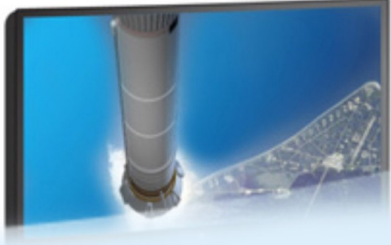


Space & Missile Materials Symposium

2008

23-27 June
Henderson, NV

Be a Winner:
Bet on Materials



Exhibitor Service Manual

NSMMS 2008
June 23-27, 2008
Green Valley Resort Spa Casino
Henderson, NV



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

Show-At-A-Glance

Advance Warehouse:

The National Space & Missile Materials Symposium
Viper Tradeshow Services
3542 Sirius
Unit B
Las Vegas, NV 89102

Show Site Facility:

The National Space & Missile Materials Symposium
Green Valley Resort Spa Casino
c/o Viper Tradeshow Services
2300 Paseo Verde Parkway
Henderson, NV 89052

Standard Equipment Provided to Exhibitors:

8' Back Drape
3' Side Wall Pipe & Drape
One (1) 7" x 44" ID Sign

10 x 10 - Hall is Carpeted

One (1) 6' Draped Table -
Two (2) Side Chairs
One (1) Wastebasket

Exhibitor Set Up and Show Site Delivery Hours:

Monday, June 23, 2008 10:00 AM - 4:30 PM

Exhibit Hours:

Monday, June 23, 2008 5:30 PM - 7:00 PM
Tuesday, June 24, 2008 12:00 PM - 5:30 PM
Wednesday, June 25, 2008 9:45 AM - 6:30 PM

Exhibitor Tear Down and Move-Out Hours:

Thursday June 26, 2008 8:00AM - 1:00 PM

Force: 1:00 PM

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 1:00 PM in order to avoid force, as well as exhibitors must start their dismantle by 12:30 PM in order to avoid forced labor.

Viper Exhibitor Services Contact:

John Roberts
Show Coordinator
Viper Tradeshow Services
2575 Northwest Parway
Elgin, IL 60124

Phone: 888.458.9760
Fax: 847.426.3111
Email: jroberts@vipertradeshow.com

Mark your calendar for these important dates!

Deadline for Discount Pricing on Accessories, Floral & Forms must be received at the above fax number, Cleaning: with full payment, no later than June 9, 2008.

Advance Warehouse 1st Day of Receiving: Freight can start being delivered to the warehouse June 2, 2008

Advance Warehouse Cut Off: Freight must be received at the warehouse no later than June 16, 2008 to avoid late charges. Materials will be accepted at the Warehouse until June 20, 2008.

Show Site Deliveries: Show Site deliveries must arrive ON June 23 between 10:00 AM-4:30 PM ONLY!

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Answers & Tips

IT PAYS TO READ THE MANUAL! Why?

◆You will save money ◆You will get what you need, when you need it.◆Your show experience will be productive.◆You will reach your show objectives.

If you don't take the time to read the manual now .◆You may encounter higher costs.◆You may not be able to obtain the services and supplies that you will need.◆You may encounter frustrating delays and inconvenience.

Life is complicated enough!

It takes less than one hour to read the Exhibitor Manual. Take an hour today to read it. Pay particular attention to **dates and deadlines**. For those services and supplies that do not have printed deadlines, the sooner you place your order, the better your chances of getting exactly what you want.

Share this important information.

Because the Exhibitor Manual contains important information regarding your exhibit, everyone who will be involved in making your show experience a success should take the time to read the Manual.

Questions?

We at **Viper Tradeshow Services** are committed to your success. Please contact our offices if you have questions about any of the information that is contained in this Exhibitor Manual.

Here is how you may reach your Personal Show Executive who will be taking your orders, answering questions and working at show site to ensure fulfillment and smoothness for this event for the following services: **Shipping, Standard Furniture, Accessories & Carpeting, Custom Furniture, Cleaning & Porter Services, Floral and Material Handling ~**

Should there be any additional services not found within this manual that we may secure or provide for you please don't hesitate to let us know. We look forward to being of service to you and working with you on this event.

Viper Tradeshow Services

John Roberts

2575 Northwest Parkway, Elgin, IL 60124

Direct Phone: 888-458-9760

[Email : jroberts@vipertradeshow.com](mailto:jroberts@vipertradeshow.com)

Money Saving Tips:

Exhibitor Tip # 1: Reduce your Material Handling Costs!

Don't let your carrier deliver 4 different times, or separate shipment into multiple shipments and deliveries. Avoid multiple material handling minimums and have all your freight delivered at once.

Exhibitor Tip # 2: Avoid Force!

Most small package carriers (Fed Ex, UPS, DHL, etc.) don't make pickups after 5:00 PM. Save money and pre-book your outbound freight with Viper or a reliable show carrier.

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

Exhibitor Information / Method of Payment

Exhibitor: _____
Booth Number: *will be assigned at a later date* _____
Contact Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Fax: _____
Email: _____

**Paid invoices are emailed 3-5 days after show closing*

Show Site Contact if Different Than Above: _____
Cell Phone: _____

For Use of an Exhibitor Appointed Contractor / Third Party

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this Service Kit. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Authorized Signature for Exhibiting Company _____

Viper Tradeshow Services Orders

Material Handling Estimate (required) \$ _____
Furnishings, Carpet & Accessories \$ _____
Viper Custom Furnishings \$ _____
Installation & Dismantle Labor \$ _____
Cleaning & Porter and/or Floral \$ _____
Shipping (Viper Transportation Services) **\$ call John Roberts @ Viper for an estimate!** _____
Total Viper Tradeshow Service Orders \$ _____

Method of Payment / Credit Card Charges:

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 sign below to accept our terms. Thank you -

Please circle appropriate credit card

Please provide credit card number ~

MasterCard Visa American Express Number: _____

Expiration Date: _____

Cardholder's Signature: _____

Name Printed: _____

Address (if different than above) _____

**PLEASE IMPRINT YOUR CARD USING A PENCIL TO
TRACE OVER THE NUMBERS**

Company Check - Please note show name on check! _____ Date check being mailed: _____

Make payable to: Viper Tradeshow Services Mail to: 2575 Northwest Parkway, Elgin, IL 60124



Payment Terms & Definitions

Viper Tradeshow Services has established the following terms and conditions for all services rendered:

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 <u>requires</u> 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.
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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 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.
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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.
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Material Handling Form (MHA) aka Bill of Lading (BOL): 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.)	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 Fed Ex, UPS, Airborne, and DHL.
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<u>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!</u> Your bill of lading must be turned in no later than the force times listed on the Show-At-A-Glance Page	"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. This is limited to one person & one trip per booth.
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 Green Valley Resort Spa Casino
 Henderson, NV



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

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

Advance Warehouse Labels

Shipper Information		Shipper Information	
Company: Address: Phone: Contact:	Company: Address: Phone: Contact:	Company: Address: Phone: Contact:	Company: Address: Phone: Contact:
Delivery Information		Delivery Information	
NSMMS 2008		NSMMS 2008	
Viper Tradeshow Services 3542 Sirius Unit B Las Vegas, NV 89102 Exhibiting Company: _____ Booth Number: _____		Viper Tradeshow Services 3542 Sirius Unit B Las Vegas, NV 89102 Exhibiting Company: _____ Booth Number: _____	
Must be delivered NLT June 16 to avoid late charges		Must be delivered NLT June 16 to avoid late charges	

Show Site Labels

Shipper Information		Shipper Information	
Company: Address: Phone: Contact:	Company: Address: Phone: Contact:	Company: Address: Phone: Contact:	Company: Address: Phone: Contact:
Delivery Information		Delivery Information	
NSMMS 2008		NSMMS 2008	
Green Valley Resort Spa Casino c/o Viper Tradeshow Services 2300 Paseo Verde Parkway Henderson, NV 89052 Exhibiting Company: _____ Booth Number: _____		Green Valley Resort Spa Casino c/o Viper Tradeshow Services 2300 Paseo Verde Parkway Henderson, NV 89052 Exhibiting Company: _____ Booth Number: _____	
To be delivered ON June 23, 2008 - ONLY!		To be delivered ON June 23, 2008 - ONLY!	



TRADESHOW CARGO TRANSPORTATION

- ✓ - 5 - 7 Day Ground Service
- ✓ - 3 - 4 Day Air Service
- ✓ - 2 - Day Air Service Next Day Air Service -
- ✓ - Domestic & International Service
- ✓ - Fully Computerized Tracking
- ✓ - 24 Hour Operation

Call our Toll-Free number for all of
your freight needs
(888) 458-9760

Viper Tradeshow Transportation, Inc.
888) 458-9760 toll free
847) 426-3100 phone
847) 426-3111 fax



Official Show Carrier Move In & Move Out Bulletin

Advantages:

- Competitive Pricing
- Centralized Computer Tracking
- Dedicated Customer Service Staff

Services Available:

- 5-7 Day Ground Service
- 3-4 Day Air Service
- 2-Day Air Service
- Next Day Air Service

ON-SITE REPRESENTATION: SEE US AT THE EXHIBITOR SERVICE AREA

888-458-9760

VERY IMPORTANT: PLEASE READ

Exhibitor: **For Move In:** Please complete and fax to (847) 426-3111.

For Move Out: For fastest service, please complete the bottom portion of this form and return to the Viper Transportation Service Desk located in the service contractor area as soon as possible.

-All shipments shall be described as exhibition materials and shipped at class 125 rates.

-Dimensional weight may apply

PLEASE PRINT OR TYPE

Show Name: _____

Booth #: _____

Company Name: _____

On-Site Contact: _____

Please complete credit card information below. All shipments paid in advance.

Ship From:

Company Name

Street Address

City, State, Zip

Contact Name

Ship To:

Company

Street Address

City, State, Zip

Contact Name

Additional Information

Numbers of Labels / Pieces:

Service Level (check one):

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

Additional Information

Delivery Instructions: _____



Name of Cardmember: _____

Card Number: _____

Cardholder Signature: _____

Fax # for Receipt: _____

Exp. Date: _____



Material Handling

Crated & Skidded to Advance Warehouse: **\$89.00 / cwt.**

Crated & Skidded to Show Site or Late to Warehouse: **\$99.00 / cwt.**

Advance shipments will be accepted at the **Viper Tradeshow Services** warehouse and allowed up to 21 days free storage if delivered by the advance deadline receiving date listed below and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to exhibitor's booth, removal from exhibitor's booth upon completion of packing, turning in Bill of Lading to service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

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

ADVANCE WAREHOUSE ADDRESS: Exhibiting Company & Booth #	DIRECT ADDRESS: Exhibiting Company & Booth #
Viper Tradeshow Services 3542 Sirius Unit B Las Vegas, NV 89102	Green Valley Resort Spa Casino c/o Viper Tradeshow Services 2300 Paseo Verde Parkway Henderson, NV 89052

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

Shipments Delivered to the Advance Warehouse: Freight must be received at the warehouse no later than **June 16, 2008** to avoid late charges. Materials will be accepted at the Warehouse until **June 20, 2008**.

Shipments Delivered to Show Site: Show Site deliveries must arrive **On June 23, 2008 ONLY!**

Special Handling 30 % Surcharge

Special Handling rates shall be applied to the total standard charges, but not limited to the following type of shipments and multiple scenarios may incur multiple special handling charges:

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	shipment packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, including small package shipments.
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.)
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)	Fed Ex, UPS, DHL, etc...

Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded at the warehouse after 4:30 PM on weekdays, anytime Saturday, Sunday or Holidays or after **June 16, 2008** will be subject to overtime charges.

Additionally, when warehouse freight must be moved into the exhibit site on overtime, due to scheduling conflict beyond the control of Viper Tradeshow Services, or show move in or move out times are after 4:30 PM weekdays, on Saturday, Sunday, or Holidays overtime charges will apply.



Material Handling Limits of Liability

Viper Tradeshow Services and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by **Viper Tradeshow Services** or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up.

Therefore, it is agreed that **Viper Tradeshow Services** and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are **Viper Tradeshow Services** and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to **Viper Tradeshow Services** or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

Viper Tradeshow Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.

Viper Tradeshow Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.

Viper Tradeshow Services and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to **Viper Tradeshow Services** in time to obtain the proper equipment.

It is understood that **Viper Tradeshow Services** and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by **Viper Tradeshow Services** hereunder are based on the scope of the liability as herein set for and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that **Viper Tradeshow Services** and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if **Viper Tradeshow Services** or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by **Viper Tradeshow Services**, its subcontractors or their employees.

Viper Tradeshow Services and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

Claims for loss or damage must be submitted to **Viper Tradeshow Services** by the close of the show. No suit or action shall be brought against **Viper Tradeshow Services** or its subcontractors more than one year after the cause of action.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that **Viper Tradeshow Services** and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of **Viper Tradeshow Services** or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that **Viper Tradeshow Services** or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

The Exhibitor agrees, in the event of a dispute with **Viper Tradeshow Services** or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to **Viper Tradeshow Services** for material handling services or any other services provided by **Viper Tradeshow Services** or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay **Viper Tradeshow Services** prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against **Viper Tradeshow Services** or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

In order to expedite removal of materials from the show site, **Viper Tradeshow Services** shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the Exhibitor makes no disposition, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. **Viper Tradeshow Services** assumes no liability as a result of such re-routing or handling.

Viper Tradeshow Services and its subcontractors shall not be liable for shipments received without receipts; freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

The consignment or delivery of a shipment to **Viper Tradeshow Services** or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 through 13 above. **Viper Tradeshow Services** and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury or damage is unknown or indeterminable. Be sure your materials are insured!



Material Handling Order Form

Rates: For complete information and descriptions for this show please refer to the sheet in this service manual titled "Material Handling". If you have any questions or would like assists calculating your material handling estimate **please contact us at 847.426.3100**

Calculation of Order

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

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

Example: 452 lb. shipment is rounded up to 500 lbs. 500 lbs. is 5 cwt. 5 x rate = total material handling rate.

Shipments to Advance Warehouse: \$89.00 / cwt.
Weight of Shipment _____ Pounds Divided by 100 = _____ cwt. <i>(No less than 2)</i> X 89.00 Material Handling Rate \$ _____ <i>(No less than \$178.00)</i> plus 30% Special Handling \$ _____ <i>(required for this facility)</i> Sub-Total X 30% \$ _____ Special, Off-Target & Sm Pkg Surcharge Sub Total + Special Handling, Over Time, Off-Target or SPC Surcharge \$ _____ ADVANCE M/H TOTAL

Shipments to Show Site: \$99.00 / cwt.
Weight of Shipment _____ Pounds Divided by 100 = _____ cwt. <i>(No less than 2)</i> X 99.00 Material Handling Rate \$ _____ <i>(No less than \$198.00)</i> plus 30% Special Handling \$ _____ <i>(required for this facility)</i> Sub-Total X 30% \$ _____ Special, Off-Target & Sm Pkg Surcharge Sub Total + Special Handling, Over Time, Off-Target or SPC Surcharge \$ _____ SHOW SITE M/H TOTAL

Total Estimated Material Handling: \$ _____

Freight must be received at the warehouse no later than
Shipments Delivered to the Advance Warehouse: June 16, 2008 to avoid late charges. Materials will be accepted at the Warehouse until **June 20, 2008.**

Shipments Delivered to Show Site: Show Site deliveries must arrive On June 23, 2008 ONLY!

Exhibitor: _____

Booth Number: _____



Furniture & Accessories

Item - Quantity (Discount Deadline = June 9, 2008)

Chairs

Side Chair - _____	\$68.25 Discount / \$89.25 Standard
Arm Chair - _____	\$78.75 Discount / \$99.75 Standard
Counter Stool - _____	\$89.25 Discount / \$110.25 Standard

Tables & Counters (please circle drape color)

Tables are 30" High Blue Red White Green Black

4' Table - _____	\$99.75 Discount / \$126.00 Standard
6' Table - _____	\$126.00 Discount / \$141.75 Standard
8' Table - _____	\$136.50 Discount / \$152.25 Standard
Optional 4th Side Draped - _____	\$31.50 Discount / \$42.00 Standard
Undraped Table - (4ft., 6ft., 8ft. - circle size) - _____	\$30.00 less than listed price above

Counters are 42" High Blue Red White Green Black

4' Counter - _____	\$120.75 Discount / \$147.00 Standard
6' Counter - _____	\$147.00 Discount / \$173.25 Standard
8' Counter - _____	\$168.00 Discount / \$194.25 Standard
Optional 4th Side Draped - _____	\$42.00 Discount / \$52.50 Standard
Undraped Table - (4ft., 6ft., 8ft. - circle size) - _____	\$30.00 less than listed price above

Accessories

4' Single Tier Draped Table Riser - _____	\$66.78 Discount / \$88.20 Standard
6' Single Tier Table Riser - _____	\$84.42 Discount / \$110.25 Standard
8' Single Tier Table Riser - _____	\$100.80 Discount / \$124.74 Standard
Garment Rack - _____	\$120.96 Discount / \$157.50 Standard
Wastebasket - _____	\$22.05 Discount / \$30.45 Standard
Tripod Easel - _____	\$40.32 Discount / \$51.66 Standard
Sign Frame/Holder - _____	\$123.48 Discount / \$157.50 Standard
Rope & Stanchion Sets - _____	\$94.50 Discount / \$123.48 Standard
4' x 8' Poster Board - _____	\$192.78 Discount / \$220.50 Standard
Bag Rack - _____	\$68.25 Discount / \$94.50 Standard
3' upright and base - _____	\$25.20 Discount / \$37.80 Standard
8' upright and base - _____	\$31.50 Discount / \$44.10 Standard
crossbar - _____	\$18.90 Discount / \$31.50 Standard
3' Masking (per foot) - _____	\$15.12 Discount / \$22.68 Standard
8' Masking (per foot) - _____	\$20.16 Discount / \$27.72 Standard

Carpet

10' x 10' Carpet _____	\$152.00 Discount / \$195.00 Standard
10' x 20' Carpet _____	\$304.00 Discount / \$390.00 Standard
standard rental carpet, per square foot - # of ft : _____	\$1.52 Discount / \$1.95 Standard
1/2" padding, per square foot - # of ft : _____	\$1.84 Discount / \$2.20 Standard

Select a Carpet Color Choice

Blue _____ Black _____ Red _____ Gray _____

30% surcharge is applicable on all show site orders. Items cancelled within 14 days of move-in are charged at full value. Please call 888-458-9760 for special requests or items you do not find on this form.

1) Total All Items Ordered: \$ _____
 2) Add applicable sales tax 8.25% \$ _____
 Amount of Total Accessories/Carpet Charges (1 + 2) \$ _____

Exhibitor: _____

Booth Number: _____

Olis

Trade Show Furnishings



A
Elite
FURNISHINGS

Phone
1-888-458-9760



B



C



D





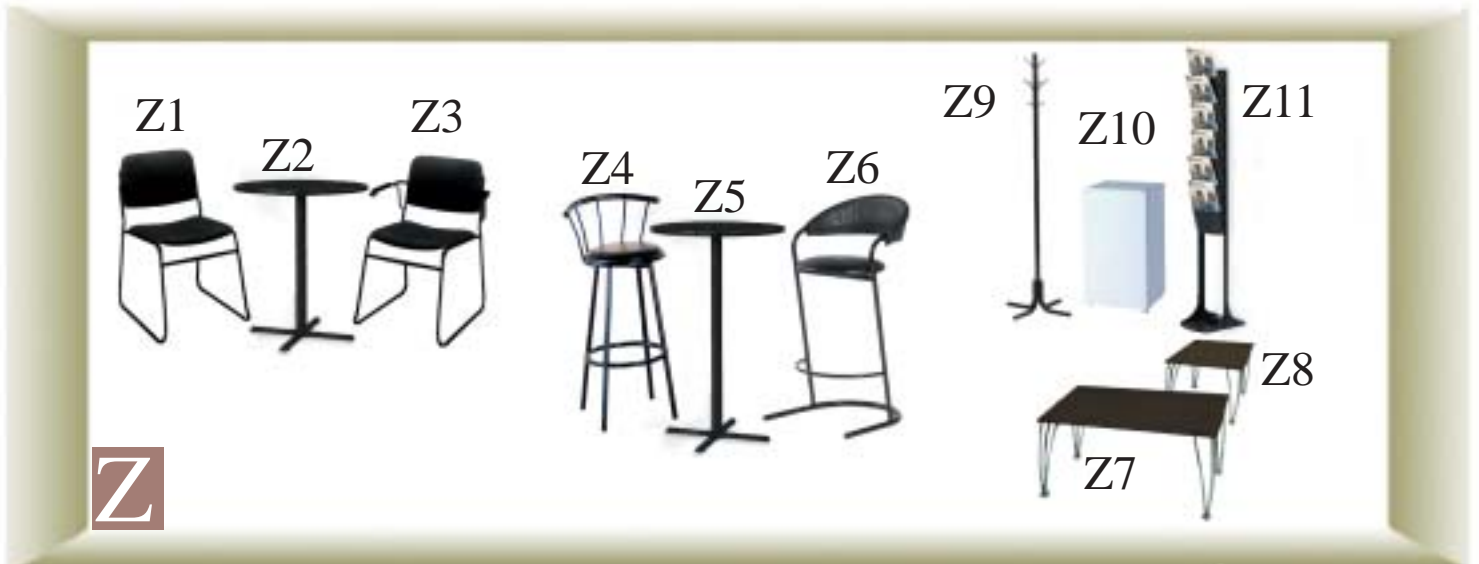
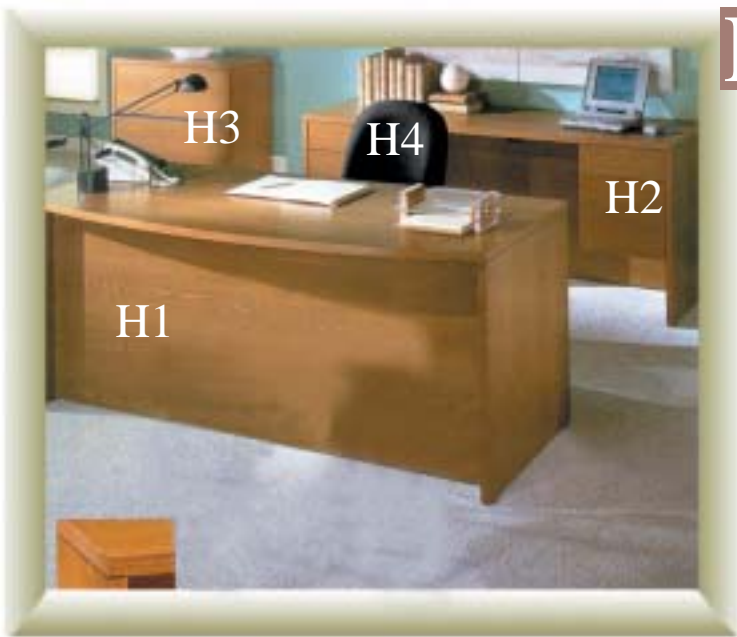
E



F



Fax
1-847-458-9760



Please fax your furnishing order to:
847.426.3111

Qty.	Discount	Standard	Total	Qty.	Discount	Standard	Total
A-1		456.75 \$	593.78	E-1		152.25 \$	197.93
A-2		404.25 \$	525.53	E-2		152.25 \$	197.93
A-3		299.25 \$	389.03	E-3		152.25 \$	197.93
A-4		194.25 \$	252.53	E-4		152.25 \$	197.93
A-5		173.25 \$	225.23	E-5		204.75 \$	266.18
A-6		194.25 \$	252.53	E-6		236.25 \$	307.13
A-7		246.75 \$	320.78	E-7		152.25 \$	197.93
A-8		162.75 \$	211.58	E-8		236.25 \$	307.13
A-9		299.25 \$	389.03	E-9		131.25 \$	170.63
A-10		215.25 \$	279.83				
A-11		131.25 \$	170.63	F-1		236.25 \$	307.13
				F-2		152.25 \$	197.93
B-1		435.75 \$	566.48	F-3		225.75 \$	293.48
B-2		404.25 \$	525.53	F-4		173.25 \$	225.23
B-3		341.25 \$	443.63	F-5		236.25 \$	307.13
B-4		194.25 \$	252.53	F-6		152.25 \$	197.93
B-5		173.25 \$	225.23	F-7		173.25 \$	225.23
B-6		456.75 \$	593.78				
B-7		509.25 \$	662.03				
B-8		372.75 \$	484.58	G-1		288.75 \$	375.38
B-9		225.75 \$	293.48	G-2		183.75 \$	238.88
B-10		89.25 \$	116.03	G-3		183.75 \$	238.88
B-11		309.75 \$	402.68	G-4		183.75 \$	238.88
				G-5		131.25 \$	170.63
C-1		351.75 \$	457.28	G-6		246.75 \$	320.78
C-2		320.25 \$	416.33				
C-3		288.75 \$	375.38	H-1		351.75 \$	457.28
C-4		157.50 \$	204.75	H-2		372.75 \$	484.58
C-5		147.00 \$	191.10	H-3		257.25 \$	334.43
C-6		168.00 \$	218.40	H-4		225.75 \$	293.48
C-7		157.50 \$	204.75	H-5		278.25 \$	361.73
C-8		89.25 \$	116.03	H-6		173.25 \$	225.23
				H-7		131.25 \$	170.63
D-1		204.75 \$	266.18	H-8		162.75 \$	211.58
D-2		110.25 \$	143.33	H-9		162.75 \$	211.58
D-3		236.25 \$	307.13	H-10		299.25 \$	389.03
D-4		152.25 \$	197.93	H-11		225.75 \$	293.48
D-5		267.75 \$	348.08	H-12		519.75 \$	675.68
D-6		141.75 \$	184.28	H-13		414.75 \$	539.18
D-7		246.75 \$	320.78				
Elite Necessities							
Z-1		57.75 \$	75.08	Z-7		78.75 \$	102.38
Z-2		152.25 \$	197.93	Z-8		68.25 \$	88.73
Z-3		68.25 \$	88.73	Z-9		47.25 \$	61.43
Z-4		99.75 \$	129.68	Z-10		267.75 \$	348.08
Z-5		162.75 \$	211.58	Z-11		131.25 \$	170.63
Z-6		141.75 \$	184.28				

Credit Card # _____	Show Name _____	Subtotal: _____
Exp. _____	Show Location _____	Sales Tax: _____
Cardholder Name _____	Show Dates _____	Delivery: \$75.00
Cardholder Signature _____	Company Name _____	Total: _____
Address _____	Booth # _____	
	Company Representative @ Show site _____	
Telephone _____	<i>*include cellular telephone number if possible</i>	
Fax _____	Email Address _____	

Orders Received within 14 days of the show will be charged standard rates. Rates are for the duration of the event. 100% cancellation fee 10 days from the show. Please apply event site sales tax.

Mail: Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124
888.458.9760 - toll free
847.426.3100 - phone
847.426.3111 - fax



Display Labor (I&D)

Display Labor Hourly Rates

Monday - Friday 8:00 am - 4:30 pm - _____ \$70.00 per person, per hour
 Monday - Friday after 4:30 pm - _____ \$120.00 per person, per hour
 Any time Saturday, Sunday & Holidays - _____ \$120.00 per person, per hour

Add 10% to above rates for labor ordered at show site.

Labor Definitions

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

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

Exhibitor Supervised Labor: Supervisor must check in at the Viper Tradeshow Service Center to pick up labor. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor. Start time guaranteed only where labor is requested for the start of the working day (8:00 am) unless the official set time begins later in the day. Please provide supervisor's name and cell number:

Installation Calculation & Order

- 1) Day/Time of Set Up: _____ Enter hourly rate as outlined above.
 2) Number of Labor/People: _____ X number of people
 3) Total Number of Hours: _____ X number of hours
4) Sub-Total: \$ _____
 5) Check here if Exhibitor Supervised: _____ MUST be marked or move to next step
 6) Viper Tradeshow Service Supervised Surcharge: _____ 35% of sub-total above
7) Total Installation Charges \$ _____ Sub-total plus surcharge (4+6)

Dismantle Calculation & Order

- 1) Day of Set Up: _____ Enter hourly rate as outlined above.
 2) Number of Labor/People: _____ X number of people
 3) Total Number of Hours: _____ X number of hours
4) Sub-Total: \$ _____
 5) Check here if Exhibitor Supervised: _____ MUST be marked or move to next step
 6) Viper Tradeshow Service Supervised Surcharge: _____ 35% of sub-total above
7) Total Installation Charges \$ _____ Sub-total plus surcharge (4+6)

Forklift & Rigging

Please contact John Roberts at 847.426.3100 or jroberts@vipertradeshow.com to request Forklift & Rigging Forms.

Total of All Items Ordered: \$ _____

10% surcharge is applicable on all show site orders. **Services cancelled within 14 days of move-in are charged at full value.** Please call 888-458-9760 for special requests or items you do not find on this form.

Exhibitor: _____

Booth Number: _____

NSMMS 2008
 June 23-27, 2008
 Green Valley Resort Spa Casino
 Henderson, NV



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

Floral

(Discount Deadline = June 9, 2008)

Fresh Floral Arrangements

Small Floral Arrangement - _____ \$75.00 Discount / \$100.50 Standard
 Medium Floral Arrangement - _____ \$105.00 Discount / \$130.50 Standard
 Large Floral Arrangement - _____ \$135.00 Discount / \$165.00 Standard

Artificial Plants

2 foot green plant - _____ \$46.00 Discount / \$58.00 Standard
 3 foot green plant - _____ \$58.00 Discount / \$69.00 Standard
 4 foot green plant - _____ \$69.00 Discount / \$82.00 Standard
 6 foot green plant - _____ \$82.00 Discount / \$94.00 Standard
 7 foot green plant - _____ \$94.00 Discount / \$106.00 Standard

For plants or floral not listed please contact 888-458-9760

1) Total All Items Ordered: \$ _____
 2) Add applicable sales tax 8.25 % \$ _____
Amount of Total Floral Charges (1 + 2) \$ _____

30% surcharge is applicable on all show site orders. Items cancelled within 14 days of move-in are charged at full value. Please call 888-458-9760 for special requests or items you do not find on this form.

Vacuuming

(Discount Deadline = June 9, 2008)

Number of Booth Units - _____ X _____ \$60.00 Discount / \$75.00 Standard (8x10 or 10x10)
 _____ Sub Total
Sub Total X Number of Days - _____ Total

Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Monday - Friday 8:00 am - 4:30 pm \$48.00 per day
 Monday - Friday after 4:30 pm \$58.00 per day
 Any time Saturday, Sunday & Holidays \$65.00 per day
 Number of Booth Units - _____ X _____ (use appropriate rate from above)
 _____ Sub Total
Sub Total X Number of Days - _____ Total

Total of All Cleaning & Porter Services: \$ _____

30% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 888-458-9760 for special requests or items you do not find on this form.

Exhibitor: _____
Booth Number: _____



Exhibitor Appointed Contractors (EAC) Guidelines

Viper Tradeshow Services, acting on behalf of all exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment.

Official Services Contracted are appointed to: insure the orderly and efficient installation and removal of the overall exposition, assure the distribution of labor to all exhibitors according to need, provide sufficient labor to satisfy the requirements of the exhibitors, and for the exposition itself, see that proper type and limits of insurance are in force, and avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are: the exhibitor may provide supervision, exhibitor may appoint an exhibit installation contractor or display builder.

Exhibitors may employ the service of independent contractors to install and dismantle their display providing the exhibitor and the installation and dismantling contractor comply with the following requirements:

1. Exhibitor must notify in writing to **Viper Tradeshow Services** the intention to utilize an independent contractor (EAC) no later than 14 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. Exhibitor shall provide evidence that the EAC has a proper certificate of insurance with a minimum of \$1,000,000 liability coverage, including property damage and Workers' Compensation naming **Viper Tradeshow Services** as additionally insured, to show management and **Viper Tradeshow Services** at least 10 days before the show opening.
3. Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The EAC must have all business licenses, permit and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
5. The EAC will provide **Viper Tradeshow Services** the number of on-site employees at the time of check-in and see that they have, and wear at all times necessary, identification badges as determined by Show Management.
6. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
7. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
8. The EAC shall provide, if requested, evidence to **Viper Tradeshow Services** that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, **Viper Tradeshow Services**. The exhibitor appointed contractor must coordinate all of its activities with **Viper Tradeshow Services**.
10. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.



Use of an EAC Notification

Please be sure to read the Official Service & Exhibitor Appointed (EAC) Contractors Guidelines. Exhibitors who plan to have an EAC unpack, install, assemble, dismantle and pack displays, equipment or materials must provide this form to **Viper Tradeshow Services** no later than 14 days before the start of move-in and see that their EAC adheres to the guidelines outlined on the previous page.

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

Name of Service Firm: _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different than above): _____

Cell Phone: _____

EAC Instructions

1) Refer to the Official Service & Exhibitor Appointed Contractors Guidelines and the Method of Payment Third Party Authorization for forms in this kit for additional requirements.	Before submitting service order forms (including this one). Preferably before the early registration deadline.
2) Provide Viper Tradeshow Services of the names of all exhibiting companies for whom they have orders on.	To be received no later than 10 days before move-in.
3) Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor.	Upon Arrival at Show Site

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

Exhibitor: _____
 Booth Number: _____



Limits of Liability & Responsibility

Viper Tradeshow Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.

Viper Tradeshow Services and its subcontractors shall not be responsible for loss, injury, or damage caused by tradesmen or equipment furnished by **Viper Tradeshow Services**, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designed by **Viper Tradeshow Services**, or its subcontractors.

Viper Tradeshow Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.

Upon discovery, all apparent loss, injury, or damage to you or your property must be left in its undisturbed condition and immediately reported to a **Viper Tradeshow Services** representative for documentation. Claims for discovered and reported loss; injury or damage must be submitted to **Viper Tradeshow Services** by the close of the show. No suite or action shall be brought against **Viper Tradeshow Services**, or its subcontractors, more than one year after the incident giving rise to the cause of action.

The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set form in Sections 1 through 4 above.

Viper Tradeshow Services and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury, or damage is unknown or undeterminable.



Dismantle Instructions

Exhibitors will receive additional instructions before the start of the last day of show hours, however, we highly recommend reading these instructions carefully in order to help you plan in advance and know what to expect and how to proceed for a smooth and quick tear down.

Please share this information with your show site staff in advance of the show as well.

All accounts must be settled before the end of the show.

The exhibits officially closes on June 25, 2008 @ 6:30 PM

Exhibitors with unpaid accounts at the end of the show will not be provided with a Bill of Lading/Material Handling form until they have gone to the Service Desk and paid their balance in full.

Delivery of empty crates for the dismantling of exhibits will occur after the removal of the aisle carpet (if applicable) at the end of the show. Please keep the aisles clear of debris to help expedite this process.

All outbound shipments, loading onto Privately Owned Vehicles, or local courier/agent require a **Viper Tradeshow Services** Bill of Lading(BOL) /Material Handling Form (MHA)

Shipping is NOT an automatic process. If you plan on using an alternate carrier other than **Viper Transportation** you are responsible for making arrangements with that carrier for your pick up, and confirm they make the pick up before the force. **Force is on June 26, 2008 @ 1:00 PM.**

ONLY return your BOL/MHA to the Service Center when your materials are packed, labeled, ready to be shipped and you are ready to leave the floor. Do not leave your BOL/MHA in the booth, it needs to be signed off and you will be given a receipt. This is how we know you are ready to be loaded on the truck.

In the event that your designated carrier fails to pick up or refuses to accept shipments, **Viper Tradeshow Services** reserves the right to reassign such shipments where no disposition is provided. No liability will be assumed by **Viper Tradeshow Services** as a result of such rerouting or handling.

To assist you in setting up your outgoing shipments **Viper Tradeshow Service** representatives will be on site for your shipping convenience. If you have not pre-booked your outbound shipping before the show with **Viper Transportation**, you welcome to do so with our representative on site at the Service Center. Shipping via Viper Transportation is done at class 125 (exhibition tariff) common carrier rates, which is standard for shipping trade show material.

Carriers that do not check in by 1:00 PM freight for those exhibitors consigned to that carrier will be forced to the house carrier, Viper Transportation. For liability reasons, and ensuring exhibitors freight is loaded properly, **freight is ONLY tendered to carriers able to request your shipment by your booth number (if applicable) and exhibiting name. Please be sure to instruct your carrier to do so.**

Should you have any questions or concerns regarding the above information, please call **John Roberts** at 888-458-9760. Advance planning is always the easiest for everyone at show site and we're happy to help.

Thank you for reading and following the guidelines in this service manual. We look forward to working with you on this event!

Green Valley Ranch

A Station Casinos Resort & Spa

LAS VEGAS

GROUP PROGRAM NAME: _____
DATE(S): _____

VENDER/EXHIBITOR NAME: _____ BOOTH: _____
ONSITE CONTACT: _____
MAILING ADDRESS: _____
PHONE# : _____ FAX# : _____
ITEAM(S) TO BE DISPLAYED: _____

ELECTRICAL / PHONE LINE / AUDIO VISUAL REQUIREMENTS

ELECTRICAL REQUIREMENTS (\$25.00 PER 20 AMP SERVICE PER DAY):

OF 20 AMPS REQUIRED: _____ PURPOSE: _____
POWER STRIPS (\$5.00 EACH): _____ EXT. CORDS: (\$10.00 EACH FOR 25FT.CORD): _____

PHONE REQUIREMENTS:

_____ D.I.D OR HOUSE PHONE LINE (\$150.00 INSTALLATION PER LINE, \$50.00 PER INSTRUMENT)
_____ MODEM / ANALOG LINE (\$150.00 INSTALLATION PER LINE)
_____ INTERNET ACCESS HIGH SPEED LINE (\$695.00 INSTALLATION, UNLIMITED USAGE)

OTHER AUDIO VISUAL REQUIREMENTS (APPLICABLE CHARGES TO BE ADVISED BY CATERING /
CONFERENCE SERVICE
MANAGER OR AUDIO VISUAL MANAGER). NOTE: AUDIO VISUAL SET- UP AND BREAKDOWN CHARGE OF \$50.00 PER
HOUR WILL APPLY: _____

CREDIT CARD INFORMATION

FULL PREPAYMENT VIA CREDIT CARD IS REQUIRED PRIOR TO EVENT DATE. NO SERVICE WILL BE PROVIDED WITHOUT
FULL PREPAYMENT:

I HEREBY AUTHORIZE THE ABOVE APPLICABLE CHARGES TO BE APPLIED TO THE FOLLOWING CREDIT CARD:

CREDIT CARD # _____ EXP. DATE: _____
CREDIT CARD TYPE: _____ NAME ON CARD: _____
SIGNATURE: _____ DATE: _____

NOTE: A COPY OF THE FRONT AND BACK OF THE CREDIT CARD MUST ACCOMPANY THIS FORM.

Fax to 702-617-6869. DELIVER TO: GREEN VALLEY RANCH RESORT & SPA, ATTN. CATERING / CONVENTION
SERVICE MANAGER.