



Exhibitor Service Kit

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QUICK REFERENCE

Mark Your Calendar!

- Wednesday, February 13, 2019** **FIRST DAY ADVANCE WAREHOUSE RECEIVING**
The advance warehouse will start accepting freight on this date.

- Wednesday, February 20, 2019** **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.

- Wednesday, February 27, 2019** **LATE TO WAREHOUSE**
Advance Warehouse must receive your freight by this date to avoid late charges.

- Tuesday, March 5, 2019** **LAST DAY OF ADVANCE WAREHOUSE RECEIVING**
Last day Advance Warehouse will accept freight. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)

- Wednesday, March 6 9am – 5pm** **SHOW SITE DELIVERIES**
- Thursday, March 7 8am – 10:30am** ALL show site shipments are to be delivered these days only. Shipments sent before these dates are at risk of being refused, or charges by venue and Viper may apply.
All Showsite Shipments must be by appointment with Viper Only
All trucks must be 26' or less

Your Show Outline

Move-In/Installation	Wednesday, March 6	9:00am – 5:00pm	
	Thursday, March 7	8:00am – 10:30am	
Exhibit Hours	Thursday, March 7	11:00am – 1:45pm	
	Thursday, March 7	2:45pm – 3:45pm	
	Thursday, March 7	4:45pm – 7:00pm	
	Friday, March 8	10:30am – 3:30pm	
Move-Out/Teardown	Friday, March 8	3:35pm – 7:00pm	
	Saturday, March 9	8:00am – 12:00pm	
Force Time	ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 10:00am on March 9		

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	CHECK IN INFO
ADVANCED (2 CWT MIN) \$174.90	AMDA c/o Viper Tradeshow Services	AMDA Hyatt Regency / Grand Hall c/o Viper Tradeshow	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 10am on 3/9 to avoid force, as well as exhibitors must start their dismantle by 8am on 3/9 in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.
SHOWSITE (2 CWT MIN) \$226.10	Cranford Transportation 4490 Conrad Ave. Forest Park, GA 30297	265 Peachtree St. NW Atlanta, GA 30303 **Appointment Required**	

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' **Teal/White** back drape, **Teal** 3' side wall pipe and drape and one (1) black and white 6" x 24" ID sign. All other booth furnishings must be ordered. ****To purchase additional rental items/ services, please visit www.vipertradeshowstore.com/ Show Code:1903001**

Order Online @ www.vipertradeshowstore.com with show code: **1903001**
 Viper Show Coordinator: **Michael Roberts** | p: 847.426.3100 | f: 847.426.3111 | mroberts@vipertradeshow.com
 Show Management Contact: **Kristin Pichon** | p: 410-992-3143 | kpichon@paltc.org

TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT:

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

OUTSTANDING PAYMENTS:

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

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

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

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

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition. Viper Tradeshow Services reserves the right to hold any exhibitor freight who has unpaid material handling fees. Such fees must be paid prior to the release of freight onsite.

Viper Tradeshow Services will accept payment by 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 | Show Code: **1903001**
 Email: 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% fee is applicable for all orders paid by credit card.

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: _____

Make Payable to: Viper Tradeshow Services | Mail to: 2575 Northwest Parkway | Elgin, IL 6012

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 \$545.00 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, and acknowledge I am purchasing only supplemental insurance protection (up to %5,000.00) at \$10.00 for every \$1,000.00 declared value by entering a declared value on this form.

Declared value \$ _____ *Please note that Viper Tradeshows in not liable for shipping A/V equipment*

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

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

Name Printed: _____ Date: _____

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 one on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
AMDA c/o Viper Tradeshow Services Cranford Transportation 4490 Conrad Ave. Forest Park, GA 30297	
PIECE: _____ OF _____	

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
AMDA c/o Viper Tradeshow Services Cranford Transportation 4490 Conrad Ave. Forest Park, GA 30297	
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:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
AMDA Hyatt Regency / Grand Hall c/o Viper Tradeshow Services 265 Peachtree St. NW Atlanta, GA 30303	*APPOINTMENT REQUIRED* Email mroberts@vipertradeshow.com or call 847.426.3100 to make a dock appointment. Truck must be no more than 26'
PIECE: _____	OF _____

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
AMDA Hyatt Regency / Grand Hall c/o Viper Tradeshow Services 265 Peachtree St. NW Atlanta, GA 30303	*APPOINTMENT REQUIRED* Email mroberts@vipertradeshow.com or call 847.426.3100 to make a dock appointment. Truck must be no more than 26'
PIECE: _____	OF _____

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
AMDA c/o Viper Tradeshow Services Cranford Transportation 4490 Conrad Ave. Forest Park, GA 30297	*APPOINTMENT REQUIRED* AMDA Hyatt Regency / Grand Hall c/o Viper Tradeshow Services 265 Peachtree St. NW Atlanta, GA 30303

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

A 200 pound minimum applies to every shipment, whether received at the Advance Warehouse or Show Site.

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.....	\$174.40 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$207.10 / CWT
Common carrier shipment received late, after 2/27/2019 @ 4pm	\$207.10 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$239.80 / 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.....	\$226.10 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$283.22 / CWT
Show Site shipments off-target (before or after) 3/6 from 9am-5pm and 3/7 from 8am-10:30am add 30% to the rate	
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	
Small Package shipments not exceeding 35lbs per shipment (not per box).....	\$50.00
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.

Moving Van Shipments	Shipments delivered by a moving van or shipments by any truck which, because of the height of the truck bed, cannot be unloaded at the docks.
Loose Freight	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.
Undetermined Description	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.) Including any mixed lot/multiple shipments that are delivered together.
Must be Delivered by Hand	Materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services' control (i.e. elevators, rooms forklifts cannot be used, etc.)
Small Package Carriers (SPC)	The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and deliver large quantities on the dock requiring additional time to sort and identify.

Overtime or Off Target 30% Surcharge

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

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

Material Handling Terms

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

*(*Please note material handling and shipping are two separate services. See page 4 for shipping details).*

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. No liability will be assumed for such shipments.

FLORAL/CLEANING

Floral

Fresh Floral Arrangements

Small Floral Arrangement: _____ \$99.00 Discount / \$132.66 Standard
 Medium Floral Arrangement: _____ \$138.60 Discount / \$172.26 Standard
 Large Floral Arrangement: _____ \$178.20 Discount / \$217.80 Standard

Artificial Plants

2 Foot Green Plant _____ \$60.72 Discount / \$76.56 Standard
 3 Foot Green Plant _____ \$76.56 Discount / \$91.08 Standard
 4 Foot Green Plant _____ \$91.08 Discount / \$108.24 Standard
 5 Foot Green Plant _____ \$108.24 Discount / \$124.80 Standard
 6 Foot Green Plant _____ \$124.80 Discount / \$139.92 Standard

TOTAL FOR ALL ITEMS ORDERED: \$ _____

Vacuuming

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

Number of Booth Units: _____ x **\$77.00** Discount / **\$93.50** Standard
 Subtotal: \$ _____
 Subtotal x Number of Days: _____ **TOTAL:** \$ _____

Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Monday – Friday: 8:00am – 4:30 pm \$63.36 per day
 Monday – Friday: After 4:30 pm \$76.56 per day
 Any time Saturday, Sunday & Holidays \$85.80 per day

Number of Booth Units: _____ x use appropriate rates from above
 Subtotal: \$ _____
 Subtotal x Number of Days: _____ **TOTAL:** \$ _____

ESTIMATED TOTAL FOR ALL VACUUMING AND PORTER SERVICES: \$ _____

Exhibitor: _____ **Booth #:** _____

DISPLAY LABOR (I&D) INFO

Display Labor Hourly Rates

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

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

Labor Definitions

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

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

MOVE OUT INFORMATION

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

Exhibit Hall Officially Closes: **Friday, March 8 @ 3:30pm**

Stored empty crates and containers returned: **Friday, March 8 by 5pm**

Labor Force: all exhibitors should have started dismantle by now: **Saturday, March 9 by 8am**
Exhibitors may not check in at the Viper Service Desk to sign out dismantle labor hired.

Freight Force: deadline for carriers to check in: **Saturday, March 9 @ 10am**

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.

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 (Grand Hall) 265 Peachtree St. NW Atlanta, GA 30303

****All Pick ups must be in a 26' truck to fit in the dock area** Please call and make an appointment for the pick up as well****

1. 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.
2. UPS and FedEx are not the most reliable carriers for our industry, so we highly suggest exhibitors using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only shipping labels. If you have any questions please ask your Viper Service Desk representative.
3. 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 \$545.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

Viper is the Official Carrier for this show. If you would like Viper to be your carrier, simply complete and fax the attached form to the office. Your BOL and labels will be delivered to your booth 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.

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" Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

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

DISCOUNT:

\$144.83
 \$182.95
 \$205.82
 \$36.30
 \$36.30 Less than list price above

STANDARD:

\$182.95
 \$205.82
 \$221.06
 \$50.82

42" Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

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

DISCOUNT:

\$175.32
 \$213.44
 \$251.55
 \$43.56
 \$36.30 Less than price list above

STANDARD:

\$213.44
 \$251.55
 \$282.05
 \$58.08

Accessories

ITEM:

Qty: _____ 4' Single Tier Table Riser
 Qty: _____ Wastebasket
 Qty: _____ 6' Single Tier Table Riser
 Qty: _____ Tripod Easel
 Qty: _____ 8' Single Tier Table Riser
 Qty: _____ Folding Chair
 Qty: _____ Bag Rack
 Qty: _____ L1 Black Sherpa Side Chair
 Qty: _____ L2 30" Table
 Qty: _____ Rope & Stanchions Set
 Qty: _____ M1 Black Euro Barstool
 Qty: _____ M2 Black 30" x 42" Bar Table

DISCOUNT:

\$96.96
 \$32.01
 \$122.57
 \$58.54
 \$146.35
 \$58.08
 \$99.09
 \$83.19
 \$221.06
 \$137.21
 \$205.82
 \$236.31

STANDARD:

\$128.06
 \$44.20
 \$160.08
 \$74.99
 \$181.12
 \$71.39
 \$137.21
 \$105.15
 \$287.38
 \$179.36
 \$267.56
 \$307.20

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Lounge Series A – Durapella Sage



A1: Sofa
Qty: ____
\$663.20 Discount
\$862.15 Standard



A2: Loveseat
Qty: ____
\$586.97 Discount
\$763.05 Standard



A3: Chair
Qty: ____
\$434.51 Discount
\$564.61 Standard



A4: Cocktail Table
Qty: ____
\$282.05 Discount
\$366.66 Standard

Lounge Series B – Black Leather



B1: Sofa
Qty: ____
\$632.70 Discount
\$822.52 Standard



B2: Loveseat
Qty: ____
\$586.97 Discount
\$763.05 Standard



B3: Chair
Qty: ____
\$495.49 Discount
\$644.14 Standard



B5: End Table
Qty: ____
\$209.40 Discount
\$277.47 Standard

Lounge Series C – Grey Microfiber



C1: Sofa
Qty: ____
\$510.74 Discount
\$663.96 Standard



C2: Loveseat
Qty: ____
\$465.00 Discount
\$604.50 Standard



C3: Chair
Qty: ____
\$419.26 Discount
\$545.05 Standard



C4: Cocktail Table
Qty: ____
\$282.05 Discount
\$366.66 Standard



C5: End Table
Qty: ____
\$251.55 Discount
\$327.03 Standard

Specialty Tables | Chairs Series D



D1: 42" Black
Qty: ____
\$343.03 Discount
\$445.95 Standard



D2: Side Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard



E1: 42: Chrome
Qty: ____
\$297.29 Discount
\$386.48 Standard



E2: Silver Chair
Qty: ____
\$160.08 Discount
\$208.10 Standard

Specialty Tables | Chairs Series F



F1: 60" Oval Table
Qty: ____
\$388.77 Discount
\$505.40 Standard



F2: Blue Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard



F3: Yellow Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard



F4: Red Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard



F5: Black Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Specialty Tables | Chairs Series G



G1: 54" Table
Qty: ____
\$343.03 Discount
\$445.95 Standard



G2: Birch Side Chair
Qty: ____
\$236.31 Discount
\$307.20 Standard



H1: 42" Round Table
Qty: ____
\$350.35 Discount
\$221.06 Standard



H2: Steel Chair
Qty: ____
\$445.95 Discount
\$287.32 Standard

Office Series I



I1: Oak Desk
Qty: ____
\$510.74 Discount
\$663.96 Standard



I2: Black/Chrome Chair
Qty: ____
\$327.78 Discount
\$426.12 Standard



I3: Black/Black Chair
Qty: ____
\$327.78 Discount
\$426.12 Standard

Office Series J



J1: 6' Conference Table
Qty: ____
\$434.51 Discount
\$564.86 Standard



J2: Steno Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard



J3: Drafting Stool
Qty: ____
\$266.86 Discount
\$346.92 Standard

Accessories Series K



K1: Accordion Lit Stand
Qty: ____
\$190.57 Discount
\$247.75 Standard



K2: Lit Stand
Qty: ____
\$190.57 Discount
\$247.75 Standard



K4: Coat Rack
Qty: ____
\$68.60 Discount
\$89.18 Standard



K5: 42" Pedestal
Qty: ____
\$266.44 Discount
\$346.85 Standard



K6: 32" Pedestal
Qty: ____
\$266.44 Discount
\$346.85 Standard



K7: 24" x 42" Pedestal
Qty: ____
\$419.26 Discount
\$545.05 Standard



K8: Refrigerator
Qty: ____
\$317.02 Discount
\$412.12 Standard

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Tables | Chairs Series L



L1: Side Chair
Qty: ____
\$83.19 Discount
\$108.15 Standard



L2: 30" Table
Qty: ____
\$221.06 Discount
\$287.38 Standard



L3: Arm Chair
Qty: ____
\$99.09 Discount
\$128.87 Standard



L5: Side Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard



L6: Euro Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard

Cocktail Tables | Stools Series M



M1: Barstool
Qty: ____
\$205.82 Discount
\$267.56 Standard



M2: 42" Bar Table
Qty: ____
\$236.61 Discount
\$307.20 Standard



M3: Euro Stool
Qty: ____
\$236.31 Discount
\$307.20 Standard



M4: Chrome Stool
Qty: ____
\$221.06 Discount
\$287.38 Standard



M5: Bar Stool
Qty: ____
\$144.83 Discount
\$188.28 Standard



M6: Steel/Black Stool
Qty: ____
\$251.55 Discount
\$327.03 Standard



M7: Steel Stool
Qty: ____
\$251.55 Discount
\$327.03 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		\$220.70	\$283.14	
10' x 20' Carpet		\$441.40	\$566.28	
10' x 30' Carpet		\$681.12	\$849.42	
10' x 40' Carpet		\$908.16	\$1,132.56	
20' x 20' Carpet		\$908.16	\$1,132.56	
Custom Per Sq. Ft.		\$2.21	\$2.84	

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		\$6.40	\$8.15	

Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$2.67	\$3.19	
Double Padding Per Sq. Ft		\$4.40	\$5.65	
Visqueen Per Sq. Ft.		\$0.19	\$0.74	

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

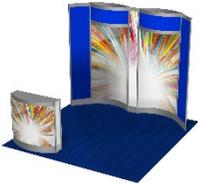
ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

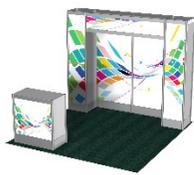
MODULAR DISPLAY SELECTIONS

10' x 10' Displays

*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.

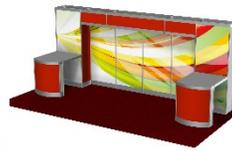


10' INLINE BOOTH _____
 Discount: **\$2,942.00**
 Standard: **\$4,125.00**

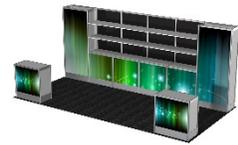


10' SHELF BOOTH _____
 Discount: **\$3,135.00**
 Standard: **\$4,262.00**

10' x 20' Displays



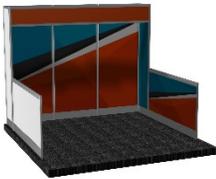
20' INLINE BOOTH _____
 Discount: **\$6,963.00**
 Standard: **\$9,405.00**



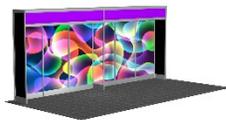
20' SHELF BOOTH _____
 Discount: **\$7,067.50**
 Standard: **\$9,625.00**

Basic Displays

*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.



10' BASIC BOOTH _____
 Discount: **\$3,272.50**
 Standard: **\$4,235.00**



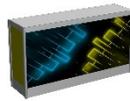
20' BASIC BOOTH _____
 Discount: **\$6,490.00**
 Standard: **\$8,415.00**

A La Carte

*All prices include graphic panels | White or black panels available on request



1M COUNTER _____
 Discount: **\$327.80**
 Standard: **\$423.50**



2M COUNTER _____
 Discount: **\$595.10**
 Standard: **\$773.30**



1M CURVED COUNTER _____
 Discount: **\$364.10**
 Standard: **\$473.00**



2M CURVED COUNTER _____
 Discount: **\$647.90**
 Standard: **\$841.50**



DISPLAY CASE _____
 Discount: **\$767.80**
 Standard: **\$995.50**



LITERATURE BIN _____
 Discount: **\$393.60**
 Standard: **\$511.50**

Booth Signage

METER BOARD _____
 Single Sided: \$556.00
 Double Sided: \$880.00

22" x 28" signage _____
 \$110.00

8'x10' BACKWALL BANNER _____
 \$1,210.00

*Banner is yours to keep. Includes install/dismantle

Exhibitor: _____ Booth #: _____



AUDIO.VISUAL.PEOPLE

400 Mile Crossing Blvd.
 Rochester, N. Y. 14624
 Ph: 1-888-RENT CMI

Exhibitor-2 Day Pricing-AV Order Form

Please Email to: Bsmith@cmiav.com Or Fax to: CMI @ - 1-585-424-1913

AMDA Annual Conference 2019

March 7th - March 10th
 Atlanta, GA / Hyatt Regency Atlanta

Exhibitor Information

Company Name:		Booth:	
Contact:		Email:	
Billing Address:		Phone #	
City:	State:	ZIP:	
Onsite Contact:		Mobile#	
Email:			

Rental Equipment

Quantity	Description	By: 02/25/19	After: 02/25/19	Total
Video/Computer Equipment				
	Slide Advancer	\$30.00	\$36.00	
	PC Laptop	\$350.00	\$420.00	
	Macbook Pro	\$525.00	\$630.00	
	4000 Lumen LCD Projector	\$900.00	\$1,080.00	
	6' Tripod Screen/Skirt Support Package (Projector stand, AC, VGA/HDMI)	\$170.00	\$204.00	
	8' Tripod Screen/Skirt Support Package (Projector stand, AC, VGA/HDMI)	\$200.00	\$240.00	
	20"-22" Monitor (no audio)	\$250.00	\$300.00	
	32" Monitor	\$600.00	\$720.00	
	40"-46" Monitor	\$900.00	\$1,080.00	
	50"-55" Monitor	\$1,100.00	\$1,320.00	
	65" Monitor	\$1,300.00	\$1,560.00	
	80" Monitor w/ truss Stand	\$1,600.00	\$1,920.00	
	Floor Stand for Selected Monitor	\$300.00	\$360.00	
	Wall Mount for Selected Monitor <i>*All mounting is the responsibility of exhibit company constructing your booth*</i>	\$90.00	\$108.00	
	DVD Player	\$130.00	\$156.00	
	Printer (Color / Black & White) *CIRCLE ONE*	\$300.00	\$360.00	
Audio Equipment				
	CD Player	\$80.00	\$96.00	
	Powered Speaker System (Includes 4ch Mixer) <i>(Required w/ Mic Rental)</i>	\$360.00	\$432.00	
	Wired Microphone (Podium / Table Top / Aisle) *CIRCLE ONE*	\$100.00	\$120.00	
	Wireless Microphone (lavalier / hand held) *CIRCLE ONE*	\$300.00	\$360.00	
	Computer Tabletop Speakers (7 watts)	\$50.00	\$60.00	
Miscellaneous Equipment				
	Flipchart w/pad	\$50.00	\$60.00	
	Display Easel	\$50.00	\$60.00	
	Labor (beyond normal set-up)	\$65.00 (per hour)		
		Equipment Total		
*** Advance Orders Due By 02/25/19 ***		Delivery/Pick-up		\$250.00
Prices Include All Show Days. Call for Single Day Pricing		TAX		
Call For Equipment Not Listed		TOTAL*		

2

* If paying by credit card, please be sure to include a **Credit Card Authorization Form**.
 Please call Brandon Smith @ CMI with any questions or inquiries about equipment not listed



Credit Card Authorization Form

Event Name/Order Number:

Booth Number (if applicable):

Card Holder Information

Company Name:

Name on Card:

Cardholder Billing Address:

City:

State:

Zip:

Telephone:

Email Address:

Payment Authorization

Card Type: Visa MasterCard American Express

Card Number:

Exp. Date:

Card Identification Number:

Please reference the picture on the right for the location of this number on your card.

(Visa, MasterCard: 3 digits on back, AMEX: 4 digits on front)



I wish to authorize the purchase of services/merchandise from CMI Communications using this Credit Card Authorization Form. I agree that I will pay for this purchase and indemnify and hold CMI Communications harmless against any liability pursuant to this authorization. I understand that my signature on this form will serve as authorized signature on the credit card charge slip. This authorization is valid for a period of one (1) year.

ALL INFORMATION IS CONFIDENTIAL

Print Name

Signature

Date

Submitting This Form

Directions: Please print this page, fill in all required information above, and fax to CMI Communications at 585-424-1913, or mail to 400 Mile Crossing Blvd. Rochester, NY 14624.

AUDIOVISUALPEOPLE



AUDIOVISUAL EXHIBITOR SERVICES



Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt 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 provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Form Submission – Email completed forms to: psav_at_hra@psav.com

MONITORS

- | | QTY. | |
|--|-------|-------------------------------|
| <input type="checkbox"/> 46" LCD monitor
<input type="checkbox"/> Dual-post stand | _____ | \$525 |
| <input type="checkbox"/> 55" LCD monitor
<input type="checkbox"/> Dual-post stand | _____ | \$725 |
| <input type="checkbox"/> 70" LCD monitor
<input type="checkbox"/> Dual-post stand | _____ | Please contact PSAV for quote |

SPECIAL REQUESTS

Please add any items not listed above that you require.

INTERNET

- | | QTY. | |
|---|-------------------------------|-------|
| <input type="checkbox"/> Wired internet connection | _____ | \$170 |
| <input type="checkbox"/> Wireless internet connection | _____ | \$85 |
| <input type="checkbox"/> Dedicated bandwidth | Please contact PSAV for quote | |

POWER

- | | QTY. | |
|--|-------|-------|
| <input type="checkbox"/> 208V Single phase – 20 AMP (one day charge) | _____ | \$140 |
| <input type="checkbox"/> 208V Single phase – 60 AMP (one day charge) | _____ | \$300 |
| <input type="checkbox"/> 25' AC cable | _____ | \$21 |
| <input type="checkbox"/> Power strip | _____ | \$21 |

CUSTOM ITEMS

- | | QTY. | |
|--------------------------------|-------|----------|
| <input type="checkbox"/> _____ | _____ | \$ _____ |
| <input type="checkbox"/> _____ | _____ | \$ _____ |
| <input type="checkbox"/> _____ | _____ | \$ _____ |
| <input type="checkbox"/> _____ | _____ | \$ _____ |
| <input type="checkbox"/> _____ | _____ | \$ _____ |





AUDIOVISUAL EXHIBITOR SERVICES



Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

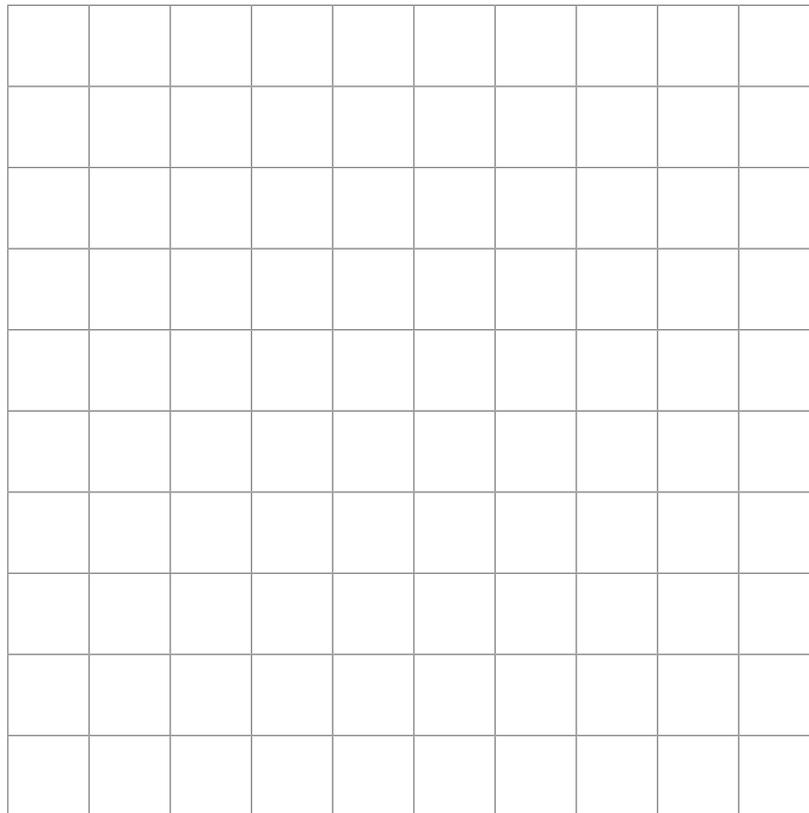
Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth No. _____



Adjacent Booth No. _____

Adjacent Booth No. _____

PSAV Representative

Hyatt Regency Atlanta
265 Peachtree Street NE, Atlanta, GA 30303

office: 404.460.6550 email: psav_at_hra@psav.com



Maximize your Exhibit ROI. Scan, capture and qualify every lead.

Capture Options		Advance by 2/14/19	Regular from 2/15/19	Number of Units	Total
	<p>Synergy Touch</p> <p>Quickly capture and qualify leads with wireless scanner. Use the color LCD touch screen to: add notes from on screen keyboard, add sales qualifiers and browse leads. No electricity required. Download leads during and after the event.</p>	\$ 445	\$ 475	<input type="text"/>	<input type="text"/>
	<p>Bluetooth Wireless Printer</p> <p>Add a Bluetooth printer to the Synergy Touch. Prints leads automatically when scanned.</p>	\$ 105	\$ 135	<input type="text"/>	<input type="text"/>
	<p>Synergy Mobile App</p> <p>Use the mobile App on your device to scan leads, add notes, sales qualifiers, and browse leads. Leads can be downloaded during or after the event.</p> <p>Supported devices: Apple iPhone5 or iPad4 or newer, loaded with iOS6 or newer, Android phone or tablet loaded with Android 4.0.3 or newer.</p>				
	First Device Activation	\$ 385	\$ 415	<input type="text"/>	<input type="text"/>
	Each Additional Device Activation	\$ 295	\$ 325	<input type="text"/>	<input type="text"/>

Additional Services			Number of units	Total	
Delivery & Training	Have our expert deliver and train your staff at your booth.	\$ 60	\$ 75	<input type="text"/>	<input type="text"/>
Custom Sales Qualifiers	Available only with the Synergy Touch. Maximize the value of your leads, add custom sales qualifiers to your scanned prospects. To order enter your qualifiers below. Each qualifier can be up to 24 characters long, including spaces.	\$ 75	\$ 95	<input type="text"/>	<input type="text"/>
1.	<input type="text"/>	11.	<input type="text"/>		
2.	<input type="text"/>	12.	<input type="text"/>		
3.	<input type="text"/>	13.	<input type="text"/>		
4.	<input type="text"/>	14.	<input type="text"/>		
5.	<input type="text"/>	15.	<input type="text"/>		
6.	<input type="text"/>	16.	<input type="text"/>		
7.	<input type="text"/>	17.	<input type="text"/>		
8.	<input type="text"/>	18.	<input type="text"/>		
9.	<input type="text"/>	19.	<input type="text"/>		
10.	<input type="text"/>	20.	<input type="text"/>		

Standard Sales Qualifiers: Product A, Product B, Product C, Product D, Product E, Add to Mailing List, Current Customer, Distributor, Purchasing Authority, Have Sales Rep Call, Hot Lead!, Inquiry Only, Interested Buyer, OEM, Follow up 30 Days, Follow up 60 Days, Schedule Demo Send Literature, Send Pricing Info, VAR.

Order Subtotal \$
Carry total to Page 2



Lead Retrieval Order Form

AMDA Annual Conference 2019

Advance Order Pricing Deadline is February 14, 2019

Total Your Order

Advance orders must be received with payment on or before the deadline.

Event Code: 1903-100 AMDA 19

Admin Only:

Subtotal from Page 1 \$

Handling Fee \$ 18.00

Subtotal \$

Order Total \$

Add Contact Details

Company:

Address:

City:

State: Zip: Country:

Phone:

Ordered by:

Email:

Exhibiting Company:

Booth #

Onsite Contact:

Onsite Cell:

Email app activation to, if applicable:

All orders are confirmed by email.

Add Payment Details

Payment Method: AMEX Visa M/C Check

If paying by check, please complete this section plus signature for security deposit.

Cardholder Name:

Credit Card Number: Exp. Date: Security Code:

Cardholder Billing Phone:

Cardholder Billing Address:

City: State: Zip: Country:

Sign & Submit Your Order

Fax Orders to: (512) 899-2970.
 Mail Orders to: Synergy Event Technology, LLC
 4425 S. Mopac Expy. Bldg III, Suite 604, Austin, TX 78735

For Assistance contact our Exhibitor Services Team.
 By phone at (512) 732-0100
 Or by email at exhibitorservices@synergyet.com.

By signing, I state that I am authorized to place this order and that I agree to the terms and conditions stated on both pages of this order form.

X

Cardholder's Signature (required) & Printed Name

Terms & Conditions: 1. All equipment must be picked up at the service desk prior to the start of the show unless you have selected the delivery and set up option. Refunds will not be made for unclaimed orders. Equipment must be returned to the service desk within one hour of show close to avoid additional charges. If Synergy Event Technology, LLC staff must pick up your order, you will be charged \$100. 2. Cancellations must be submitted in writing 3 weeks prior to event move in, there are no refunds for cancellations after this time. There is a \$150 fee, per unit ordered, for cancellations earlier than 3 weeks before the event move in. 3. Orders must be received with full payment on or before the deadline date to receive the advance rate. Payments by check must be drawn on banks located in the United States or certified funds. Onsite orders can only be made with a credit card. Synergy Event Technology, LLC will charge the correct amount of the form if calculated incorrectly. 4. A credit card is required on all orders as a security deposit for the equipment. Synergy Event Technology, LLC will not charge the credit card held as security deposit without prior authorization. However, Synergy Event Technology, LLC reserves the right to charge fees associated with lost, stolen or damaged units as a last resort to recover payment. The Renter is responsible for the full replacement value of the equipment, up to \$2,500 per unit if lost, stolen or damaged while in their possession. 5. Data included in the scan code is provided at the discretion of the event sponsor. 6. Synergy Event Technology, LLC will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever is limited to the total price of goods and services provided by Synergy Event Technology, LLC.