**Quick Reference**

Show Name: ANS | D & RS 2016 Joint Topical Meeting  
Show Code: 1607002  
Show City: Pittsburgh, PA  
Show Facility: Sheraton Station Square Hotel  
Show Dates: July 31 - August 2, 2016

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**Mark Your Calendar!**

Friday, July 8, 2016  
**FIRST DAY OF ADVANCE WAREHOUSE RECEIVING**  
The Advance Warehouse will start accepting freight on this date. *Shipments received via small package carrier will be charged an additional 30%.

Friday, July 15, 2016  
**ADVANCE ORDER DISCOUNT DEADLINE / CANCELLATION DEADLINE**  
Forms must be received by Viper with Full Payment. This is also the deadline for cancellations. No refunds or discounts are provided after this date.

Friday, July 22, 2016  
**LATE TO WAREHOUSE**  
Advance Warehouse must receive your freight by JULY 22nd @ 4:00 PM to avoid late charges. All shipments received after this date will be charged a late fee (an additional 30%).

Friday, July 29, 2016  
**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!)*

Sunday, July 31 @ 3:00 PM - 5:00 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, or charges by venue and Viper will apply.

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**Your Show Outline**

**Move-In/Installation**  
Sunday, July 31, 2016  
3:00 PM - 5:00 PM

**Exhibit Hours**

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, July 31</td>
<td>5:00 PM - 8:00 PM</td>
<td>Exhibits Open/Opening Reception</td>
</tr>
<tr>
<td>Monday, August 1</td>
<td>7:00 AM - 5:00 PM</td>
<td></td>
</tr>
<tr>
<td>Tuesday, August 2</td>
<td>7:00 AM - 3:00 PM</td>
<td></td>
</tr>
</tbody>
</table>

**Move-Out/Tear Down**  
Tuesday, August 2, 2016  
3:00 PM - 8:00 PM

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**Material Handling Rates**

<table>
<thead>
<tr>
<th>Type</th>
<th>Rate ($) / CWT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced (2cwt Minimum)</td>
<td>$168.00</td>
</tr>
<tr>
<td>Showsite (2cwt Minimum)</td>
<td>$218.40</td>
</tr>
</tbody>
</table>

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**Advance Warehouse**

ANS | D & RS Joint Topical Meeting  
c/o Viper Tradeshow Services  
Diamond Cargo  
1728 Route 30  
Clinton, PA 15026

**Show Site Facility**

ANS | D & RS Joint Topical Meeting  
Sheraton Station Square  
Admiral Hall  
c/o Viper Tradeshow Services  
300 W. Station Square Drive  
Pittsburgh, PA 15219

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

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**Items that come standard in your booth for this show are:**

- 8' x 10' Exhibit Spaces in a carpeted hall. Each booth comes with 8' Blue & White back drape, Blue 3' side wall, (1) 6' Blue skirted table, (2) side chairs, (1) wastebasket & (1) ID sign.

---

**Order Online @**

www.vipertradeshowstore.com  
**Show Code:** 1607002

---

**Viper Show Coordinator**  
Samantha Jacobs  
p: 847.426.3100  
f: 847.426.3111  
sjacobs@vipertradeshow.com

**Show Management Contact**  
Paula Cappelletti  
p: 708.579.8214  
pccapelletti@ans.org

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VTS Payment Terms & Definitions

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

IN ORDER TO RECEIVE A DISCOUNT:
Payment must accompany your advance order and be received prior to the early deadline date and with completed Payment Authorization Form. All payments to be in US currency.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ANS | D & RS 2016 Joint Topical Meeting

## Exhibitor Information

<table>
<thead>
<tr>
<th>COMPANY NAME: _______________________________________</th>
<th>BOOTH #:__________</th>
<th>BOOTH SIZE:_________</th>
</tr>
</thead>
<tbody>
<tr>
<td>STREET ADDRESS: _____________________________________________________________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY: _________________________________________</td>
<td>STATE: _______________</td>
<td>ZIP: _____________________</td>
</tr>
<tr>
<td>CONTACT: ____________________________________</td>
<td>PHONE: ______________________________________</td>
<td></td>
</tr>
<tr>
<td>FAX #:___________________________</td>
<td>EMAIL ADDRESS:______________________________________________</td>
<td></td>
</tr>
</tbody>
</table>

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

SHOW SITE CONTACT:______________________________________ | CELL PHONE:_________________________ |

## Ways to Order

**ONLINE***
Login & Place Orders:  
www.vipertradeshowstore.com

**FAX***
Send completed forms to:  
Fax: 847.426.3111

**MAIL**
Send completed forms to:  
Viper Tradeshow Services  
2575 Northwest Parkway  
Elgin, Illinois 60124

## Viper Tradeshow Services Orders

<table>
<thead>
<tr>
<th>Material Handling Estimate:</th>
<th>$__________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Furnishings &amp; Accessories:</td>
<td>$__________________________</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 Cleaning:</td>
<td>$__________________________</td>
</tr>
<tr>
<td>Modular Rental Display:</td>
<td>$__________________________</td>
</tr>
<tr>
<td>Shipping (Viper Transportation Service):</td>
<td>$__________________________</td>
</tr>
</tbody>
</table>

**Total Viper Tradeshow Service Orders**  
$__________________________

## Method of Payment / Credit Card Charges

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

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

**Please Circle Appropriate Credit Card**

<table>
<thead>
<tr>
<th>MasterCard</th>
<th>Visa</th>
<th>Amex</th>
<th>Number:</th>
<th>Expiration Date:</th>
<th>CVV:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Signature:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Make Payable to:** Viper Tradeshow Services  
**Mail to:** 2575 Northwest Parkway, Elgin, Illinois 60124

*Credit Card Transaction Only*
### 30” Tables

Please be sure to check a color selection box below.

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

### 42” Counters

Please be sure to check a color selection box below.

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

### Accessories

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty. 4’ Single Tier Table Riser</td>
<td>88.15</td>
<td>116.42</td>
</tr>
<tr>
<td>Qty. 6’ Single Tier Table Riser</td>
<td>111.43</td>
<td>145.53</td>
</tr>
<tr>
<td>Qty. 8’ Single Tier Table Riser</td>
<td>133.05</td>
<td>164.66</td>
</tr>
<tr>
<td>Qty. Wastebasket</td>
<td>29.10</td>
<td>40.19</td>
</tr>
<tr>
<td>Qty. Tripod Easel</td>
<td>53.22</td>
<td>68.18</td>
</tr>
<tr>
<td>Qty. L1 Black Sherpa Side Chair</td>
<td>75.63</td>
<td>98.32</td>
</tr>
<tr>
<td>Qty. L2 30” Table</td>
<td>200.97</td>
<td>261.26</td>
</tr>
<tr>
<td>Qty. M1 Black Euro Barstool</td>
<td>187.11</td>
<td>243.24</td>
</tr>
<tr>
<td>Qty. M2 Black 30” x 42” Bar Table</td>
<td>214.83</td>
<td>279.28</td>
</tr>
<tr>
<td>Qty. Folding Chair</td>
<td>52.80</td>
<td>64.90</td>
</tr>
<tr>
<td>Qty. Rope &amp; Stanchios Set</td>
<td>124.74</td>
<td>163.00</td>
</tr>
</tbody>
</table>

### Carpet | Padding

Please be sure to check a color selection box below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty. 8’ x 10’ carpet</td>
<td>200.64</td>
<td>257.40</td>
</tr>
<tr>
<td>Qty. 8’ x 20’ carpet</td>
<td>401.28</td>
<td>514.80</td>
</tr>
<tr>
<td>Qty. Custom Carpet Per Sq Ft.</td>
<td>2.00 s/f</td>
<td>2.57 s/f</td>
</tr>
<tr>
<td>Qty. 1/2” Padding Per Sq. Ft.</td>
<td>2.43 s/f</td>
<td>2.90 s/f</td>
</tr>
<tr>
<td>Qty. 1” Padding Per Sq. Ft.</td>
<td>4.00 s/f</td>
<td>5.14 s/f</td>
</tr>
<tr>
<td>Qty. Visqueen Per Sq. Ft.</td>
<td>0.55 s/f</td>
<td>0.68 s/f</td>
</tr>
</tbody>
</table>

Exhibitor Name__________________________ Booth #__________
Tables | Chairs

Cocktail Tables | Stools
# Furnishings Price Guide / Order Form

## Lounge

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

## Office

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>I1 - Oak Desk</td>
<td>$464.31</td>
<td>$603.60</td>
</tr>
<tr>
<td>I2 - Black Leather/Chrome Executive Chair</td>
<td>$297.99</td>
<td>$387.39</td>
</tr>
<tr>
<td>I3 - Black Leather/Black Executive Chair</td>
<td>$297.99</td>
<td>$387.39</td>
</tr>
</tbody>
</table>

## Accessories

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>K1 - Black Accordian Lit Stand</td>
<td>$173.25</td>
<td>$225.23</td>
</tr>
<tr>
<td>K2 - Black Lit Stand</td>
<td>$173.25</td>
<td>$225.23</td>
</tr>
<tr>
<td>K3 - Coat Rack</td>
<td>$62.37</td>
<td>$81.08</td>
</tr>
<tr>
<td>K4 - Black 12&quot; x 12&quot; x 42&quot; Pedestal</td>
<td>$242.55</td>
<td>$315.32</td>
</tr>
<tr>
<td>K5 - Black 12&quot; x 12&quot; x 30&quot; Pedestal</td>
<td>$242.55</td>
<td>$315.32</td>
</tr>
<tr>
<td>K6 - Black 24&quot; x 24&quot; x 42&quot; Pedestal</td>
<td>$381.15</td>
<td>$495.50</td>
</tr>
<tr>
<td>K7 - Black 24&quot; x 24&quot; x 30&quot; Pedestal</td>
<td>$381.15</td>
<td>$495.50</td>
</tr>
<tr>
<td>K8 - Refrigerator</td>
<td>$288.20</td>
<td>$374.66</td>
</tr>
</tbody>
</table>

## Specialty Tables | Chairs

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1 - Black/Glass 42&quot; Round Table</td>
<td>$311.85</td>
<td>$405.41</td>
</tr>
<tr>
<td>D2 - Black Side Chair</td>
<td>$173.25</td>
<td>$225.23</td>
</tr>
</tbody>
</table>

## Tables | Chairs

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1 - Chrome/Glass 36&quot; Round Table</td>
<td>$270.27</td>
<td>$351.35</td>
</tr>
<tr>
<td>E2 - Brushed Silver Ladderback Chair</td>
<td>$145.53</td>
<td>$189.19</td>
</tr>
</tbody>
</table>

## Cocktail Tables | Stools

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1 - Black Euro Barstool</td>
<td>$187.11</td>
<td>$243.24</td>
</tr>
<tr>
<td>M2 - Black 30&quot; x 42&quot; Bar Table</td>
<td>$214.83</td>
<td>$279.28</td>
</tr>
<tr>
<td>M3 - Euro Barstool</td>
<td>$214.83</td>
<td>$279.28</td>
</tr>
<tr>
<td>M4 - Chrome/Black Euro Stool</td>
<td>$200.97</td>
<td>$261.26</td>
</tr>
<tr>
<td>M5 - Black Ladderback Stool</td>
<td>$131.67</td>
<td>$171.17</td>
</tr>
<tr>
<td>M6 - Brushed Steel/Black Stool</td>
<td>$228.69</td>
<td>$297.30</td>
</tr>
<tr>
<td>M7 - Brushed Steel Stool</td>
<td>$228.69</td>
<td>$297.30</td>
</tr>
</tbody>
</table>
**Modular Display Selections**

### 10 x 10

*All prices include carpet | Select your carpet color on page 2.

**Please contact your Viper representative for Artwork guidelines.

**Discount Deadline:** July 15, 2016

- **10' Inline - Discount**
  - Graphic $2,675.00

- **10' Inline - Standard**
  - Graphic $3,750.00

- **10' Shelf - Discount**
  - Graphic $2,850.00

- **10' Shelf - Standard**
  - Graphic $3,875.00

---

### 10 x 20

*All prices include carpet | Select your carpet color on page 2.

**Please contact your Viper representative for Artwork guidelines.

**Discount Deadline:** July 15, 2016

- **20' Inline - Discount**
  - Graphic $6,330.00

- **20' Inline - Standard**
  - Graphic $8,550.00

- **20' Shelf - Discount**
  - Graphic $6,425.00

- **20' Shelf - Standard**
  - Graphic $8,750.00

---

### Basic

*All prices include carpet | Select your carpet color on page 2.

**Please contact your Viper representative for Artwork guidelines.

**Discount Deadline:** July 15, 2016

- **10' Basic - Discount**
  - Graphic $2,975.00

- **10' Basic - Standard**
  - Graphic $3,850.00

- **20' Basic - Discount**
  - Graphic $5,900.00

- **20' Basic - Standard**
  - Graphic $7,650.00

---

No credit will be given after close of event on items or services ordered, but not received.

**Cancellation:** No refunds on orders cancelled after the deadline.

Discount Deadline: July 15, 2016

Exhibitor Name: ___________________________ Booth # _______
Display Accessories

A La Carte

- *All prices include graphic panels*
- **White or black panels available upon request**

1Mx1/2Mx42” Locking Counter
- Discount: $298.00
- Standard: $385.00

2Mx1/2Mx42” Locking Counter
- Discount: $541.00
- Standard: $703.00

1Mx1/2Mx42” Curved Locking Counter
- Discount: $331.00
- Standard: $430.00

2Mx1/2Mx42” Curved Locking Counter
- Discount: $589.00
- Standard: $765.00

1Mx1/2Mx8’ Display Case
- Discount: $698.00
- Standard: $905.00

Publication Bin
- Discount: $358.00
- Standard: $465.00

Booth Signage

- Free Standing Meter Board
  - Single Sided: $506.00
  - Double Sided: $800.00

- 22x28 Easel Sign
  - $100.00

- 8’x10’ Backwall Banner
  - $1,100.00
  - *Banner is yours to keep includes install/dismantle*

Booth Carpet

- Black
- Royal Blue
- Navy Blue
- Green
- Silver
- Gray
- Red

No credit will be given after close of event on items or services ordered, but not received.
Cancellation: No refunds on orders cancelled after the deadline.

Discount Deadline: July 15, 2016

Exhibitor Name:__________________________________________Booth #________
Viper Transportation Shipping Order Form For
ANS | D & RS 2016 Joint Topical Meeting

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

Inbound Shipping to: [ ] Advance Warehouse  [ ] Show Site

Company Name: ________________________________________________________ Booth #: ____________________

Street Address: _____________________________________________________________________________________________________

City: ___________________________ State: ________________ Zip: ________________

Contact Name: ___________________________ Phone: _________________________

Email: ____________________________

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

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

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

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

<table>
<thead>
<tr>
<th>Number of Pieces</th>
<th>Description of Package</th>
<th>Estimated Dims &amp; Weight - INBOUND</th>
<th>Estimated Dims &amp; Weight - OUTBOUND</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Crate (Wooden) Exhibition Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cardboard Carton</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fiber Case</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pallets</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Carpets</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Company Name: ____________________________________________________________

Street Address: _____________________________________________________________________________________________________

City: ___________________________ State: ________________ Zip: ________________

Contact Name: ___________________________ Phone: _________________________

Email: ____________________________

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

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

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

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

Name printed: ________________________________________________________ Date: ____________________
Advance Warehouse Shipping labels

Show Name: ANS | D & RS 2016 Joint Topical Meeting
Show Code: 1607002
Show City: Pittsburgh, PA
Show Facility: Sheraton Station Square Hotel
Show Dates: July 31 - August 2, 2016

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

**Advance Warehouse Labels**

**Shipper Information**

**FROM:**

**Delivery Information**

**TO (EXHIBITOR NAME):** __________________________________________________________

BOOTH #:_____________ PIECES:_________OF_________

ANS | D & RS Joint Topical Meeting
c/o Viper Tradeshow Services
Diamond Cargo
1728 Route 30
Clinton, PA 15026

*Must be delivered NLT Friday, July 22nd by 4:00 PM to avoid late charges.*

**Shipper Information**

**FROM:**

**Delivery Information**

**TO (EXHIBITOR NAME):** __________________________________________________________

BOOTH #:_____________ PIECES:_________OF_________

ANS | D & RS Joint Topical Meeting
c/o Viper Tradeshow Services
Diamond Cargo
1728 Route 30
Clinton, PA 15026

*Must be delivered NLT Friday, July 22nd by 4:00 PM to avoid late charges.*
<table>
<thead>
<tr>
<th><strong>Show Site Shipping Labels</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Show Name:</strong> ANS</td>
</tr>
<tr>
<td><strong>Show Code:</strong> 1607002</td>
</tr>
<tr>
<td><strong>Show City:</strong> Pittsburgh, PA</td>
</tr>
<tr>
<td><strong>Show Facility:</strong> Sheraton Station Square Hotel</td>
</tr>
<tr>
<td><strong>Show Dates:</strong> July 31 - August 2, 2016</td>
</tr>
</tbody>
</table>

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.

### Showsite Labels

<table>
<thead>
<tr>
<th><strong>Shipper Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Delivery Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>TO (EXHIBITOR NAME):____________________________</td>
</tr>
<tr>
<td>BOOTH #: ___________ PIECES: <em><strong><strong><strong>OF</strong></strong></strong></em>__</td>
</tr>
</tbody>
</table>

ANS | D & RS Joint Topical Meeting  
Sheraton Station Square | Admiral Hall  
c/o Viper Tradeshow Services  
300 W. Station Square Drive  
Pittsburgh, PA 15219  
*Must be delivered on Sunday, July 31st  
Between Hours of: 3:00 PM - 5:00 PM  

<table>
<thead>
<tr>
<th><strong>Shipper Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Delivery Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>TO (EXHIBITOR NAME):____________________________</td>
</tr>
<tr>
<td>BOOTH #: ___________ PIECES: <em><strong><strong><strong>OF</strong></strong></strong></em>__</td>
</tr>
</tbody>
</table>

ANS | D & RS Joint Topical Meeting  
Sheraton Station Square | Admiral Hall  
c/o Viper Tradeshow Services  
300 W. Station Square Drive  
Pittsburgh, PA 15219  
*Must be delivered on Sunday, July 31st  
Between Hours of: 3:00 PM - 5:00 PM  

Copyright © 2012 Viper Tradeshow Services. All Rights Reserved | www.ViperTradeshow.com
## Material Handling Info For
ANS | D & RS 2016 Joint Topical Meeting

### Advance Warehouse

<table>
<thead>
<tr>
<th>Address</th>
<th>Booth #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANS</td>
<td>D &amp; RS Joint Topical Meeting c/o Viper Tradeshow Services Diamond Cargo 1728 Route 30 Clinton, PA 15026</td>
</tr>
</tbody>
</table>

### Showsite

<table>
<thead>
<tr>
<th>Address</th>
<th>Booth #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANS</td>
<td>D &amp; RS Joint Topical Meeting c/o Viper Tradeshow Services Sheraton Station Square</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.

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

A 200 lb. minimum charge per shipment applies, whether received at the advance warehouse or show site. [CWT = 100 lbs.]

### Advance Warehouse Deliveries

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per CWT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxed, crated, or skidded shipment via common carrier</td>
<td>$168.00</td>
</tr>
<tr>
<td>Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS or USPS</td>
<td>$199.50</td>
</tr>
<tr>
<td>Common carrier shipment received late, after <strong>Friday, July 22 @ 4:00 PM</strong></td>
<td>$199.50</td>
</tr>
<tr>
<td>POV, specialized carrier, FedEx, UPS or USPS shipment received late</td>
<td>$231.00</td>
</tr>
</tbody>
</table>

Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published

\[
\text{Estimated CWT} \times \frac{\text{Rate, listed above}}{100} = \text{Estimated Total}
\]

### Showsite Deliveries

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate per CWT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boxed, crated, or skidded shipment via common carrier</td>
<td>$218.40</td>
</tr>
<tr>
<td>Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS or USPS</td>
<td>$259.35</td>
</tr>
</tbody>
</table>

Show site shipments off-target (before or after) **Sunday, July 31 @ 3:00 PM - 5:00 PM** add 30% to the rate

Loose/uncrated or shipment requiring special and/or OT handling add 30% to rate published

\[
\text{Estimated CWT} \times \frac{\text{Rate, listed above}}{100} = \text{Estimated Total}
\]

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

**Special Handling 30% Surcharge**

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

- **Moving Van Shipments**: Shipments delivered by a moving van or shipments by any truck which because of the height of the truck bed, cannot be unloaded at the docks.

- **Loose Freight**: Shipment packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, stacked freight etc.) regardless of the kind of carrier or vehicle used, including small package shipments.

- **Undetermined Description**: Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)

- **Must be delivered by Hand**: Materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services control (i.e.: elevators, rooms forklifts cannot be used, etc.)

- **Small Package Carriers (SPC)**: The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and deliver large quantities on the dock requiring additional time to sort and identify.

**Overtime or Off Target 30% Surcharge**

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

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

**Material Handling Terms**

**Material Handling**: Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading. *(Please note material handling and shipping are two separate services. See page 12 for shipping details)*.

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

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

**Multiple Shipments**: Any shipments received from multiple locations and/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

**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:** $________

### 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**

  $____________________ Subtotal

  **Subtotal x Number of Days:** $____________________ Total

### 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:
ANS | D & RS 2016 Joint Topical Meeting

## Display Labor Hourly Rates

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Rate</th>
<th>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 (if possible) 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 (8:00 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 Laborers: ____________________________  
   ______ X number of people
3) Number of Hours: ______________________________  
   ______ X number of hours
4) Total Amount of Hours ________ x ________ (Rate)  
   $_________
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 Laborers: ____________________________  
   ______ X number of people
3) Number of Hours: ______________________________  
   ______ X number of hours
4) Total Amount of Hours ________ x ________ (Rate)  
   $_________
5) Check here if Exhibitor Supervised: ___________  
   ______ MUST be marked or move to next step
6) Viper Tradeshow Service Supervised Surcharge:  
   ______ 35% of sub-total above
7) Total Installation Charges  
   $_________ Sub-total plus surcharge (4+6)

Total of All Items Ordered: $____________________

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

Exhibitor: ______________________________________  
Booth #: ___________________
Exhibitor Appointed Contractors (EAC) Guidelines

*PLEASE COMPLETE AND RETURN BOTH EAC FORMS*

Viper Tradeshows 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: insure 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 Tradeshows 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 Tradeshows Services as additionally insured, to show management and Viper Tradeshows 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 Tradeshows 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 Tradeshows 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 Tradeshows Services. The exhibitor appointed contractor must coordinate all of its activities with Viper Tradeshows 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 Tradeshows 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 Tradeshows Services will not be permitted on the floor.

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

*PLEASE COMPLETE AND RETURN BOTH EAC FORMS*

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

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

For Exhibitor (Company Name): __________________________________________

Show Name/Booth Number: ANS | D & RS 2016 Joint Topical Meeting

Name of Service Firm (EAC): __________________________________________

Address: __________________________________________

Telephone: __________________________________________

Fax: __________________________________________

Contact: __________________________________________

Email: __________________________________________

Show Site Contact (if different than above): __________________________________________

Cell Phone: __________________________________________

EAC Instructions

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

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

2) Provide Viper Tradeshow Services of the names of all exhibiting companies for whom they have orders 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 For: ANS | D & RS 2016 Joint Topical Meeting

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.

Tuesday, August 2, 2016 @ 3:00 PM  Exhibit Hall Officially Closes
Tuesday, August 2, 2016 @ 3:00 PM  Stored empty crates and containers returned.
Tuesday, August 2, 2016 @ 6:00 PM  Labor Force: all exhibitors should be started dismantle by now. Exhibitors may now check in at the Viper Service Desk to sign out dismantle labor hired.
Tuesday, August 2, 2016 @ 7:00 PM  Freight Force: deadline for carriers to check in.

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

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.

2. Call your common carrier or freight forwarder to make sure they are scheduled to come by 7:00 PM *. We suggest telling them 6:00 PM, giving them room to fail without failing you! Here’s the address for your convenience:

   Sheraton Station Square | Admiral Hall | 300 W Station Square Dr, Pittsburgh, PA 15219

3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Viper Service Desk able 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 7:00 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 before last days exhibit hours.

If you decide to choose Viper as your carrier at show site turn in the Viper Shipping Order Form provided into the Viper Service Desk by 2:00PM (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. Samantha Jacobs | sjacobs@vipertradeshow.com
Name of (Exhibiting) Vendor:

Address:

Representative in Charge:
Cell Phone number:

Dear Exhibitor:

The following information is being sent to you for your benefit. Please carefully review the outlined rules and regulations governing exhibits. This guide also contains an order form for (hotel) electrical services.

Your cooperation and adherence to the guide will ensure a successful exhibition.
We hope your visit to Sheraton Pittsburgh Hotel at Station Square is truly a pleasant one.

Thank you,

Sheraton Pittsburgh Hotel at Station Square

300 W. Station Square Drive
Pittsburgh, PA 15219
(412)261-2000
Sheraton.com/pittsburgh
Standard Conditions for Exhibits and Displays

NON-FIANNABLE MATERIALS: All materials used in the hotel MUST be inflammable to conform to the Fire Regulations of the City of Pittsburgh. Material not conforming to such regulations will be removed immediately at the exhibitor’s expense. Engines, motors or any kind of equipment may be operated only with the consent of the Security/Safety at the hotel. Cooking is not permitted in the booths.

SPECIAL NOTICES: No nails or bracing wires used in erecting displays may be attached to the building. All property destroyed or damaged by exhibitors must be replaced to its original condition at the exhibitor’s expense.

LIABILITY: The Hotel will not be responsible for any injury, loss or damage that may occur to the exhibitor, the exhibitor’s employees or property, or to any other person prior to, during or subsequent to the period covered by the exhibit contract. Each exhibitor expressly releases the hotel from such liabilities and agrees to indemnify the hotel against any and all claims for such injury, loss or damage.

INSURANCE: Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.

PAYMENT: All Sheraton Station Square Hotel related charges must be paid prior to departure, and must be guaranteed with a credit card (credit card letter attached).

PLEASE RETAIN A COPY FOR YOUR RECORDS

RETURN TO: Sheraton Pittsburgh Hotel at Station Square
Attn: Nicole LeFebvre, Convention Services Manager
300 W. Station Square Drive
Pittsburgh, PA 15219

PRINT NAME: (First and Last):__________________________________________

SIGNATURE:________________________________________________________________

300 W. Station Square Drive
Pittsburgh, PA 15219
(412) 261-2000
Sheraton.com/pittsburgh
### Electrical Order

<table>
<thead>
<tr>
<th>Electrical Order</th>
<th>Price (Per Day)</th>
<th>No. of Days</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>115 Volt - Standard Outlet</td>
<td>$45.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>(Lighting/Computers Only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Amps</td>
<td>$90.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>120 Volt 25' Extension Cord</td>
<td>$15.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>120 Volt 6 Outlet Power Strip</td>
<td>$25.00</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Electrical Order Subtotal**

$0.00

<table>
<thead>
<tr>
<th>Telephone/Internet/Misc.</th>
<th>Price (Per Day)</th>
<th>No. of Days</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>$15.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Direct Dial In (DID) Line</td>
<td>$150.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Dedicated Phone Line</td>
<td>$80.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Wireless Internet</td>
<td>$150.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Easel</td>
<td>$20.00</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>27” Monitor</td>
<td>$225</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

**Electrical Order Subtotal**

$0.00

**Telephone/Internet Subtotal**

$0.00

**Total**

$0.00

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### Advanced Payment and Order Form

- Advanced payment and order form must be received at least TWO WEEKS prior to event date. A 22% Service Charge and 7% PA State Tax is applicable to ALL orders. If secondary connections are required, additional charges will be applied based on time and materials. Electrical work will be performed by Hotel Electricians ONLY.

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### Package and Shipping Information

- **Package Pricing**: Will be charged on-site
  - 0 to 5 lbs: $5.00 each
  - 6 - 20 lbs: $10.00 each
  - 21 - 50 lbs: $15.00 each
  - Over 50 lbs: $25.00 each
  - Crates/Pallets: $75.00 each

- **Return Shipping**:
  - It is the responsibility of the guest to have all packages re-boxed and labeled appropriately.
  - A pick up will need to be scheduled with Fed Ex or UPS.
  - The Hotel will hold and store items left after an event for no more than (2) business days.

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### Payment Information

- **Name of Convention**: Convention Dates:
- **Booth #**: Phone #:
- **Your Company Name**: Address: 
  - City: 
  - Zip Code:
- **Authorized Name (Please Print)**: 
- **Signature**: 
- **Credit Card (Circle One)**: AMEX Discover Visa MasterCard

**Credit Card Number**: Please Do Not Provide on This Form. A Representative From the Hotel Will Call You Directly for This Information.
From helping small gatherings create a great impact to amplifying a stage experience for hundreds of attendees, PSAV’s event technology enhances every image, note and nuance of your important communication. Our goal is to achieve yours, effectively delivering your messages and making your meeting a memorable success.

### AUDIOVISUAL SERVICES

#### POPULAR COMPONENTS

- **Conference Speaker Phone** $160
- **Laptop Computer** $220
- **Wireless Power Point Remote** $55
- **VGA-DA** $100
- **LED Wash Light** $75
- **Powered Speaker** $105
- **Presidential Microphone** $80
- **Wired Microphone** $60
- **Wireless Microphone** $175
- **4-Channel Mixer** $65
- **12-Channel Mixer** $135
- **46” LCD Monitor** $470
- **10’ Cradle Screen** $150
- **6’ x 8’ Fast-Fold® Screen** $220
- **9’ x 12’ Fast-Fold® Screen** $265
- **9’ x 16’ Fast-Fold® Screen** $305
- **Poster Easel** $20

#### POPULAR PACKAGES

- **Meeting Room Projector Package - $605**
  - AV Cable Lot
  - LCD Projector
  - Projection Stand
  - Tripod Screen
- **Projection Support Package - $155**
  - AV Cable Lot
  - Projection Stand
  - Tripod Screen
- **Ballroom Projection Package - $1,455**
  - 9’x12’ Fast-Fold® w/Dress Kit
  - 5k Lumen Ballroom LCD
  - Cart and Cabling
- **Ballroom Projection Package - $1,345**
  - 10’x10’ Cradle Screen
  - 5k Lumen Ballroom LCD
  - Cart and Cabling
- **Decorative Uplighting Package - $300**
  - 4 Lights with colored gels
- **Pipe and Drape - $150 per 10’ Panel**
  - Black Velour
- **Flip Chart Package - $65**
  - Flip Chart Easel
  - Flip Chart Pad
  - Markers
- **Post-it® Flip Chart Package - $85**
  - Flip Chart Easel
  - Post-it® Flip Chart Pad
  - Markers

#### STANDARD LABOR RATES

- **Setup / Strike** $80/hr.
- **Event Operation** $95/hr.

*Additional labor fees will be applied to all Fast-Fold® Screens*

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Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV® solutions may be subject to our property’s 23% service fee and 7% sales tax on all event technology. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

For more information, contact your PSAV representative at: 412.227.0350 or visit us on the Web at: psav.com/SheratonStationSquare