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Encore Electrical Order Link: [Encore Electrical Link](#)

*Questions regarding electrical orders (only) contact:

Bri Christianson, Sr Sales Manager – Encore Global

P 612.242.0454 | E bri.christianson@encoreglobal.com

CONTACT INFORMATION

Viper Show Coordinator:

Krista D’Amico | P: 847.426.3100

E: krista@vipertradeshow.com

AABIP Show Management Contact:

Diyana Yosifova | P: +41 22 908 0488 Ext. 258

E: dyosifova@kenes.com

PRE-SHOW TIPS

- **Submit orders early to receive the discounted rate** – Please complete the necessary forms found in this kit or online at <https://order.vipertradeshow.com>. Standard pricing will apply to orders received after the published deadline.
- **Payments** – All orders (including material handling) need to be paid prior to the first day of move in. Standard pricing applies to orders not paid by the discount deadline.
- **Preparing freight shipments** – We encourage you to send show freight to the advance warehouse. Some cost-saving tips are to consolidate your freight to have it delivered in a single shipment on an LTL freight carrier & arrange for the freight to be received before the warehouse deadline to avoid late charges. **Material handling applies to all shipments and charges will automatically be applied to your account upon receipt of each shipment.**
- **Review Quick Reference Page** – Please review the show schedule and make sure your travel plans accommodate for a smooth setup and move out; the return of the empty freight containers can take 90+ minutes after the close of the show.
- **Shipment tracking** – Please track your shipment to confirm it has been delivered. Please send tracking information to your Viper Show Coordinator as soon as your freight is shipped.
- **Hyatt Regency Denver Height Restrictions:** The doorways into Level 3 meeting space are a max of 95” high
- **NOTICE:** Viper Tradeshow Services gains access to the Hall/Level 3 at 3:00 p.m. on Wednesday, August 19, 2026 – we ask for patience as we work safely and efficiently to set the floor and deliver rental items plus all advance freight. Direct shipments will be delivered after all trailers of advance freight have been off-loaded and delivered to booth spaces.

SHOW SITE TIPS

- **Viper Service Desk** – The service desk will be located on the show floor for assistance with questions or show site orders.
- **Booth orders & freight delivery** – Individual booth checks are completed prior to exhibitor setup to ensure everything pre-ordered or sent to the Advance Warehouse is in your booth. A Viper rep will be at the Viper service desk for assistance. Please address discrepancies immediately because credits are not provided to claims made post show.
- **Empty Storage** – Material Handling (drayage) service includes the storage of empty containers for the duration of the show. “Empty” stickers will be available at the Viper service desk. Place one sticker on each empty item (crates/skids/boxes) you want Viper to store. All items are returned at the close of the show and can take at least an hour to be returned.
- **Labor orders** – All exhibitor supervised labor orders will need to check in at the Viper service desk once ready for the labor.

QUICK REFERENCE & DEADLINES

MONDAY, JULY 20, 2026

First day of advance warehouse receiving

RECEIVING DATES: July 20 – August 17, 2026

RECEIVING INFO: M-F | 8:00 AM – 4:00 PM

MONDAY, JULY 27, 2026

Advance order discount/cancellation deadline

Payment must be made in full to receive discounted rates.

Refunds cannot be made after this deadline.

MONDAY, JULY 27, 2026

Artwork APPROVAL deadline.

All modular artwork must be approved by this deadline

MONDAY, AUGUST 10, 2026

Late to warehouse deadline

The warehouse must receive your freight by EOD 8/21/26 to avoid late fees.

MONDAY, AUGUST 17, 2026

Last day of advance warehouse receiving

Last day the advance warehouse will accept exhibit material. (The late rate will apply but your freight will be in your booth at the start of exhibitor move-in!)

WEDNESDAY, AUGUST 19, 2026

SHOW SITE SHIPMENTS ARE NOT RECOMMENDED.

All show site deliveries are to be delivered on the listed date.

Shipments received before this date are at risk of being refused or additional charges to be applied.



EXHIBITOR BOOTH INSTALL / MOVE-IN

Wednesday, August 19, 2026 | 3:30 pm – 11:30 pm*

(*All empty containers must be removed from the floor by 10:00 pm 8/19/26)

SHOW HOURS:

Thursday, August 20, 2026 | 9:00 am – 4:00 pm

Friday, August 21, 2026 | 9:30 am – 7:00 pm

Saturday, August 22, 2026 | 9:00 am – 3:00 pm

EXHIBITOR BOOTH DISMANTLE / MOVE-OUT

Saturday, August 22, 2026 | 3:00 pm – 6:00 pm**

**Freight Force 5:30 pm All Carriers must check-in @ Hyatt Reg Denver by this deadline

ADVANCE WAREHOUSE

Receiving dates: 7/20 – 8/17/2026

2026 AABIP

Viper Tradeshow Services

c/o Denver Air

6331 Beach Street

Denver, CO 80221

All shipments must include your company name, booth # and 2026 AABIP on the freight

SHOW SITE FACILITY

Receiving on: 8/19/26

3:30 pm – 9:00 pm ONLY

2026 AABIP

Hyatt Regency Denver

650 15th Street

Denver, CO 80202

Show-site deliveries are not recommended. Deliveries via Adv. Whse will be prioritized and are strongly encouraged

BOOTH PACKAGE:

EXHIBIT SPACES INCLUDE:

- One 6' black skirted table
- Two folding chairs
- One wastebasket
- One black & white ID sign
- *Level 3 Ballroom is carpeted*



ONLINE ORDERING

<https://order.vipertradeshow.com>

All questions, please email:

krista@vipertradeshow.com

Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify Krista D'Amico

DISMANTLE/ MOVE OUT INFORMATION

FREIGHT FORCE: Saturday, Aug 22nd @ 5:30 PM | LABOR FORCE: Saturday, Aug 22nd @ 3:30 PM

Viper Transportation is the Official Carrier for this show. All carriers must check in at

Hyatt Regency Denver @ Colorado Convention Center, 650 15th Street, Denver, CO 80202

no later than 5:30 PM on Saturday, August 22, 2026 to avoid freight force (reconsolidation of shipment)

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FACILITY INFORMATION / IMPORTANT POINTS

This info will help you be fully prepared on show site.

Should you have any questions, please contact Krista D'Amico via krista@vipertradeshow.com

- **NOTICE:** Viper Tradeshow Services gains access to the Hall/Level 3 at 3:00 p.m. on Wednesday, August 19, 2026 – we ask for patience as we work safely and efficiently to set the floor and deliver rental items plus all advance freight. Direct shipments will be delivered after all trailers of advance freight have been off-loaded and delivered to booth spaces.
- **Hyatt Regency Denver Height Restrictions:** The doorways into Level 3 meeting space are a max of 95" high.
- **Show Site Deliveries:** Are not recommended due to dock situation and very short move-in window. Deliveries via the Advance Warehouse will be prioritized and are strongly encouraged.
- **Empty Storage Info:** Empty containers will be stored off-site and will only begin returning to the venue at 3:00 PM on Saturday, on a rolling basis. This will take 90+ minutes for all exhibitors to receive empty containers. I need written acknowledgement from exhibitors who use empty storage.
- **Empty Storage Sticker Info**– Material Handling (drayage) service includes the storage of empty containers for the duration of the show. "Empty" stickers will be available at the Viper service desk. One sticker is to be placed on each of your empty crates/skids/boxes/ or items you want Viper to store. All items will be returned at the close of the show but can take 90+ minutes to all be returned. **No empty containers are returned prior to 3:00 pm on Saturday, August 22, 2026.**

EMPTY STORAGE WILL BE COLOR CODED FOR FASTER RETURN

- **PINK STICKERS FOR BALLROOM EXHIBITORS:** This freight will return at 3:00 pm
- **GREEN STICKERS FOR FOYER EXHIBITORS:** This freight will return after 4:30 pm

- **Side Walls** – Show Management does not permit side walls in standard booth configurations. Approval will depend on the booth's exact location.
- **Move-Out Info:** Pick-up (recovery) at the close of the show for all exhibit freight is from the Hyatt Regency Denver @ Colorado Convention Center on Saturday, August 22nd from 3:00 am – 6:00 pm (All Carriers must check in no later than 5:30 pm to avoid freight reconsolidation.) See pick-up address:

Hyatt Regency Denver @ Colorado Conv. Ctr, 650 15th Street, Denver, CO 80202

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MOVE OUT INFORMATION

This information will also be distributed on the last day of the show. Please read these instructions to know what to expect and plan accordingly; share this information in advance with your show site staff.

Exhibit Hall Officially Closes: **Saturday, August 22, 2026 @ 3:00 pm**

Stored empty crates and containers estimated return: *** within 90+ minutes of show close***

Labor Force: all exhibitors should have started dismantle by this time: **Saturday, August 22, 2026 @ 3:30 pm**
Exhibitors should have checked in at the Viper service desk for dismantle labor hired.

Freight Force - deadline for carriers to check in: **Saturday, August 22, 2026 @ 5:30 pm**

All outbound shipments will require a Viper Tradeshow Services Bill of Lading (BOL), even if you have shipping paperwork from your office. Please follow these instructions.

1. Complete the Viper Transportation Form (if you would like us to ship for you) or the Pre-Printed Bill of Lading/Labels form (if you have your own carrier) **prior** to the show and email to Krista D'Amico - krista@vipertradeshow.com! Or pick up a BOL at the Viper service desk at show site to complete by hand.
- 2. Schedule your carrier to pick up on Saturday, August 22, 2026 at the address below NLT 5:30 pm**

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Hyatt Regency Denver @ Colorado Convention Center
650 15th Street
Denver, CO 80202

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 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 5:30 PM 8/22/2026 deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper because of such rerouting or handling and exhibitor will be charged standard shipping rates of \$3.30/pound for shipments 1000 lbs. or more, \$3.90/pound for shipments 999 lbs. or less; with a **\$875.00 minimum**. Actual or dimensional weight will apply, whichever is greater; material handling must be paid in full and applies to every shipment. Charges will be applied to the credit card on file. All Viper shipments, including reconsigned shipments, will be weighed by Viper. **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 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.

PLEASE CONTACT krista@vipertradeshow.com WITH QUESTIONS OR VISIT THE VIPER SERVICE DESK ON SITE

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 receipt of the order, including receiving shipments at the advance warehouse.

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 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. **A tax exemption certificate must be submitted prior to submitting orders.**

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.

The exhibitor must report the damage or loss at the Viper service desk at show site and complete our paperwork documenting the incident. Failure to complete the proper paperwork at show site will result in the claim being waived. The exhibitor must submit any written claim for loss or damage within (30) days of the close of the show on which the loss or damage occurred or the claim shall be considered waived.

Viper shall not be responsible for damage to uncrated material, material improperly packed, concealed damage, pad wrapped or shrink-wrapped materials, glass breakage, or carpet in bags or poly. Additionally, Viper shall not be responsible for crates and packaging that are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be designed to adequately protect contents for handling by forklifts and similar means.

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.). All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out.

All Material Handling Agreements submitted to Viper by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. Viper is not responsible for shipments left in booths by exhibitors. *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 Quick Reference 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 through the front entrance without the use of wheels, including but not limited to, luggage carts, four wheel or two-wheel dollies, baggage carts.

Cancellation of orders: Exhibitor orders must be cancelled on or by the discount/cancellation deadline in order to receive a refund. All refunds for cancelled or adjusted orders before the deadline, will be processed at the close out of the show unless additional services/rental items are ordered. Any orders cancelled after the deadline will be charged at full. Credits will not be given for orders cancelled after this deadline or at show site. This is void for any full show cancellations at which point Viper will communicate policy. Refunds processed after 90 days of original payment will be paid via check or wire.

Dimensional weight is calculated by L x W x H (in.) divided by 200. Material handling and Shipping rates for this show are on actual or dimensional weight, whichever is greater.

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

Exhibiting Company Name: _____ Booth #: _____ Booth Size: _____

EAC/Third Party Billing Company Name (if applicable): _____

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 | <https://order.vipertradeshow.com>

Email: Krista D'Amico krista@vipertradeshow.com **Viper Discount Deadline Date: Monday, July 27, 2026*

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

Payment Terms

Full payment is due when order is placed or when shipments are received.

All orders and balances (including material handling) need to be paid prior to the first day of move in.

Payment must be received prior to the discount deadline to receive the discounted rates

ACH or Wire Transfer payments need to be received prior to the show. A Method of Payment form and credit card must be submitted for final balances

Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Booth Cleaning:	\$
Installation & Dismantle Labor:	\$
Furniture/Accessories/Floral:	\$
Flooring/Padding/Visqueen:	\$
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% convenience fee will be applied to all orders paid via credit card**

All state and local taxes apply.

By signing this payment form, you are authorizing to charge your credit card account for your advance orders, and any additional amounts incurred because of weight adjustments or show site orders placed by your representative; including labor, material handling, and shipping.

You can place your credit card on file through your online account at <https://order.vipertradeshow.com>.

Or please email krista@vipertradeshow.com to receive the Quick Bill Sign Up Link to place a credit card on file

Cardholder Signature: _____

Name Printed: _____

Billing Address (if different from above): _____

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

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VIPER TRANSPORTATION SHIPPING ORDER FORM

Viper offers door to door ground shipping (**7-15 business days**) anywhere in the contiguous United States regardless of destination, at a flat rate of \$3.90/lb. on shipments under 1,000 lbs. and \$3.30/lb. for shipments over 1,000 lbs. A **\$875.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.90/lb. for shipments under 1,000 lbs. and \$4.30/lb. for shipments over 1,000 lbs.; a \$1,078.00 minimum applies. **Material Handling charges apply to all shipments. Actual or dimensional weight will apply, whichever is greater. Dimensional weight is calculated by L x W x H (in.) divided by 200. *3.5% convenience fee, state & local taxes apply.**

All Viper shipments will be weighed by Viper for inbound and outbound shipping orders.

***If expedited shipping is required, please email your Show Coordinator for a quote: krista@vipertradeshow.com**

Exhibitor: _____ **Booth #:** _____

Inbound shipping from:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Pickup Contact: _____ Phone: _____

Requested Two Day Pickup Date/Time: _____

Is this a residence: YES NO **Do you have a dock:** YES NO

Is this a Round-Trip shipment: YES NO *(if return address is different than above, please provide address below)*

Special Instructions (inside pickup, liftgate required, receiving hours, etc): _____

# of Pieces	Description of Package	Estimated Dims & Weight – INBOUND	Estimated Dims & Weight - OUTBOUND
	Crate		
	Box		
	Fiber Case		
	Pallets		

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

Is this a residence: YES NO **Do you have a dock:** YES NO

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Delivery Contact: _____ Phone: _____

Special Instructions (inside delivery, liftgate required, receiving hours, etc): _____

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 \$75.00 for every \$1,000.00 declared value.

***Please note Viper Tradeshow is not liable for shipping A/V, computer equipment and does not cover shipping containers*.**

Insurance Cost (each way) \$ _____ (\$75/\$1000 value) Declared value \$ _____

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

AV equipment and computers hold very specific packaging instructions 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: _____

MATERIAL HANDLING RATES & INFO

ADVANCE WAREHOUSE	SHOWSITE
<p>2026 AABIP Viper Tradeshow Services c/o Denver Air 6331 Beach Street Denver, CO 80221</p> <p>RECEIVING DATES: July 20 – Aug 17, 2026 RECEIVING: M-F 8:00 am – 4:00 pm</p>	<p>2026 AABIP Hyatt Regency Denver @ Colorado Convention Center 650 15th Street Denver, CO 80202</p> <p>Show-site deliveries are not recommended. Deliveries via the advance warehouse will be prioritized and are strongly encouraged</p> <p>RECEIVING ON: Wednesday, Aug 19, 2026 3:30 pm – 9:00 pm ONLY</p>

A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site.

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number. Dimensional weight is calculated by L x W x H (in.) divided by 200.
- If a shipment is split up & pieces are delivered at different times, the minimum 200 lbs will apply every time freight is received.
- **A weight ticket/bill of lading must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket/bill of lading is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.**
- 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.
- Material handling charges will automatically be applied to your account upon receipt of each shipment.

Calculate your CWT (hundred weight)

Estimated Weight of Shipment: _____ Pounds
 Pounds x rate outlined below: _____ (no less than 200 lbs per shipment)

Advance Warehouse Deliveries

	RATE PER LB
Boxed, crated, or skidded shipment via common carrier.....	\$2.75 per lb
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$2.95 per lb
Common carrier shipment received late, after August 10, 2026	\$3.57 per lb
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after August 10, 2026	\$3.84 per lb
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	
Small Package shipments not exceeding 25 lbs per shipment (not per box)	\$75.00
Small Package shipments not exceeding 25 lbs per shipment (not per box) received after August 10, 2026	\$97.50

Estimated lbs _____ x _____ (Rate listed above) = _____ Estimated Total

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$2.25 per lb
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$2.50 per lb
Off-target shipment (before or after published move-in) via common carrier	\$3.25 per lb
Off-target shipment (before or after published move-in) via POV, or specialized carrier	\$3.25 per lb
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	
Small Package shipments not exceeding 25 lbs. per shipment (not per box)	\$75.00

Estimated CWT _____ x _____ (Rate listed above) = _____ Estimated Total

Exhibitor: _____ Booth #: _____



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INBOUND SHIPPING INFORMATION

If using your own carrier, please fill out for all shipments that you will be sending into the show.

**A 200-pound minimum (2 CWT) applies to every shipment, whether received at the Advance Warehouse or Show Site.
Some cost-saving tips are to have all freight delivered in a single shipment on an LTL freight carrier.**

Shipment 1

Shipping to: Advance Warehouse

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 2

Shipping to: Advance Warehouse

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Email this form & info to krista@vipertradeshow.com

Exhibitor: _____ Booth #: _____

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VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 28 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.

Van Line Shipments	All Shipments delivered by a Van Line Carrier will be charged special handling due to additional labor/handling, designated unloading/loading, etc.
Loose Freight	Shipments packed in such a manner as to require special handling (i.e., loose display parts, loose carpet rolls unskidded, uncrated equipment, stacked freight, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
Mixed/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.

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) without an individual Bill of Lading or shipments without a certified weight ticket 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.

Dimensional weight is calculated by L x W x H (in.) divided by 200. Material handling and Shipping rates for this show are on actual or dimensional weight, whichever is greater.

ADVANCE WAREHOUSE SHIPPING LABELS

For your convenience, labels are provided below for advance warehouse delivery.
Please tape two labels on each piece of freight.

SHIPPER INFORMATION	
FROM:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
Exhibiting Company: _____	BOOTH #: _____
2026 AABIP Viper Tradeshow Services c/o Denver Air 6331 Beach Street Denver, CO 80221	*Deliver by August 10, 2026 to avoid late fees* **Last day of advance receiving August 17, 2026** Weight ticket or BOL must be presented with delivery.
	PIECE: _____ OF _____

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SHOW SITE SHIPPING LABELS

For your convenience, labels are provided below for show site delivery.
Please tape two labels on each piece of freight.

Show-site deliveries are not recommended.

Deliveries via the advance warehouse will be prioritized and are strongly encouraged

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
Exhibiting Company: _____	BOOTH #: _____
2026 AABIP Hyatt Reg Denver @ Colorado Convention Center c/o Viper Tradeshow Serv. 650 15th Street Denver, CO 80202	*Deliver on Wednesday, Aug 19, 2026 3:30 pm – 9:00 pm Weight ticket or BOL must be presented with delivery.
PIECE: _____ OF _____	

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BOOTH CLEANING

*Please contact your Viper Show Coordinator for a quote if you have specific cleaning requests.

***Viper Discount Deadline Date: Monday, July 27, 2026**

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 \$165.00 Discount / \$195.00 Standard

Subtotal: \$ _____

Subtotal x Number of Days: _____ TOTAL: \$ _____

Porter Service

Emptying refuse from containers as necessary throughout the show hours. 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 \$132.00 Discount / \$162.00 Standard

Subtotal: \$ _____

Subtotal x Number of Days: _____ TOTAL: \$ _____

Exhibitor: _____ Booth #: _____

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DISPLAY LABOR (Installation & Dismantle) INFO

Display Labor Hourly Rates

***Viper Discount Deadline Date: Monday, July 27, 2026**

Straight Time (ST) | Monday – Friday: 8:00 am – 4:30 pm
 Over Time (OT) | Monday – Friday before 8:00 am & after 4:30 pm
 Double Time (DT) | Any time Saturday, Sunday & Holidays

Exhibitor Supervised:

DISCOUNT

ST: \$186.30 per person, per hour
 OT: \$279.45 per person, per hour
 DT: \$372.60 per person, per hour

STANDARD

ST: \$279.45 per person, per hour
 OT: \$419.18 per person, per hour
 DT: \$558.90 per person, per hour

Viper Supervised (35% supervision included)**:

DISCOUNT

ST: \$251.51 per person, per hour
 OT: \$377.27 per person, per hour
 DT: \$503.02 per person, per hour

STANDARD

ST: \$377.27 per person, per hour
 OT: \$565.91 per person, per hour
 DT: \$754.54 per person, per hour

Labor Definitions

All labor is supervised by Viper Tradeshow Services and charged accordingly unless checked below. Viper will not be responsible for any damage or loss of materials during installation, dismantle, unpacking or packing. There is a 1 hour minimum per worker at 1/2-hour increments thereafter.

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 for this service along with inbound and outbound shipping information.***

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Services Center to pick up labor for installation and dismantle. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor.

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.

YOU MUST CHOOSE EXHIBITOR SUPERVISED OR VIPER SUPERVISED LABOR.

Please provide supervisors name and cell number: _____

Installation Calculation & Order **CIRCLE ONE: Exhibitor Supervision or Viper Supervision****

1. Day/Time of set up: _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours
4. TOTAL AMOUNT OF HOURS _____ x _____ (RATE) \$ _____

Dismantle Calculation & Order **CIRCLE ONE: Exhibitor Supervision or Viper Supervision****

1. Day/Time of set up: _____ Hourly Rate as noted above
2. Number of Laborers: _____ x number of people
3. Number of Hours: _____ x number of hours
4. TOTAL AMOUNT OF HOURS _____ x _____ (RATE) \$ _____

Services cancelled after the discount/cancellation date are charged at full value.

The time originally secured and processed preshow will not be adjusted if actual is less than ordered, please order labor accordingly.

Exhibitor: _____ Booth #: _____

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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. EAC agrees to comply with all the rules and regulations of the show outlined in this agreement, the Exhibitor Kit, including all union rules and regulations and accept liability for any negligent actions.
3. EAC must provide certificates of insurance confirming the following required insurance:
 - i. Commercial General Liability, including contractual liability, with a minimum limit of \$1,000,000, \$2,000,000 general aggregate and \$2,000,000 products and complete operations aggregate.
 - ii. Automobile Liability with a limit of not less than \$1,000,000 combined single limit, each accident. All owned, hired, and non-owned boxes marked.
 - iii. Workers Compensation, as required by law, with Employers Liability limits of not less than \$1,000,000.
 - iv. Umbrella/Excess Liability with a limit of not less than \$1,000,00 each occurrence/aggregate.
 - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services (Official Service Contractor), Show Management, Show, and the Facility as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs, and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor.
6. 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. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. 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 identification badges as determined by Show Management. No EAC will be permitted on the exhibit floor during show hours without the proper exhibit badges supplied by the exhibiting company.
8. 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.
9. EAC/Exhibitor may not move freight from one booth to another booth or anywhere else within the Facility, Viper Tradeshow Services must provide labor.
10. 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.
11. 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.
12. EAC will be responsible for all reasonable costs related to its operation. Where applicable a one-hour minimum labor charge will be charged at the appropriate labor rate per union to either the EAC or Exhibitor.
13. 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 its activities with Viper Tradeshow Services.
14. 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.
15. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set-up of the booth or force the setup into overtime.
16. The EAC/Exhibitor should arrange the protection of the product in the booth.
17. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
18. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

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: _____ Date: _____

Company: _____ Booth #: _____

Signature: _____

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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:

2026 AABIP Annual Conference

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 14 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.

STANDARD FURNITURE, ACCESSORIES & FLORAL

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" Tall Tables

***Viper Discount Deadline Date: Monday, July 27, 2026**

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:

\$269.00
 \$329.00
 \$389.00
 \$67.00
 \$65.00 Less than list price above

STANDARD:

\$329.00
 \$389.00
 \$449.00
 \$87.00

42" Tall 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:

\$326.00
 \$386.00
 \$446.00
 \$77.00
 \$65.00 Less than price list above

STANDARD:

\$386.00
 \$446.00
 \$506.00
 \$97.00

Café Table / Café Chairs



30" x 30" Table (L2)
 Qty: _____
\$448.50 Discount
\$584.25 Standard



Side Chair (L1)
 Qty: _____
\$169.25 Discount
\$220.75 Standard



Arm Chair (L3)
 Qty: _____
\$201.25 Discount
\$261.00 Standard



Plastic Folding Chair
 Qty: _____
\$110.00 Discount
\$140.00 Standard

Bar Table / Bar Stools



42" x 30" Bar Table (M2)
 Qty: _____
\$480.25 Discount
\$624.50 Standard



Euro Barstool (M1)
 Qty: _____
\$418.00 Discount
\$544.00 Standard



Gray Bar Stool (M5)
 Qty: _____
\$293.00 Discount
\$382.00 Standard

Exhibitor: _____ Booth #: _____

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ACCESSORIES & FLORAL/RENTAL PLANTS

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.

***Viper Discount Deadline Date: Monday, Monday, July 27, 2026**

Accessories

ITEM:	DISCOUNT:	STANDARD:
Qty: _____ Wastebasket	\$60.00	\$80.00
Qty: _____ Tripod Easel	\$107.00	\$127.00
Qty: _____ 4' Single Tier Table Riser	\$170.00	\$220.00
Qty: _____ 6' Single Tier Table Riser	\$220.00	\$270.00
Qty: _____ 8' Single Tier Table Riser	\$270.00	\$320.00
Qty: _____ Bag Rack	\$176.00	\$226.00
Qty: _____ Rope & Stanchions, ea.	\$254.00	\$314.00
Qty: _____ 4' x 8' Poster Board	\$522.00	\$582.00
Qty: _____ Accordion Lit Stand (K1)	\$388.25	\$505.00

Floral / Rental Plants

Fresh Floral Arrangements

Small Floral Arrangement:	Qty: _____	\$302.00 Discount / \$418.00 Standard
Medium Floral Arrangement:	Qty: _____	\$429.00 Discount / \$555.00 Standard
Large Floral Arrangement:	Qty: _____	\$543.00 Discount / \$686.00 Standard

Artificial Plants

2 Foot Green Plant	Qty: _____	\$199.00 Discount / \$233.00 Standard
3 Foot Green Plant	Qty: _____	\$233.00 Discount / \$278.00 Standard
4 Foot Green Plant	Qty: _____	\$278.00 Discount / \$330.00 Standard
5 Foot Green Plant	Qty: _____	\$330.00 Discount / \$397.00 Standard
6 Foot Green Plant	Qty: _____	\$397.00 Discount / \$469.00 Standard

Exhibitor: _____ Booth #: _____

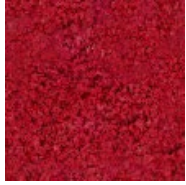
All Standard furniture, accessories, & Enhanced furniture options are available to order online at <https://order.vipertradeshow.com>

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CARPET SELECTIONS

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.

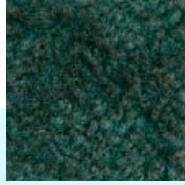
CIRCLE COLOR SELECTION BELOW – Plush Carpet only available in solid colors.



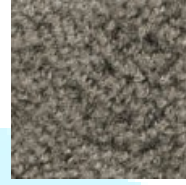
Red



Royal Blue



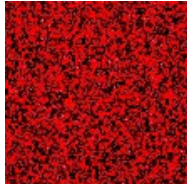
Green



Charcoal Grey



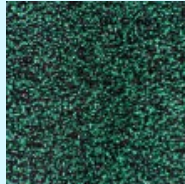
Navy Blue



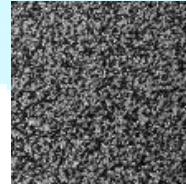
Speckled Red



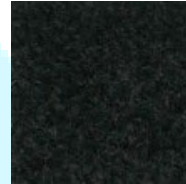
Speckled Blue



Speckled Green



Speckled Grey



Black

***Viper Discount Deadline Date: Monday, July 27, 2026**

Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$460.00	\$560.00	
10' x 20' Carpet		\$920.00	\$1,120.00	
10' x 30' Carpet		\$1,380.00	\$1,680.00	
10' x 40' Carpet		\$1,840.00	\$2,240.00	
20' x 20' Carpet		\$1,840.00	\$2,240.00	
Custom Per Sq. Ft.		\$4.60	\$5.60	

Prestige Flooring Rates

SIZE	SQ. FT.	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Astroturf Per Sq. Ft		\$13.00	\$15.00	
White Vinyl Per Sq. Ft		\$13.00	\$15.00	
*Custom Vinyl/Astroturf padding Per Sq. Ft.		\$13.00	\$15.00	
Plush Per Sq. Ft		\$13.00	\$15.00	

*Padding is HIGHLY recommended for vinyl and astroturf flooring if electrical is to be laid underneath flooring.

Padding | Visqueen

SIZE	SQ. FT.	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$4.50	\$5.25	
Double Padding Per Sq. Ft		\$7.50	\$8.25	
Visqueen Per Sq. Ft.		\$1.00	\$1.75	

Standard Carpet per sq. ft.: \$ _____

Prestige Flooring per sq. ft.: \$ _____

Padding/Visqueen per sq. ft.: \$ _____

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

MODULAR RENTALS – Includes custom graphics!

Approved artwork for Modular Rental Displays must be submitted **BY NOON on Monday, July 27, 2026.**

10x10 Displays – Contact Viper for Additional Custom Exhibit Options!

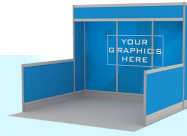
***All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines**



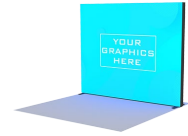
10' INLINE BOOTH 1
BTH039
Discount: \$6,257.00
Standard: \$7,823.50



10' INLINE BOOTH 2
BTH032
Discount: \$6,257.00
Standard: \$7,823.50



10' STANDARD BOOTH
BTH003
Discount: \$6,257.00
Standard: \$7,823.50



10' POPUP LIGHTBOX
RENTAL – 3 WEEKS LEAD TIME
Discount: \$6,450.00
Standard: \$8,257.50

10X20 Displays – Contact Viper for Additional Custom Exhibit Options!

***All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines**



20' INLINE BOOTH 1
BTH033
Discount: \$13,456.50
Standard: \$17,255.00



20' INLINE BOOTH 2
BTH016
Discount: \$13,456.50
Standard: \$17,255.00



20' STANDARD BOOTH
BTH013
Discount: \$13,456.50
Standard: \$17,255.00

A La Carte – white or black panels available on request.

***All prices include shipping, labor & custom graphics | Please contact your Viper Rep for Artwork Guidelines**



1M COUNTER
CNTR01
Discount: \$633.50
Standard: \$819.50



2M COUNTER
CNTR03
Discount: \$1,149.50
Standard: \$1,449.00



1M CURVED COUNTER
CNTR02
Discount: \$704.25
Standard: \$914.50



2M CURVED COUNTER
CNTR04
Discount: \$1252.00
Standard: \$1,624.75



1M X 8' DISPLAY CASE
DSPC003
Discount: \$1,483.00
Standard: \$1,925.00



TOWER 1
TWR04
Discount: \$2,591.25
Standard: \$3,368.75



TOWER 2
TWR28
Discount: 2,591.25
Standard: \$3,368.75



TOWER 3
TWR29
Discount: \$3,884.00
Standard: \$5,049.25



COUNTER 1
CNTR24
Discount: \$3,919.50
Standard: \$5,094.00



COUNTER 2
CNTR25
Discount: \$4,045.00
Standard: \$5,258.50



COUNTER 3
CNTR26
Discount: \$3,898.50
Standard: \$5,067.00



6' CUSTOMIZABLE TABLE COVER*
3 WEEKS LEAD TIME*
Discount: \$688.00
Standard: \$893.50



22X28 SIGN W/HOLDER
Discount: \$226.00
Standard: \$293.75



10'W X 8'H BACKWALL BANNER
Discount: \$2,338.75
Standard: \$3,039.50
*BANNER IS YOURS TO KEEP

Exhibitor: _____ **Booth #:** _____

*** Request for Pre-printed Bill of Lading (BOL) & Outbound Shipping Labels ***

To have a pre-printed bill of lading (BOL) + shipping labels created & delivered to your booth the morning of show close, we must receive this form prior to the show. Email this form to: krista@vipertadeshow.com

Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL or others alike. The exhibiting company and/or EAC will need to supply these labels for their shipment. Any freight left on the show floor without a proper label and/or bill of lading (BOL), will be reconsigned to the house carrier, Viper Transportation, and the exhibitor will be responsible for shipping costs. Viper Transportation cannot guarantee delivery dates, nor compete with other shipping carrier's costs.

Show Location

Hyatt Regency Denver, 650 15th Street, Denver, CO 80202

****Please make sure your Carrier checks-in (at the freight desk) NLT than 5:30 PM on Saturday, August 22, 2026**

Exhibitor Information

Company Name: _____ Booth #: _____

Contact: _____ Phone: _____

Email Address: _____

Shipping Destination 1

*Please let us know how many shipping labels you will require: _____

(Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL)

OUTBOUND CARRIER: _____

Delivering to (Company Name): _____

Street Address: _____

City: _____

State: _____ Zip: _____

ATTN: _____

Phone: _____

Shipping Destination 2

*Please let us know how many shipping labels you will require: _____

(Viper cannot supply shipping labels for any freight that is shipping via FedEx/ UPS/ DHL)

OUTBOUND CARRIER: _____

Delivering to (Company Name): _____

Street Address: _____

City: _____

State: _____ Zip: _____

ATTN: _____

Phone: _____

Show Site Instructions:

Once your shipment(s) is/are packed and ready to be picked up, **please return the outbound bill of lading (BOL) to the Viper service desk.** Verify the correct piece count, weight, and sign this legal document. Any shipments without paperwork turned in will be reconsigned onto the house carrier at the exhibitor's expense. Viper does not accept responsibility for any exhibitor property left on the show floor unattended at any time, for any reason. Do not leave the bill of lading (BOL) in your booth – you must bring to the Viper service desk. Thank you.

INSTRUCTIONS

PLEASE READ THOROUGHLY TO ENSURE A COMPLETE SERVICE REQUEST

1. Fill out the accompanying forms completely: Include contact (ordering and onsite), payment information and signatures on all forms.

2. Include service drop location within your booth: On the bottom of the next page (pg. 2) is a diagram for service location. Simply fill in the blank lines with orientation (i.e. front, back and/or adjacent booth numbers) and mark an (X) within the diagram for drop location. If wires need to run under carpet, please indicate on form. If a diagram exists showing the location for the internet line, please include that in the fax/email to us. *****Charges may apply for service relocations after being set*****

3. Additional network devices (more than one): Any additional devices beyond the first using network resources regardless of IP addressing scheme will be subject to an additional device fee. Please order additional device/IP addresses for these connections (in excess of the one included IP address), all hubs and cabling will be provided.

*****You will not be permitted to use access points, switches or hubs without paying for the additional devices*****

4. Terms & Conditions: Please read through the accompanying terms and conditions as you are acknowledging such with your order form signature.

5. Services not covered by this form: Email requests for a customized solution to Dani Smithpeter atdsmithpeter@singledigits.com for additional services such as VLAN(s) or dedicated bandwidth.

6. Using a credit card for payment: Completely fill out the payment/credit card authorization form (pg. 3). Make sure signature is the same as the credit card holder's name. *Charges will appear as Hyatt Regency Denver on credit card statement*

7. Emailing your order: Please email completed orders to dsmithpeter@singledigits.com. Please include show name and show dates in subject line (e.g. Exhibitor for SHOW NAME xx/xx – xx/xx/xx). Please be sure to include the following when placing your order.

- A. A completely filled out exhibitor form: including ordering/onsite contact info, set-up time & service location diagram.
- B. A completely filled out payment form: CC info with signature.
- C. Make sure both the order and payment form are signed to ensure no delays in service.

8. We will contact you within 3 business days of order via e-mail and supply you a service invoice for your records once that card has been charged.

9. Any credit cards that are incorrect or declined will have a late fee of \$100 after 5 days of attempted charge.

10. Questions? Contact Single Digits, Inc. – 303-882-2132 (MST) or email dsmithpeter@singledigits.com

–PLEASE PRINT LEGIBLY –

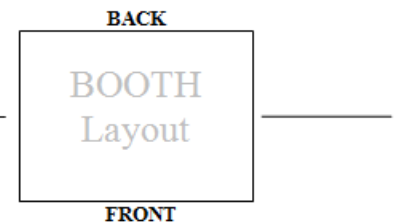
Dani Smithpeter | Office 303-882-2132 | Email dsmithpeter@singledigits.com

Company Name:		Ordering Contact Email:			
Ordering Contact:		Ordering Contact Phone:		Booth Number:	
On-Site Contact:		Onsite email:		Set Up Date/Time:	
Company Address:				Tear Down Date/Time:	
City:		ST:		ZIP:	
Show Name:				Show Dates:	

High Speed Internet Service	Price Per Day	QTY	# of Days	Sub Total
Wired Access – 1 single wired connection 10mbps	\$300 Per Day	1		
Wired Access – 1 single wired connection 20mbps	\$500 Per Day	1		
WiFi Access – 1 Connection	\$200 Per Day	1		
Additional Wired Connection 10mbps				
	\$300 Per Day			
Additional Wired Connections 20mbps				
	\$400 Per Day			
Additional WiFi Connections – Per Connection				
	\$100 Per Connection			
Please include grand total for all dates.				Grand Total =

- 1.Client must pay for each device connected to the network. Network is capped at number of devices ordered, will not gain access if access code is given to those who did not order devices.
- 2.Please inquire for pricing if needing a switch for any wired connections.
- 3.Single Digits does not guarantee immediate setup if order is submitted onsite.
- 4.WiFi SSID is shared between exhibitors.

Booth Layout Diagram for wired connections:(Please label adjacent booth numbers & mark (X) where each wired drop should be placed.



**** IMPORTANT ****

If cables MUST run under carpet, please CIRCLE this Statement and notify your decorator

By placing this order, the undersigned agrees to terms, conditions, limited liability and acceptable use policy as stated at the end of this form.

Authorized Signature: _____ **Date:** _____

PAYMENT AND CREDIT CARD AUTHORIZATION

PAYMENT AND CREDIT CARD AUTHORIZATION **PAYMENT INFORMATION**

Total:

**** YOU ARE AUTHORIZING THE HYATT REGENCY DENVER TO CHARGE YOUR CREDIT CARD IN THE AMOUNT LISTED ON YOUR ORDER FORM****

CC Type: _____ Acct #: _____ Exp Date: _____

Billing Address: _____ Billing Phone #: _____

City: _____ State: _____ Zip Code: _____

Name on CC: _____

Authorizing Signature: _____ Date: _____

****ONCE COMPLETED EMAIL TO dsmithpeter@singledigits.com**

Please be sure to include the following:

If paying by CC – all CC info required above with signature.

Please be sure to include the following:

A completely filled out exhibitor form including ordering/onsite contact info, set-up time and service location diagram.

A completely filled out payment form if paying by CC – all CC info required above with signature.

Make sure both the order and payment form are signed this will make sure there are no delays in your service request(s).

Hyatt Regency Denver

General Terms of Service

1. Services. Hospitality Services' network management (the "Services") may include connection to the Internet. In order to provide Internet connectivity, Hospitality Services shall: (a) manage all data circuits; (b) ban all unauthorized wireless access points and signals – otherwise known as Rogue APs; (c) provide on-site technical assistance, as needed and in the reasonable discretion of the parties; and (d) provide a twenty-four (24)-hour telephone support and monitoring of the network and all network equipment from its network operations center - NOC.

2. Configuration by Hospitality Services. In the event that Hospitality Services configures any of Customer's hardware and/or software so that the Customer may use the Services, such configuration shall be undertaken with reasonable care and in keeping with standard industry practices. Under no circumstances shall Hospitality Services be liable to Customer for any damage caused by such configuration, and Hospitality Services makes no representation or warranty that any such configured hardware or software shall be in fact be compatible with the Services or returned to its original condition or configuration at any time. Any re-configuration of Customer's hardware and/or software shall be undertaken by Customer at its sole risk and expense.

3. Limitation of Security. Customer acknowledges that messages sent over the Internet are not guaranteed to be completely secure, and Customer shall not hold Hospitality Services responsible for any damages caused by any delay, loss, diversion, alteration or corruption of any messages or data which are sent or received through or by means of the Services. Communications over the Internet may be subject to interruption, transmission blackout, delayed transmission due to Internet traffic or incorrect data transmission due to the public nature of the Internet or otherwise, and Hospitality Services shall not be liable for any loss or damage resulting therefrom. All activities conducted in connection with Customer's use of the Services are at Customer's own risk. Hospitality Services does not warrant the security of any information Customer may forward or be requested to provide to any third parties.

4. No Warranties. Customer acknowledges that it is technically impracticable to provide Services free of faults, and Hospitality Services does not undertake to do so. Hospitality Services hereby warrants that it shall perform the Services in accordance with the terms hereof. SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS AND ALL OTHER WARRANTIES ARE HEREBY EXPLICITLY DISCLAIMED, INCLUDING WITHOUT LIMITATION, ANY AND ALL WARRANTIES OF MERCHANTABILITY AND/OR WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. Without limiting the foregoing, it is agreed and understood that while Hospitality Services is obligated to facilitate connectivity to the Internet as a part of the provision of the Services, Hospitality Services makes no representation whatsoever as to the functionality of the Internet itself. Customer acknowledges that ultimate connectivity to the Internet depends in substantial part on the capacity of hardware, software and other means and devices which are beyond the ability of Hospitality Services to control or manage.

5. Limitation of Liability. Neither Hospitality Services nor its affiliates shall be liable to Customer or any third party on account of any claim; loss; lost revenues or profits; consequential, indirect, incidental or punitive damages; costs; court costs and attorneys' fees; expense or liability suffered, incurred or sustained by Customer from any cause arising from or relating to this Agreement, including, without limitation, damages claimed as a result of any temporary or permanent failure of availability or performance of the Services, unless such claim, loss, damage, cost, expense or liability stems from the willful breach or gross negligence of Hospitality Services relating to its obligations under this Agreement. Hospitality Services' entire liability for any claim, loss, damage or expense from any cause arising out of or related to this Agreement, whether based on contract, tort, warranty or on any other legal or equitable ground shall be limited solely to money damages and shall in no event exceed sums actually paid for the Services provided pursuant to this Agreement.

6. Indemnification. Customer shall indemnify and hold harmless Hospitality Services, the owner and manager of the property where the Services are provided, as well as each such party's officers directors, employees, agents and assigns, from and against any claims which may result from damages caused to Customer and/or any third parties by virtue of Customer's use of the Services and any failure thereof and all loss, cost, damage, expense or liability, including, without limitation, court costs and attorneys' fees, arising out of, in whole or in part, directly or indirectly, intentional violations of any applicable law or governmental regulation by Customer. Further, Customer acknowledges that Hospitality Services has no control over the content of information transmitted by Customer or its users and that Hospitality Services does not examine the use to which Customer or its users put the Services or the nature of the information Customer or its users send or receive. Customer shall indemnify and hold Hospitality Services, its stockholders, officers, directors, employees and agents harmless from any and all loss, cost, damage, expense or liability relating to or arising out of the transmission, reception, and/or content of information of whatever nature transmitted or received by Customer or its users.

7. Service Interruptions, Modifications, and Instructions. Customer agrees that Hospitality Services may, as required in its sole discretion: (a) temporarily suspend the Services for the purpose of repair, replacement, maintenance or improvement of any of Hospitality Services' equipment, software or telecommunication services; (b) vary the technical specification of the Services for any reason; or (c) give instructions about the use of the Services resulting from any applicable law, rule, or regulation. Such instructions shall be deemed to form part of this Agreement.

8. Dispute Resolution. In the event that this Agreement and/or the Services become the subject of a dispute between the parties, such dispute shall be resolved between the parties exclusively through arbitration, in accordance with this Section 9 and the commercial dispute resolution procedures of the American Arbitration Association. Each party shall select one person to act as an arbitrator, and a third arbitrator shall be chosen by the first two arbitrators (such three arbitrators, the "Panel"). The judgment on the award rendered by the Panel may be entered in any court having competent jurisdiction and shall be final, non-appealable and conclusive and binding upon the parties. The arbitration shall be held in Washington, D.C. Each party shall bear its own expenses incurred in any such arbitration. The arbitrator shall not be empowered to award costs, fees or damages in excess of the limitations imposed herein to either party.

9. Miscellaneous.

A. **Force Majeure.** Hospitality Services shall not be liable for its failure to perform any of its obligations herein if such failure results from delays, failure to perform, damages, losses or destruction, or malfunction of any equipment or any consequence thereof caused or occasioned by, or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failures, explosions, civil disturbances, governmental actions, shortages of equipment for supplies, general disruption of the Internet, unavailability of transportation, acts or omissions of third parties, acts of God, or any other cause beyond Hospitality Services' reasonable control.

B. **No Waiver.** The failure of either party to enforce or insist upon compliance with any of the provisions herein or the waiver thereof, in any instance, shall not be construed as a general waiver or relinquishment of any other provision hereof.

C. **Binding Effect; Amendment.** This Agreement shall be binding upon and enforceable against Customer and anyone using or accessing the Services by or through Customer, as an employee, agent, invitee or otherwise, and Customer shall be responsible for the conduct of such persons. This Agreement may not be amended except by an instrument in writing, executed by the parties.

D. **Notices.** All notices, requests, consents, and other communications hereunder shall be in writing and shall be deemed effectively given and received upon delivery in person, or one business day after delivery by national overnight courier service or by telecopier transmission with acknowledgment of transmission receipt, in each case addressed to the parties to this Agreement.

E. **Merger.** This Agreement supersedes and merges all prior agreements, promises, understandings, statements, representations, warranties, indemnities and covenants and all inducements to the placing and accepting of this Agreement relied upon by either party herein, whether written or oral, and embodies the parties' complete and entire agreement with respect to the subject matter hereof. No statement or agreement, oral or written, made before the execution of this Agreement shall vary or modify the written terms hereof in any way whatsoever.

F. **Third Party Beneficiaries/Parties in Interest.** This Agreement has been made and is made solely for the benefits of parties, and their respective successors and permitted assigns. Nothing herein or in this Agreement is intended to confer any rights/remedies on any third party.

G. **Relationship of the Parties.** Each party hereto shall conduct itself under this Agreement as an independent contractor and not as an agent, partner, joint venturer or employee of the other party, and shall not bind or attempt to bind the other party to any contract. Nothing contained herein or in this Agreement shall be deemed to form a partnership or joint venture between the parties.

H. **Severability.** If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part(s) thereof shall be stricken therefrom and such provision shall not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision, or part thereof, of this Agreement is stricken in accordance with the provisions of this section, then the stricken provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

I. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia, regardless of its laws regarding conflicts of laws.