

# QUICK REFERENCE

## Mark Your Calendar!

- Monday, April 1, 2019**      **FIRST DAY ADVANCE WAREHOUSE RECEIVING (NON-Perishable Items ONLY)**  
 The advance warehouse will start accepting freight on this date. M-F 8:00am – 4:00pm.
- Monday, April 8, 2019**      **ADVANCE ORDER DISCOUNT 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.
- Monday, April 15, 2019**      **LATE TO WAREHOUSE (NON-Perishable Items ONLY)**  
 Advance Warehouse must receive your freight by EOD on 04/15/19 to avoid late charges.
- Monday, April 22, 2019**      **LAST DAY OF ADVANCE WAREHOUSE RECEIVING (NON-Perishable Items ONLY)**  
 Last day Advance Warehouse will accept exhibit material. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
- Tuesday, April 23 8 am–5 pm**      **SHOW SITE DELIVERIES (PERISHABLE & NON-Perishable Items)**  
**Wednesday, April 24 8 am–5 pm**      ALL show site shipments are to be delivered either of these days only.  
 Shipments sent before these dates are at risk of being refused, or charges by venue and Viper may apply.

## Your Show Outline

- Move-In/Installation**      **Session 1:** Tuesday, April 23rd 1pm–6pm & Wednesday, April 24th 7am–9:45am  
**Session 2:** Thursday, April 25<sup>th</sup> 7am–9:45am
- Exhibit Hours**      **Session 1:** Wednesday, April 24      10:00 am – 5:00 pm  
**Session 2:** Thursday, April 25      10:00 am – 5:00 pm
- Move-Out/Teardown**      **Session 1:** Wednesday, April 24      5:00 pm – 6:00 pm  
**Session 2:** Thursday, April 25      5:00 pm – 6:00 pm
- Force Time 6:30 pm**      CARRIERS MUST BE CHECKED IN NO LATER THAN 6:30 pm on 4/25/19 in Grand Ballroom

| MATERIAL HANDLING RATES                                   | ADVANCE WAREHOUSE   | SHOW SITE FACILITY  | OUTBOUND INFO   |
|---|---|---|---|
| <b>ADVANCED(1.5 CWT MIN)</b><br>\$237.60 Minimum charge*  | Coastal Air c/o Viper<br>Tradeshow Services<br>c/o Golbon Spring<br>7525 Connelley Dr<br>Suite J<br>Hanover, MD 21076 | Baltimore Marriott<br>Waterfront – Grand<br>Ballroom<br>c/o Golbon Spring<br>Conference<br>c/o Viper Tradeshow<br>700 Aliceanna Street<br>Baltimore, Maryland 21202 | Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than <b>6:30 pm on April 25<sup>th</sup></b> to avoid force. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive. |
| <b>SHOWSITE (1.5 CWT MIN)</b><br>\$252.60 Minimum charge* |   |   |   |

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

## Items That Come Standard In Your Booth For This Show Are:

Exhibit Spaces in a carpeted hall. Each booth comes with (1) 8' ft. skirted table, (1) 6' ft. skirted table, (4) chairs, (1) wastebasket. WiFi is complimentary in the booth space.

**Viper Show Coordinator: Debra Turner | p: 847.426.3100 | f: 847.426.3111 | [dturner@vipertradeshow.com](mailto:dturner@vipertradeshow.com)**  
**Show Management Contact: Meg Mariani | p: 208.287.0180 | [meg-mariani@golbon.com](mailto:meg-mariani@golbon.com)**

## TERMS AND DEFINITIONS:

---

### 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 reserves the right to hold any exhibitor freight who has unpaid material handling fees. Such fees must be paid prior to the release of freight onsite.

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 Quick Reference 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 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! 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

### Exhibitor Information

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Show Site Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Ways to Order:

Email: dturner@vipertadeshow.com

Fax: Send completed forms to 847.426.3111

Mail: Send completed forms to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

### Viper Tradeshow Services Orders

|                                  |          |
|----------------------------------|----------|
| Shipping (Viper Transportation): | \$ _____ |
| Material Handling Estimate:      | \$ _____ |

**Estimated Total Viper Tradeshow Services Orders:** \$ \_\_\_\_\_

*\*A receipt with actual totals will be emailed to contact on file.*

### Method of Payment / Credit Card Charges\*

**\*3.5% Convenience Fee will be applied**

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:**      MasterCard      Visa      American Express

**Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

**Cardholder Signature:** \_\_\_\_\_

**Name Printed:** \_\_\_\_\_

**Address (if different from above):** \_\_\_\_\_

Company Check # (Please note show name on check): \_\_\_\_\_ Date check mailed: \_\_\_\_\_

# VIPER TRANSPORTATION SHIPPING ORDER FORM

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 lbs. and \$2.25/lb. for shipments over 1,000 lbs. Dimensional weight may apply, and a **\$550.00 minimum** applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Canadian shipments are provided at a flat rate of \$3.75 for shipments 1,000 lbs. and \$3.25 for shipments over 1,000 lbs.; a \$650.00 minimum applies. Material Handling charges apply for all shipments.

**Inbound shipping to (circle one):**

**Advance Warehouse**

**Show Site**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requested Pickup Date & 4 Hour 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 is different than above please add address below)

| # of Pieces | Description of Package          | Estimated Dims & Weight – INBOUND | Estimated Dims & Weight - OUTBOUND |
|-------------|---------------------------------|-----------------------------------|------------------------------------|
|             | Crate (Wooden) Exhibit Material |                                   |                                    |
|             | Cardboard Carton                |                                   |                                    |
|             | Fiber Case                      |                                   |                                    |
|             | Pallets                         |                                   |                                    |
|             | Carpets                         |                                   |                                    |
|             | Miscellaneous                   |                                   |                                    |

**Outbound Shipping:** \_\_\_\_\_ **I only need outbound shipping** (if this option is selected, please add your shipping address below)

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

## 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, I am purchasing only supplemental insurance (does not include AV or computer equipment) protection (**up to \$5,000.00**) at \$25.00 for every \$1,000.00 declared value.

**\*Please note Viper Tradeshows is not liable for shipping A/V or computer equipment\***

Insurance Cost \$ \_\_\_\_\_ (\$25/\$1000 value) Declared value \$ \_\_\_\_\_

**I am not purchasing supplemental insurance protection:** \_\_\_\_\_ **(please sign or initial)**

\*AV equipment and computers hold very specific packaging instructions in order to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

Signature to officially place this order and acceptance of terms: \_\_\_\_\_

# GOLBON<sup>®</sup>

## FOOD PREP REQUEST FORM

Food prep services are available from the Baltimore Marriott Waterfront. Please indicate what you will need in detail below; Golbon Special Events will submit your request with the Baltimore Marriott Waterfront for a price quote and confirm with you the charges before moving forward with your request.

Payment must be made by credit card using the Baltimore Marriott Waterfront credit card authorization form in this packet.

**Late orders placed after deadline date of April 1 are subject to additional charges and may not have the luxury of receiving a quote prior to services rendered. Onsite orders will be put on a wait list and filled after the on-time orders have been completed.**

**Please complete this form in its entirety to ensure your product is prepared correctly. If you have more than two items that require prep, please use additional forms.**

**COMPANY** \_\_\_\_\_

**CONTACT NAME** \_\_\_\_\_

### Item #1

ITEM DESCRIPTION \_\_\_\_\_ QUANTITY \_\_\_\_\_

PREPARATION INSTRUCTIONS \_\_\_\_\_

THAWING TIME \_\_\_\_\_ PREPARATION TIME \_\_\_\_\_

EQUIPMENT REQUIRED \_\_\_\_\_

FREQUENCY & DELIVERY INSTRUCTIONS (max 5 deliveries per day) \_\_\_\_\_

INDICATE HERE WHICH DAY(S) YOU WILL NEED THIS ITEM

Wednesday, April 24 (10:00 a.m. – 5:00 p.m.)  Thursday, April 25 (10:00 a.m. – 5:00 p.m.)

### Item #2

ITEM DESCRIPTION \_\_\_\_\_ QUANTITY \_\_\_\_\_

PREPARATION INSTRUCTIONS \_\_\_\_\_

THAWING TIME \_\_\_\_\_ PREPARATION TIME \_\_\_\_\_

EQUIPMENT REQUIRED \_\_\_\_\_

FREQUENCY & DELIVERY INSTRUCTIONS (max 5 deliveries per day) \_\_\_\_\_

INDICATE HERE WHICH DAY(S) YOU WILL NEED THIS ITEM

Wednesday, April 24 (10:00 a.m. – 5:00 p.m.)  Thursday, April 25 (10:00 a.m. – 5:00 p.m.)

Price Quoted by Golbon Special Events: \_\_\_\_\_

**COMPLETE THIS FORM AND FAX TO GOLBON SPECIAL EVENTS AT  
(208) 287-1235 OR EMAIL TO [EVENTS@GOLBON.COM](mailto:EVENTS@GOLBON.COM) BY FRIDAY, MARCH 29, 2019**

# GOLBON<sup>®</sup>

## FOODSERVICE EQUIPMENT REQUEST FORM

The following foodservice items are available from the Baltimore Marriott Waterfront. Please indicate what you will need below; Golbon Special Events will forward your request to the Baltimore Marriott Waterfront.

Payment must be made by credit card using the Baltimore Marriott Waterfront credit card authorization form.

Late orders placed after deadline date of April 1 are subject to 20% surcharge. Late and onsite orders will be put on a wait list and filled, if items are available, after the on-time orders have been completed.

If you have questions, please contact Golbon Special Events at [events@golbon.com](mailto:events@golbon.com) or 800.657.6360.

COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

| Quantity              | Item                            | Price per Item per Day | Session One<br>10:00 a.m. –<br>5:00 p.m. | Session Two<br>10:00 a.m. –<br>5:00 p.m. | Total Cost |
|-----------------------|---------------------------------|------------------------|--|--|------------|
|                       | Chafers with 1 Sterno           | \$10.00                | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Platter/Tray                    | \$6.00                 | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Large Bowl                      | \$5.00                 | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Serving Tong                    | \$3.00                 | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Serving Ladle                   | \$3.00                 | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | 6" Disposable Plates – (100 ct) | \$20.00                | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Cocktail Napkins (150 ct)       | \$20.00                | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Disposable Knives (100 ct)      | \$20.00                | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Disposable Spoons (100 ct)      | \$20.00                | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Disposable Forks (100 ct)       | \$20.00                | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Heat Lamp with Board            | \$30.00                | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Cubed Ice (10 lb. bag)          | \$20.00                | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
|                       | Other (please describe):        |                        | <input type="checkbox"/>                 | <input type="checkbox"/>                 |            |
| SUBTOTAL              |                                 |                        |  |  |            |
| DELIVERY FEE          |                                 |                        |  |  | N/A        |
| ADD TAX @ 6%          |                                 |                        |  |  |            |
| ADD SERVICE FEE @ 25% |                                 |                        |  |  |            |
| <b>GRAND TOTAL</b>    |                                 |                        |  |  |            |

All pricing is subject to a 25% Service Charge and 6% Sales Tax

COMPLETE THIS FORM AND FAX TO GOLBON SPECIAL EVENTS AT  
(208) 287-1235 OR EMAIL TO [EVENTS@GOLBON.COM](mailto:EVENTS@GOLBON.COM) BY FRIDAY, MARCH 29, 2019

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to 410.895.1910

**Cardholder Information**

Name as it appears on the credit card: \_\_\_\_\_

Card type:  Visa  MC  Amex  Diners/CB  Discover  JCB

Account type:  Individual (personal credit card)

Corporate | Company Name: \_\_\_\_\_

Account number: \_\_\_\_\_

Exp. date: \_\_\_\_\_

Address:

(where statement is mailed) \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax or alternate number: \_\_\_\_\_

**Guest Information**

Guest name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone number: \_\_\_\_\_

Fax or alternate number: \_\_\_\_\_

Confirmation number: \_\_\_\_\_

Arrival date: \_\_\_\_\_

Departure date: \_\_\_\_\_

Relation to cardholder:  Relative

Friend

Business Associate

Other: \_\_\_\_\_

**Rate Information and Approved Charges**

Room rate:\* \_\_\_\_\_ Taxes:\* \_\_\_\_\_ Total daily rate:\* \_\_\_\_\_ Number of nights: \_\_\_\_\_

\*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges  Room & Tax  Telephone (LD)  Telephone (Local)  Restaurant

Room Service  Valet (Laundry)  Parking  HS Internet Access  Movies

Other: \_\_\_\_\_

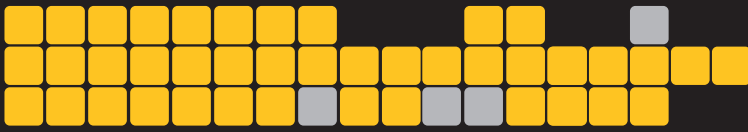
I certify that all information is complete and accurate. I hereby authorize the Baltimore Marriott Waterfront to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed \_\_\_\_\_ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

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





# AUDIOVISUAL EXHIBITOR SERVICES

|  |                       |  |                         |
|--|-----------------------|--|-------------------------|
| NAME OF CONFERENCE:<br>Golbon -2019 Spring Member Conference | START DATE:           | END DATE:  | NO. EVENT DAYS:         |
| COMPANY NAME:  | ON-SITE CONTACT NAME: |  | ROOM/EXHIBIT BOOTH NO.: |
| STREET ADDRESS:  | CITY & STATE :        |  | ZIP CODE:               |
| TELEPHONE NUMBER:  | DELIVERY DATE         | DELIVERY TIME<br><input type="checkbox"/> A.M. <input type="checkbox"/> P.M. |                         |
| EMAIL ADDRESS:   | PICKUP DATE           | PICKUP TIME<br><input type="checkbox"/> A.M. <input type="checkbox"/> P.M.   |                         |
| ORDERED BY:  |                       |  |                         |

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**If you have a special request or need additional equipment, please call 410.895.1943 Email completed form to [bmwexhibits@psav.com](mailto:bmwexhibits@psav.com)**

## ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

**TAX-EXEMPT 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 provided.

### CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or “no-shows” are subject to the full amount of the order to include installation, drayage and tax.

**Labor and/or service charges may apply, and/or loss damage waiver.**

## SHIPPING INSTRUCTIONS

All shipping is handled by the on-site UPS Store: 410.895.1806

| POWER   | QTY | PRICE                         |
|---|-----|-------------------------------|
| 120V - 15 AMP (includes Power Strip & Extension Cord) |     | \$ 100                        |
| 208V or Special Power Services Available Upon Request |     | Please contact PSAV for quote |

| INTERNET ACCESS                               | QTY                           | PRICE  |
|---|-------------------------------|--------|
| Wired Internet Connection (per connection)    |                               | \$ 225 |
| Wireless Internet Connection (per connection) |                               | \$ 24  |
| Dedicated Bandwidth                           | Please contact PSAV for quote |        |

**All orders are subject to \$100 set/ strike fee.**

Complex exhibit booth setups may require additional labor.

## SPECIAL REQUESTS Please add any items not listed above that you require.

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |





# NON Perishable SHIPPING LABELS

ADVANCED WAREHOUSE April 1 – April 22, 2019

**NON-  
PERSIHABLE**

**SHIP TO:** Coastal Air c/o Viper Tradeshow Services  
c/o Golbon Spring  
7525 Connelley Dr Suite J  
Hanover, MD 21076

**SHIPPER INFO:**

Exhibiting Company Name:

Address:

Phone:

Contact:

**Session: \_\_\_\_\_ : Booth \_\_\_\_\_**

ADVANCED WAREHOUSE: DELIVERY April 1 – April 22 ONLY  
Late fee applies after April 15th

# NON Perishable SHIPPING LABELS

SHOW SITE: April 23 & 24th

**NON-  
PERSIHABLE**

**SHIP TO:** Baltimore Marriott Waterfront – Grand Ballroom  
c/o Golbon Spring Conference c/o Viper Tradeshow  
700 Aliceanna Street  
Baltimore, Maryland 21202

**SHIPPER INFO:**

Exhibiting Company Name:

Address:

Phone:

Contact:

**Session: \_\_\_\_\_ : Booth \_\_\_\_\_**

SHOW SITE DELIVERY: April 23- 24<sup>th</sup>, 2019 only

# Perishable SHIPPING LABELS

**FROZEN** Direct to SHOW SITE April 23-24, 2019

**Keep Frozen  
PERSIHABLE**

**SHIP TO: Baltimore Marriott Waterfront – Grand Ballroom  
c/o Golbon Spring Conference c/o Viper Tradeshow  
700 Aliceanna Street  
Baltimore, Maryland 21202**

**SHIPPER INFO:**

Exhibiting Company Name:

Address:

Phone:

Contact:

**Session: \_\_\_\_\_ : Booth \_\_\_\_\_**

Direct to Show Site: April 23-24 ONLY  
MAINTAIN TEMPERATURE OF \_\_\_\_\_ F°

Check if requires Chef preparation

# Perishable SHIPPING LABELS

**REFRIGERATED** Direct to SHOW SITE April 23-24, 2019

**REFRIGERATE  
PERSIHABLE**

**SHIP TO: Baltimore Marriott Waterfront – Grand Ballroom  
c/o Golbon Spring Conference c/o Viper Tradeshow  
700 Aliceanna Street  
Baltimore, Maryland 21202**

**SHIPPER INFO:**

Exhibiting Company Name:

Address:

Phone:

Contact:

**Session: \_\_\_\_\_ : Booth \_\_\_\_\_**

Direct to Show Site: April 23-24 ONLY  
MAINTAIN TEMPERATURE OF \_\_\_\_\_ F°

Check if requires Chef preparation

# MATERIAL HANDLING

| ADVANCE WAREHOUSE   | SHOWSITE  |
|---|---|
| <b>Coastal Air c/o Viper Tradeshow Services<br/>c/o Golbon Spring<br/>7525 Connelley Dr Suite J<br/>Hanover, MD 21076</b> | <b>Baltimore Marriott Waterfront – Grand Ballroom<br/>c/o Golbon Spring Conference c/o Viper Tradeshow<br/>700 Aliceanna Street<br/>Baltimore, Maryland 21202</b> |

**A 150 pound minimum applies to every shipment, whether received at the Advance Warehouse or Show Site.**

**\$237.60 per shipment minimum for freight arriving by April 15<sup>th</sup>, 2019**

**\$252.60 per shipment minimum for freight arriving between April 16<sup>th</sup> - April 22nd 2019**

Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. This is a round-trip fee, and no refunds are provided if the service is not utilized at any point. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.

***Viper Tradeshow Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers as well as any and all exhibit materials that arrive at the loading dock. In addition, it is Viper's responsibility to manage docks, freight elevators, back of the house area freight pathways as well as the scheduling of all vehicles for safety as well as the smooth and efficient move-in/move-out of the exhibition. Viper will not be responsible, however for any materials they do not handle.***

***Exhibitors may deliver their own materials into the exhibit facilities; however, access to or from the exhibit facility by means of the loading dock area is expressly prohibited. In addition, the use or rental of dollies, flat trucks, pallet jacks and other mechanical equipment is not permitted. Viper Tradeshow Services will control access to the loading docks, back of the house freight pathway access & freight elevators in order to provide a safe and orderly move-in/move-out.***

***In addition, any exhibitor needing replenishment of booth materials or food during program operation, will not be allowed to do so through the back of the house or loading dock area at any time during the posted move-in/move-out periods nor during show hours of operation. Vehicles may not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.***

## Advance Warehouse Deliveries

|  | RATE PER CWT    |
|--|-----------------|
| Boxed, crated, or skidded shipment via common carrier.....                                   | <b>\$158.40</b> |
| Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS..... | <b>\$158.40</b> |
| Common carrier shipment received late, after <b>04/15/19</b> .....                           | <b>\$173.40</b> |
| POV, specialized carrier, FedEx, UPS or USPS shipment received late.....                     | <b>\$173.40</b> |

Estimated CWT \_\_\_\_\_ x \_\_\_\_\_ (Rate listed above) = \_\_\_\_\_ Estimated Total

## Show Site Deliveries

|   | RATE PER CWT    |
|---|-----------------|
| Boxed, crated, or skidded shipment via common carrier.....  | <b>\$168.40</b> |
| Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....        | <b>\$168.40</b> |
| Show Site shipments off-target (before or after) <b>04/23/19 &amp; 04/24/19</b> add 30% to the rate |                 |
| Small Package shipments not exceeding 50lbs per shipment (not per box).....                         | <b>\$66.00</b>  |
| Refrigerated/Freezer/Displays weighing 1,000 lbs or more.....                                       | <b>\$118.00</b> |

Estimated CWT \_\_\_\_\_ x \_\_\_\_\_ (Rate listed above) = \_\_\_\_\_ Estimated Total

**Exhibitor:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

## VTS MATERIAL HANDLING TERMS & CONDITIONS

---

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 an exhibitor's booth, and turning in Bill of Lading to the 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 are not limited to the following types of shipments. 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>                | Shipments 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. |
| <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.) Including any mixed lot/multiple shipments that are delivered together.               |
| <b>Must be Delivered by Hand</b>    | 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.)  |
| <b>Small Package Carriers (SPC)</b> | 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. 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 on weekdays, on Saturday, Sunday, or Holidays overtime charges will apply.

### Material Handling / Special Handling Definitions

---

**Material Handling:** Movement of goods. This includes receipt of your freight, delivery to the booth, storage and return of empty crates/boxes, and reloading.

**CWT:** 'Hundred weight' - 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 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.

**Ground Loading/Unloading:** Vehicles that are not dock height preventing the use of loading docks, such as U-hauls, flat bed double drop trailers, company vehicles with trailers that are not dock level, etc.

**Constricted Space Loading/Unloading:** Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full car trailer – top to bottom, side to side.

**Designated Piece Loading/Unloading:** Drivers that require the crew to bring multiple pieces of the freight to the rear of the trailer to the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded sequence to ensure all items fit.

**Stacked Shipments:** Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

**Shipment Integrity:** Shipment integrity involves shipments on a carrier that are intermingled or delivered in such a manner additional labor is needed to sort through and separate the various shipments on a truck for delivery.

**Alternate Delivery Location:** Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver shipments to different levels in the same building, or to other buildings in the same facility.

**Mixed Shipments:** Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for this shipment but does require special handling.

**"No Documentation":** Shipments arrive from a small package carrier (including, not limited to, FedEx, UPS, DHL) an individual Bill of Lading which requires additional time, labor and equipment to process.

**Difference Between Crated and Uncrated Shipments:** Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped and/or unskidded without proper lifting bars and hooks.

## MOVE OUT INFORMATION

---

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.

Exhibit Hall Officially Closes: **Thursday, April 25 5:30pm**

Stored empty crates and containers returned: **Thursday, April 25 5:30pm**

Labor Force: all exhibitors should have started dismantle by now: **Thursday, April 25 6:00pm**  
Exhibitors may not check in at the Viper Service Desk to sign out dismantle labor hired.

Freight Force: deadline for carriers to check in: **Thursday, April 25 6:30pm**

---

**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 arrive by **6:30 pm**. We suggest telling them **5:30 pm**, giving them room to fail without failing you! Here's the address for your convenience:

Baltimore Marriott Waterfront – Grand Ballroom c/o Golbon Conference 700 Aliceanna Street Baltimore, Maryland 21202

3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers **MUST** check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.
5. Once you have packed up all of your materials, please hand in your 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 **6:30 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 lbs. or less; with a **\$550.00 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. \*AV equipment and computers hold very specific packaging instructions in order to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.

**Viper Transportation is the Official Carrier for this show.** If you would like Viper to be your carrier, simply complete and send us the shipping order form. Your BOL and labels will be delivered to your booth before the last days' exhibit hours.

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by **4:00 pm** (1 hour before closing) and we will write up your Bill of Lading and labels and deliver them to your booth. Once you are packed, sign the BOL and turn it in to the Service Desk, you will get a copy, we will keep a copy, and the driver will receive a copy. No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE.  
Debra Turner | dtturner@vipertadeshow.com