

**CLOSETS & HOME ORGANIZATION  
CONFERENCE & EXPO™**  
February 10-12, 2010  
Long Beach Convention Center  
Long Beach, CA



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

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	Shipper Information
Company: Address:  Phone: Contact:	Company: Address:  Phone: Contact:
Delivery Information	Delivery Information
<b>CLOSETS &amp; HOME ORGANIZATION CONFERENCE &amp; EXPO™</b>	<b>CLOSETS &amp; HOME ORGANIZATION CONFERENCE &amp; EXPO™</b>
Viper Tradeshow Services c/o Daley Transportation 8735 Bellanca Ave, Suite B Los Angeles, CA 90045  Exhibiting Company: _____ Booth Number: _____	Viper Tradeshow Services c/o Daley Transportation 8735 Bellanca Ave, Suite B Los Angeles, CA 90045  Exhibiting Company: _____ Booth Number: _____
<b>Must be delivered NLT February 2nd to avoid late charges</b>	<b>Must be delivered NLT February 2nd to avoid late charges</b>

## Show Site Labels

Shipper Information	Shipper Information
Company: Address:  Phone: Contact:	Company: Address:  Phone: Contact:
Delivery Information	Delivery Information
<b>CLOSETS &amp; HOME ORGANIZATION CONFERENCE &amp; EXPO™</b>	<b>CLOSETS &amp; HOME ORGANIZATION CONFERENCE &amp; EXPO™</b>
Long Beach Convention Center <b>c/o Viper Tradeshow Services</b> 300 E. Ocean Blvd Long Beach, CA 90802  Exhibiting Company: _____ Booth Number: _____	Long Beach Convention Center <b>c/o Viper Tradeshow Services</b> 300 E. Ocean Blvd Long Beach, CA 90802  Exhibiting Company: _____ Booth Number: _____
<b>To be delivered ON MOVE-IN SCHEDULE - ONLY!</b>	<b>To be delivered ON MOVE-IN SCHEDULE - ONLY!</b>



Viper Tradeshow Services  
2575 Northwest Pkwy.  
Elgin, Illinois 60124  
(888) 458-9760 - Office  
(847) 426-3111 - Fax

# TRADESHOW CARGO TRANSPORTATION

**5 - 7 Day Ground Service**

•  
**3 - 4 Day Air Service**

•  
**2 Day Air Service / Next Day Air Service**

•  
**Domestic & International Service**

•  
**Fully Computerized Tracking**

•  
**24 Hour Operation**

**Call our Toll-Free number  
for all of your freight needs**

**(888) 458 - 9760**



**VIPER**  
TRADESHOW  
SERVICES

Viper Tradeshow Services  
2575 Northwest Pkwy.  
Elgin, Illinois 60124  
(888) 458-9760 - Office  
(847) 426-3111 - Fax

# OFFICIAL SHOW CARRIER SHIPPING ORDER FORM

Show Name: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Pick Up Location

Company Name:

\_\_\_\_\_

Street Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Contact Name:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

## Delivery Location

Company Name:

\_\_\_\_\_

Street Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Contact Name:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

\*All shipments shall be described as exhibition materials and shipped at Class 125\*

Piece Count: \_\_\_\_\_

Weight: \_\_\_\_\_

(dimensional weight may apply)

**Additional Information/Description of Freight:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Level of Service (Circle 1)**

Next Day    2 day    3-4 day    5-7 day

Does the pick up location have a dock?  yes  no

What date and time will your freight be ready for pick up?

\_\_\_\_\_

Check here if you would like a quote:

\*For quotes only, there is no need to provide  
credit card information.

Is this a round trip shipment?  yes  no

**Credit Card Information:**  Visa     MC     Amex

Name of Cardmember: \_\_\_\_\_

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Material Handling

Crated & Skidded to Advance Warehouse: **\$77.00\*** / cwt. (2,000 - 5,000lbs - \$71.29\* / cwt.)  
 200 Pound Minimum / \* Rates do not include 30% Overtime (5,000lbs or more - \$52.03\* / cwt.)  
 Move-out Surcharge

Crated & Skidded to Show Site or Late to Warehouse: **\$100.10\*** / cwt. (2,000 - 5,000lbs - \$96.68\* / cwt.)  
 200 Pound Minimum / \* Rates do not include 30% Overtime (5,000lbs or more - \$67.64\* / cwt.)  
 Move-out Surcharge

### Small Package Fee

**\$45 per Small Package Shipment (via UPS, FedEx, etc.) - 100lbs Maximum Weight**

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.

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

<b>ADVANCE WAREHOUSE ADDRESS:</b>	<b>DIRECT ADDRESS:</b>
Exhibiting Company & Booth # Viper Tradeshow Services c/o Daley Transportation 8735 Bellanca Ave, Suite B Los Angeles, CA 90045	Exhibiting Company & Booth # Long Beach Convention Center c/o Viper Tradeshow Services 300 E. Ocean Blvd Long Beach, CA 90802

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

<b>Shipments Delivered to the Advance Warehouse:</b> February 2, 2010 to avoid late charges. Materials will be accepted at the Warehouse until <b>February 8th</b> .	Freight must be received at the warehouse no later than
<b>Shipments Delivered to Show Site:</b> Show Site deliveries must arrive during the scheduled Move-In times.	Show Site deliveries must arrive during the scheduled

### 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:

<b>Moving Van Shipments</b>	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.
<b>Loose Freight</b>	Shipment packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
<b>Undetermined Description</b>	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)
<b>Must be delivered by Hand</b>	Materials must be moved "by hand" to the booth due to facility situations beyond <b>Viper Tradeshow Services</b> control (i.e.: elevators, rooms forklifts cannot be used, etc.)
<b>Small Package Carriers (SPC)</b>	FedEx, UPS, DHL, etc...

### Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded at the warehouse after 4:30 PM on weekdays, anytime Saturday, Sunday or Holidays or after February 2, 2010 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.



## **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.

Labor is scheduled and based on the Material Handling Order Form included in this kit to accommodate the movement of freight expeditiously to your booth and out and is non-refundable if freight is not received for any reason.

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 Exhibitor's 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!



## 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 assistance 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.

<b>Shipments to Advance Warehouse:</b> \$77.00* / cwt.	(2,000 - 5,000lbs - \$71.29* / cwt.)
200 Pound Minimum / * Rates do not include 30% Overtime Move-out Surcharge	(5,000lbs or more - \$52.03* / cwt.)

<b>Shipments to Show Site:</b> \$100.10* / cwt.	(2,000 - 5,000lbs - \$96.68* / cwt.)
200 Pound Minimum / * Rates do not include 30% Overtime Move-out Surcharge	(5,000lbs or more - \$67.64* / cwt.)

**#1. Calculate your CWT (hundred weight)**

Estimated Weight of Shipment: \_\_\_\_\_ Pounds

Pounds Divided by 100 = \_\_\_\_\_ cwt. (No less than 2)

**#2. Calculate Your Estimated Sub-Total**

Your CWT x Material Handling Rate (Adv. Warehouse) \$ \_\_\_\_\_ Sub Total

Your CWT x Material Handling Rate (Show Site) \$ \_\_\_\_\_ Sub Total

**#3. Add on Applicable Special Charges**

Add 30% of above Sub Total for Overtime Move-Out \$ \_\_\_\_\_ **REQUIRED** for this show

Add \$45.00 for every Small Package shipment you are shipping using **FedEx, UPS, DHL, Airborne**, etc. \$ \_\_\_\_\_ **ONLY** if you will be utilizing these carriers.

<b>#4. Add Your Sub Total Charges with your Special Charges for your Estimated Total Material Handling:</b>	\$ _____ <b>ESTIMATED TOTAL</b>
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<b>Shipments Delivered to the Advance Warehouse:</b>	Freight must be received at the warehouse no later than <b>February 2, 2010</b> to avoid late charges. Materials will be accepted at the Warehouse until <b>February 8th</b> .
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<b>Shipments Delivered to Show Site:</b>	<b>Show Site deliveries must arrive during the scheduled Move-In times.</b>
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Exhibitor: \_\_\_\_\_

Booth Number: \_\_\_\_\_