Exhibitor Service Kit

9th International Topical Meeting on Nuclear Plant Instrumentation, Control, and Human Machine Interface Technologies (NPIC & HMIT 2015)

February 22-26, 2015 • The Westin Charlotte • Charlotte, NC
**Quick Reference**

**Show Name:** NPIC & HMIT 2015  
**Show Code:** 1502004  
**Show City:** Charlotte, NC  
**Show Facility:** Westin Charlotte Hotel  
**Show Dates:** February 22-26, 2015

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**Mark Your Calendar!**

**Friday, January 30, 2015**
FIRST DAY ADVANCE WAREHOUSE RECEIVING  
The Advance Warehouse will accept freight beginning on this date. Shipments received via small package carrier will be charged an additional 30%.

**Friday, February 6, 2015**
ADVANCE ORDER DISCOUNT DEADLINE / CANCELLATION DEADLINE  
Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date.

**Friday, February 13, 2015**
LATE TO WAREHOUSE  
Advance Warehouse must receive your freight by FEB. 13TH to avoid late charges. ALL shipments received after this date will be charged a late fee of an additional 30%.

**Friday, February 20, 2015**
LAST DAY OF ADVANCE WAREHOUSE RECEIVING  
Last day Advance Warehouse will accept freight. (You will be charged a late fee, as noted above, but your freight will be in your booth at the start of exhibitor move-in!)

**Sunday, February 22, 2015 *1:00-4:00 PM**
SHOW SITE DELIVERIES  
All show site shipments are to be delivered this day only, DURING MOVE IN HOURS ONLY! Shipments sent before these dates are at risk of being refused, and charges by hotel and Viper will apply.

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**Your Show Outline**

**Move-In/Installation**  
Sunday, February 22, 2015  
1:00 PM - 4:00 PM

**Exhibit Hours**

- **Sunday, February 22, 2015**  
  6:00 PM-10:00 PM (Reception)
- **Monday, February 23, 2015**  
  7:00 AM- 7:00 PM
- **Tuesday, February 24, 2015**  
  7:00 AM- 5:00 PM
- **Wednesday, February 25, 2015**  
  7:00 AM- 3:00 PM

**Move-Out/Tear Down**  
Wednesday, February 25, 2015  
3:00 PM- 8:00 PM

**Reconsolidate on Viper Transportation**  
Wednesday, February 25, 2015  
3:00 PM - 8:00 PM

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**Material Handling Rates**

**Advanced (2cwt Minimum):**
- **$136.50 per CWT**
- **$177.45 per CWT**

**Showsite (2cwt Minimum):**
- **$136.50 per CWT**

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**Advance Warehouse**
NPIC & HMIT 2015  
Viper Tradeshow Services  
2205-B Distribution Center Dr.  
Charlotte, NC 28269

**Show Site Facility**
NPIC & HMIT 2015  
Westin Charlotte Hotel  
c/o Viper Tradeshow Services  
601 S. College St.  
Charlotte, NC 28202

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**Carrier Must Check in By:**
4:00 PM @ the Viper Service Desk on 02/25

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 4:00 PM to avoid force, as well as exhibitors must start their dismantle by 3:30 PM in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

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**Order Online @**  
www.vipertradeshowonline.com  
**Show Code:** 1502004

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**Viper Show Coordinator**  
Stephanie Kordecki  
p: 847.426.3100  
f: 847.426.3111  
skordecki@vipertradeshow.com

**Show Management Contact**  
Rhonda Foss  
p: 708-579-8252  
rfoss@ans.org

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**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’ blue & cream back drape, 3’ blue side drape, (1) 6’ cream skirted table, (2) chairs, (1) wastebasket, and (1) black & white 6” x 24” ID sign.

**To purchase additional items/services (including material handling), please visit vipertradeshowonline.com / show code #1502004**
Viper Online Ordering Instructions

FIRST TIME USERS:

1) Create an Account: (This is a one-time step!) By creating an account with Viper, a history of your orders on various shows is accessible, and moving forward, all you’ll need is the Show code.
2) Go to www.vipertradeshowonline.com click “do you need to create an account” in the top right corner.
3) Complete your information on the CREATE ACCOUNT page.
4) Use the Show Code found in the lower left hand corner of the Quick Reference Page (page 1).
5) Enter your booth number or all zero’s (0000) if you don’t know it. We can update it later as necessary.
6) Read the Terms and Conditions and then check the box to agree to them.
7) Click ‘Create Account’. Now you are at the ordering page...see below.

RETURN USERS:

1) Sign in using your email and password.
2) Should you have forgotten your password, there is a link that will resend it if necessary.
3) Click on the shopping cart icon, on the next screen, enter the show code in the gray box.
4) As you enter the show code, this show will pop up.
5) Enter your booth number or all zero’s (0000).
6) Click “Add Show”.
7) A list of all the shows you have ordered from will appear. For this show, simply click “Purchase Items for Show” located on the right side of the page.

ORDERING AND CHECKING OUT:

- From here, simply click on the various departments, products, quantities and colors you would like.
- You have the ability to save your order to your cart and come back to it.
  HOWEVER, be sure to come back and actually check out! Orders cannot be placed unless your transaction is complete.
- Checkout! (Credit Card information via our secure network is required for your order to be processed)
- A confirmation/receipt is emailed to you immediately.
- Please note that a 3.5% Convenience Fee will be charged on all credit card purchases.

TERMS/WORKSHEETS:

If you have any questions about terms, regulations, or guidelines, click on “Terms/Worksheets” at the top right hand corner of the website. Included in these pages are all the terms you agreed to upon creating your account with Viper and the descriptions of terms and services, as well as Exhibitor Appointed Contractor information and forms.

It is your obligation to review and familiarize with the material handling guidelines provided online, as you have accepted the terms as soon as you create an account.

For your convenience, we have also provided in these pages Labor and Material Handling worksheets should you like to work out estimates for these services before you order them online.

PLEASE DON’T HESITATE TO CALL YOUR VIPER SHOW COORDINATOR SHOULD YOU HAVE QUESTIONS OR NEED ASSISTANCE WALKING THROUGH THESE STEPS!
**Method of Payment For:**
NPIC & HMIT 2015

### Exhibitor Information

<table>
<thead>
<tr>
<th>COMPANY NAME: __________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOOTH #: ________ BOOTH SIZE: ________</td>
</tr>
<tr>
<td>STREET ADDRESS: __________________________________________</td>
</tr>
<tr>
<td>CITY: __________________ STATE: ______________ ZIP: ____________</td>
</tr>
<tr>
<td>CONTACT: __________________________________ PHONE: __________________</td>
</tr>
<tr>
<td>FAX #: __________________ EMAIL ADDRESS: __________________</td>
</tr>
</tbody>
</table>

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

| SHOW SITE CONTACT: __________________ CELL PHONE: __________________ |

### Ways to Order

<table>
<thead>
<tr>
<th>ONLINE*</th>
<th>FAX*</th>
<th>MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login &amp; Place Orders: <a href="http://www.vipertradeshowonline.com">www.vipertradeshowonline.com</a></td>
<td>Send completed forms to: Fax: 847.426.3111</td>
<td>Send completed forms to: Viper Tradeshow Services 2575 Northwest Parkway Elgin, Illinois 60124</td>
</tr>
</tbody>
</table>

*Credit Card Transaction Only*

### Viper Tradeshow Services Orders

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material Handling Estimate</td>
<td>$_________</td>
</tr>
<tr>
<td>Standard Furnishings &amp; Accessories</td>
<td>$_________</td>
</tr>
<tr>
<td>Viper Custom Furnishings</td>
<td>$_________</td>
</tr>
<tr>
<td>Installation &amp; Dismantle Labor</td>
<td>$_________</td>
</tr>
<tr>
<td>Floral/Booth Vacuuming/Porter</td>
<td>$_________</td>
</tr>
<tr>
<td>Modular Rental Display</td>
<td>$_________</td>
</tr>
<tr>
<td>Signage/Graphics</td>
<td>$_________</td>
</tr>
</tbody>
</table>

| Shipping (Viper Transportation Service): $_________ |

**Total Viper Tradeshow Service Orders** $_________

### Method of Payment / Credit Card Charges

*NOTE: 3.5% Surcharge will be applied to all Credit Card Orders.*

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

**Please Circle Appropriate Credit Card**

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Number</th>
<th>Expiration Date</th>
<th>Cardholder Signature</th>
<th>Name Printed</th>
<th>Address (if different from above):</th>
<th>Company Check # (Please note show name on check):</th>
<th>Date check mailed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MasterCard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amex</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Make Payable to:** Viper Tradeshow Services **Mail to:** 2575 Northwest Parkway, Elgin, Illinois 60124
### Standard Furniture | Accessories

#### 30” Tables

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ Table</td>
<td>131.67</td>
<td>166.32</td>
</tr>
<tr>
<td>6’ Table</td>
<td>166.32</td>
<td>187.11</td>
</tr>
<tr>
<td>8’ Table</td>
<td>180.18</td>
<td>200.97</td>
</tr>
<tr>
<td>4th Side Drape</td>
<td>33.00</td>
<td>46.20</td>
</tr>
<tr>
<td>Undraped Table</td>
<td>33.00</td>
<td>Less Than List Price Above</td>
</tr>
</tbody>
</table>

#### 42” Counters

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ Counter</td>
<td>159.39</td>
<td>194.04</td>
</tr>
<tr>
<td>6’ Counter</td>
<td>194.04</td>
<td>228.69</td>
</tr>
<tr>
<td>8’ Counter</td>
<td>221.76</td>
<td>256.41</td>
</tr>
<tr>
<td>4th Side Drape</td>
<td>39.60</td>
<td>52.80</td>
</tr>
<tr>
<td>Undraped Counter</td>
<td>33.00</td>
<td>Less Than List Price Above</td>
</tr>
</tbody>
</table>

#### Accessories

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>4’ Single Tier Table Riser</td>
<td>88.15</td>
<td>116.42</td>
</tr>
<tr>
<td>6’ Single Tier Table Riser</td>
<td>111.43</td>
<td>145.53</td>
</tr>
<tr>
<td>8’ Single Tier Table Riser</td>
<td>133.05</td>
<td>164.66</td>
</tr>
<tr>
<td>Garment Rack</td>
<td>159.66</td>
<td>207.90</td>
</tr>
<tr>
<td>Wastebasket</td>
<td>29.10</td>
<td>40.19</td>
</tr>
<tr>
<td>Tripod Easel</td>
<td>53.32</td>
<td>68.18</td>
</tr>
<tr>
<td>Sign Frame/Holder</td>
<td>163.00</td>
<td>207.90</td>
</tr>
<tr>
<td>Rope &amp; Stanchion Sets</td>
<td>124.74</td>
<td>163.00</td>
</tr>
<tr>
<td>4’ x 8’ Posterboard</td>
<td>254.47</td>
<td>291.06</td>
</tr>
<tr>
<td>Bag Rack</td>
<td>90.09</td>
<td>124.74</td>
</tr>
</tbody>
</table>

#### Carpet | Padding

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’ Carpet</td>
<td>200.64</td>
<td>257.40</td>
</tr>
<tr>
<td>10’ x 20’ Carpet</td>
<td>401.28</td>
<td>514.80</td>
</tr>
<tr>
<td>Custom Carpet Per Sq Ft.</td>
<td>2.00 s/f</td>
<td>2.57 s/f</td>
</tr>
<tr>
<td>1/2” Padding Per Sq. Ft.</td>
<td>2.43 s/f</td>
<td>2.90 s/f</td>
</tr>
<tr>
<td>Visqueen Per Sq. Ft.</td>
<td>0.55 s/f</td>
<td>0.68 s/f</td>
</tr>
</tbody>
</table>
# Furnishings Price Guide / Order Form

## Lounge

<table>
<thead>
<tr>
<th>A1</th>
<th>A2</th>
<th>A3</th>
<th>A4</th>
<th>A5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Durapella Sage Sofa</td>
<td>Durapella Sage Loveseat</td>
<td>Durapella Sage Chair</td>
<td>Cherry Cocktail Table</td>
<td>Cherry End Table</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>602.91</td>
<td>533.61</td>
<td>395.01</td>
<td>256.41</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>783.78</td>
<td>693.69</td>
<td>513.51</td>
<td>333.33</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B1</th>
<th>B2</th>
<th>B3</th>
<th>B4</th>
<th>B5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Leather Sofa</td>
<td>Black Leather Loveseat</td>
<td>Black Leather Chair</td>
<td>Black/Glass Cocktail Table</td>
<td>Black/Glass End Table</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>575.19</td>
<td>533.61</td>
<td>450.45</td>
<td>207.90</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>747.75</td>
<td>693.69</td>
<td>585.59</td>
<td>270.27</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C1</th>
<th>C2</th>
<th>C3</th>
<th>C4</th>
<th>C5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grey Sofa</td>
<td>Grey Loveseat</td>
<td>Grey Chair</td>
<td>Black Cocktail Table</td>
<td>Black End Table</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>464.31</td>
<td>422.73</td>
<td>381.15</td>
<td>256.41</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>603.60</td>
<td>549.55</td>
<td>495.50</td>
<td>333.33</td>
</tr>
</tbody>
</table>

## Office

<table>
<thead>
<tr>
<th>I1</th>
<th>I2</th>
<th>I3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oak Desk</td>
<td>black Leather/chrome Executive Chair</td>
<td>Black Leather/black Executive Chair</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>464.31</td>
<td>297.99</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>603.60</td>
<td>387.39</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>J1</th>
<th>J2</th>
<th>J3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black 6’ Conference Table</td>
<td>Black Steno Chair</td>
<td>Black Drafting Stool</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>395.01</td>
<td>173.25</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>513.51</td>
<td>225.23</td>
</tr>
</tbody>
</table>

## Accessories

<table>
<thead>
<tr>
<th>K1</th>
<th>K2</th>
<th>K3</th>
<th>K4</th>
<th>K5</th>
<th>K6</th>
<th>K7</th>
<th>K8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Accordion Lit Stand</td>
<td>Black Lit Stand</td>
<td>Standing Ballot Box</td>
<td>Coat Rack</td>
<td>Black 12” x 12” x 42” Pedestal</td>
<td>Black 12” x 12” x 30” Pedestal</td>
<td>Black 24’ x 24’ x 42” Pedestal</td>
<td>Refrigerator</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>173.25</td>
<td>173.25</td>
<td>225.23</td>
<td>81.08</td>
<td>242.55</td>
<td>242.55</td>
<td>381.15</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>225.23</td>
<td>225.23</td>
<td>315.52</td>
<td>81.08</td>
<td>242.55</td>
<td>242.55</td>
<td>495.50</td>
</tr>
</tbody>
</table>

## Specialty Tables/Chairs

<table>
<thead>
<tr>
<th>D1</th>
<th>D2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black/Glass 42” Round Table</td>
<td>Black Side Chair</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>311.85</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>405.41</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E1</th>
<th>E2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chrome/Glass 36” Round Table</td>
<td>Brushed Silver Ladderback Chair</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>270.27</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>351.35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F1</th>
<th>F2</th>
<th>F3</th>
<th>F4</th>
<th>F5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pewter/Glass 60” Oval Table</td>
<td>Pewter/Blue Chair</td>
<td>Pewter/Red Chair</td>
<td>Pewter/Yellow Chair</td>
<td>Pewter/Green Chair</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>353.43</td>
<td>200.97</td>
<td>200.97</td>
<td>200.97</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>459.46</td>
<td>261.26</td>
<td>261.26</td>
<td>261.26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>G1</th>
<th>G2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birch/Steel 54” Round Table</td>
<td>Birch/Steel Side Chair</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>325.71</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>423.42</td>
</tr>
</tbody>
</table>

## Tables/Chairs

<table>
<thead>
<tr>
<th>L1</th>
<th>L2</th>
<th>L3</th>
<th>L4</th>
<th>L5</th>
<th>L6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Sherpa Side Chair</td>
<td>Black 30” x 30” Table</td>
<td>Black Sherpa Arm Chair</td>
<td>Brushed Steel</td>
<td>Black Side Chair</td>
<td>Black Euro Chair</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>75.63</td>
<td>200.97</td>
<td>90.09</td>
<td>200.97</td>
<td>173.25</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>98.32</td>
<td>261.26</td>
<td>117.12</td>
<td>261.26</td>
<td>225.23</td>
</tr>
</tbody>
</table>

## Cocktail Tables/Stools

<table>
<thead>
<tr>
<th>M1</th>
<th>M2</th>
<th>M3</th>
<th>M4</th>
<th>M5</th>
<th>M6</th>
<th>M7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Euro Barstool</td>
<td>Black 30” x 42” Bar Table</td>
<td>Euro Barstool</td>
<td>Chrome/Black Euro Stool</td>
<td>Black Ladderback Chair</td>
<td>Brushed Steel/Black Stool</td>
<td>Brushed Steel Stool</td>
</tr>
<tr>
<td><strong>Discount</strong></td>
<td>187.11</td>
<td>214.83</td>
<td>214.83</td>
<td>200.97</td>
<td>131.67</td>
<td>228.69</td>
</tr>
<tr>
<td><strong>Standard</strong></td>
<td>243.24</td>
<td>279.28</td>
<td>279.28</td>
<td>261.26</td>
<td>171.17</td>
<td>297.30</td>
</tr>
</tbody>
</table>
If you would like to use the shipping services of Viper Tradeshow Services please complete the following form and fax it to 847.426.3111. You will receive a confirmation of receipt and bookings.

**Pricing**

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

**Shipping Information**

COMPANY NAME: ____________________________________________

STREET ADDRESS: __________________________________________

CITY: _________________________ STATE: ___________ ZIP: __________

CONTACT: ______________________ PHONE: ______________________

Do you have a dock? ___________ When will freight be ready for pickup? ___________

Estimated Number of Pieces:_______ Estimated Total Weight:__________ When do you close? ___________

**Destination**

SHOW: NPIC & HMIT 2015_________________________ BOOTH NUMBER:______________

EXHIBITOR NAME (IF DIFFERENT THAN ABOVE)

________________________________________________________

Check one: ADVANCE WAREHOUSE: _______ SHOW SITE: _______ OUTBOUND ONLY: _______

Is this a round trip shipment? __________ If so, are we returning to same address above? __________

Address if different than above: ____________________________________________________________

5-7 Day Ground Service? ______ If other, please call & arrange as a different rate will apply.

**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 $ __________

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

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

Name printed: __________________________ date: __________________________

Copyright © 2012 Viper Tradeshow Services. All Rights Reserved | www.ViperTradeshow.com
For your convenience labels are provided below for advance warehouse and show site delivery. We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

## Advance Warehouse Labels

### Shipper Information

<table>
<thead>
<tr>
<th>Company:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Contact:</td>
</tr>
</tbody>
</table>

### Delivery Information

**NPIC & HMIT 2015**

Viper Tradeshows Services  
2205-B Distribution Center Dr.  
Charlotte, NC 28269

Exhibiting Company: ___________________________  
Booth Number: ___________________________  
Must be delivered NLT February 13th to avoid late charges

**NPIC & HMIT 2015**

Viper Tradeshows Services  
2205-B Distribution Center Dr.  
Charlotte, NC 28269

Exhibiting Company: ___________________________  
Booth Number: ___________________________  
Must be delivered NLT February 13th to avoid late charges

## Show Site Labels

### Shipper Information

<table>
<thead>
<tr>
<th>Company:</th>
<th>Company:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Contact:</td>
</tr>
</tbody>
</table>

### Delivery Information

**NPIC & HMIT**

Westin Charlotte Hotel  
c/o Viper Tradeshows Services  
601 S. College St.  
Charlotte, NC 28202

Exhibiting Company: ___________________________  
Booth Number: ___________________________  
To be delivered ON February 22nd *1-4 PM ONLY!

**NPIC & HMIT**

Westin Charlotte Hotel  
c/o Viper Tradeshows Services  
601 S. College St.  
Charlotte, NC 28202

Exhibiting Company: ___________________________  
Booth Number: ___________________________  
To be delivered ON February 22nd *1-4 PM ONLY!
<table>
<thead>
<tr>
<th>Advance Warehouse Deliveries</th>
<th>Showsite Deliveries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NPIC &amp; HMIT 2015</strong></td>
<td><strong>NPIC &amp; HMIT 2015</strong></td>
</tr>
<tr>
<td>Viper Tradeshow Services</td>
<td>Westin Charlotte Hotel</td>
</tr>
<tr>
<td>2205-B Distribution Center Dr.</td>
<td>c/o Viper Tradeshow Services</td>
</tr>
<tr>
<td>Charlotte, NC 28269</td>
<td>601 S. College St.</td>
</tr>
<tr>
<td></td>
<td>Charlotte, NC 28202</td>
</tr>
</tbody>
</table>

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.

**SHIPMENTS TO ADVANCE WAREHOUSE:**

- $136.50 per CWT
- *via common carrier

**SHIPMENTS TO SHOWSITE:**

- $177.45 per CWT
- *via common carrier

Calculate your CWT (hundred weight)

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

### Advance Warehouse Deliveries

- **AW:** Crated/Skidded via common carrier
  - CWT x $136.50 = $_________ Sub Total (No less than $273.00 )
- **AW LATE:** Crated/Skidded via common carrier
  - CWT x $177.45 = $_________ Sub Total (No less than $354.90 )

* Delivers received between the dates of January 30, 2015 - February 13, 2015 are considered ON TIME.
* Delivers received between the dates of February 14, 2015 - February 20, 2015 are considered LATE.

### Showsite Deliveries

- **SS:** Crated/Skidded via common carrier
  - CWT x $177.45 = $_________ Sub Total (No less than $354.90 )

**SHOW SITE DELIVERY DATE- ONLY! (February 22nd)**

### Required Applicable Special Charges

*(Fee applies to each category above)*

- ADD 30% for Small Package Carrier (SPC) if you are using FedEx, UPS, DHL, Airborne, etc: $_________ (only if utilizing SPC carriers or special)
- ADD 30% for shipments that are loose, uncrated, requiring special handling: $_________ (only if loose, uncrated, or special handling)
- ADD 30% for shipment received and/or loaded out on overtime/off target: $_________ (only if OT/Off Target)

Add Sub Total with any Special Charges for the Estimated Total Material Handling: $________________________ESTIMATED TOTAL

Exhibitor: ___________________________ Booth #: __________________
Floral / Cleaning Info For:
NPIC & HMIT 2015

**Floral**

Fresh Floral Arrangements

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

Artificial Plants

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

For plants or floral not listed please call 888.458.9760

TOTAL ALL ITEMS ORDERED: ________________________
Add Applicable Sales Tax: ________________________
Amount of Total Floral Charges (1 + 2): ________________________

**Booth Vacuuming**

A Booth Unit = one 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 __________
$70.00 Discount / $85.00 Standard (per booth space)

Number of Days: __________ x __________

$____________________ Subtotal

$____________________ Total (Number of Booth Units x Number of Days)

**Porter Service**

Emptying refuse from containers as necessary throughout the show hours.

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

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

$____________________ Subtotal

Subtotal x Number of Days:

$____________________ Total

Total of All Cleaning & Porter Services: $____________________
Display Labor (I&D) Info For:
NPIC & HMIT 2015

Display Labor Hourly Rates

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Hourly Rate (Dismantle)</th>
<th>Rate per person, per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Friday 8:00 am - 4:30 pm</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td>Monday - Friday before 8:00 am &amp; after 4:30 pm</td>
<td>$112.50</td>
<td></td>
</tr>
<tr>
<td>Any time Saturday, Sunday &amp; Holidays</td>
<td>$150.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Labor Definitions

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

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

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Service Center to pick up labor. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor. Start time guaranteed only where labor is requested for the start of the working day (8:30 am) unless the official set time begins later in the day.

Please provide supervisor’s name and cell number:______________________________________________________________________

Installation Calculation & Order

1) Day/Time of Set Up: __________________________ Enter hourly rate as outlined above.
2) Number of Labor/People: __________ X number of people
3) Total Number of Hours: __________ X number of hours
4) Sub-Total: $__________
5) Check here if Exhibitor Supervised: __________ MUST be marked or move to next step
6) Viper Tradeshow Service Supervised Surcharge: __________ 35% of sub-total above
7) Total Installation Charges $__________ Sub-total plus surcharge (4+6)

Dismantle Calculation & Order

1) Day/Time of Set Up: __________________________ Enter hourly rate as outlined above.
2) Number of Labor/People: __________ X number of people
3) Total Number of Hours: __________ X number of hours
4) Sub-Total: $__________
5) Check here if Exhibitor Supervised: __________ MUST be marked or move to next step
6) Viper Tradeshow Service Supervised Surcharge: __________ 35% of sub-total above
7) Total Installation Charges $__________ Sub-total plus surcharge (4+6)

Total of All Items Ordered: $____________________

50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 888-458-9760 for special requests or items you do not find on this form.

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

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

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

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

1. Exhibitor must notify in writing to Viper Tradeshow Services the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.

2. Exhibitor shall provide evidence that the EAC has a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage and Workers’ Compensation naming Viper Tradeshow Services as additionally insured, to show management and Viper Tradeshow Services at least 10 days before the show opening.

3. Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.

4. The EAC must have all business licenses, permit and Workers’ Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.

5. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear at all times necessary, identification badges as determined by Show Management.

6. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.

7. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor’s booth space.

8. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.

9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all of its activities with Viper Tradeshow Services.

10. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

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

Name: ___________________________ Company: ___________________________ Signature: ___________________________ Date: ___________________________
Use of an EAC Notification

*PLEASE COMPLETE AND RETURN BOTH EAC FORMS*

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

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

**For Exhibitor (Company Name):**

**Show Name/Booth Number:** NPIC & HMIT 2015

**Name of Service Firm (EAC):**

**Address:**

**Telephone:**

**Fax:**

**Contact:**

**Email:**

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

**Cell Phone:**

### EAC Instructions

1) Refer to the Official Service & Exhibitor Appointed Contractors Guidelines and the Method of Payment Third Party Authorization for forms in this kit for additional requirements.

   *Before submitting service order forms (including this one). Preferably before the early registration deadline.*

2) Provide Viper Tradeshows Services of the names of all exhibiting companies for whom they have orders.

   *To be received no later than 10 days before move-in.*

3) Check in at the Viper Tradeshows Services Service Desk to proceed with work on the floor.

   *Upon Arrival at Show Site.*

---

**Viper Tradeshows 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 Tradeshows Services must be contacted in advance of the deadline.**
Move-Out Information For:

NPIC & HMIT 2015

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.

<table>
<thead>
<tr>
<th>Date Time</th>
<th>Event/Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed. February 25th @ 3:00 PM</td>
<td>Exhibit Hall Officially Closes</td>
</tr>
<tr>
<td>Wed. February 25th by 4:00 PM</td>
<td>Stored empty crates and containers returned.</td>
</tr>
<tr>
<td>Wed. February 25th @ 3:30 PM</td>
<td>Labor Force: all exhibitors should have started dismantle by this time. Exhibitors must check in at the Viper Service Desk to sign out labor hired.</td>
</tr>
<tr>
<td>Wed. February 25th @ 4:00 PM</td>
<td>Freight Force: deadline for carriers to check in.</td>
</tr>
</tbody>
</table>

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas; making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to come by 4:00 PM *. We suggest telling them 3:30 PM, giving them room to fail without failing you! Here’s the address for your convenience:
   Westin Charlotte Hotel 601 S. College St. Charlotte, NC 28202
3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Viper Service Desk to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and Fed Ex are not the most reliable carriers for our industry, so we highly suggest exhibitor’s using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only the shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all your materials please hand in the BOL to the Viper Service Desk. Do not leave it in your booth! We will sign it and give you a copy, keep a copy, and give the driver a copy! Please note, material handling must be paid in full.

*In the event you fail to turn in your BOL or your carrier does not check-in by the 4:00 PM deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of $2.25/pound for shipments 1000 lbs. or more, $2.75/pound for shipments 999 pounds or less; with a $525.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

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

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by 2:00 PM (1 hour before closing), and we’ll write up your Bill of Lading (BOL) and labels and deliver them to your booth. Once you are packed, sign the BOL, turn it into us, you’ll get a copy, we’ll get a copy, and the driver will get a copy! No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

ANY QUESTIONS PLEASE CONTACT YOUR SHOW COORDINATOR, OR COME TO THE VIPER SERVICE DESK. WE’RE HAPPY TO ASSIST YOU AND HELP YOUR MOVE-OUT GO AS SMOOTHLY AS POSSIBLE. Stephanie Kordecki (skordecki@vipertradeshow.com)
Exhibitor Order Form

For your convenience, the following form should be used to secure internet, AV, and electrical services from the hotel. Please return this form to April Pawlowski at april.pawlowski@westin.com or Fax: 704-335-2110 by Friday, Feb 6, 2015

Exhibitor’s Contact Name__________________________________________________________

Exhibitor’s Company Name________________________________________________________

Address___________________________________________ City____________________ State_______ Zip Code________

Phone Number________________________________________ Fax Number__________________________

Email Address________________________________________________________________________

A secure weblink for your credit card information will be e-mailed to you upon receipt of this form.

What name will be on the credit card you will use for these charges?

*PLEASE NOTE THAT YOUR ORDER WILL NOT BE CONFIRMED UNTIL YOUR CREDIT CARD INFORMATION IS RECEIVED.

On-site contact if different than listed above: Phone Number: ___________________________

PHONE LINES

_______ Telephone line(s) w/local & long distance access with standard phone $150.00 per day x __ days = ___________

_______ DID Long Distance Line(s) with standard phone $200.00 per day x __ days = ___________

**Polycom phones may be ordered through AV rental below.

ELECTRICAL SERVICE

_______ 20 Amp Circuit(s) : 120V – Single Phase $70.00 per day x __ days = ___________

_______ 30 Amp Circuit(s) : 120V – Three Phase Twist Lock $100.00 per day x __ days = ___________

_______ Spider Box (3) 20 Amp Circuits ~6 Outlets Total $200.00 per day x __ days = ___________

** Power strips/extension cords may be ordered through AV rental below.

INTERNET CONNECTIONS (charged per computer per day)

_______ Wireless HSIA connection(s) $50.00 per computer per day x __ days = ___________

_______ Wired HSIA connection(s) $250.00 per computer per day x __ days = ___________

AUDIO VISUAL RENTAL

Please indicate any other items that you are interested in renting. Pricing information will be forwarded back to you for confirmation.

__________

PLEASE NOTE:

• Credits will not be issued for items ordered but not used.

• Prices do not include 24% service charge and applicable sales tax (currently 7.25%). Service charge and taxes are subject to change without notice.

• On-site orders are subject to a 20% additional fee.