

QUICK REFERENCE

Mark Your Calendar!

Tuesday, March 6th	FIRST DAY ADVANCE WAREHOUSE RECEIVING The advance warehouse will start accepting freight on this date.
Tuesday, March 13th	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.
Tuesday, March 20th	LATE TO WAREHOUSE Advance Warehouse must receive your freight by this date to avoid late charges.
Friday, March 23rd	LAST DAY OF ADVANCE WAREHOUSE RECEIVING Last day Advance Warehouse will accept freight. (You will be charged a late fee but your freight will be in your booth at the start of exhibitor move-in!)
Tuesday, March 27th	SHOW SITE DELIVERIES ALL show site shipments are to be delivered this day 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	Monday, March 26th 1:00 pm- 5:00 pm *ONLY exhibitors with early move-in approval* Tuesday, March 27th 8:00 am- 6:00 pm
Exhibit Hours	Wednesday, March 28th 10:00 am- 5:00 pm Thursday, March 29th 10:00 am- 4:00 pm
Move-Out/Teardown	Thursday, March 29th 4:00 pm- 10:00 pm Friday, March 30th 8:00 am- 1:00 pm
Force Time	ALL CARRIERS MUST BE CHECKED IN NO LATER THAN 12 PM on MARCH 30TH

MATERIAL HANDLING RATES	ADVANCE WAREHOUSE	SHOW SITE FACILITY	CHECK IN INFO
ADVANCED (2 CWT MIN) \$99.65/ CWT	LME 2018 c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124	LME 2018 Schaumburg Convention Center c/o Viper Tradeshow Services 1551 N. Thoreau Drive Schaumburg, IL 60173	Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 12:00 pm to avoid force, as well as exhibitors must start their dismantle by 8:00 am in order to avoid forced labor. If you use FedEx or UPS we suggest you stay with your shipment until they arrive.
SHOWSITE (2 CWT MIN) \$129.54/ CWT			

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

Items That Come Standard In Your Booth For This Show Are

10' x 10' Exhibit Spaces include: 8' **black & white** back drape, **green** 3' side wall, wastebasket & (1) black and white ID sign. Booths are NOT carpeted. 5' x 5' Table Top Exhibits include: (1) 6' skirted table, (2) side chairs, wastebasket, ID sign & black carpeting.

To purchase additional rental items/ services, please visit www.vipertradeshowstore.com// Show Code: **1803006

Order Online @ www.vipertradeshowstore.com with show code: **1803006**

Viper Show Coordinator: Stephanie Struzik | p: 847.426.3100 | f: 847.426.3111 | stephanie@vipertradeshow.com

Show Management Contact: Gail Loiacono | p: 407.380.1553 | f: 407.380.5588 | gloiacono@lia.org

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:

Online via Credit Card | Login & Place Orders | www.vipertradeshowstore.com | Show Code: **1803006**

Email: stephanie@vipertradeshow.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:	\$ _____
Floral/Booth Cleaning:	\$ _____
Installation & Dismantle Labor:	\$ _____
Standard Furniture & Accessories:	\$ _____
Viper Custom Furnishings:	\$ _____
Carpet & Padding:	\$ _____
Modular Rental Displays:	\$ _____

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% fee is applicable for all orders paid by credit card.

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: _____

Make Payable to: Viper Tradeshow Services | Mail to: 2575 Northwest Parkway | Elgin, IL 6012

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 \$545.00 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, and acknowledge I am purchasing only supplemental insurance protection (up to %5,000.00) at \$10.00 for every \$1,000.00 declared value by entering a declared value on this form.

Declared value \$ _____ *Please note that Viper Tradeshows in not liable for shipping A/V equipment*

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

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

Name Printed: _____ Date: _____

ADVANCE WAREHOUSE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
LME 2018 c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124	*Certified weight tickets must accompany all LTL shipments. 30% will apply for any small package carriers. PIECE: _____ OF _____

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
LME 2018 c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124	*Certified weight tickets must accompany all LTL shipments. 30% will apply for any small package carriers. PIECE: _____ OF _____

SHOW SITE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
LME 2018 Schaumburg Convention Center – Exploration Hall c/o Viper Tradeshow Services 1551 N. Thoreau Drive Schaumburg, IL 60173	*Certified weight tickets must accompany all LTL shipments. 30% will apply for all small package carriers
PIECE: _____ OF _____	

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
LME 2018 Schaumburg Convention Center – Exploration Hall c/o Viper Tradeshow Services 1551 N. Thoreau Drive Schaumburg, IL 60173	*Certified weight tickets must accompany all LTL shipments. 30% will apply for all small package carriers
PIECE: _____ OF _____	

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
LME 2018 c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124	LME 2018 Schaumburg Convention Center- Exploration Hall 1551 N. Thoreau Drive Schaumburg, IL 60173

Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up.

A 200 pound minimum applies to every shipment, whether received at the Advance Warehouse or Show Site.

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

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds
 Pounds Divided by 100: _____ Your CWT (no less than 2)

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$99.65/ CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$129.54/ CWT
Common carrier shipment received late, after March 20th	\$129.54/ CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late.....	\$168.40/ CWT
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$129.54/ CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$168.40/ CWT
Show Site shipments off-target (before or after) March 27th add 30% to the rate	
Loose/uncrated or shipment requiring special and/or OT handling add 30% to published rate	
Small Package shipments not exceeding 75 lbs. per shipment (not per box).....	\$63.00
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.

Moving Van Shipments	Shipments delivered by a moving van or shipments by any truck which, because of the height of the truck bed, cannot be unloaded at the docks.
Loose Freight	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.
Undetermined Description	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.) Including any mixed lot/multiple shipments that are delivered together.
Must be Delivered by Hand	Materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services' control (i.e. elevators, rooms forklifts cannot be used, etc.)
Small Package Carriers (SPC)	The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and deliver large quantities on the dock requiring additional time to sort and identify.

Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded or received at the warehouse/show site before 8 AM or after 4:30 PM on weekdays, anytime Saturday, Sunday or holidays or after ONE WEEK OUT. 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.

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

Material Handling Terms

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

*(*Please note material handling and shipping are two separate services. See page 4 for shipping details).*

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. No liability will be assumed for such shipments.

FLORAL/CLEANING

Floral

Fresh Floral Arrangements

Small Floral Arrangement: _____ \$99.00 Discount / \$132.66 Standard
 Medium Floral Arrangement: _____ \$138.60 Discount / \$172.26 Standard
 Large Floral Arrangement: _____ \$178.20 Discount / \$217.80 Standard

Artificial Plants

2 Foot Green Plant _____ \$60.72 Discount / \$76.56 Standard
 3 Foot Green Plant _____ \$76.56 Discount / \$91.08 Standard
 4 Foot Green Plant _____ \$91.08 Discount / \$108.24 Standard
 5 Foot Green Plant _____ \$108.24 Discount / \$124.80 Standard
 6 Foot Green Plant _____ \$124.80 Discount / \$139.92 Standard

TOTAL FOR ALL ITEMS ORDERED: \$ _____

Vacuuming

A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Number of Booth Units: _____ x **\$77.00** Discount / **\$93.50** Standard
 Subtotal: \$ _____
Subtotal x Number of Days: _____ **TOTAL: \$** _____

Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Monday – Friday: 8:00am – 4:30 pm \$63.36 per day
 Monday – Friday: After 4:30 pm \$76.56 per day
 Any time Saturday, Sunday & Holidays \$85.80 per day
 Number of Booth Units: _____ x use appropriate rates from above
 Subtotal: \$ _____
 Subtotal x Number of Days: _____ TOTAL: \$ _____

ESTIMATED TOTAL FOR ALL VACUUMING AND PORTER SERVICES: \$ _____

Exhibitor: _____ **Booth #:** _____

DISPLAY LABOR (I&D) INFO

Display Labor Hourly Rates

Monday – Friday: 8:00 am – 4:30 pm	\$78.00 per person, per hour
Monday – Friday before 8:00 am & after 4:30 pm	\$108.00 per person, per hour
Any time Saturday, Sunday & Holidays	\$148.00 per person, per hour

Add 50% to above rates for labor ordered at show site.

Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below.

Viper Tradeshow Services Supervised Labor: Exhibits are set up prior to exhibitor’s arrival under the direction of Viper Tradeshow Services I&D Supervisors. The charge for this service is an additional 35% of the total installation labor bill. Please provide complete booth plans, schematics, instructions and photos (if possible) for this service.

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Services 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 supervisors name and cell number: _____

Installation Calculation & Order

- Day/Time of set up: _____ Hourly Rate as noted above
- Number of Laborers: _____ x number of people
- Number of Hours: _____ x number of hours
- TOTAL AMOUNT OF HOURS** _____ x _____ (RATE) \$ _____
- Check here if Exhibitor supervised: MUST be marked or move to next step _____
- Viper Tradeshow Services Supervised Surcharge: _____ 35% of subtotal above
- TOTAL INSTALLATION CHARGES** \$ _____ (Lines 4+6)

Dismantle Calculation & Order

- Day/Time of set up: _____ Hourly Rate as noted above
- Number of Laborers: _____ x number of people
- Number of Hours: _____ x number of hours
- TOTAL AMOUNT OF HOURS** _____ x _____ (RATE) \$ _____
- Check here if Exhibitor supervised: MUST be marked or move to next step _____
- Viper Tradeshow Services Supervised Surcharge: _____ 35% of subtotal above
- TOTAL DISMANTLE CHARGES** \$ _____ (Lines 4+6)

50% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 847.426.3100 for special requests or items you do not find on this form.

Exhibitor: _____ Booth #: _____

HANGING SIGN ASSEMBLY

You have the option of using your Exhibitor Appointed Contractor or Viper Labor to assemble your hanging sign.
 Please use this form if you would like Viper to assemble your sign.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. It is the responsibility of the exhibitor and/or the exhibitor appointed contractor to confirm labor and equipment by 2:30 PM the day before date requested. Any labor that is requested for the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and/or labor cancelled without a 24 hour notice shall be charged the full fee per worker and/or equipment. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and/or equipment will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments per worker and/or equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by Viper. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and/or material costs.

Exhibitor Supervised

Exhibitor will supervise.

- Indicate workers needed for both installation and dismantling below. If not indicated, one (1) hour per worker will be added to the exhibitor's invoice.
- Viper assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of exhibitor's property by Viper provided labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by labor under exhibitor's supervision. Exhibitors must stay clear during movement of freight.

1. Shape of Sign (circle one): Square Rectangle Triangle Circle Other: _____
2. Dimensions & Weight of Sign: Length _____ Width _____ Height _____ Weight _____ lbs.
 # _____ Structural Pick Points: # of Pounds _____ at each point
3. Type of Sign (Circle one sign type per order): Banner Structural Signage Systems

Include engineer-stamped assembly and hanging instructions with the order. Viper accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

Advance Labor Rates (if ordered by discount deadline):

Straight Time: Monday – Friday: 8:00 am – 4:30 pm	\$78.00 per man, per hour
Overtime: Monday – Friday before 8:00 am & after 4:30 pm	\$108.00 per man, per hour
Double Time: Any time Saturday, Sunday & holidays	\$148.00 per man, per hour

*Add 50% to above rates for labor ordered at show site.

Standard Labor Rates (if ordered after discount deadline):

Straight Time: Monday – Friday: 8:00 am – 4:30 pm	\$156.00 per man, per hour
Overtime: Monday – Friday before 8:00 am & after 4:30 pm	\$218.40 per man, per hour
Double Time: Any time Saturday, Sunday & holidays	\$312.00 per man, per hour

*Add 50% to above rates for labor ordered at show site.

Estimated Schedule & Service Required

*35% surcharge will be added to your invoice, based on rates listed above

INSTALLATION (Circle One): Viper Supervised* Exhibitor Supervised DISMANTLE (Circle One): Viper Supervised* Exhibitor Supervised

Schedule Date: _____	Schedule Date: _____
Start Time: _____	Start Time: _____
End Time: _____	End Time: _____
Number of Men Required: _____	Number of Men Required: _____
ESTIMATED COST: \$ _____	ESTIMATED COST: \$ _____

Exhibitor: _____ Booth #: _____

HANGING SIGN ADVANCE WAREHOUSE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION- HANGING SIGN	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
LME 2018 c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124	*Certified weight tickets must accompany all LTL shipments. 30% will apply for any small package carriers. PIECE: _____ OF _____

SHIPPER INFORMATION	
FROM:	
DELIVERY INFORMATION- HANGING SIGN	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
LME 2018 c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124	*Certified weight tickets must accompany all LTL shipments. 30% will apply for any small package carriers. PIECE: _____ OF _____

IN BOOTH FORKLIFT

To Determine If You Need In Booth Forklift and Labor, Please Read this Form

If your exhibit includes large header signs, cantilever structures, heavy display and components or machinery which cannot be lifted in place by display laborers, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check in at the service desk to pick up labor.

Important Information

All exhibitors requesting labor must go to the Viper Tradeshow service desk to confirm labor requests. All labor and equipment requests should be confirmed prior to the first day of move-in. **Requested starting times cannot be guaranteed; however, every effort is made to meet all requests.** Viper Tradeshow Services reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work, an exhibitor representative must return to the Viper service desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 48 hour notice shall be charged a (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for labor and equipment is (1) hour per worker and forklift. Equipment and labor thereafter is charged in (1/2) hour increments. Gratuities in any form, including but not limited to: cash, gifts or labor hours for work not actually performed are prohibited by Viper Tradeshow Services. Viper requires the highest standard of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

In Booth Forklift Rates

5,000 lbs. Forklift is included in the rates listed below.

A crew will be assigned, consisting of (1) forklift with an operator and (1) laborer. Team of (2) people is required.

If you require a forklift with a cage, additional cost for the cage & extra labor will be added to your invoice. Please call/ email for pricing.

Advance Rate (if ordered by discount deadline)

Straight Time: Monday – Friday: 8:00 am – 4:30 pm	\$192.00 per team, per hour
Overtime: Monday- Friday before 8:00 am or after 4:30 pm	\$237.00 per team, per hour
Double Time: Anytime Saturday, Sunday and holidays	\$297.00 per team, per hour

Standard Rate (if ordered after discount deadline)

Straight Time: Monday – Friday: 8:00 am – 4:30 pm	\$228.00 per team, per hour
Overtime: Monday- Friday before 8:00 am or after 4:30 pm	\$285.00 per team, per hour
Double Time: Anytime Saturday, Sunday and holidays	\$364.50.00 per team, per hour

Please indicate service:

Uncrating Unskidding Positioning Leveling Dismantling Recrating Reskidding

INSTALLATION:

Schedule Date: _____
Start Time: _____
End Time: _____
Number of Team(s): _____
ESTIMATED COST: _____

DISMANTLE:

Schedule Date: _____
Start Time: _____
End Time: _____
Number of Team(s): _____
ESTIMATED COST: _____

Exhibitor: _____

Booth #: _____

SHOW NAME: LME 2018 SHOW DATES: March 28-29, 2018 SHOW CODE: 1803006

EXHIBITOR APPOINTED CONTRACTORS (EAC) GUIDELINES

Please complete and return both EAC forms

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 Service Contractors are appointed to: ensure 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 managers and Viper Tradeshow Services at least 10 days before the show opening.
3. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permits 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.

I have read the Exhibitor Appointed Contractors section of this manual and understand the terms and conditions. I understand that all the contractors listed above must be approved by Viper Tradeshow Services. I understand it is my responsibility to see that each representative from any EAC for my company abides by the rules and regulations of the event. I also understand that any EAC listed above that is not approved by Viper Tradeshow Services will not be permitted on the floor.

Name: _____

Company: _____ Date: _____

Signature: _____

USE OF AN EAC NOTIFICATION

Please complete and return both EAC forms

Please be sure to read the Official Services & Exhibitor Appointed Contractors (EAC) 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 the move-in and see that their EAC adheres to the guidelines outlined on the previous page.

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

For Exhibitor (Company Name):

Show Name:

LME 2018

Booth #: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form 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 the names of all exhibiting companies for whom they have orders on
*To be received no later than 10 days before move-in.
3. Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor
*Upon arrival at show site.

Viper Tradeshow Services reserves the right to refuse any Non-Official Service Contractor (EAC) access to the show floor if any of the above conditions are not met. If there is a problem providing the necessary information within the deadlines, Viper Tradeshow Services must be contacted in advance of the deadline.

MOVE OUT INFORMATION

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, March 29th @ 4:00 pm**

Stored empty crates and containers returned: **By Friday, March 30th @ 8:00 am**

Labor Force: all exhibitors should have started dismantle by now: **Friday, March 30th @ 8:00 am**
Exhibitors may not check in at the Viper Service Desk to sign out dismantle labor hired.

Freight Force: deadline for carriers to check in: **Friday, March 30th @ 12:00 pm**

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 **12:00 pm**. We suggest telling them **10:00 am**, giving them room to fail without failing you! Here's the address for your convenience: **Schaumburg Convention Center | Exploration Hall | 1551 N. Thoreau Drive | Schaumburg, IL 60173**
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. UPS and FedEx are not the most reliable carriers for our industry, so we highly suggest exhibitors using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only shipping labels. If you have any questions please ask your Viper Service Desk representative.
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 **12:00 pm** deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.25/pound for shipments 1000 lbs. or more, \$2.75/pound for shipments 999 lbs. or less; with a \$545.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

Viper is the Official Carrier for this show. If you would like Viper to be your carrier, simply complete and fax the attached form to the office. Your BOL and labels will be delivered to your booth before 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 **3:00 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.

STANDARD FURNITURE & ACCESSORIES

No credit will be given after close of event on items ordered but not received. Cancellation Policy: No refunds on orders cancelled after discount deadline.

30" Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Table
 Qty: _____ 6' Table
 Qty: _____ 8' Table
 Qty: _____ 4th Side Drape
 Qty: _____ Undraped Table

DISCOUNT:

\$144.83
 \$182.95
 \$205.82
 \$36.30
 \$36.30 Less than list price above

STANDARD:

\$182.95
 \$205.82
 \$221.06
 \$50.82

42" Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: _____ 4' Counter
 Qty: _____ 6' Counter
 Qty: _____ 8' Counter
 Qty: _____ 4th Side Drape
 Qty: _____ Undraped Counter

DISCOUNT:

\$175.32
 \$213.44
 \$251.55
 \$43.56
 \$36.30 Less than price list above

STANDARD:

\$213.44
 \$251.55
 \$282.05
 \$58.08

Accessories

ITEM:

Qty: _____ 4' Single Tier Table Riser
 Qty: _____ Wastebasket
 Qty: _____ 6' Single Tier Table Riser
 Qty: _____ Tripod Easel
 Qty: _____ 8' Single Tier Table Riser
 Qty: _____ Folding Chair
 Qty: _____ Bag Rack
 Qty: _____ L1 Black Sherpa Side Chair
 Qty: _____ L2 30" Table
 Qty: _____ Rope & Stanchions Set
 Qty: _____ M1 Black Euro Barstool
 Qty: _____ M2 Black 30" x 42" Bar Table

DISCOUNT:

\$96.96
 \$32.01
 \$122.57
 \$58.54
 \$146.35
 \$58.08
 \$99.09
 \$83.19
 \$221.06
 \$137.21
 \$205.82
 \$236.31

STANDARD:

\$128.06
 \$44.20
 \$160.08
 \$74.99
 \$181.12
 \$71.39
 \$137.21
 \$105.15
 \$287.38
 \$179.36
 \$267.56
 \$307.20

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Lounge Series A – Durapella Sage



A1: Sofa
Qty: ____
\$663.20 Discount
\$862.15 Standard



A2: Loveseat
Qty: ____
\$586.97 Discount
\$763.05 Standard



A3: Chair
Qty: ____
\$434.51 Discount
\$564.61 Standard



A4: Cocktail Table
Qty: ____
\$282.05 Discount
\$366.66 Standard

Lounge Series B – Black Leather



B1: Sofa
Qty: ____
\$632.70 Discount
\$822.52 Standard



B2: Loveseat
Qty: ____
\$586.97 Discount
\$763.05 Standard



B3: Chair
Qty: ____
\$495.49 Discount
\$644.14 Standard



B5: End Table
Qty: ____
\$209.40 Discount
\$277.47 Standard

Lounge Series C – Grey Microfiber



C1: Sofa
Qty: ____
\$510.74 Discount
\$663.96 Standard



C2: Loveseat
Qty: ____
\$465.00 Discount
\$604.50 Standard



C3: Chair
Qty: ____
\$419.26 Discount
\$545.05 Standard



C4: Cocktail Table
Qty: ____
\$282.05 Discount
\$366.66 Standard



C5: End Table
Qty: ____
\$251.55 Discount
\$327.03 Standard

Specialty Tables | Chairs Series D



D1: 42" Black
Qty: ____
\$343.03 Discount
\$445.95 Standard



D2: Side Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard



E1: 42: Chrome
Qty: ____
\$297.29 Discount
\$386.48 Standard



E2: Silver Chair
Qty: ____
\$160.08 Discount
\$208.10 Standard

Specialty Tables | Chairs Series E

Specialty Tables | Chairs Series F



F1: 60" Oval Table
Qty: ____
\$388.77 Discount
\$505.40 Standard



F2: Blue Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard



F3: Yellow Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard



F4: Red Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard



F5: Black Chair
Qty: ____
\$221.06 Discount
\$287.32 Standard

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Specialty Tables | Chairs Series G



G1: 54" Table
Qty: ____
\$343.03 Discount
\$445.95 Standard



G2: Birch Side Chair
Qty: ____
\$236.31 Discount
\$307.20 Standard



H1: 42" Round Table
Qty: ____
\$350.35 Discount
\$221.06 Standard



H2: Steel Chair
Qty: ____
\$445.95 Discount
\$287.32 Standard

Office Series I



I1: Oak Desk
Qty: ____
\$510.74 Discount
\$663.96 Standard



I2: Black/Chrome Chair
Qty: ____
\$327.78 Discount
\$426.12 Standard



I3: Black/Black Chair
Qty: ____
\$327.78 Discount
\$426.12 Standard

Office Series J



J1: 6' Conference Table
Qty: ____
\$434.51 Discount
\$564.86 Standard



J2: Steno Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard



J3: Drafting Stool
Qty: ____
\$266.86 Discount
\$346.92 Standard

Accessories Series K



K1: Accordion Lit Stand
Qty: ____
\$190.57 Discount
\$247.75 Standard



K2: Lit Stand
Qty: ____
\$190.57 Discount
\$247.75 Standard



K4: Coat Rack
Qty: ____
\$68.60 Discount
\$89.18 Standard



K5: 42" Pedestal
Qty: ____
\$266.44 Discount
\$346.85 Standard



K6: 32" Pedestal
Qty: ____
\$266.44 Discount
\$346.85 Standard



K7: 24" x 42" Pedestal
Qty: ____
\$419.26 Discount
\$545.05 Standard



K8: Refrigerator
Qty: ____
\$317.02 Discount
\$412.12 Standard

Exhibitor: _____ Booth #: _____

CUSTOM FURNISHINGS

Tables | Chairs Series L



L1: Side Chair
Qty: ____
\$83.19 Discount
\$108.15 Standard



L2: 30" Table
Qty: ____
\$221.06 Discount
\$287.38 Standard



L3: Arm Chair
Qty: ____
\$99.09 Discount
\$128.87 Standard



L5: Side Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard



L6: Euro Chair
Qty: ____
\$190.57 Discount
\$247.75 Standard

Cocktail Tables | Stools Series M



M1: Barstool
Qty: ____
\$205.82 Discount
\$267.56 Standard



M2: 42" Bar Table
Qty: ____
\$236.61 Discount
\$307.20 Standard



M3: Euro Stool
Qty: ____
\$236.31 Discount
\$307.20 Standard



M4: Chrome Stool
Qty: ____
\$221.06 Discount
\$287.38 Standard



M5: Bar Stool
Qty: ____
\$144.83 Discount
\$188.28 Standard



M6: Steel/Black Stool
Qty: ____
\$251.55 Discount
\$327.03 Standard



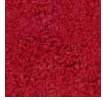
M7: Steel Stool
Qty: ____
\$251.55 Discount
\$327.03 Standard

Exhibitor: _____ Booth #: _____

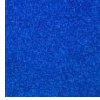
CARPET SELECTIONS

Standard

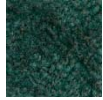
CIRCLE COLOR SELECTION BELOW



Red



Royal Blue



Green



Grey



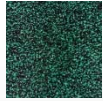
Navy Blue



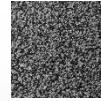
Speckled Red



Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$220.70	\$283.14	
10' x 20' Carpet		\$441.40	\$566.28	
10' x 30' Carpet		\$681.12	\$849.42	
10' x 40' Carpet		\$908.16	\$1,132.56	
20' x 20' Carpet		\$908.16	\$1,132.56	
Custom Per Sq. Ft.		\$2.21	\$2.84	

Prestige

CIRCLE COLOR SELECTION BELOW



Red



Royal Blue



Green



Grey



Navy Blue



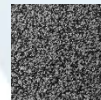
Speckled Red



Speckled Blue



Speckled Green



Speckled Grey



Black

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Plush Per Sq. Ft		\$6.40	\$8.15	

Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$2.67	\$3.19	
Double Padding Per Sq. Ft		\$4.40	\$5.65	
Visqueen Per Sq. Ft.		\$0.19	\$0.74	

Standard Carpet per sq. ft.: \$ _____
 Plush Carpet per sq. ft.: \$ _____
 Padding/Visqueen per sq. ft.: \$ _____
ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

MODULAR DISPLAY SELECTIONS

10' x 10' Displays

*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.

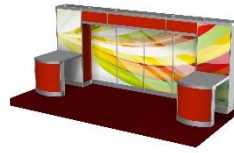


10' INLINE BOOTH _____
Discount: **\$2,942.00**
Standard: **\$4,125.00**

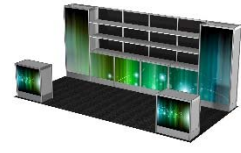


10' SHELF BOOTH _____
Discount: **\$3,135.00**
Standard: **\$4,262.00**

10' x 20' Displays



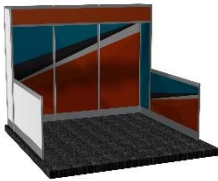
20' INLINE BOOTH _____
Discount: **\$6,963.00**
Standard: **\$9,405.00**



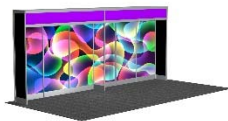
20' SHELF BOOTH _____
Discount: **\$7,067.50**
Standard: **\$9,625.00**

Basic Displays

*All prices include carpet | Please contact your Viper Representative for Artwork Guidelines.



10' BASIC BOOTH _____
Discount: **\$3,272.50**
Standard: **\$4,235.00**



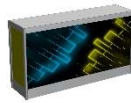
20' BASIC BOOTH _____
Discount: **\$6,490.00**
Standard: **\$8,415.00**

A La Carte

*All prices include graphic panels | White or black panels available on request



1M COUNTER _____
Discount: **\$327.80**
Standard: **\$423.50**



2M COUNTER _____
Discount: **\$595.10**
Standard: **\$773.30**



1M CURVED COUNTER _____
Discount: **\$364.10**
Standard: **\$473.00**



2M CURVED COUNTER _____
Discount: **\$647.90**
Standard: **\$841.50**



DISPLAY CASE _____
Discount: **\$767.80**
Standard: **\$995.50**



LITERATURE BIN _____
Discount: **\$393.60**
Standard: **\$511.50**

Booth Signage

METER BOARD _____
Single Sided: \$556.00
Double Sided: \$880.00

22" x 28" signage _____
\$110.00

8'x10' BACKWALL BANNER _____
\$1,210.00

*Banner is yours to keep. Includes install/dismantle

Exhibitor: _____ Booth #: _____



PLEASE MAIL OR FAX ORDERS TO:

SourceOne Events Inc.
160 Eisenhower Lane N.
Lombard, IL 60148

Telephone: (708) 344.4111 Fax (708) 344.3050
Email: exhibitorservices@sourceoneevents.com

Electrical & Rigging Order Recap

LME 2018
March 28-29, 2018
Renaissance Schaumburg Convention Center
1551 N. Thoreau Drive
Schaumburg, IL 60173

Discount Deadline Date: March 9, 2018

Payment Policy

Payment for Services – SourceOne requires full payment prior to the time services are ordered. SourceOne requires a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment. We understand that your calculation is only an estimate of charges, and may not reflect the balance of the final invoice, which may include additional amps needed or additional labor

Method of Payment – SourceOne Events, Inc. accepts MasterCard, VISA, Discover, American Express, checks, cash and wire transfers. We do not accept purchase orders as forms of payments. All payments are to be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$35.00 fee for returned NSF checks.

Third Party Billing – SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf. If third party does not pay for services SourceOne reserves the right to collect full payment from exhibitor.

Cancellation of Order – Orders cancelled by the Exhibitor prior to SourceOne move-in are subject to a cancellation fee of 50% of the total order. Orders cancelled after SourceOne begins moving in are subject to a cancellation fee of 100% of the total order.

Show Discount – SourceOne offers a discount price for orders received with full payment on or before the discount deadline(s). If orders are received after discount deadline(s) date then standard pricing applies. Orders placed onsite will be subject to onsite pricing.

Method of Payment – Requires credit card with initial order

Mastercard Visa Discover American Express

Corporate Card Personal Card Check Wire Transfer – Call for more information

Account #: - - -

Exp. Date: / **CVV2 Number:**

In a card-not-present environment such as the Fax or Internet, CVV2 lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Payment Information – By signing I agree to all terms and conditions of the contract.

Company Name	Cardholder Name	Email Address	Booth Number
Cardholder Billing Address	City	State	Zip
Cardholders Phone	Fax	Authorized Signature	Authorized By
			Date

Order Recap	
Electrical	\$
Electrical Labor	\$
Rigging	\$
Amount Due	\$
Charge my credit card this amount	<input type="text"/>
Enclosed is a check for this amount	<input type="text"/>

Check No Dated



PLEASE MAIL OR FAX ORDERS TO:
 SourceOne Events Inc.
 160 Eisenhower Lane N.
 Lombard, IL 60148
 Telephone: (708) 344.4111 Fax (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

Electrical Order Form

LME 2018
 March 28-29, 2018

Discount Deadline Date: **March 9, 2018**

Electrical Service Rental Order Form

120 Volt Single Phase Price includes labor for service	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total	Important Information and Ordering Instructions SourceOne Events is the Exclusive Electrical Service provider at the Schaumburg Convention Center. No outside electrical service provider will be allowed on the show floor at any time. 120 Volt Power Services - In-Line & Peninsula Booths – Power includes labor and materials to one location at the rear of the booth. If you require the outlets to be distributed to any other location, materials and labor charges will apply. There is a minimum charge of 1 hour for installation and removal. Complete and return the Electrical Labor Order Form along with the Electrical Layout Form of your booth space indicating outlet locations. - Island Booths – All Electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis. 208/480 Volt Power Service and Connections - Delivery and connection of high voltage services is done on a time and material basis. Please complete the SourceOne Events Electrical labor form to schedule your estimated connection time and return it with this order. Island Booths - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, SourceOne will deliver to the most convenient location. 24 Hour Services - Electricity will be turned on within 30 minutes of show opening and off 30 minutes after the show closes. If you require power outside the show hours please make arrangements in advance of show by indicating 24 hour power on the electrical order form. Distribution of Power - For distribution of power within your booth space, prices DO NOT include equipment (lifts) and materials (extension cords, power strips, and/or cord caps). - If carpet is installed prior to electrical installation, additional labor charges will apply. - Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used – no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.			
5 Amps/500 Watts		\$153.00	\$206.00		\$306.00	\$405.00					
10 Amps/1000 Watts		\$188.00	\$253.00		\$383.00	\$504.00					
15 Amps/1500 Watts		\$208.00	\$281.00		\$416.00	\$561.00					
20 Amps/2000 Watts		\$230.00	\$344.00		\$460.00	\$689.00					
208 Volt Single Phase Price DOES NOT include labor	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total				
30 Amps		\$413.00	\$567.00		\$825.00	\$1133.00					
60 Amps		\$468.00	\$688.00		\$935.00	\$1375.00					
208 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total				
20 Amps		\$468.00	\$704.00		\$935.00	\$1408.00					
30 Amps		\$523.00	\$732.00		\$1045.00	\$1463.00					
60 Amps		\$825.00	\$1128.00		\$1650.00	\$2255.00					
100 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote					
200 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote					
400 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote					
480 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total				
30 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote					
60 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote					
100 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote					
Electrical Labor: One Hour Minimum Install and One Hour Minimum Dismantle. Labor over one hour is charged at ½ hour intervals. All electrical layouts must be provided with initial order.				Quantity	Hourly	Total					
ST (Mon-Fri, 8am-4:30pm, excluding Holidays)					X	\$89.00					
OT (Mon-Fri, 4:30pm-12am, Saturday from 8am-4:30pm)					X	\$136.00					
DT (All other times Monday-Saturday. All day Sunday & Holidays)					X	\$181.00					
Type of Labor (Please Check)	<input type="checkbox"/>	Under Carpet	<input type="checkbox"/>	Equipment Hook-Up	<input type="checkbox"/>	Hang Lights	<input type="checkbox"/>	AV - Monitor	<input type="checkbox"/>	Other	<input type="checkbox"/>

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



PLEASE MAIL OR FAX ORDERS TO:
 SourceOne Events Inc.
 160 Eisenhower Lane N.
 Lombard, IL 60148
 Telephone: (708) 344.4111 Fax (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

Electrical Order Form & Layout

LME 2018
 March 28-29, 2018

Discount Deadline Date: **March 9, 2018**

Electrical Service Rental Order Form

Accessories (Price <u>DOES NOT</u> include power)	Quantity	Discount	Standard	Total	Important Information and Ordering Instructions SourceOne Events is the Exclusive Electrical Service provider at the Schaumburg Convention Center. No outside electrical service provider will be allowed on the show floor at any time. Accessories - Accessories requested on this form DO NOT include power. Please see Service Desk prior to show opening to pickup items ordered. If the accessories are not either in your booth or turned in at the end of the show, you will be charged for the misplaced items. Cancellations - Orders cancelled by the Exhibitor prior to SourceOne move-in are subject to a cancellation fee of 50% of the total order. Orders cancelled after SourceOne begins moving in are subject to a cancellation fee of 100% of the total order. Terms and Conditions - I have read and agree to the terms, conditions and payment policy for the electrical services to be provided by SourceOne Events.
15' Extension Cord (Price <u>DOES NOT</u> include power)		\$20.00	\$30.00		
30' Flat Extension Cord (Price <u>DOES NOT</u> include power)		\$45.00	\$69.00		
Power Strip (Price <u>DOES NOT</u> include power)		\$40.00	\$50.00		
Armlight – Halogen Bulbs – 150watts – Silver Finish		\$55.00	\$75.00		
Armlight – Halogen Bulbs – 200watts – Silver Finish		\$60.00	\$80.00		
Armlight – Halogen Bulbs – 300watts – Silver Finish		\$65.00	\$85.00		
* Armlights have an adjustable clamp that can be placed on hard wall booth systems or separate pole with adjustable arms can be ordered separately.					
Lift Equipment	Quantity	Discount	Standard	Total	
Scissor Lift (Per Hour)		\$150.00	\$175.00		
High Lift (Per Hour)		\$175.00	\$225.00		
				Total Items Ordered:	\$

Electrical Layout Form

HOW TO USE THE GRID FORM:

1. Use bold lines to indicate the outline of your booth.
2. Place an "X" where you would like your electrical outlet to be placed. The electrical is dropped in the back center of your booth, so if you need power elsewhere, please order an extension cord.
3. "X"s placed anywhere other than the back center of the booth will be automatically be charged for labor and extension cord rental, if not previously ordered.
4. Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
5. Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (Indicate adjacent booth or aisle number: _____)

Adjacent Booth or Aisle Numbers _____											Adjacent Booth or Aisle Numbers _____

Please return to SourceOne Events along with all your information pertaining to your electrical order.

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



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 SourceOne Events Inc.
 160 Eisenhower Lane N.
 Lombard, IL 60148
 Telephone: (708) 344.4111 Fax (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

Rigging Order Form

LME 2018
 March 28-29, 2018

Discount Deadline Date: **March 9, 2018**

Rigging / Hanging Sign Service Order Form

SourceOne Events is the Exclusive Overhead Rigging / Hanging Sign Service Provider at the Schaumburg Convention Center. No outside rigging service provider will be allowed on the show floor at any time.

Rigging Guidelines

- All ceiling rigging must conform to Show Management rules and regulations as well as the facility limitations.
- All overhead rigging / hanging must be assembled, installed, and removed by SourceOne Events certified riggers.
- If Electrical is required for the sign it must be in working order and in accordance with the National Electrical Code. Electrical services can be ordered through the SourceOne Events electrical order form.
- Overhead hanging signs must be sent in a separate container directly to the advance warehouse indicating Hanging Signage on crate or container. The container must be in booth prior to scheduled labor time. If this is not followed, then SourceOne Events cannot guarantee the hanging of your sign during the hours specified below.

Hourly Labor Rate

	Labor Schedule	Standard
Straight Time	Monday through Friday from 8:00am to 4:30pm	\$125.00
Overtime	Monday through Friday from 4:30pm to 12:00am; Saturday from 8:00am to 4:30am	\$187.50
Double Time	Monday through Friday from 4:30pm to 8:00am; All Day Sundays & Holidays	\$250.00

NOTE: There will be a four (4) hour labor call for install (4 hours each laborer) and a four (4) hour laborer call for dismantle (4 hour each laborer). This is a labor minimum. If labor exceeds the minimum call the Exhibitor will be charge for the additional time. If the scissor lift is used for more than the required time during install and dismantle then the Exhibitor will be billed for the additional time. All additional time for the labor or lift is charged at a one hour increments.

Show Labor Schedule

	Schedule Date(s)	Start Time	End Time	Minimum Hrs.	Rate	=	Total
Install		AM	AM	8 hours		=	\$
		PM	PM				
Removal		AM	AM	8 hours		=	\$
		PM	PM				

Hanging Sign Equipment

Description	Quantity	Advance Rate	Onsite Rate	Sub-Total
Plan Submission (mandatory)	1	\$65.00	\$85.00	
Wire (mandatory) – 60 lbs. max	1	\$40.00	\$55.00	
Shackles (each)		\$45.00	\$70.00	
Cabling (per foot) all signs over 60 lbs.		\$20.00	\$40.00	
Scissor Lift (per hour) – (mandatory – 2 hr. Min IN – 2 hr. Min Out)	4	\$145.00	\$175.00	
Condor Lift (per hour) – Requires 3 person crew		\$230.00	\$255.00	

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



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Rigging Order Form & Conditions

LME 2018
 March 28-29, 2018

Discount Deadline Date: **March 9, 2018**

Please Indicate Service

SourceOne Events Supervised (OK to Proceed) Exhibitor will not be present for labor supervisions? Yes No
If YES, please note you will be billed a supervisory fee of 30% of the total cost of the labor charges.

Exhibitor Supervised (Do NOT Proceed) Exhibitor will supervise and be present for labor supervisions? Yes No
Exhibitor will supervise – If Exhibitor does not arrive by the scheduled time, Exhibitor will be charged an additional hour for each laborer.

Type of Sign (select one sign type per order)
 Banner Structural Signage Systems

Shape of Sign (Select one of sign type per order)
 Square Rectangle Triangle Circle Other _____

Dimensions & Weight of Sign
 Width _____ Length _____ Height _____

Does your sign require electrical? Yes No
 (If yes, please be sure to order electrical on the Electrical Services Order Form)

Weight _____ lbs. Number of Pick Points _____ Weight Per Point _____ lbs.

Does your sign require assembly? Yes No

Please include your engineer stamped assembly and hanging instructions with your order. SourceOne Events accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend SourceOne Events and Show Organizer from any and all bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

Onsite Exhibitor Contact Information:

Name: _____ Phone: _____ Arrival Date/Time: _____ Departure Date/Time: _____

SourceOne Events is the **Exclusive Overhead Rigging / Hanging Sign** Service provider at the Schaumburg Convention Center. No outside rigging service provider will be allowed on the show floor at any time.

Rigging Guidelines

- All ceiling rigging must conform to Show Management rules and regulations as well as the facility limitations.
- All overhead rigging / hanging must be assembled, installed, and removed by SourceOne Events certified riggers.
- If Electrical is required for the sign it must be in working order and in accordance with the National Electrical Code. Electrical services can be ordered through the electrical order form.
- Overhead hanging signs must be sent in a separate container directly to advance warehouse indicating Hanging Signage on crate or container. The container must be in booth prior to scheduled labor time. If this is not followed, the SourceOne Events cannot guarantee the hanging of your sign.
- All hang points supporting in excess of 200 lbs. may be verified on site at Exhibitor's expense.

Rigging Supervisory Fees and Approval

- SourceOne Events is the **exclusive provider for Rigging** in the Schaumburg Renaissance Hotel and Convention Center. In order to provide proper size of the overhead signage suspended from the ceiling of the Convention Center, SourceOne Events must approve all plans prior to suspending from the ceiling without prior approval(s) from SourceOne Events. Failure to obtain the proper approval(s) prior to install could and will result in the item(s) being terminated from the booth design and will not be allowed to be suspended.
- The fee for the approval service is \$65.00 per submission. If the plans are submitted after the cut off date of 21 days prior to the first day of show move-in, the supervisory and approval fee is increased to \$85.00 per submission. To avoid more than one submission fee please be sure to include all information with your initial submission of plans.
- **All signs and banners must have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.**
- Exhibitors are REQUIRED to include hanging sign setup instructions and orientation diagrams in advance. Please submit with form or via email.

Location of Sign

- Use the Booth Layout Form to represent your booth and indicate from each boundary how you would like your signature placed.

Cancellations

- Credit will not be made for Services delivered and not used. No credits will be issued once the event has officially opened. All cancellations after the deadline are subject to a 25% service fee.

Terms and Conditions

- I agree in placing this order that I have accepted SourceOne Events payment policy and the terms and conditions of contract.
- SourceOne Events accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend SourceOne Events and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings

I agree in placing this order that I have read and accept SourceOne Events policies for handing signage.

Company Name _____ Email Address _____ Booth Number _____

Authorized Signature _____ Authorized By – Please Print _____ Date _____



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 160 Eisenhower Lane N.
 Lombard, IL 60148
 Telephone: (708) 344.4111 Fax (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

Rigging Layout Form

LME 2018
 March 28-29, 2018

Discount Deadline Date: **March 9, 2018**

Rigging Layout Form

HOW TO USE THE GRID FORM:

1. Use bold lines to indicate the outline of your booth.
2. Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
3. Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (Indicate adjacent booth or aisle number: _____)

FRONT OF BOOTH (Indicate adjacent booth or aisle number: _____)

Please return to SourceOne Events along with all your information pertaining to your electrical order.

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date

Audio Visual & Computer Supplier

LME 2018

March 28 - 29, 2018 ~ Schaumburg Convention Center



Audio Visual One, Ltd.

Plasma Displays & LCD Monitors	Qty	SHOW RATE	TOTAL
20" LCD Monitor		\$225.00	
32" LCD Monitor		\$340.00	
40" LCD Monitor		\$450.00	
42" Plasma Display		\$475.00	
50" Plasma Display		\$650.00	
60" Plasma Display		\$900.00	
*Hardware - Floor stand		\$50.00	
*Hardware - Wall Mount		\$75.00	
*Hardware - Table stand		\$25.00	
VGA, HDMI, USB Port (Circle hookup option)		\$10.00	
Plasma Display & LCD labor install fee		\$90.00	

CUSTOMER INFORMATION

Company Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Ordered By: _____

Phone #: _____

Email: _____

Audio Equipment	Qty	SHOW RATE	TOTAL
70 Watt Sound System with 2 Speakers		\$75.00	
UHF Wireless Lavalier Microphone		\$100.00	
UHF Wireless Hand-held Microphone		\$100.00	
UHF Wireless Headset Microphone		\$100.00	
4 -Channel Mixer		\$40.00	

ON-SITE INFORMATION

Exhibitor Booth #: _____

Rep. Contact Name: _____

Cell Phone Number: _____

Delivery DATE / TIME: _____

Dismantle DATE/TIME: _____

Video Projection Equipment	Qty	SHOW RATE	TOTAL
Sanyo LCD 2200 Lumen Projector		\$250.00	
Sanyo LCD 3300 Lumen Projector		\$350.00	
Sanyo LCD 5000 Lumen Projector		\$450.00	
6' Tripod Screen		\$45.00	
8' Tripod Screen		\$65.00	

Ordering Information

Discount Deadline: March 21, 2018

Orders received after deadline submission add 20% late fee.

Ordering Information

Equipment charges are for the length of the tradeshow.

Delivery Fee add \$100.00 as listed on order form.

Late fee and Onsite fee add 20% based on sub-total of equipment.

Union Facilities add 20% union fee based on sub-total of equipment.

Laptops & Accessories	Qty	SHOW RATE	TOTAL
Laptop Duo Core, 2Gig, DVD-rom		\$200.00	
Mouse / Keyboard (Wireless)		\$20.00	
Blu-Ray DVD Player		\$55.00	
HP LaserJet 4000N Printer		\$150.00	

Cancellations

Cancellation of order must be processed 72-hours prior to Delivery Date.

Orders received after 72-hour deadline will be processed at full rate. show-site.

Video Walls / LED Displays / Mac Computers *Call for Quote*

Conference & Meeting Room Equipment *Call for Quote*

Computer Labs / Cyber Cafes *Call for Quote*

Special Instructions:	Sub Total Equipment	
	Tax	N/A
	20% Late Fee	
	Delivery Fee	\$ 100.00
	Total Order	

Equipment Guarantee

AV1's equipment guarantee is as follows:

AV1 guarantees the equipment when delivered is met satisfactorily to the order you placed with us. If for some reason the equipment ordered needs to be replaced, it will be administered and corrected as soon as possible. Damage Waiver Liability: Exhibitors- A signature is required for delivery of AV1 equipment ordered. Signing for equipment, implies that any damages to equipment rented through AV1 is the sole responsibility of the exhibitor and must be settled within 30-days of show close.

Method of Payment

PLEASE CHECK ONE

Card Number: _____ Exp Date ___ / ___ CID # _____

Cardholder's Name (as appears on card): _____

Cardholders Signature: _____


AMERICAN EXPRESS

VISA

MASTERCARD

CORPORATE CHECK

AUDIO VISUAL ONE, Ltd.



Erica Cross-Show Services Coordinator
 724 Crepe Myrtle Circle
 Apopka, Florida 32712
 407.666.5382 ph. - 407.880.0736 fx.
ecross@audiovisualone.com

All orders will be processed within 48-hours or receipt.
 Please call to confirm that your order is being processed.

LEAD RETRIEVAL

by 

CONFERENCE TECHNOLOGY ENHANCEMENTS, INC.

LEADNET

Lead Retrieval App

ROVER

Lead Retrieval Scanner



Official Lead Retrieval Provider for:



www.cteusa.com/ctelead



LEADNET

Lead Retrieval App by CTE



CONFERENCE TECHNOLOGY ENHANCEMENTS, INC.

Order Online at:
www.cteusa.com/LG/lia6
or use the order form on the following pages

LeadNet® App Highlighted Features



Use Your Own Device

Live data collection using your own smartphone, tablet or laptop.



Capture Lead with LeadNet ID

Simply type the LeadNet ID on the name badge to capture a new lead. No scanning needed.



Add Custom Notes

Add notes to any lead as you collect them or go back and add notes later.



Instant Access to Leads

Send your lead file right from the app. No waiting until after the event.



No App Download Required

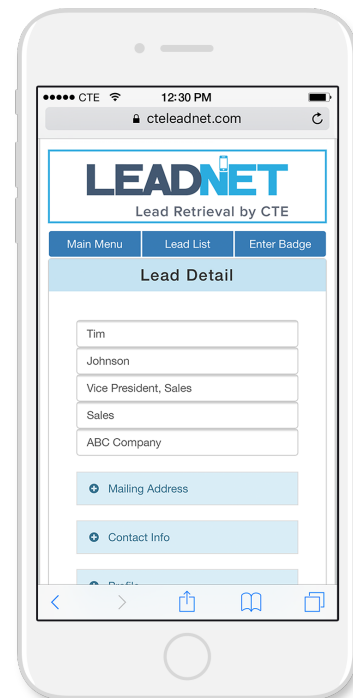
Simply use any device that allows access to a web browser. No need to download an app.



20 Standard or Custom Follow-up Codes

Use follow-up codes to help quickly qualify and organize your leads.

**Wi-Fi or cellular data required*



To watch a quick demo video:

Click or copy the link below to your web browser:

www.cteusa.com/ctelead/leadnet-demo

www.cteusa.com/ctelead



ROVER

Lead Retrieval Scanner by CTE



CONFERENCE TECHNOLOGY ENHANCEMENTS, INC.

Order Online at:
www.cteusa.com/LG/lia6
or use the order form on the following pages

Rover Scanner Highlighted Features



One Button Operation

Simple one button operation to scan a new badge and easy touchscreen display.



Add Custom Notes

Add notes to any lead as you collect them or go back and add notes later.



Long-lasting Battery Life

Long-lasting battery life of 3-5 days. No need to charge the Rover during the event.



Quick Access to Lead File

Lead files are emailed and made available to download within 1-2 hours after the event ends.



20 Standard or Custom Follow-up Codes

Use follow-up codes to help quickly qualify and organize your leads.



Printer (Optional)

Add a receipt style printer to print a copy of each lead you've scanned.



For more information:

Click or copy the link below to your web browser:

www.cteusa.com/ctelead/rover-wireless

www.cteusa.com/ctelead



CTE LEAD RETRIEVAL ORDER FORM FOR:

LME 2018
Schaumburg Convention Center
Schaumburg, IL
03/28/2018 - 03/29/2018

Fax order to: 847-957-4500
 Mail order to: CTE Inc.
 1460 Renaissance Drive Suite 209
 Park Ridge, IL 60068
 Questions? Call 847-957-4500
 Place order in advance to guarantee order

Company:		
Contact:	Booth#:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
Invoice Email:		
Lead Data Email:		

Rental Terms and Conditions
****NO REFUNDS AFTER 03/09/2018****
 A charge of \$2,500 will be made for any unit lost or damaged. \$50 Cancellation fee applies. Unit(s) not picked up within 4 hours after the start of the show may be re-rented without refund. Units must be returned within 1 hour of close of show. Units picked up by lead staff subject to a \$100 fee. Unreturned units will be billed at \$100 per day until the replacement fee of \$2,500 is accrued.

Order Online at http://www.cteusa.com/LG/LIA6		
<u>Rover System</u>		
A hand-held portable system with scanner and LCD display. No electrical needed.		
Price Per Unit Before 03/09/2018: \$300.00	After 03/09/2018: \$325.00	Qty: _____
<u>Add-On Wired Printer for Rover Scanning Unit</u>		
**NOTE: This Printer REQUIRES 110V Electrical Outlet		
Price: \$85.00		Qty: _____
<u>Custom Follow Up Codes</u>		
Price: \$60.00		Qty: _____

Payment Information: Federal Tax ID# 31-1811430 Your order cannot be accepted without payment.			
Card Number:	Exp. Date:		
Cardholder Signature:			
American Express: []	VISA: []	MasterCard: []	Check Payable to: CTE Lead Retrieval: []

LME 2018

Fax or mail order to: CTE

1460 Renaissance Drive Suite 209, Park Ridge, IL 60068

Fax: 847-957-4500 Phone: 847-957-4500

View package descriptions and pictures at www.cteusa.com/rover

To order on line go to (<http://www.cteusa.com/LG/LIA6>)

PACKAGE DESCRIPTION and INFORMATION

Your show management has chosen to produce a 2D bar code on each name badge for this event. This will allow you, as an exhibitor, immediate access to valuable data on your potential customers. The 2D bar code provides access to demographic information as provided by the attendee (and approved by show sponsor).

Rover: A handheld portable data collection system with LCD display. No electrical needed. Unit will be downloaded and the data will be emailed in Excel format at the end of show (The data will also be available in other formats on a web site which will be on the return receipt). The exhibitor simply scans the attendee 2D Barcode and the Rover reads and stores all of your sales leads and displays them on the LCD screen.
*No electrical needed.



Pick up your equipment at the LEAD RETRIEVAL BOOTH and bring it back at the end of the show. Our staff will instruct and show you how to use the equipment.

Create a custom response. Designate up to 20 standard single item responses (E.G. "Send Literature", "Call", etc.) Indicate appropriate follow-up with the attendee. See custom code response sheet.

LME 2018

20 Standard Scan Codes Are Provided With All Lead Retrieval Packages

CTE will provide you with a standard scan code sheet onsite when you obtain your lead retrieval package.

How do we use it?

When a prospect enters your booth, first you scan the prospect's badge. Then, you take the standard scan code sheet which has the 20 bar codes organized on one sheet of paper and scan however many of the 20 standard codes that apply to actions for your prospect.

How is the information captured?

The scan codes will be printed out on thermal paper and/or captured on the diskette in an ASCII comma delimited format depending on the unit selected.

The 20 standard codes are:

1. Send Literature
2. Send Samples
3. Send Pricing
4. Add to Mailing List
5. Technical Info Required
6. Detail Specs Required
7. Provide Quote
8. Product Demo Required
9. Immediate Contact Required
10. Have Salesperson Call
11. Recommends
12. Final Say
13. Makes Purchase Decision
14. Partial Interest
15. Purchase in 30 Days
16. Purchase in 3 Months
17. Purchase in 6 Months
18. Ready to Purchase
19. Immediate Need
20. Order Placed at Show

You may also have 20 codes customized for your company's use. Each customized code can be 24 characters in length. There is a \$60.00 fee for the creation of each customized code sheet of 20 codes. To order customized codes, please complete the Scan Customization Sheet on next page.

LME 2018

CTE Scan Customization Order Form

For the creation of custom lead codes, complete this form and submit it with your Lead Retrieval Order Form.

You may have up to 20 customized codes.

Each code can be up to 24 characters in length.

Single response items only, no multiple choice or fill in the blank.

The fee per customized code sheet is \$60.00 USD

Exhibitor Name:	
Exhibitor Contact:	
Phone Number:	
1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.