



Display Labor (I&D)

Display Labor Hourly Rates

Monday - Friday 8:00 am - 4:30 pm - _____ \$74.00 per person, per hour
 Monday - Friday after 4:30 pm - _____ \$116.00 per person, per hour
 Any time Saturday, Sunday & Holidays - _____ \$185.80 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 Tear Down: _____ 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 Missy Kordecki at 847.462.3100 or Missy@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.



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) 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.

Exhibitor: _____
Booth Number: _____