

ACFSA 2008
August 25-26, 2008
Embassy Suites Convention Center
North Charleston, SC



Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124
Phone 847.426.3100
Fax 847.426.3111

Show-At-A-Glance

Advance Warehouse:

ACFSA 2008
Viper Tradeshow Services
Zoom Transport
2326 Airpark Road
North Charleston, SC 29406

Show Site Facility:

ACFSA 2008
Embassy Suites Hotel and Convention Center
c/o Viper Tradeshow Services
5055 International Blvd
North Charleston, SC 29418

Standard Equipment Provided to Exhibitors: 10 x 10 - Hall is NOT carpeted

8' Back Wall Pipe & Drape - Green & White
3' Side Wall Pipe & Drape - Green
One (1) 7" x 44" ID Sign

One (1) 6' Draped Table - Green
Two (2) Side Chairs
One (1) Wastebasket

Individual booth areas will not be carpeted. The aisle carpet will be grey

Exhibitor Set Up and Show Site Delivery Hours:

Monday, August 25, 2008 1:00 PM - 6:00 PM
Tuesday, August 26, 2008 8:00 AM - 10:00 AM

Exhibit Hours:

Tuesday, August 26, 2008 10:00 AM - 3:00 PM

Exhibitor Tear Down and Move-Out Hours:

Tuesday, August 26, 2008 3:00 PM - 10:00 PM

Force: 9:00 PM

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 9:00 PM in order to avoid force, as well as exhibitors must start their dismantle by 8:30 PM in order to avoid forced labor.

Viper Exhibitor Services Contact:

John Roberts
Show / Event Coordinator
Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124

Phone: 847-426-3100
Fax: 847.426.3111
Email: jroberts@vipertradeshow.com

Mark your calendar for these important dates!

Deadline for Discount Pricing on Accessories, Graphics, Floral & Cleaning:	Forms must be received at the above fax number, with full payment, no later than August 11, 2008 .
Advance Warehouse 1st Day of Receiving:	Freight can start being delivered to the Advance Warehouse August 4, 2008 .
Advance Warehouse Cut Off:	Freight must be received at the Warehouse no later than August 18, 2008 to receive the Advance Warehouse Rate. Materials will be accepted at the Warehouse through August 22, 2008 . Materials received between August 19-22 will be charged the Show Site Rate.
Show Site Deliveries:	Show Site deliveries must arrive ON August 25, 2008 ONLY!



Answers & Tips

IT PAYS TO READ THE MANUAL! Why?

◆You will save money ◆You will get what you need, when you need it.◆Your show experience will be productive.◆You will reach your show objectives.

If you don't take the time to read the manual now .◆You may encounter higher costs.◆You may not be able to obtain the services and supplies that you will need.◆You may encounter frustrating delays and inconvenience.

Life is complicated enough!

It takes less than one hour to read the Exhibitor Manual. Take an hour today to read it. Pay particular attention to **dates and deadlines**. For those services and supplies that do not have printed deadlines, the sooner you place your order, the better your chances of getting exactly what you want.

Share this important information.

Because the Exhibitor Manual contains important information regarding your exhibit, everyone who will be involved in making your show experience a success should take the time to read the Manual.

Questions?

We at **Viper Tradeshow Services** are committed to your success. Please contact our offices if you have questions about any of the information that is contained in this Exhibitor Manual.

Here is how you may reach your Personal Show Executive who will be taking your orders, answering questions and working at show site to ensure fulfillment and smoothness for this event for the following services: **Shipping, Standard Furniture, Accessories & Carpeting, Custom Furniture, Cleaning & Porter Services, Floral and Material Handling** ~

Should there be any additional services not found within this manual that we may secure or provide for you please don't hesitate to let us know. We look forward to being of service to you and working with you on this event.

Viper Tradeshow Services

John Roberts

2575 Northwest Parkway, Elgin, IL 60124

Direct Phone: 888-458-9760

Email : jroberts@vipertradeshow.com

Money Saving Tips:

Exhibitor Tip # 1: Reduce your Material Handling Costs!

Don't let your carrier deliver 4 different times, or separate shipment into multiple shipments and deliveries. Avoid multiple material handling minimums and have all your freight delivered at once.

Exhibitor Tip # 2: Avoid Force!

Most small package carriers (Fed Ex, UPS, DHL, etc.) don't make pickups after 5:00 PM. Save money and pre-book your outbound freight with Viper or a reliable show carrier.

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Exhibitor Information / Method of Payment

Exhibitor: _____
 Booth Number: _____
 Contact Name: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Fax: _____
 Email: _____

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

Show Site Contact if Different Than Above: _____
 Cell Phone: _____

For Use of an Exhibitor Appointed Contractor / Third Party

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this Service Kit. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Authorized Signature for Exhibiting Company _____

Viper Tradeshow Services Orders

Material Handling Estimate (required) \$ _____
 Furnishings, Carpet & Accessories \$ _____
 Viper Custom Furnishings \$ _____
 Installation & Dismantle Labor \$ _____
 Cleaning & Porter and/or Floral \$ _____
 Shipping (Viper Transportation Services) \$ **call John @ Viper for an estimate!**
Total Viper Tradeshow Service Orders \$ _____

Method of Payment / Credit Card Charges:

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 sign below to accept our terms. Thank you -

Please circle appropriate credit card

Please provide credit card number ~

MasterCard **Visa** **American Express** Number: _____

Expiration Date: _____

Cardholder's Signature: _____

Name Printed: _____

Address (if different than above) _____

PLEASE IMPRINT YOUR CARD USING A PENCIL TO TRACE OVER THE NUMBERS

Company Check - Please note show name on check! _____ Date check being mailed: _____

Make payable to: Viper Tradeshow Services Mail to: 2575 Northwest Parkway, Elgin, IL 60124



Payment Terms & Definitions

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

<p>In order to receive a discount:</p> <p>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.</p>	<p>Outstanding Payments:</p> <p>Viper Tradeshow Services <u>requires</u> payment for all services upon presentation of an invoice statement at the exhibit site.</p>
<p>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.</p>	
<p>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.</p>	<p>All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Viper Tradeshow Services.</p>
<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
<p>Material Handling Form (MHA) aka Bill of Lading (BOL):</p> <p>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.)</p> <p><u>Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier Viper Transportation at the expense of the exhibitor!</u></p> <p>Your bill of lading must be turned in no later than the force times listed on the Show-At-A-Glance Page</p>	<p>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 Fed Ex, UPS, Airborne, and DHL.</p> <p>"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. This is limited to one person & one trip per booth.</p>

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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 on your freight.

Advance Warehouse Labels

Shipper Information	Shipper Information
Company: Address: Phone: Contact:	Company: Address: Phone: Contact:
Delivery Information	Delivery Information
ACFSA	ACFSA
Viper Tradeshow Services c/o Zoom Transport 2326 Airpark Road North Charleston, SC 29406 Exhibiting Company: _____ Booth Number: _____	Viper Tradeshow Services c/o Zoom Transport 2326 Airpark Road North Charleston, SC 29406 Exhibiting Company: _____ Booth Number: _____
Must arrive NLT Aug. 18 to receive the Advance Whse Rate	Must arrive NLT Aug. 18 to receive the Advance Whse Rate

Show Site Labels

Shipper Information	Shipper Information
Company: Address: Phone: Contact:	Company: Address: Phone: Contact:
Delivery Information	Delivery Information
ACFSA	ACFSA
Embassy Suites Hotel & Convention Center c/o Viper Tradeshow Services 5055 International Blvd. N. Charleston, SC 29418 Exhibiting Company: _____ Booth Number: _____	Embassy Suites Hotel & Convention Center c/o Viper Tradeshow Services 5055 International Blvd. N. Charleston, SC 29418 Exhibiting Company: _____ Booth Number: _____
To be delivered ON August 25 - ONLY!	To be delivered ON August 25 - ONLY!

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Material Handling

Crated & Skidded to Advance Warehouse: **\$60.00 / cwt.** (includes OT Move-out)

Crated & Skidded to Show Site or Late to Warehouse: **\$62.00 / cwt.** (includes OT Move-out)

Advance shipments will be accepted at the **Viper Tradeshow Services** warehouse and allowed up to 21 days free storage 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 upon receipt of the completed Bill of Lading to the Viper Tradeshow Service Desk the loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

Rates are per hundred-weight (cwt) rounded to the next 100.

ADVANCE WAREHOUSE ADDRESS:	DIRECT ADDRESS:
Exhibiting Company & Booth # Viper Tradeshow Services c/o Zoom Transport 2326 Airpark Road North Charleston, SC 29406	Exhibiting Company & Booth # Embassy Suites Hotel & Convention Center c/o Viper Tradeshow Services 5055 International Blvd. N. Charleston, SC 29418

200 pound minimum applies for every shipment received to the Advance Warehouse & Show Site.

Shipments Delivered to the Advance Warehouse:

Freight must be received at the Warehouse no later than **August 18, 2008** to receive the Advance Warehouse Rate. Materials will be accepted at the Warehouse through **August 22, 2008**. Materials received between August 19-22 will be charged the Show Site Rate.

Shipments Delivered to Show Site: Show Site deliveries must arrive ON August 25!

Special Handling 30% on SPC Deliveries

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:

Small Package Carriers (SPC) Fed Ex, UPS, DHL, etc...

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Material Handling Limits of Liability

Viper Tradeshow Services and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by **Viper Tradeshow Services** or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up.

Therefore, it is agreed that **Viper Tradeshow Services** and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are **Viper Tradeshow Services** and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to **Viper Tradeshow Services** or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

Viper Tradeshow Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.

Viper Tradeshow Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.

Viper Tradeshow Services and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to **Viper Tradeshow Services** in time to obtain the proper equipment.

It is understood that **Viper Tradeshow Services** and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by **Viper Tradeshow Services** hereunder are based on the scope of the liability as herein set for and are unrelated to the value of the Exhibitors property. It is further understood and agreed that **Viper Tradeshow Services** and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if **Viper Tradeshow Services** or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy.

Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by **Viper Tradeshow Services**, its subcontractors or their employees.

Viper Tradeshow Services and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

Claims for loss or damage must be submitted to **Viper Tradeshow Services** by the close of the show. No suit or action shall be brought against **Viper Tradeshow Services** or its subcontractors more than one year after the cause of action.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that **Viper Tradeshow Services** and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of **Viper Tradeshow Services** or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that **Viper Tradeshow Services** or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

The Exhibitor agrees, in the event of a dispute with **Viper Tradeshow Services** or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to **Viper Tradeshow Services** for material handling services or any other services provided by **Viper Tradeshow Services** or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay **Viper Tradeshow Services** prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against **Viper Tradeshow Services** or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

In order to expedite removal of materials from the show site, **Viper Tradeshow Services** shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the Exhibitor makes no disposition, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. **Viper Tradeshow Services** assumes no liability as a result of such re-routing or handling.

Viper Tradeshow Services and its subcontractors shall not be liable for shipments received without receipts; freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

The consignment or delivery of a shipment to **Viper Tradeshow Services** or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above. **Viper Tradeshow Services** and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable. Be sure your materials are insured!

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Material Handling Order Form

Rates: For complete information and descriptions for this show please refer to the sheet in this service manual titled "Material Handling". If you have any questions or would like assists calculating your material handling estimate please contact us at 847.426.3100

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.

Example: 452 lb. shipment is rounded up to 500 lbs. 500 lbs. is 5 cwt. 5 x rate = total material handling rate.

Shipments to Advance Warehouse: \$60.00 / cwt. - received on or before August.18th

Shipments to Show Site: \$62.00 / cwt.

1. Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds

Pounds Divided by 100 = _____ Your CWT. (No Less Than 2)

2. Calculate Your Estimated Sub-Total

Your CWT x \$60.00 (for Advance Warehouse Delivery)= \$ _____ Sub Total (No Less Than \$120.00)

Your CWT x \$62.00 (for Show Site Delivery)= \$ _____ Sub Total (No Less Than \$124.00)

3. Add On Applicable Special Charges

Add 30% for Small Package Carrier **ONLY IF** you are
 using FedEx, UPS, DHL, Airborne, etc. \$ _____

4. Add Your Sub Total Charges plus any Special Charges for your Estimated Total Material Handling: \$ _____ ESTIMATED TOTAL

Shipments Delivered to the Advance Warehouse:

Freight must be received at the Warehouse no later than **August 18, 2008** to receive the Advance Warehouse Rate. Materials will be accepted at the Warehouse through **August 22, 2008**. Materials received between August 19-22 will be charged the Show Site Rate.

Shipments Delivered to Show Site: Show Site deliveries must arrive ON August 25!

Exhibitor: _____

Booth Number: _____



Furniture & Accessories

Item - Quantity (Discount Deadline = August 11)

Chairs

Side Chair - _____	\$65.00 Discount / \$85.00 Standard
Arm Chair - _____	\$75.00 Discount / \$95.00 Standard
Counter Stool - _____	\$85.00 Discount / \$105.00 Standard

Tables & Counters (please circle drape color or undraped)

Tables are 30" High **Blue Red White Green Black Undraped**

4' Table - _____	\$95.00 Discount / \$120.00 Standard
6' Table - _____	\$120.00 Discount / \$135.00 Standard
8' Table - _____	\$130.00 Discount / \$145.00 Standard
Optional 4th Side Draped - _____	\$30.00 Discount / \$40.00 Standard

Counters are 42" High **Blue Red White Green Black Undraped**

4' Counter - _____	\$115.00 Discount / \$140.00 Standard
6' Counter - _____	\$140.00 Discount / \$165.00 Standard
8' Counter - _____	\$160.00 Discount / \$185.00 Standard
Optional 4th Side Draped - _____	\$40.00 Discount / \$50.00 Standard

Accessories

4' Single Tier Draped Table Riser - _____	\$53.00 Discount / \$70.00 Standard
6' Single Tier Table Riser - _____	\$67.00 Discount / \$85.00 Standard
8' Single Tier Table Riser - _____	\$80.00 Discount / \$90.00 Standard
Garment Rack - _____	\$95.00 Discount / \$110.00 Standard
Wastebasket - _____	\$21.00 Discount / \$29.00 Standard
Tripod Easel - _____	\$30.00 Discount / \$42.00 Standard
Sign Frame/Holder - _____	\$98.00 Discount / \$125.00 Standard
Rope & Stanchion Sets - _____	\$75.00 Discount / \$98.00 Standard
4' x 8' Poster Board - _____	\$153.00 Discount / \$175.00 Standard
Bag Rack - _____	\$65.00 Discount / \$90.00 Standard
3' upright and base - _____	\$20.00 Discount / \$30.00 Standard
8' upright and base - _____	\$25.00 Discount / \$35.00 Standard
crossbar - _____	\$15.00 Discount / \$25.00 Standard
3' Masking (per foot) - _____	\$12.00 Discount / \$15.00 Standard
8' Masking (per foot) - _____	\$16.00 Discount / \$22.00 Standard

Carpet

8' x 10' Carpet _____	10' x 10' Carpet _____	\$120.00 Discount / \$155.00 Standard
8' x 20' Carpet _____	10' x 20' Carpet _____	\$240.00 Discount / \$310.00 Standard
16' x 20' Carpet _____	20' x 20' Carpet _____	\$480.00 Discount / \$625.00 Standard
1/2" padding, per square foot - # of ft : _____		\$1.45 Discount / \$2.00 Standard

Select a Carpet Color Choice

Blue _____ Black _____ Red _____ Gray _____

30% surcharge is applicable on all show site orders. **Items 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.

1) Total All Items Ordered: \$ _____

2) Add applicable sales tax 8.25% \$ _____

Amount of Total Accessories/Carpet Charges (1 + 2) \$ _____

Exhibitor: _____

Booth Number: _____

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Floral

(Discount Deadline = August 11th)

Small Floral Arrangement - _____ \$55.00 Discount / \$70.00 Standard
Medium Floral Arrangement - _____ \$85.00 Discount / \$110.50 Standard
Large Floral Arrangement - _____ \$111.00 Discount / \$145.00 Standard

2 foot green plant - _____ \$45.00 Discount / \$55.00 Standard
3 foot green plant - _____ \$55.00 Discount / \$65.00 Standard
4 foot green plant - _____ \$65.00 Discount / \$75.00 Standard
6 foot green plant - _____ \$75.00 Discount / \$85.00 Standard
7 foot green plant - _____ \$85.00 Discount / \$95.00 Standard

For plants or floral not listed please contact 888-458-9760.

1) Total All Items Ordered: \$ _____
2) Add applicable sales tax 8.25 % \$ _____
Amount of Total Floral Charges (1 + 2) \$ _____

Vacuuming

(Discount Deadline = August 11th)

Number of Booth Units - _____ \$60.00 Discount / \$75.00 Standard (8x10 or 10x10)
X Number of Days - _____ Total

Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Insert number of days as applicable for request:

Monday - Friday 8:00 am - 4:30 pm - _____ \$48.00 per day
Monday - Friday after 4:30 pm - _____ \$58.00 per day
Any time Saturday, Sunday & Holidays - _____ \$65.00 per day

Add all sub-totals for each day: _____ Total

Total of All Cleaning & Porter Services: \$ _____

Exhibitor: _____

Booth Number: _____

Total of All Cleaning & Porter Services: \$ _____

30% 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 Number: _____

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Signage / Graphics Order Form

(Discount Deadline = August 11th)

* Orders received after August 18th will incur an additional 50% surcharge on the Standard rate.

Choose Your Size

7" x 11" - _____	\$52.00 Discount / \$78.00 Standard*
7" x 44" - _____	\$68.00 Discount / \$102.00 Standard*
11" x 14" - _____	\$72.00 Discount / \$108.00 Standard*
14" x 22" - _____	\$75.00 Discount / \$112.50 Standard*
14" x 44" - _____	\$84.00 Discount / \$126.00 Standard*
22" x 28" - _____	\$96.00 Discount / \$144.00 Standard*
28" x 44" - _____	\$135.00 Discount / \$202.50 Standard*
40" x 60" - _____	<i>price provided upon request</i>

Sign prices are based on one color copy, white showcard and 10 words or less per sign.

Indicate Your Sign Copy

Style and Color

_____ Vertical
_____ Horizontal

Letter Color: _____

Additional Services

Indicate here if you would like us to provide more information and pricing on Banners, cut out letters, logos, silk screening, special graphics or any other item.

Optional Services

Over 10 words per sign: _____ \$2.00 / word *
Easel Back: _____ \$9.00 / sign *
Colored Showcard: _____ \$12.00 / sign *
Logo Sign: _____ *quote provided upon request*
Banner: _____ *quote provided upon request*

Exhibitor: _____

Booth Number: _____

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Display Labor (I&D)

Display Labor Hourly Rates

Monday - Friday 8:00 am - 4:30 pm - _____ \$84.98 per person, per hour
 Monday - Friday after 4:30 pm - _____ \$130.90 per person, per hour
 Any time Saturday, Sunday & Holidays - _____ \$167.00 per person, per hour
Add 10% 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 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 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)

Forklift & Rigging

Please contact Patty Williams at 847.426.3100 or patty@vipertradeshow.com to request Forklift & Rigging Forms.

Total of All Items Ordered: \$ _____

10% 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 Number: _____



Exhibitor Appointed Contractors (EAC) Guidelines

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

Official Services Contracted 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 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.

ACFSA 2008
August 25-26, 2008
Embassy Suites Convention Center
North Charleston, SC



Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124
Phone 847.426.3100
Fax 847.426.3111

Use of an EAC Notification

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.

Name of Service Firm: _____

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)

Exhibitor: _____

Booth Number: _____



Limits of Liability & Responsibility

Viper Tradeshow Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.

Viper Tradeshow Services and its subcontractors shall not be responsible for loss, injury, or damage caused by tradesmen or equipment furnished by **Viper Tradeshow Services**, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designed by **Viper Tradeshow Services**, or its subcontractors.

Viper Tradeshow Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.

Upon discovery, all apparent loss, injury, or damage to you or your property must be left in its undisturbed condition and immediately reported to a **Viper Tradeshow Services** representative for documentation. Claims for discovered and reported loss; injury or damage must be submitted to **Viper Tradeshow Services** by the close of the show. No suite or action shall be brought against **Viper Tradeshow Services**, or its subcontractors, more than one year after the incident giving rise to the cause of action.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set form in Sections 1 through 4 above.

Viper Tradeshow Services and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury, or damage is unknown or undeterminable.

**** Be sure your Liability Insurance is in effect at the exhibit site. Contact your insurance representative.****

ACFSA 2008
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2575 Northwest Parkway
Elgin, IL 60124
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Fax 847.426.3111

Dismantle Instructions

Exhibitors will receive additional instructions before the start of the last day of show hours, however, we highly recommend reading these instructions carefully in order to help you plan in advance and know what to expect and how to proceed for a smooth and quick tear down.

Please share this information with your show site staff in advance of the show as well.

All accounts must be settled before the end of the show.

The exhibits officially closes on Tuesday, August 26, 2008 at 3:00 pm.

Exhibitors with unpaid accounts at the end of the show will not be provided with a Bill of Lading/Material Handling form until they have gone to the Service Desk and paid their balance in full.

Delivery of empty crates for the dismantling of exhibits will occur after the removal of the aisle carpet (if applicable) at the end of the show. Please keep the aisles clear of debris to help expedite this process.

All outbound shipments, loading onto Privately Owned Vehicles, or local courier/agent require a **Viper Tradeshow Services** Bill of Lading(BOL) /Material Handling Form (MHA)

Shipping is NOT an automatic process. If you plan on using an alternate carrier other than **Viper Transportation** you are responsible for making arrangements with that carrier for your pick up, and confirm they make the pick up before the force. **Force is Tuesday, August 26, 2008 at 9:00 pm.**

ONLY return your BOL/MHA to the Service Center when your materials are packed, labeled, ready to be shipped and you are ready to leave the floor. Do not leave your BOL/MHA in the booth, it needs to be signed off and you will be given a receipt. This is how we know you are ready to be loaded on the truck.

In the event that your designated carrier fails to pick up or refuses to accept shipments, **Viper Tradeshow Services** reserves the right to reconsign such shipments where no disposition is provided. No liability will be assumed by **Viper Tradeshow Services** as a result of such rerouting or handling.

To assist you in setting up your outgoing shipments **Viper Tradeshow Service** representatives will be on site for your shipping convenience. If you have not pre-booked your outbound shipping before the show with **Viper Transportation**, you welcome to do so with our representative on site at the Service Center. Shipping via Viper Transportation is done at class 125 (exhibition tariff) common carrier rates, which is standard for shipping trade show material.

Carriers that do not check in by 9:00 PM, freight for those exhibitors consigned to that carrier will be forced to the house carrier, Viper Transportation. For liability reasons, and ensuring exhibitors freight is loaded properly, **freight is ONLY tendered to carriers able to request your shipment by your booth number (if applicable) and exhibiting name. Please be sure to instruct your carrier to do so.**

Should you have any questions or concerns regarding the above information, please call **John Roberts** at 888-458-9760. Advance planning is always the easiest for everyone at show site and we're happy to help.

Thank you for reading and following the guidelines in this service manual. We look forward to working with you on this event!

ATTN: Building Services Department

5001 Coliseum Drive North Charleston, SC 29418

Building Services Telephone: (843) 529-5026 E-mail: leldridge@knology.net

Facsimile: (843) 529-5080

(Please Type or Print Information)

Event: Date/Time of Install: Firm Name: Booth Number: Address: Zip Code: Contact Person: Telephone: Fax:

ADVANCE RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS, NO EXCEPTIONS.

LOW POWER:

Table with columns: QUANTITY, ADVANCE RATE, STANDARD RATE, TOTAL. Row: (1) 120 Volt up to 2400 Watts/20 Amps outlet, \$75.00, \$100.00

HIGH POWER: (For direct connection to disconnect box only)

Table with columns: Description, ADVANCE RATE, STANDARD RATE, TOTAL. Rows: 208 Volt, 20/30 Amp, Single Phase; 208 Volt, 60 Amp, Single Phase; 208 Volt, 60 Amp, Three Phase; 208 Volt, 100 Amp, Single Phase; 208 Volt, 100 Amp, Three Phase; 480 Volt, 60 Amp, Three Phase; Band Connection Fee

EQUIPMENT SALES:

Table with columns: Description, ADVANCE RATE, STANDARD RATE, TOTAL. Rows: 25' Extension Cord (Does not include connection), 6 Outlet Power Strip

ELECTRICIAN LABOR:

(Special placement, repairs and other special services will require pre-paid labor. Labor must be purchased in 1-hour increments)

Table with columns: Description, ADVANCE RATE, STANDARD RATE, TOTAL. Rows: Monday - Friday 8 am - 5 pm (except holidays), Monday - Friday 5 pm - 8 am and Saturday (except holidays), Sunday and Holidays

Order Form Checklist

Did you remember to?

- Read all Regulations on the reverse side of this form? Complete all event, booth and company information clearly and completely? Enclose payment in full? Return form and payment to the CACC a minimum of (14) fourteen days prior to exhibitor arrival to receive advanced rate?

PAYMENT METHOD

FULL PAYMENT MUST ACCOMPANY ORDER

Check (U.S. Currency Only), Made payable to: Charleston Area Convention Center

Visa MasterCard Discover American Express

Credit Card Number: Expiration Date:

GENERAL REGULATIONS

Electrical

1. **THERE WILL BE NO RESALE OR SHARING OF ANY ELECTRICAL SERVICES PURCHASED.**
2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
3. **ADVANCE ORDERS:** To receive advance rates, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Area Convention Center (CACC) and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
6. All materials and equipment furnished by or rented from the CACC shall remain within the Facilities and shall not be removed.
7. Under NO circumstances shall anyone other than the CACC Technical Personnel open any floor box or make any modifications or alterations to any equipment or materials furnished by the CACC.
8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to cut floor coverings to permit installation of service.
9. Claims will not be considered unless filed in writing prior to close of the show.
10. Prices are subject to change without notice.

SERVICE INSTALLATION AND EQUIPMENT

1. CACC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the CACC Electrical Supervisor.
2. All equipment, regardless of source of power, must comply with the National Electrical Code, all Federal, State and Local Safety Codes.
3. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
4. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under NO circumstances shall anyone other than the "House Electrician" make electrical connections to house equipment.
6. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without the "House Electrician", however, all service connections and overload protection to such equipment must be made by the "House Electrician" only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
8. All exhibitors' 120v cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
9. All electrical services are to be billed to the next greatest wattage for the load connection; i.e. 15amp 208v single phase = 20amp 208v single phase.
10. Power needed to assemble and disassemble your exhibit must be purchased.

ATTN: Building Services Department

5001 Coliseum Drive North Charleston, SC 29418

Building Services Telephone: (843) 529-5026 E-mail: leldridge@knology.net

Facsimile: (843) 529-5080

(Please Type or Print Information)

Event:		Date/Time of Install:	
Firm Name:		Booth Number:	
Address:		Zip Code:	
Contact Person:	Telephone:	Fax:	

ADVANCE RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS, NO EXCEPTIONS.

	ADVANCE RATE	STANDARD RATE	TOTAL
Rigging Labor Rates	\$32.00 per person/hr	\$48.00 per person/hr	_____

Minimums: There is a 2-person minimum per rigging call. There is a 4-hour minimum for load-in and a 3-hour minimum for load-out.

Normal hardware to suspend items will be supplied by the Charleston Area Convention Center (CACC) at an additional charge (block and falls, chain hoists, aircraft cable, motors, rope and string for banners, etc.).

A copy of the rigging charges will be given to booth representatives after completion of the rigging. Exhibitors requiring rigging must stop by the customer services desk to sign paperwork before rigging will be initiated.

In order to facilitate your order, please answer the following questions:

Description of item (sign, banner, truss, etc.) _____

Type of material (wood, vinyl, cloth, steel, etc.) _____

Size _____ Weight _____

Electric power needed (amps, voltage, phase, etc.) _____
(Order on electrical form and note power is for rigging.)

Quantity (If items are different, please attach description of each) _____

Move-in Date _____ Move-out Date _____

- **Exhibitor is responsible for verifying with Show Management that rigging is allowed in the show**
 - **All rigging must comply with Show Management policies**
- **All rigging orders are subject to approval by CACC and must be installed and supervised by CACC personnel**

Order Form Checklist

Did you remember to?

- _____ Read all Regulations on the reverse side of this form?
- _____ Complete all event, booth and company information clearly and completely?
- _____ Enclose payment in full?
- _____ Return form and payment to the CACC a minimum of (14) fourteen days prior to exhibitor arrival to receive advanced rate?

PAYMENT METHOD

FULL PAYMENT MUST ACCOMPANY ORDER

_____ Check (U.S. Currency Only), **Made payable to: Charleston Area Convention Center**

_____ Visa _____ MasterCard _____ Discover _____ American Express

Credit Card Number: _____ Expiration Date: _____

GENERAL REGULATIONS

Rigging

1. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
2. **ADVANCE ORDERS:** To receive advance rates, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
3. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
4. All materials and equipment furnished by or rented from the Charleston Area Convention Center (CACC) shall remain within the Facilities and shall not be removed.
5. Under NO circumstances shall anyone other than the CACC Technical Personnel make any modifications or alterations to any equipment or materials furnished by the CACC.
6. **OBSTRUCTIONS BLOCKING RIGGING ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to relocate items to permit installation of service.
7. Claims will not be considered unless filed in writing prior to close of the show.
8. Prices are subject to change without notice.

SERVICE INSTALLATION AND EQUIPMENT

1. Date of installation and removal may vary depending on the quantity of orders received and how many move-in days the event may have.
2. Assembly of item(s) is not performed by CACC personnel, and must be completed before item will be suspended.
3. Please attach any blueprints, booth diagrams, sketches, or drawings that may help us understand your needs. If you have any special requirements, contact Building Services at (843) 529-5026.

ATTN: Building Services Department

5001 Coliseum Drive North Charleston, SC 29418

Building Services Telephone: (843) 529-5026 E-mail: leldridge@knology.net

Facsimile: (843) 529-5080

(Please Type or Print Information)

Event:		Date/Time of Install:	
Firm Name:		Booth Number:	
Address:		Zip Code:	
Contact Person:	Telephone:	Fax:	

ADVANCE RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS, NO EXCEPTIONS.

COMPRESSED AIR:

20 CFM, 115-120 LBS.

(Exhibitor must provide regulator, filter/dryer, and connector to 1/2" male NPT)

	ADVANCE RATE	STANDARD RATE	TOTAL
QUANTITY			
_____ First Connection.....	\$125.00	\$200.00	_____
_____ Each Additional Connection.....	75.00	125.00	_____

WATER:

MINIMUM PRESSURE 45 PSI

(Exhibitor must provide connection to 3/4" hose bib connection in back of booth)

_____ First Connection.....	\$100.00	\$150.00	_____
_____ Each Additional Connection.....	50.00	75.00	_____

WATER FILL AND DRAIN:

_____ First 500 Gallons.....	\$100.00	\$150.00	_____
_____ Each Additional 500 Gallons.....	80.00	120.00	_____
_____ 100 Gallons.....	20.00	30.00	_____

PLUMBING TECHNICIAN LABOR:

(Special placement, repairs and other special services will require pre-paid labor. Labor must be purchased in 1-hour increments.)

_____ Monday – Friday 8 am – 5 pm (except holidays).....	\$45.00/hour	_____
_____ Monday – Friday 5 pm – 8 am and Saturday (except holidays).....	65.00/hour	_____
_____ Sunday and Holidays.....	85.00/hour	_____

Order Form Checklist

Did you remember to?

- _____ Read all Regulations on the reverse side of this form?
- _____ Complete all event, booth and company information clearly and completely?
- _____ Enclose payment in full?
- _____ Return form and payment to the CACC a minimum of (14) fourteen days prior to exhibitor arrival to receive advanced rate?

PAYMENT METHOD

FULL PAYMENT MUST ACCOMPANY ORDER

_____ Check (U.S. Currency Only), *Made payable to: Charleston Area Convention Center*

_____ Visa _____ MasterCard _____ Discover _____ American Express

Credit Card Number: _____ Expiration Date: _____

1. **THERE WILL BE NO RESALE OR SHARING OF PLUMBING (INCLUDING WATER) OR COMPRESSED AIR SERVICES PURCHASED.**
2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
3. **ADVANCE ORDERS:** To receive advance rates, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to scheduled move-in day in order to receive credit.
5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Area Convention Center (CACC) and DO NOT include connecting equipment to provide services. Special placement or relocation of service will result in a pre-paid labor charge.
6. All materials and equipment furnished by or rented from the CACC shall remain within the Facilities and shall not be removed.
7. Under NO circumstances shall anyone other than the CACC Technical Personnel open any floor box or make any modifications or alterations to any equipment or materials furnished by the CACC.
8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to cut floor coverings to permit installation of service.
9. Claims will not be considered unless filed in writing prior to close of the show.
10. Prices are subject to change without notice.

SERVICE INSTALLATION AND EQUIPMENT

1. CACC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the CACC Plumbing Supervisor.
2. Compressed air will be turned on 1 hour prior to show opening and turned off at show closing time daily.
3. If air and water pressures are critical, it is recommended that the exhibitor supply a pressure regulator. The CACC cannot guarantee minimum and maximum pressure.
4. All equipment must comply with the Southern Building Code, all Federal, State and Local Safety Codes.

ATTN: Building Services Department

5001 Coliseum Drive North Charleston, SC 29418

Building Services Telephone: (843) 529-5026 E-mail: leldridge@knology.net

Facsimile: (843) 529-5080

(Please Type or Print Information)

Event:		Date/Time of Install:	
Firm Name:		Booth Number:	
Address:		Zip Code:	
Contact Person:	Telephone:	Fax:	

ADVANCE RATES APPLY ONLY TO ORDERS PAID IN FULL AND RECEIVED 14 DAYS PRIOR TO THE FIRST SCHEDULED MOVE-IN DAY. STANDARD RATES APPLY TO ALL OTHER ORDERS, NO EXCEPTIONS.

LINE SERVICES: (Long distance services & equipment rental not included)	ADVANCE RATE	STANDARD RATE	TOTAL
QUANTITY			
Standard Analog Line (excluding phone set)	\$200.00	\$300.00	
Extending services of outside service providers...(Analog - 125.00 ISDN - 250.00 T1 - 500.00)			

LONG DISTANCE SERVICES: (Must choose one or Option 1 is assumed. Credit Card authorization form is required before Option 2 is activated.)

- Option 1: Local, Toll Free and Credit Card (0+) dialing
- Option 2: Unrestricted Long Distance Service, Local, Toll Free, and Credit Card (0+) dialing

INTERNET & CABLE SERVICE:

(Internet connection requires your computer to have a working network card. No DHCP / proxy / wireless servers allowed without prior approval.)

Internet Connection (Per Computer) Wired/Wireless	\$350.00	\$450.00	
Premium Connection (Per 1 Mbps)	2,500.00	3,125.00	
Basic Cable TV Service	50.00	75.00	

For Special Services (ISDN, T1, Computer Equipment, etc.), please contact the Building Services Department for pricing and availability

EQUIPMENT RENTAL: (Must choose one)

Single Line Sets	\$ 30.00	
Multi-Line Sets	75.00	
Teleconference Unit	175.00	

TELECOMMUNICATIONS TECHNICIAN LABOR:

(Special placement, repairs and other special services will require pre-paid labor. Labor must be purchased in 1-hour increments)

Monday - Friday 8 am - 5 pm (except holidays)	\$45.00/hour	
Monday - Friday 5 pm - 8 am and Saturday (except holidays)	65.00/hour	
Sunday and Holidays	85.00/hour	

Order Form Checklist

Did you remember to?

- Read all Regulations on the reverse side of this form?
- Enclose payment in full?
- Complete all event, booth and company information clearly and completely?
- Return form and payment to the CACC a minimum of (14) fourteen days prior to exhibitor arrival to receive advanced rate?

PAYMENT METHOD

FULL PAYMENT MUST ACCOMPANY ORDER

Check (U.S. Currency Only), *Made payable to: Charleston Area Convention Center*

Visa MasterCard Discover American Express

Credit Card Number: _____ Expiration Date: _____

GENERAL REGULATIONS

Telecommunications

1. **THERE WILL BE NO RESALE OR SHARING OF ANY TELECOMMUNICATIONS SERVICES PURCHASED.**
2. All order form information must be completed in full for the order to be processed. Incomplete order forms could result in processing and service installation delays.
3. **ADVANCE ORDERS:** To receive the advance rate, orders and payment must be received a minimum of 14 days prior to the first scheduled move-in day.
4. **CREDIT WILL NOT BE GIVEN FOR SERVICE INSTALLED AND NOT USED.** Notice of cancellations must be received prior to installation in order to receive credit.
5. Rates quoted for all connections cover only the installation of the service to the booth in the most convenient manner as determined by the Charleston Area Convention Center (CACC) and DO NOT include connecting equipment to provided services. Special placement or relocation of service will result in a pre-paid labor charge.
6. All materials and equipment furnished by or rented from CACC shall remain within the Facilities and shall not be removed.
7. Under NO circumstances shall anyone other than the CACC Technical Personnel make any modifications or alterations to any equipment or materials furnished by the CACC.
8. **OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.** Unless otherwise directed, CACC personnel are authorized to cut floor coverings to permit installation of service.
9. The choice of the Internet Service Provider (ISP) is at the sole choice of CACC. If the client requires that a specific vendor provide these services, arrangements must be made ten (10) weeks before move-in and will result in additional charges.
10. Due to the nature of the Internet, CACC cannot guarantee any level of performance or accessibility beyond **our** gateway. The Internet gateway has the capabilities to monitor traffic and bandwidth usage in order to maintain a level of performance from the Ethernet network for all users.
11. Claims will not be considered unless filed in writing prior to close of the show.
12. Prices are subject to change without notice.

SERVICE INSTALLATION AND EQUIPMENT

1. The exhibitor is responsible for **ALL** telephone calls charged to their line(s).
2. Long Distance calls, Directory Assistance calls and other services will be billed at the rate of \$.25/min. Long Distance calls are billed on a PER MINUTE basis. Directory Assistance calls are billed on a PER CALL basis.
3. All telephones within CACC are restricted from dialing 976 and 900 numbers. All are allowed 911 calls.
4. The exhibitor will be responsible for all telephone equipment / materials while in their possession. Equipment and Materials must be picked up and returned by exhibitor at the Service Desk. **EQUIPMENT NOT RETURNED OR DAMAGED WHILE IN THE POSSESSION OF EXHIBITOR WILL RESULT IN A REPAIR / REPLACEMENT CHARGE TO BE BILLED AS FOLLOWS:**

Single Line Sets	\$ 50.00	Multi-Line Sets	\$ 500.00
Fax / Copier Machine	\$750.00	Teleconferencing Unit	\$1,250.00
5. All equipment provided by exhibitor must be Touch Tone capable and meet F.C.C. Regulations. The CACC assumes no responsibility for any equipment or material provided by the exhibitor.
6. All lines are suitable for dial-up data transmission, however we do not guarantee higher transmission speeds unless the Premium Internet Connection is purchased.
7. All wireless connections must be approved or purchased through CACC.
8. Premium Service is isolated from the overall event network and includes up to 28 LAN IP addresses. It is delivered via a single 10baseT Ethernet cable. Servers are allowed (excluding wireless), providing access to the Internet to no more than 28 devices within your network.
9. For multiple Internet connections, please contact the Telecommunications department at 843-529-5034.
10. Computers that are in a different area than that of the server will be patched using the CACC infrastructure, at a cost of \$20.00 per port.