be invoiced for all services.

- Booth Cleaning  Electrical Outlets  Electrical Labor  Plumbing  
 Other (Please Specify) \_\_\_\_\_

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

## Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

MM/YY

- MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

Please Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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Chat with us <http://www.ges.com/chat>





# International Third Party Billing Request

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

AMDA 2020  
Hyatt Regency Chicago  
April 2 - 3, 2020

Form Deadline Date:  
March 13, 2020

Company Name Email Phone Number Booth Number

Return this form when a Third Party (any party other than exhibiting company) ("AGENT") should be billed for services.

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Account Number

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Expiration Date

MM	YY
----	----

- MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

Please Sign

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

## Step 2. Check services below to invoice to the Third Party

**All Services** If the Third Party is not to be invoiced for "All Services", please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if Third Party is not to be invoiced for all services.

- Booth Cleaning  Electrical Outlets  Electrical Labor  Plumbing  
 Other (Please Specify) \_\_\_\_\_

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

## Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

MM	YY
----	----

- MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

Please Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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Chat with us <http://www.ges.com/chat>



# Payment and Credit Card Charge Authorization

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Firm Company Name		Name of Primary Contact	
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

## Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

## Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

## Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print	
Billing Address	
City	State
Zip/Country	
Account Number	Expiration Date
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
<input type="checkbox"/> American Express	
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.	
<b>Please Sign</b>	X
Cardholder Signature	MM/DD/YY
Cardholder Name - Please Print	Check Number
Date	Check Dated
	<b>Total Check Payment</b>
	\$
	<b>Total Credit Card Payment</b>
	\$

## Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693



# Exhibit Request Form

## Exhibit Rentals and Exhibit Networking Guide

VIDEO EQUIPMENT	SHOW RATE	QUANTITY	TOTAL
90" HD Monitor (Includes Stand)	\$5,250.00		
80" HD Monitor (Includes Stand)	\$3,500.00		
70" HD Monitor (Includes Stand)	\$2,750.00		
60" HD Monitor (Includes Stand)	\$2,000.00		
55" HD Touch Screen Monitor (Includes Stand)	\$3,500.00		
46" HD Monitor (Includes Stand)	\$1,500.00		
32" HD Monitor (Includes Tabletop Stand)	\$750.00		
24" HD Monitor (Includes Tabletop Stand)	\$500.00		
Apple TV Media Player	\$325.00		
Solid State Media Player (Suggested for all Monitor HD Video Playback Needs)	\$325.00		
Blue Ray DVD Player	\$325.00		

All monitor rentals are sold on floor stands and come with one standard HDMI connection cable. If custom cables or adapters are required, please contact Encore prior to your event. Additional rental fees may apply. Custom installations such as wall or exhibit mounting, nonstandard orientation, and/or desktop placement may require additional labor and equipment. Please contact Encore Event Technologies prior to submitting this form. On-site design changes may result in emergency fees.

MISCELLANEOUS RENTAL ITEMS AND SUPPORT	SHOW RATE	QUANTITY	TOTAL
Windows Laptop (includes current Windows operating system and Microsoft Office)	\$500.00		
Macbook Laptop (includes current macOS with Keynote)	\$1,000.00		
Apple iPad	\$500.00		
Apple iPad Mini	\$425.00		
Android Tablets	Please Call		
Windows Tablets	Please Call		
Booth Size PA System with Wireless Mic	\$650.00		
Social Media Walls	Please Call		
Charging Stations	Please Call		
Battery Powered Wireless LED Uplights	Please Call		

NETWORK AND TELECOM	PER DAY RATE	QUANTITY	TOTAL
House Phone	\$95.00		
Speaker Phone	\$175.00		
Conference Speaker Phone	\$250.00		
Expanded Conference Speaker Phone	\$350.00		

Telecom rentals are for basic line installation and phone rental only. Additional needs or customization will require extra labor and fees. Charges do not include call charges. These fees will be posted to hotel account folio or guest room account post event.

Wired Internet Access	\$500.00/show		
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Wireless Internet access can be purchased on-site via the Hyatt Conference Web Portal by using a credit card or charging to a guest room.

Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time on-site IT team. For all advanced networking services such as: high density wireless solutions, Static IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth, please contact us at [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com).

*Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 24% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Illinois state sales tax will be assessed on the service charge.*

SUBTOTAL: \_\_\_\_\_  
 Rental tax=10.25% of Subtotal: \_\_\_\_\_  
 Service Charge=24% of Subtotal: \_\_\_\_\_  
 City tax=9% of Service: \_\_\_\_\_  
 Calculated by Encore  
**GRAND TOTAL:** \_\_\_\_\_

**EXHIBIT RENTAL CONTRACT (NEXT PAGE) MUST BE COMPLETED FOR ORDER TO BE PROCESSED AND RESERVED. PLEASE SUBMIT A MINIMUM OF 72 HOURS IN ADVANCE. FAILURE TO SUBMIT A COMPLETED FORM WILL RESULT IN EQUIPMENT DELIVERY DELAYS. ON-SITE CONTACT NAME AND NUMBER MUST BE PROVIDED BEFORE EQUIPMENT WILL BE DELIVERED.**

# Contract Information

## Exhibit Rentals and Exhibit Networking Guide

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick-up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

**Payment Information**

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Please complete forms and submit via fax to Encore Event Technologies at 312-239-4664. You will receive a confirmation via email within 48 hours. If you do not receive a confirmation email, please contact hrcehibits@encore-us.com.

Company Name: \_\_\_\_\_ Booth Name: \_\_\_\_\_ Number: \_\_\_\_\_

Master Account #: \_\_\_\_\_ Authorized Signer's Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ CCID: \_\_\_\_\_ Type: \_\_\_\_\_ Exp: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

On-site Contact Name: \_\_\_\_\_ On-site Contact Cell Phone Number: \_\_\_\_\_

**Terms and Conditions**

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All company checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to up to 50% of rental plus any handling charges, service charge, and labor fees.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment that is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the city of Chicago are subject to city tax of 9%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On-location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged Freeman Electrical Services. Please contact Freeman Electrical Services at 773-473-7080.

I understand the above condition:

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order on show site. Absolutely no credits will be issued after show closing.
9. Encore Event Technologies must supply all switches and hubs for the high-speed internet service.



## F.A.Q. Riverside Exhibition Hall

### Exhibit Rentals and Exhibit Networking Guide

Thank you for choosing Encore Event Technologies as your Internet and audio visual equipment provider. Encore is the premier provider of event technologies for the Hyatt Regency Chicago. We look forward to assisting you with all of your audio visual needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific questions not addressed here should be via email to the following address: [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com). Please include your show dates, name of your company, and your contact information.

**Q. What are the deadlines and/or cut-off dates?**

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered on-site orders and are SUBJECT TO EQUIPMENT AVAILABILITY and A 25% ADDITIONAL on-site EXPEDITE FEE. If you are only ordering wireless Internet, no request form is needed. Wireless Internet can be ordered once you arrive on-site by using the web portal. You can use a credit card to book or place your charge to your room.

**Q. When will my credit card be charged?**

A. All credit cards will be charged for the entire amount of the order 24 hours in advance of the set-up of the show. All credit card orders must include the entire number, the expiration date, the billing address, billing zip code and the CID number located on the back of the card. Orders will be considered incomplete without inclusion of the requested information and therefore will be subject to equipment availability on the day of the show and escalated rush fees.

**Q. How do I get a receipt?**

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com). Please include your contact information. The name of the show and the show dates are helpful. If you are a third party exhibitor requesting a receipt, include your company name in the request.

**Q. Can I pay with a company check?**

A. Credit card payments are strongly encouraged; however, company checks are a valid form of payment. Checks are to be made payable to Encore Event Technologies and sent to 151 E Wacker Drive, Chicago IL 60601. When paying by check please include a copy of your order as generated by Encore, therefore providing verification of the correct amount and the valid order for which it will be applied to. All checks must be received 72 hours prior to the set-up date of the show that you are attending.

**Q. Are wire transfers an acceptable form of payment?**

A. FOR INTERNATIONAL ORDERS ONLY. Wire transfers are an acceptable form of payment. An additional processing fee of \$30.00 will be assessed. Contact [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com) for written instructions.

**Q. Where is my equipment?**

A. Hyatt Regency Chicago is a union hotel. Therefore, on set-up day, the equipment you have ordered will be delivered to the exhibit floor. At that point, responsibility for all equipment will transfer from Encore to Local Union. A union electrician will be responsible for the delivery and set-up of the equipment ordered. Encore does not control this schedule.

**Q. Can I bring my own networking equipment?**

A. Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time on-site IT team. Advanced networking services for custom requirements are available for purchase. These may include high density wireless solutions, routable Static Public IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth. Please contact us at [hrcexhibits@encore-us.com](mailto:hrcexhibits@encore-us.com) for more information.

**Q. Does the cost of the telecom equipment include the cost of calls?**

A. No, these charges will be assessed by the Hyatt Regency Chicago and will need to be charged to a Master Account or Guest Room Folio. Contact Encore Event Technologies for more information.

**Q. Who do I contact if I have problems with equipment during the show?**

A. For Encore equipment, wired and wireless internet connections, login information and passwords; contact Encore directly at 312-239-4660. For union related issues, contact Freeman Exhibitor Services at 312-938-0320.

**Q. Does Encore require a diagram of my booth?**

A. Diagrams are extremely helpful when setting equipment. If available, send your diagram in with your completed forms.

**Q. How will I know my order was received?**

A. Once your completed forms have been faxed to Encore, Encore will process them and send you a final order within 48 hours of receipt. IF YOU CLAIM SALES TAX EXEMPTION IN THE STATE OF ILLINOIS OR THE CITY OF CHICAGO, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.


Exhibitors at **AMDA 2020** are being offered the following methods for securing comprehensive contact information about each prospect that visits your booth.

Regardless of which method you choose, it's quick, it's convenient and it's accurate.

**Guaranteed Availability Deadline: Mar 6<sup>th</sup>, 2020\***

\* After this date, availability may be limited, and all equipment provided on a first come, first served basis

**Please note: there are substantial price savings if you order your units early.**


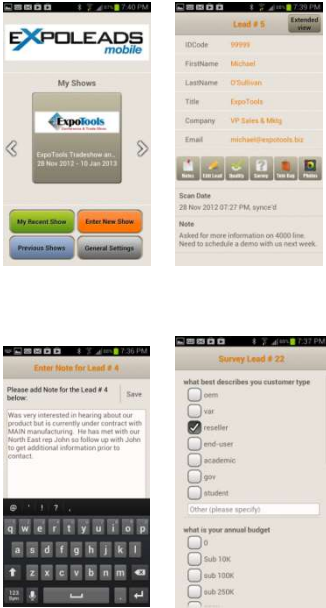
Image	Description	Pricing
	<p><b>Premium Badge Reader</b> - Portable scanner with ergonomic design allows left or right handed operation for effortless scanning and data entry.</p> <p>Full color graphic LCD display and touch screen: Take notes, select qualifiers, browse, search, &amp; edit leads. Built in prize draw feature. Add up to 32 custom qualifiers.</p> <p>Communicate wirelessly to optional printer.</p> <p>Access leads by downloading anytime in your booth to your USB key. After the event, you can access via a secure web portal.</p> <p>No electricity required to operate: 30+ hour battery life. Weighs approx. 11oz – Dimensions: 4.5" x 3.75" x 1.35"</p>	<p>Advance Rate (thru 3/6/20) <b>\$465</b></p> <p>Show Rate (after 3/6/20) <b>\$495</b></p>

**Order online: <https://orders.expotools.biz/amda2020>**

FAX TO: (514) 337-6006

Questions? Call (866) 229-8470



	<p><b><u>Wireless Printer</u></b> - direct interface to ExpoTool's portable scanners to generate paper printouts of sales leads. Exceptionally fast and quiet, using thermal printing technology.</p> <p>The internal Lithium-ion battery can be recharged quickly using the AC adapter, and provides up to 40,000 lines of printing on a single charge.</p> <p>The printer can be set on a counter or tabletop located within approximately 20 feet of the badge scanners and activity will be transmitted wirelessly so there are no cables required.</p> <p>Printing is initiated automatically from the badge scanner whenever a badge is scanned - no additional buttons to press or menus to navigate.</p>	<p align="center"><b><u>Show Rate</u></b></p> <p>Advance Rate <u>(thru 3/6/20)</u> <b>\$105</b></p> <p>Show Rate <u>(after 3/6/20)</u> <b>\$135</b></p>
<p align="center"><b>Image</b></p>	<p align="center"><b>Description</b></p>	<p align="center"><b>Pricing</b></p>
	<p><b><u>ExpoLeads Mobile</u></b> - Our mobile app, ExpoLeads Mobile, allows you to capture and qualify trade show leads directly from your Smartphone or tablet.</p> <p>Platforms currently supported by ExpoLeads Mobile include iOS and Android. Simply download the ExpoLeads Mobile application from the Apple or Google app stores to install it on your device. Then, order a license for each device that needs to access the event data.</p> <p>You can generate leads by scanning barcodes or manually entering badge numbers to capture the attendee contact information. After capturing the lead information, you can add qualifiers, notes, pictures and even run surveys.</p> <p>Leads are available for export at any time during or after the show via a secure web portal.</p>	<p>Advance Rate <u>(thru 3/6/20)</u> <b>\$405 – 1<sup>ST</sup> license</b> <b>\$295 – ea add'l license</b></p> <p>Show Rate <u>(after 3/6/20)</u> <b>\$435 – 1<sup>ST</sup> license</b> <b>\$345 – ea add'l license</b></p>

**Order online: <https://orders.expotools.biz/amda2020>**

FAX TO: (514) 337-6006

Questions? Call (866) 229-8470



# Lead Retrieval Order Form

**AMDA Annual Meeting 2020**  
 April 2-5, 2020  
 Hyatt Regency Chicago  
**Advance Order Deadline: Mar 6th, 2020**



Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Suite/Floor: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Company Phone: \_\_\_\_\_ Company Fax: \_\_\_\_\_  
 On-site Contact Name: \_\_\_\_\_ On-site Mobile Phone: \_\_\_\_\_

<b>Rental Options</b> <i>Note: Fees are for duration of Exhibition.</i>	<b>Advance</b> <small>thru 3/6/20</small>	<b>Show Rate</b> <small>after 3/6/20</small>	<b>Qty</b>	<b>Totals</b>
<b>ExpoTools Premium Badge Reader:</b> Portable, with 30+ hour battery & color LCD touch screen: Take notes, add qualifiers, browse, search, & edit leads, prize draw feature. Download on demand to USB Key you supply or purchase.*	\$465	\$495		
<b>ExpoLeads Mobile App:</b> (1) License for mobile lead retrieval and survey app for android and apple smartphones & tablets. License required for each device. Leads immediately pushed to the internet and available via password protected portal. User configurable custom qualifiers & survey questions.  + <b>ExpoLeads Mobile App</b> additional discounted license	\$405	\$435		
	\$295	\$345		
<b>Wireless Printer:</b> Portable, can run on battery or AC power. Serves multiple Premium or Standard badge readers. Includes (1) 85ft roll of thermal paper.	\$105	\$135		
<b>Delivery</b> of rental equipment to booth**	\$75	\$75		
<b>Custom Qualifiers</b> (see page 4 for more information)	\$95	\$95		
<small>NOTES: *Optional wireless printer. Leads available on secure portal post event. **Equipment will be available for pickup during exhibitor setup hours.</small>				<b>Total Due:</b>

**Payment Options**     Visa     MasterCard     American Express     Discover    Note: Credit card charges will appear as ExpoTools on your statement.

Credit Card Number: \_\_\_\_\_ Exp. Date (MM/YY): \_\_\_\_\_ CCV Code: \_\_\_\_\_  
 Cardholder Name (as it appears on card): \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 I have read and agree to the Terms and Conditions. I authorize payment using the method selected above:  
 Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Order online: <https://orders.expotools.biz/amda2020>**  
 FAX TO: (514) 337-6006    Questions? Call (866) 229-8470



**Lead Retrieval Order Form**  
**AMDA Annual Meeting 2020**  
 April 2-5, 2020  
 Hyatt Regency Chicago  
**Advance Order Deadline: Mar 6th, 2020**



**Custom Qualifier Options** Enter custom qualifiers below and they will be pre-loaded into the ExpoTools Badge Reader.

Qualifiers can be added to the badge information after it has been read by the ExpoTools Badge Reader. Qualifiers can be up to 24 characters long. Default qualifiers are "Hot Lead, Cold Lead, Follow-up 30 days, Follow-up 60 days, Follow-up 90 days".

1. _____	17. _____
2. _____	18. _____
3. _____	19. _____
4. _____	20. _____
5. _____	21. _____
6. _____	22. _____
7. _____	23. _____
8. _____	24. _____
9. _____	25. _____
10. _____	26. _____
11. _____	27. _____
12. _____	28. _____
13. _____	29. _____
14. _____	30. _____
15. _____	31. _____
16. _____	32. _____

- 1. Terms and Conditions**
- Your signature denotes acceptance of the Terms and Conditions on this order form and is required prior to processing. Full payment and an Authorized Signature must accompany this order to secure the rental equipment.
- Orders placed after the Pre-Order Deadline will be subject to availability.
  - All equipment is offered on a rental basis only and must be returned to ExpoTools at the end of the rental period and is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to additional charges, payable by the exhibiting company, up to the full replacement cost of \$2495 per reader, \$795 per printer or sidekick.
  - Equipment must be picked up on show site at the designated pickup area. Equipment not picked up within 4 hours after the start of the exhibition may be re-rented without refund.
  - Equipment not returned within 1 hour of the close of the exhibition will be subject to a \$75 late charge per day until returned to ExpoTools.
  - ExpoTools is not responsible for the type or amount of data provided to exhibitors by show management.
  - ExpoTools shall not be liable for any special, incidental or consequential damages arising from the loss of data, for any reason, arising from or related to the use of this equipment. ExpoTools' sole liability for damage for any cause whatsoever shall be limited to the total fee paid for the rental of the equipment.
  - There are no refunds in the event of a cancellation by the exhibitor or by show management.

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