



FBINAA

National Annual Training Conference & Exhibition

July 20 – July 23, 2024 –Sheraton Kansas City at Crown Center

EXHIBITION QUICK REFERENCE GUIDE

Have a question? Email the Conference at showcase@fbinaa.org

Conference Dates	Saturday-Tuesday, July 20-23,2024
Conference Agenda	The agenda is available at Conference Website
Group Designation	“Group” as referenced refers to a sponsor (national strategic, conference or chapter sponsor) or an exhibitor officially registered to participate in this Conference.
Exhibition Schedule	<p>Saturday, July 20 - Booth Load-in / Set-up (8:00 am – 4:00 pm) **</p> <p>Saturday, July 20 - Exhibition Open for Welcome Reception (5:00 pm - 7:00 pm)*</p> <p>Sunday, July 21 - Exhibition Open (10:00 am - 3:00 pm)*</p> <p>Sunday, July 21 - Exhibition Open for Social Mixer (4:00 pm-5:30 pm)*</p> <p>Monday, July 22 - Exhibition Open (10:00 am - 1:00 pm)*</p> <p>Monday, July 22 - Booth Load-out / Strike (1:00 pm - 8:00 pm)</p> <p><i>* times subject to change or modification/all exhibitors may participate in Welcome Reception</i></p> <p><i>** earlier move-in by appointment on Friday, July 19 may be available for vehicles and large complex displays</i></p>
Venue & Location	Sheraton Kansas City at Crown Center - 2345 McGee St, Kansas City, Missouri
Conference Co-Hosts	FBI National Academy Associates (FBINAA) and the FBINAA Kansas/Western Missouri Chapter
Space Use & Transactions	Exhibit space is intended to provide groups an opportunity to display and promote products and services to members of the FBINAA and other law enforcement personnel. Retail cash and carry transactions are NOT permitted in a booth or in the exhibition hall at any time.
Group Account	Each group approved to exhibit at the FBINAA Conference has created a group account which provides details about the group, booth assignment and badge ordering access. Any person in the group may access the account with the log-in and password, which was created by the person who set-up the account for the group. This person is considered the primary contact and was sent a confirmation email with log-in and password. The account may be accessed at Exhibitor Service Center .
Important Dates	<p>May 20, 2024 Last day for booth cancellation subject to 50% booth fee</p> <p>After May 20 No refunds for booth cancellation</p> <p>June 21 Deadline for discount pricing - eShow Lead Retrieval</p> <p>June 28 Deadline for discount pricing - VIPER services (shipping and drayage)</p>
Booth Amenities	<p>Booth includes the following amenities:</p> <ul style="list-style-type: none"> ✓ 8’ back barrier and 3’ side barrier depending on booth configuration (drape color is BLUE) – <i>does not apply to island booths / drape upon request</i> ✓ Carpet - exhibit hall carpet is already included providing “wall-to-wall” covering for group booth space and aisles (it is not necessary to order carpet unless a group needs custom color or padding) ✓ 6’ skirted table(s) and 2+ chairs depending on booth size

Badge Requirement	All individuals requiring access to the exhibition hall during scheduled exhibition hours must register and obtain an official Conference badge. Badges must be displayed at all times (including networking/social events and meal functions). Badges are not transferrable. Replacement or lost badges will be issued for \$500 each. Company badges are not accepted in lieu of the official conference badge. Group representatives must pick up badges on-site at registration and must show proof of affiliation with the company (business card acceptable). Group representatives which are part of a set-up and strike crew may enter the exhibition hall on Saturday, July 20 beginning at 8:00 am until 4:00 pm for booth set-up only (temporary badge available at exhibition door) and on Monday, July 22 at 1:00 pm for booth strike/load-out.		
Badge Registration	Each group is allotted a specific number of badges as designated in the group's account. Badge registration is a separate step. See instructions attached to this Exhibitor Quick Reference Guide.		
Extra Badge	Due to occupancy and accommodation limits, no additional badge(s) will be offered for exhibitors.		
Access at Conference	<p>Each registration badge includes the following benefits:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Sponsor Badge (sponsors only)</p> <ul style="list-style-type: none"> ✓ Access to the Exhibition Hall ✓ Access to Opening Ceremonies ✓ Access to Welcome Reception (Saturday) ✓ Access to Social Mixer in Exhibition Hall (Sunday) ✓ Lunch with attendees (Sunday/Monday) ✓ Lunch with attendees (Tuesday) ✓ Access to training sessions </td> <td style="width: 50%; vertical-align: top;"> <p>Exhibitor Badge (booth vendor only)</p> <ul style="list-style-type: none"> ✓ Access to the Exhibition Hall ✓ Access to Opening Ceremonies ✓ Access to Welcome Reception (Saturday) ✓ Access to Social Mixer in Exhibition Hall (Sunday) ✓ Lunch with attendees (Sunday/Monday) </td> </tr> </table>	<p>Sponsor Badge (sponsors only)</p> <ul style="list-style-type: none"> ✓ Access to the Exhibition Hall ✓ Access to Opening Ceremonies ✓ Access to Welcome Reception (Saturday) ✓ Access to Social Mixer in Exhibition Hall (Sunday) ✓ Lunch with attendees (Sunday/Monday) ✓ Lunch with attendees (Tuesday) ✓ Access to training sessions 	<p>Exhibitor Badge (booth vendor only)</p> <ul style="list-style-type: none"> ✓ Access to the Exhibition Hall ✓ Access to Opening Ceremonies ✓ Access to Welcome Reception (Saturday) ✓ Access to Social Mixer in Exhibition Hall (Sunday) ✓ Lunch with attendees (Sunday/Monday)
<p>Sponsor Badge (sponsors only)</p> <ul style="list-style-type: none"> ✓ Access to the Exhibition Hall ✓ Access to Opening Ceremonies ✓ Access to Welcome Reception (Saturday) ✓ Access to Social Mixer in Exhibition Hall (Sunday) ✓ Lunch with attendees (Sunday/Monday) ✓ Lunch with attendees (Tuesday) ✓ Access to training sessions 	<p>Exhibitor Badge (booth vendor only)</p> <ul style="list-style-type: none"> ✓ Access to the Exhibition Hall ✓ Access to Opening Ceremonies ✓ Access to Welcome Reception (Saturday) ✓ Access to Social Mixer in Exhibition Hall (Sunday) ✓ Lunch with attendees (Sunday/Monday) 		
Additional Event Opportunities	<p>Exhibitors also have the opportunity to purchase tickets separately to these events (additional charge). See the Conference website for details.</p> <ul style="list-style-type: none"> ✓ FBINAA Night hosted by the Kansas/Western Missouri Chapter ✓ Optional activities offered by the Kansas/Western Missouri Chapter 		
Special Display, Vehicles, Firearms & Activities	<p>The following displays, amenities and activities may be permitted upon request and approval by FBINAA (no less than 30 days prior to Conference). <i>Send request with details to Jody Ellis, showcase@fbinaa.org.</i></p> <ul style="list-style-type: none"> ✓ Overhead sign rigging (subject to availability) ✓ Vehicles (subject to load-in access size limitations - 9' wide x 8' tall) ✓ Firearms or ammunition ✓ Catered food or beverages at booth ✓ Services and activities provided by outside contractors ✓ Artist, photographer or performer 		
NOT Permitted in Booth	<p>The following activities are not permitted in an exhibition booth.</p> <ul style="list-style-type: none"> ✓ No merchandise or point of purchase sales ✓ No high volume noise or amplified sound which is distracting or disturbing ✓ No special lighting or vehicle bar/strobe lights ✓ No compressed gasses, liquids or flammable material 		

Hotel Room Reservations	Information about options for hotel room reservations will be sent separately after the exhibit booth payment is received and confirmed. The Conference does not book or reserve hotel rooms for exhibitors. Exhibitors are encouraged to pursue their own hotel reservations as available at hotel(s) near the Kansas City Crown Center area.
Exhibit Services and General Services Contractor	<p>The Conference contracts with VIPER Tradeshow to assist groups with exhibit services. Registered groups (sponsors and exhibitors) receive an Exhibitor Services Kit with specific details for shipping, drayage and furniture rental.</p> <p>The Conference does not provide or pay for these optional services.</p> <ul style="list-style-type: none"> ✓ Shipping / Drayage ✓ Booth Set-up and Installation ✓ Specialty Furniture ✓ Custom Carpet - Group orders custom/color carpet or padding if desired <p>Discount Deadline - June 28, 2024 Online ordering - https://order.vipertradeshow.com Viper Contact: Lesa Davis ldavis@vipertradeshow.com, 816-786-0567 (m)</p>
Power, Internet and AV Services	<p>Encore at the Sheraton Crown Center Exhibition Hall provides power, internet services and AV equipment.</p> <p>The Conference does not provide or pay for these optional services.</p> <ul style="list-style-type: none"> ✓ Power – starting at \$400 + tax ✓ Internet (wi-fi) – starting at \$102 + tax ✓ AV Equipment and Services <p>Online ordering - https://eventnow.encoreglobal.com/landingpage/newexhibit</p>
Lead Retrieval	<p>eShow provides digital lead retrieval tracking with the use of an eConnect scanner and mobile app. See flyer in this Guide.</p> <p>The Conference does not provide or pay for these optional services.</p> <ul style="list-style-type: none"> ✓ Lead Retrieval <p>Discount Deadline - June 21, 2024 Online ordering – eShow Lead Retrieval</p>
Booth Set-Up/Strike and Third Party Contractors (EAC)	Any exhibitor or sponsor hiring or using an Exhibitor Appointed Contractor (EAC) must complete the online EAC form within the group’s booth account on the VIPER. The EAC must provide a certificate of insurance to VIPER as required on the form. Only approved EAC representatives will be allowed access to the Conference space and exhibition area.
Load In Limitations	Hall loading door measurements: 9’ wide x 8’ tall. Display vehicles must be under these dimensions.
Exhibitor Promotion by the Conference	The Conference offers the following promotional benefits. <ul style="list-style-type: none"> ✓ Vendor Directory (complimentary) - including company/organization name and logo on conference App

FBINAA National Annual Training Conference

Registration: How to Badge Exhibitors and Sponsors

1. Access to the [Exhibitor Sponsor Center \(ESC\)](#) is required to register for badges
 - a. Access is granted once your booth and/or sponsorship package is marked paid in the registration system
 - b. The person at your organization who registered for your organization's booth or sponsorship package will have the **Confirmation Email** which provides the login information to the ESC
 - c. The images below illustrate a paid balance from a registration confirmation email and login info

Sales Summary:

Sales Date	Description	Unit Price	Qty	Gross Amount
01/22/18	10 x 10 Corner Booth [REDACTED]	\$2,500.00	1	\$2,500.00
Total Sales				\$2,500.00
01/29/18	Payment By VISA [REDACTED]			(\$2,500.00)
Balance Due				\$0.00

delighted that you will be a part of the annual exhibition.

Exhibitor Sponsor Center (ESC) [Click here](#)
YOUR LOGIN IS: [REDACTED]
YOUR PASSWORD IS: [REDACTED]

[CONTINUED BELOW]

2. Once you are logged in, click **Sponsor/Exhibit Staff Registration** menu

Welcome Exhibitors

The Exhibitor Service Center is here to provide exhibitors the first-class experience using the following features:

- **Directory Update** - Update information regarding the exhibiting company
- **Documents** - Download a variety of documents related to your exhibit booth
- **Exhibitor Services Kit** - Order products and services for your booth
- **Sponsor & Exhibit Staff Registration** - Online registration for badges
- **Lead Retrieval** - Download the Lead Retrieval Order Form

3. Look for the **Start** button on the next page; below it is a table illustrating how many badges of each type are available based on the booth or sponsorship package your organization has acquired.

- a. This page is just informational; click start to begin
- b. **SOLD OUT** means that your organization is not eligible for that badge type

FBINAA National Annual Training Conference

Sponsors and exhibiting companies are allotted a set number of complimentary staff registrations based on sponsorship amount and/or booth size.

Registration closes July 10. Be sure to have all your exhibitor and sponsor badges registered by this time.

Please contact our support team at conference@fbinaa.org with questions or comments about these policies.

Click **Start** to begin.

EXHIBITOR/SPONSOR BADGE	PRICE
Exhibitor Booth Staff Badge - Included with Booth 1 Left. Includes: * Welcome Event * Lunch #1 & 2	
Conference Sponsor Badge - Included with Sponsorship SOLD OUT	

[CONTINUED BELOW]


4. The system will list anyone it identifies as a past registrant from your organization; see names listed under the column titled **Individual**
 - a. If you are registering someone whose name appears, then click the icon under the **Select** column
 - b. If the name of the person you are registering is not listed, click the **New Individual** button
 - c. The process will only allow you to register one person at a time

Sponsor & Exhibit Staff Registration

Search

Search For Your Record

If your name is displayed below please select the **Person Icon** to continue with the registration process. If your record is not shown, please click the **New Individual** button below.

Individual	Select
Normand, Joanne	

5. The next page will allow you enter the information for the registrant you are processing
 - a. Fill out all required fields and then click **Continue** at the bottom of the page

[CONTINUED BELOW]

6. After you enter the registrant information, the next page will list the available badges
 - a. For exhibitors or sponsors who are also graduates of the FBINA and members of the FBINAA, please complete this registration process, then contact conference@fbinaa.org. This is important so we can upgrade you to a dual-status conference badge. This is not an automatic process; please email us.
 - b. Again, SOLD OUT means that your organization is not eligible for this badge type based on your sponsor or exhibit booth purchases.

Registration Fees

Please Select From the Registration Options Below

If you are a graduate of the FBINA and a member of the FBINAA, you are eligible to register for a Conference Badge. The Conference Badge will include the balance of event tickets and access afforded to members. Complete this booth staff/sponsor badge registration process first. Forward your registration confirmation email to conference@fbinaa.org to request more information. You will register for the full Conference Badge through another process.

Clear Selection

QTY	EXHIBITOR/SPONSOR BADGE	PRICE
<input type="checkbox"/>	Exhibitor Booth Staff Badge - Included with Booth 1 Left. Includes: * Welcome Event * Lunch #1 & 2	
<input type="checkbox"/>	Conference Sponsor Badge - Included with Sponsorship SOLD OUT Includes: * Conference Memento - Sponsors * Welcome Event * Lunch #1, 2, & 3 * FBINAA Night - Sponsor * Gala Banquet - Sponsor	

- c. Also on this page is the option to add a ticket to FBINAA Night or the Gala Banquet, if applicable. If you are not offered the opportunity to add these tickets it means they are already included in your badge type, or, your booth purchase is not eligible to add it. As a general rule, Exhibit Booth Staff Badges are eligible to buy an FBINAA Night ticket, but not a Gala Banquet ticket. Below is an example of these tickets.

QTY	EVENTS	PRICE
<input type="checkbox"/>	FBINAA Night S/E Monday, July 22, 2024, 6:00 PM - 9:00 PM 411 Left. See the conference website for more information.	\$100.00
<input type="checkbox"/>	Gala Banquet Sponsor Tuesday, July 23, 2024, 6:00 PM - 9:00 PM See the conference website for more information.	\$100.00

[CONTINUED BELOW]

7. The next page of the form will show Optional Activities and Events
 - a. These items are open to all badged conference participants and may conflict with exhibition hall hours or other agenda items.
 - b. You are welcome to add these items but are also responsible for consulting and complying with the exhibition setup, tear down, and hall opening hours. Contact showcase@fbinaa.org if you require assistance.
 - c. Below is a sample of the Optional Activities and Events

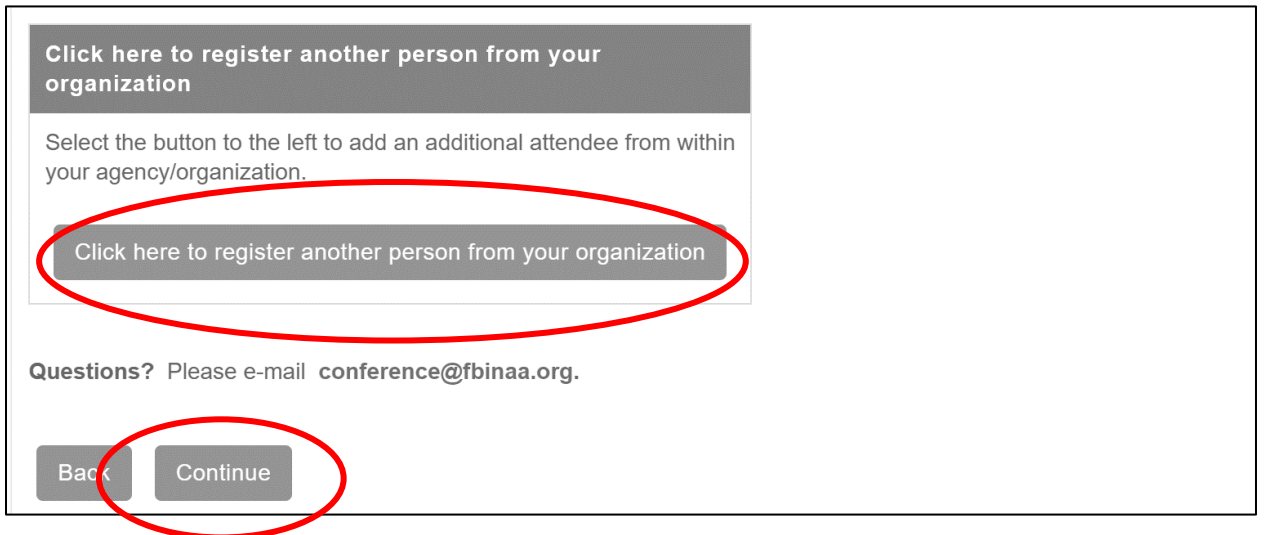
Events

Clear Selection

QTY	OPTIONAL ACTIVITIES & EVENTS	PRICE
<input type="checkbox"/>	OPT500 - Optional Activity - FBINAA Golf Outing S/E Saturday, July 20, 2024, 7:00 AM - 3:30 PM 74 Left. See the conference website for more information.	\$125.00
<input type="checkbox"/>	OPT501 - Optional Activity - FBINAA Women Graduates Luncheon S/E Saturday, July 20, 2024, 10:30 AM - 1:30 PM 112 Left. See the conference website for more information.	\$50.00
<input type="checkbox"/>	OPT504 - Optional Activity - Yoga Session S/E Sunday, July 21, 2024, 7:00 AM - 8:00 AM See the conference website for more information.	Complimentary
<input type="checkbox"/>	OPT505 - Optional Activity - FBINAA 5K Fun Run/Walk S/E Sunday, July 21, 2024, 7:30 AM - 9:00 AM See the conference website for more information.	\$40.00
<input type="checkbox"/>	OPT506 - Optional Activity - ASP - Be Your Own Defender - Option #1 S/E Sunday, July 21, 2024, 10:00 AM - 12:00 PM 50 Left. See the conference website for more information.	\$50.00

[CONTINUED BELOW]

8. When you arrive at the **Review** page, you can restart the process for additional badges from your organization
 - a. Regardless of whether you add another badge at this time the **Review** page **is not the end of the registration process**; when you are done adding badges you must click **Continue** at the bottom of the page



9. On the **Conference Policies, Terms & Conditions** page, please read thoroughly and then check the required checkbox and click on **Continue**.
10. You must pay any required amount based on your ticket selections on the **Payment** page. Be sure to click on "**Complete Submission**" to finalize your registration.



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

EXHIBITOR MOVE-IN

Friday, July 19, 2024 – Vehicle and large display by appointment only arranged with Viper

Saturday, July 20, 2024 - 8:00 AM – 4:00 PM

SHOW HOURS

Saturday, July 20, 2024

Welcome Reception: 5:00 PM – 7:00 PM

Sunday, July 21, 2024 -

Exhibition Open: 10:00 AM – 3:00 PM

Social Mixer: 4:00 PM – 5:30 PM

Monday, July 22, 2024

Exhibition Open: 10:00 AM – 1:00 PM

EXHIBITOR MOVE-OUT

Monday, July 22, 2024 – 1:00 PM – 8:00 PM

All drivers must check in with Viper at the show site address by 7:00 PM. Freight Force is 7:00 PM.

VIPER TRANSPORTATION

Is the official carrier for the show.
Let us ship for you!

ADVANCE WAREHOUSE

Receiving Dates: June 21 – July 12, 2024

Receiving Hours: M – F | 8 AM – 4 PM

We will receive up until July 16 with late fee

Material Handling Rates Apply

FBINAA/Exhibitor Name/Booth #

c/o Viper Tradeshow Services

3517 Enterprise Dr, Suite D

Kansas City MO 64129

SHOW SITE

Receiving only on: July 19 -20, 2024

Material Handling Rates Apply

Crown Center Exhibit Hall

FBINAA/Exhibitor Name/Booth #

c/o Viper Tradeshow Services

2301 McGee Street

Kansas City MO 64108

*Please note this address is different than the Sheraton Hotel. You must use this address for shipments to your booth.

Discount Deadline: June 28, 2024

Online ordering:

<https://order.vipertradeshow.com>

Viper Contact: Lesa Davis Ldavis@vipertradeshow.com

| m: 816-786-0567

FBINAA Contact: Jody Ellis showcase@fbinaa.org

Each 10' x 10' or 8' x 10' Booth will include:

8' high blue or white back drape

3' high blue or white side drape

1 – 6'L x 30"H table skirted navy

2 – side chair

1 – wastebasket

1 – ID Sign

Booths are carpeted speckled gray and includes vacuum service.



TABLE OF CONTENTS

Pre-Show Tips	Page 2
Move Out Information	Page 3Na
Method of Payment/Terms	Page 4 - 5
Standard Furnishings	Page 6
Enhanced Furnishings	Page 7 - 10
Carpet/Pad	Page 11
Display Rental/Graphics:	Page 12
Material Handling Rates/Info	Page 13 - 14
Inbound Shipment Information	Page 15
Shipping Labels	Page 16 - 17
Viper Transportation	Page 18
Pre-Printed Bill of Lading/Labels	Page 19
Display Labor	Page 20
EAC - Exhibitor Appointed Contractor	Page 21 - 22
Vehicle Spotting Fee	Page 23
Lead Retrieval	Page 24 - 25

Electric – Internet – Wifi – Audio Visual

Is through Encore and can be ordered through their website.

<https://eventnow.encoreglobal.com/landingpage/newexhibit>



PRE-SHOW TIPS

These tips can help you be fully prepared on show site. Should you have any questions, please contact your Viper Show Coordinator listed on the Quick Reference Page.

- **Submit orders by *June 28, 2024* to receive the discounted rate** – This can be done by completing the necessary forms found in this kit or online at <https://order.vipertradeshow.com>. Standard pricing will apply to all orders received after the published deadline and at show site.
- **Preparing freight shipments** – We strongly urge you to send your show freight to the advance warehouse. Some cost-saving tips are to have all your freight delivered in a single shipment on an LTL freight carrier & arrange for the freight to be received on or before the Late to Warehouse Deadline to avoid late charges.
- **Review Quick Reference Page** – It is helpful to be familiar with the important dates outlined along with the show schedule. Be sure your travel plans accommodate for a smooth setup and move out; the return of the empty freight can take at least 2 hours after the close of the show.
- **Shipment tracking** – It is recommended you track your shipment prior to the show to confirm it has been delivered. You can send the tracking information to your Viper Show Coordinator as soon as your freight is shipped.

SHOW SITE TIPS

- **Viper Service Desk** – The service desk will be located on the show floor for any questions or show site orders.
- **Booth orders & freight delivery** – A booth and freight check will be completed prior to setup and everything that was pre-ordered and/or sent to the Advance Warehouse will be in your booth. A Viper representative will be at the Viper Service Desk if you see any discrepancy. 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. 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 at least two hours to all be returned.
- **Labor orders** – All exhibitor supervised labor orders will need to check in at the Viper Service Desk once ready for the labor.



MOVE OUT INFORMATION

Please read these instructions to know what to expect and plan accordingly; share this information with your show site staff.

Exhibit Hall Officially Closes:	1:00 PM on Monday, July 22, 2024
Stored empty crates and containers estimated return:	Within 2 hours of show close
Labor Force: all exhibitors should have started dismantle by now: Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.	6:00 PM on Monday, July 22, 2024
Freight Force - deadline for carriers to check in:	7:00 PM on Monday, July 22, 2024

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 Lesa - Ldavis@vipertradeshow.com so that they can be delivered to your booth. This saves time on site. Or pick up a Bill of Lading at the Viper Service Desk at show site to complete by hand.
2. Schedule your carrier to pick up on **Monday, July 22, 2024 between 3:00 PM – 7:00 PM** at the address below.

**Crown Center Exhibit Hall
c/o Viper Tradeshow Services
2301 McGee Street
Kansas City MO 64108**

3. For liability reasons, and ensuring exhibitor's freight is loaded properly, all carriers MUST check in at the Viper Service Desk and be able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. **Do not leave any UPS or FedEx shipments in your booth assuming it will be picked up!** We need a Bill of Lading submitted for all items/freight left in your booth and material handling (drayage) must be paid in full.
5. Once you have packed up all of your materials, please hand in your BOL to the Viper Service Desk. (Do not leave it in your booth.) We will sign it and give you a copy, keep a copy and give the driver a copy. Please note, material handling must be paid in full.

***In the event you fail to turn in your BOL or your carrier does not check in by the 7:00 PM deadline,** your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.75/pound for shipments 1000 lbs. or more, \$3.25/pound for shipments 999 lbs. or less; with a **\$725.00 minimum**. Charges will be applied to the credit card on file. 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.

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE.
[Lesa Davis](mailto:Ldavis@vipertradeshow.com) | Ldavis@vipertradeshow.com | m: 816-786-0567



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

METHOD OF PAYMENT

Discount Deadline: June 28, 2024

Exhibitor Information

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

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Fax #: _____ Email Address: _____

Show Site Contact: _____ Cell Phone: _____

Ways to Order:

Online via Credit Card | Login & Place Orders | <https://order.vipertradeshow.com>

Email Lesa Davis: Ldavis@vipertradeshow.com or Fax: 816-541-8026

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

Payment Terms

Viper Tradeshow Services Orders

Full payment is due when order is placed

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.

Shipping (Viper Transportation)	\$
Material Handling Estimate	\$
Vehicle Spotting Fee	\$
Installation & Dismantle Labor	\$
Standard Furniture/Accessories	\$
Carpet/Flooring/Padding/Visqueen	\$
Modular Rental Displays:	\$
Enhanced Furniture	\$

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 | 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 as a result 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 Lesa Davis Ldavis@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: _____





FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

TERMS AND DEFINITIONS:

IN ORDER TO RECEIVE A DISCOUNT:

Payment must accompany your advance order and be received **by June 28, 2024** to qualify for the discount rate. All payments to be in US currency.

OUTSTANDING PAYMENTS:

Viper Tradeshow Services requires payment for all services upon presentation of an invoice statement at the exhibit site.

It is the responsibility of the Exhibitor to advise the Viper Tradeshow Services Service Center representative of any problems with any orders before the start of the show. No credits will be issued after the exhibition closing.

Government Agencies please note: If your firm or agency requires a purchase order be issued for any services rendered such purchase order must accompany the order forms.

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Viper Tradeshow Services.

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition. Viper Tradeshow Services reserves the right to hold any exhibitor freight who has unpaid material handling fees. Such fees must be paid prior to the release of freight onsite.

Viper Tradeshow Services will accept payment by 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.

Material Handling Form (MHA) aka Bill of Lading (BOL): Your bill of lading must be turned in no later than the force times listed on the Quick Reference page. Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.) *Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier, Viper Transportation, at the expense of the exhibitor! Your bill of lading must be turned in no later than the force times listed on the 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. 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.

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.



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

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

Discount Deadline: June 28, 2024

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED



30" Ped Table

ITEM:

- Qty: ____ 4' Table skirted 3 sides
- Qty: ____ 6' Table skirted 3 sides
- Qty: ____ 8' Table skirted 3 sides
- Qty: ____ 4' Table skirted 4 sides
- Qty: ____ 6' Table skirted 4 sides
- Qty: ____ 8' Table skirted 4 sides
- Qty: ____ 4' Table unskirted
- Qty: ____ 6' Table unskirted
- Qty: ____ 8' Table unskirted
- Qty: ____ 30"H x 30"D Round Café Table

DISCOUNT:

- \$104.15
- \$139.90
- \$160.85
- \$155.10
- \$190.85
- \$211.80
- \$60.05
- \$95.80
- \$116.75
- \$98.10

STANDARD:

- \$138.90
- \$179.90
- \$216.95
- \$210.45
- \$251.45
- \$288.50
- \$94.80
- \$135.80
- \$172.85
- \$127.05

42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED



30" Ped Table

ITEM:

- Qty: ____ 4' Counter skirted 3 sides
- Qty: ____ 6' Counter skirted 3 sides
- Qty: ____ 8' Counter skirted 3 sides
- Qty: ____ 4' Counter skirted 4 sides
- Qty: ____ 6' Counter skirted 4 sides
- Qty: ____ 8' Counter skirted 4 sides
- Qty: ____ 4' Counter unskirted
- Qty: ____ 6' Counter unskirted
- Qty: ____ 8' Counter unskirted
- Qty: ____ 42"H x 30"D Round Bar Table

DISCOUNT:

- \$132.15
- \$156.05
- \$189.15
- \$193.40
- \$217.30
- \$250.40
- \$88.05
- \$111.95
- \$145.05
- \$108.35

STANDARD:

- \$180.00
- \$213.05
- \$255.50
- \$261.85
- \$294.90
- \$337.35
- \$135.90
- \$168.95
- \$211.40
- \$144.30

Chairs - Accessories

ITEM:

- Qty: ____ Wastebasket
- Qty: ____ Tripod Easel
- Qty: ____ 4' Single Tier Table Riser
- Qty: ____ 6' Single Tier Table Riser
- Qty: ____ 8' Single Tier Table Riser
- Qty: ____ Tensa Stanchion
- Qty: ____ Bag Rack
- Qty: ____ 4' x 8' Poster Board
- Qty: ____ Garment Rack
- Qty: ____ Side Chair
- Qty: ____ Arm Chair
- Qty: ____ Gray Bar Stool

DISCOUNT:

- \$18.20
- \$30.40
- \$52.00
- \$62.00
- \$72.00
- \$52.00
- \$96.75
- \$130.70
- \$130.70
- \$69.45
- \$79.45
- \$126.10

STANDARD:

- \$23.75
- \$40.55
- \$74.55
- \$84.55
- \$94.55
- \$74.55
- \$130.75
- \$168.15
- \$168.15
- \$84.80
- \$94.80
- \$168.15

Exhibitor: _____

Booth #: _____

Payment must be received by June 28, 2024 to receive the discounted rates. 100% cancellation fee after June 28, 2024.

Contact Lesa Davis - Ldavis@vipertradeshow.com for a brochure or order online <https://order.vipertradeshow.com/>

Item Number	Weight		Dimensions	Discount	Standard	Qty.	Total
Blanc (Pg. 2)							
18228-0847	100 lbs.	Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$1,387.50	\$1,803.75		\$ -
18167-0614	90 lbs.	Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$1,323.75	\$1,721.00		\$ -
18284-0834	75 lbs.	Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$1,106.25	\$1,438.25		\$ -
18024-0072	40 lbs.	Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$663.75	\$863.00		\$ -
18184-0274	15 lbs.	Blanc Bright White Leather Cube Ottoman	17"Square x 18"H	\$230.75	\$300.00		\$ -
Function (Pg. 2)							
18284-0554	38 lbs.	Function Bright White Leather Armless Chair	28"Square x 29"H	\$707.00	\$919.25		\$ -
18066-0016	27 lbs.	Function Bright White Leather Corner	28"Square x 29"H	\$759.50	\$987.50		\$ -
Continental (Pg. 3)							
18303-0006	105 lbs.	Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$1,367.00	\$1,777.25		\$ -
18304-0002	105 lbs.	Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$1,323.75	\$1,721.00		\$ -
18296-0006	35 lbs.	Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$587.00	\$763.25		\$ -
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$693.75	\$902.00		\$ -
18184-0284	30 lbs.	Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$587.00	\$763.25		\$ -
Sophistication (Pg. 3 & 4)							
18228-0674	100 lbs.	Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$1,367.00	\$1,777.25		\$ -
18167-0466	90 lbs.	Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$1,323.75	\$1,721.00		\$ -
18284-0563	60 lbs.	Sophistication White Leather Chair	27"W x 31"D x 48"H	\$693.75	\$902.00		\$ -
18066-0017	60 lbs.	Sophistication White Leather Corner	31"Square x 48"H	\$693.75	\$902.00		\$ -
18184-0130	40 lbs.	Sophistication White Leather Ottoman	31"Square x 19"H	\$587.00	\$763.25		\$ -
Boca (Pg. 4)							
18066-0026	38 lbs.	Boca Black Leather Corner	27"W x 27"D x 30"H	\$759.50	\$987.50		\$ -
18284-0786	28 lbs.	Boca Black Leather Armless	22"W x 27"D x 30"H	\$707.00	\$919.25		\$ -
Metro (Pg. 4 & 5)							
18228-0602	110 lbs.	Metro Black Leather Sofa	85"W x 35"D x 35"H	\$1,140.00	\$1,482.00		\$ -
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$1,097.00	\$1,426.25		\$ -
18284-0482	75 lbs.	Metro Black Leather Chair	35"Square x 35"H	\$857.00	\$1,114.25		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$587.00	\$763.25		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$587.00	\$763.25		\$ -
Suave Midnight (Pg. 5)							
18228-0085	105 lbs.	Suave Midnight Sofa	77"W x 36"D x 33"H	\$997.50	\$1,296.75		\$ -
18167-0069	80 lbs.	Suave Midnight Loveseat	54"W x 36"D x 33"H	\$866.25	\$1,126.25		\$ -
18284-0151	65 lbs.	Suave Midnight Chair	32"W x 36"D x 33"H	\$650.75	\$846.00		\$ -
Grammercy (Pg. 5 & 6)							
18228-0605	90 lbs.	Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	\$1,269.50	\$1,650.50		\$ -
18167-0469	90 lbs.	Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	\$1,106.25	\$1,438.25		\$ -
18284-0485	40 lbs.	Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	\$707.00	\$919.25		\$ -
18066-0015	51 lbs.	Grammercy Charcoal Leather Corner	36"Square x 36"H	\$813.75	\$1,058.00		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$587.00	\$763.25		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$587.00	\$763.25		\$ -
Montana Mocha (Pg. 6)							
18228-0784	100 lbs.	Montana Mocha Sofa	79"W x 35"D x 34"H	\$1,072.50	\$1,394.25		\$ -
18167-0573	90 lbs.	Montana Mocha Loveseat	57"W x 35"D x 34"H	\$943.25	\$1,226.50		\$ -
18284-0704	75 lbs.	Montana Mocha Chair	35"Square x 34"H	\$727.50	\$945.75		\$ -
Chandler (Pg. 6 & 7)							
18228-0795	100 lbs.	Chandler Red Leather Sofa	76"W x 37"D x 35"H	\$1,140.00	\$1,482.00		\$ -
18167-0581	90 lbs.	Chandler Red Leather Loveseat	53"W x 37"D x 35"H	\$1,097.00	\$1,426.25		\$ -
18284-0717	75 lbs.	Chandler Red Leather Chair	31"W x 37"D x 35"H	\$857.00	\$1,114.25		\$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$587.00	\$763.25		\$ -
Evoke (Pg. 7)							
13229-0007	80 lbs.	Evoke Sofa	81"W x 35"D x 27"H	\$1,723.25	\$2,240.25		\$ -
13041-0015	40 lbs.	Evoke Chair	33"W x 35"D x 27"H	\$922.50	\$1,199.25		\$ -
13054-0011	20 lbs.	Evoke Cocktail Table	48"W x 24"D x 18"H	\$587.00	\$763.25		\$ -
13110-0009	20 lbs.	Evoke End Table	24"W x 28"D x 25"H	\$521.25	\$677.75		\$ -
13110-0008	10 lbs.	Evoke Cube	18"Square	\$366.50	\$476.50		\$ -
Niko (Pg. 8)							
18228-0858	100 lbs.	Niko Sofa	81"W x 30"D x 38"H	\$1,410.00	\$1,833.00		\$ -
18167-0622	85 lbs.	Niko Loveseat	58"W x 30"D x 38"H	\$1,290.00	1677		\$ -
18284-0856	70 lbs.	Niko Chair	31"W x 30"D x 38"H	\$1,072.50	\$1,394.25		\$ -
Stage Chairs (Pg. 9)							
18284-0478	29 lbs.	Midnight Stage Chair	25"W x 26"D x 37"H	\$423.75	\$529.75		\$ -
18284-0477	29 lbs.	Chamois Stage Chair	25"W x 26"D x 37"H	\$423.75	\$529.75		\$ -
18284-0476	29 lbs.	Buckskin Stage Chair	25"W x 26"D x 37"H	\$423.75	\$529.75		\$ -
18284-0621	80 lbs.	Empire Chair Black Leather	28"W x 32"D x 32"H	\$759.50	\$987.50		\$ -
18284-0564	80 lbs.	Empire Chair White Leather	28"W x 32"D x 32"H	\$759.50	\$987.50		\$ -
18284-0785	24 lbs.	Monarch Chair - Bright White	28"Square x 30"H	\$423.75	\$529.75		\$ -
Ottomans & Benches (Pg. 10)							
18184-0283	75 lbs.	Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$693.75	\$902.00		\$ -
18184-0179	65 lbs.	Metro Black Leather Square Ottoman	40"Square x 17"H	\$587.00	\$763.25		\$ -
18184-0033	65 lbs.	Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$587.00	\$763.25		\$ -
18024-0008	43 lbs.	Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$587.00	\$763.25		\$ -
18024-0062	43 lbs.	Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$587.00	\$763.25		\$ -
18024-0002	43 lbs.	Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	\$587.00	\$763.25		\$ -
18184-0192	70 lbs.	Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	\$651.00	\$813.75		\$ -
18184-0036	64 lbs.	Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$587.00	\$763.25		\$ -
Banquettes & Turning Beds (Pg. 10)							
18011-0011	185 lbs.	Essentials White Banquette (2 pcs)	60"Round x 48"H	\$1,723.25	\$2,240.25		\$ -
18011-0002	130 lbs.	Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,723.25	\$2,240.25		\$ -

02082-0033	200 lbs.	Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$2,070.00	\$2,691.00	\$	-
Cube Ottomans (Pg. 11)							
18184-0294	10 lbs.	Rubix Cube - Cherry	17"Square x 18"H	\$230.75	\$300.00	\$	-
18184-0295	10 lbs.	Rubix Cube - Cromwell	17"Square x 18"H	\$230.75	\$300.00	\$	-
18184-0296	10 lbs.	Rubix Cube - Grape	17"Square x 18"H	\$230.75	\$300.00	\$	-
18184-0293	10 lbs.	Rubix Cube - Lemon	17"Square x 18"H	\$230.75	\$300.00	\$	-
18184-0297	10 lbs.	Rubix Cube - Lime	17"Square x 18"H	\$230.75	\$300.00	\$	-
18184-0298	10 lbs.	Rubix Cube - Mango	17"Square x 18"H	\$230.75	\$300.00	\$	-
18184-0274	15 lbs	Blanc Bright White Leather Cube Ottoman	17"Square x 18"H	\$230.75	\$300.00	\$	-
18184-0128	15 lbs.	Metro Black Leather Cube Ottoman	18"Square x 18"H	\$230.75	\$300.00	\$	-
Charged (Pg. 12)							
22100-0001	192 lbs.	Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$2,297.00	\$2,986.25	\$	-
22051-0001	40 lbs.	Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$866.25	\$1,126.25	\$	-
22050-0001	40 lbs.	Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$802.50	\$1,043.25	\$	-
22001-0001	80 lbs.	Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$1,344.50	\$1,748.00	\$	-
22002-0002	55 lbs.	Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	\$759.00	\$1,517.75	\$	-
22200-0001	230 lbs.	White Conference Table - Charged	96"W x 43"D x 30"H	\$1,809.50	\$2,352.50	\$	-
18284-0861	52 lbs.	Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$1,337.75	\$1,739.25	\$	-
22052-0001	60 lbs.	Lincoln Bench - Charged	59"W x 39"D x 17"H	\$1,269.50	\$1,650.50	\$	-
Occasional Tables (Pg. 13 & 14)							
99-12304-05	10 lbs.	Aria Cosmo End Table	24"W x 20"D x 22"H	\$412.50	\$536.25	\$	-
99-12050-05	20 lbs.	Aria Cosmo Cocktail Table	44"W x 20"D x 18"H	\$433.25	\$563.25	\$	-
99-12304-03	10 lbs.	Aria Emerald Tide End Table	24"W x 20"D x 22"H	\$412.50	\$536.25	\$	-
99-12050-03	20 lbs.	Aria Emerald Tide Cocktail Table	44"W x 20"D x 18"H	\$433.25	\$563.25	\$	-
99-12304-06	10 lbs.	Aria Icebreaker End Table	24"W x 20"D x 22"H	\$412.50	\$536.25	\$	-
99-12050-06	20 lbs.	Aria Icebreaker Cocktail Table	44"W x 20"D x 18"H	\$433.25	\$563.25	\$	-
99-12304-05	10 lbs.	Aria Red End Table	24"W x 20"D x 22"H	\$412.50	\$536.25	\$	-
99-12050-05	20 lbs.	Aria Red Cocktail Table	44"W x 20"D x 18"H	\$433.25	\$563.25	\$	-
99-12304-03	10 lbs.	Aria Green End Table	24"W x 20"D x 22"H	\$412.50	\$536.25	\$	-
99-12050-03	20 lbs.	Aria Green Cocktail Table	44"W x 20"D x 18"H	\$433.25	\$563.25	\$	-
99-12304-06	10 lbs.	Aria Blue End Table	24"W x 20"D x 22"H	\$412.50	\$536.25	\$	-
99-12050-06	20 lbs.	Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$433.25	\$563.25	\$	-
99-12304-04	10 lbs.	Aria Purple End Table	24"W x 20"D x 22"H	\$412.50	\$536.25	\$	-
99-12050-04	20 lbs.	Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$433.25	\$563.25	\$	-
99-12304-01	10 lbs.	Aria White End Table	24"W x 20"D x 22"H	\$412.50	\$536.25	\$	-
99-12305-01	35 lbs.	Aria White Console Table	44"W x 20"D x 30"H	\$457.50	\$594.75	\$	-
99-12050-01	20 lbs.	Aria White Cocktail Table	44"W x 20"D x 18"H	\$433.25	\$563.25	\$	-
99-12304-02	10 lbs.	Aria Charcoal End Table	24"W x 20"D x 22"H	\$412.50	\$536.25	\$	-
99-12305-02	35 lbs.	Aria Charcoal Console Table	44"W x 20"D x 30"H	\$457.50	\$594.75	\$	-
99-12050-02	20 lbs.	Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$433.25	\$563.25	\$	-
12107-0008	30 lbs.	Tribeca End Table	24"W x 28"D x 22"H	\$412.50	\$536.25	\$	-
12230-0005	40 lbs.	Tribeca Console Table	48"W x 18"D x 30"H	\$457.50	\$594.75	\$	-
12055-0008	50 lbs.	Tribeca Cocktail Table	48"W x 28"D x 19"H	\$433.25	\$563.25	\$	-
18024-0010	30 lbs.	Novel End Table	15"Square x 16"H	\$521.25	\$677.75	\$	-
18024-0011	50 lbs.	Novel Cocktail Table	46"W x 15"D x 16"H	\$587.00	\$763.25	\$	-
12107-0467	13 lbs.	Hylton Tablet Table	18"W x 12"D x 28"H	\$295.50	\$369.50	\$	-
12107-0512	27 lbs.	Fuze End Table	24"Square x 23"H	\$446.25	\$580.25	\$	-
12230-0116	49 lbs.	Fuze Console Table	60"W x 16"D x 34"H	\$543.75	\$707.00	\$	-
12055-0453	55 lbs.	Fuze Cocktail Table	40"Square x 16"H	\$500.75	\$651.00	\$	-
12107-0493	27 lbs.	London End Table	24"Square x 23"H	\$446.25	\$580.25	\$	-
12230-0110	49 lbs.	London Console Table	60"W x 16"D x 34"H	\$543.75	\$707.00	\$	-
12055-0428	55 lbs.	London Cocktail Table	40"Square x 16"H	\$500.75	\$651.00	\$	-
12107-0494	21 lbs.	Brooklyn II Square End Table	22"W x 22"D x 20"H	\$380.75	\$495.00	\$	-
12107-0495	15 lbs.	Brooklyn II Round End Table	20"Round X 20"H	\$380.75	\$495.00	\$	-
12055-0429	35 lbs.	Brooklyn II Rect Cocktail Table	42"W x 24"D x 16"H	\$423.75	\$551.00	\$	-
12055-0430	25 lbs.	Brooklyn II Round Cocktail Table	30"Round X 16"H	\$423.75	\$551.00	\$	-
12107-0282	35 lbs.	Vivid End Table	26"Square x 21"H	\$412.50	\$536.25	\$	-
12230-0081	62 lbs.	Vivid Console Table	50"W x 24"D x 30"H	\$457.50	\$594.75	\$	-
12055-0273	50 lbs.	Vivid Cocktail Table	50"W x 24"D x 16"H	\$433.25	\$563.25	\$	-
12107-0296	50 lbs.	24" Cube End Table - Black	24"Square x 21"H	\$423.75	\$551.00	\$	-
12107-0297	55 lbs.	24" Cube End Table - White	24"Square x 21"H	\$423.75	\$551.00	\$	-
12055-0285	40 lbs.	24" Cube Cocktail Table - Black	24"Square x 16"H	\$412.50	\$536.25	\$	-
12055-0286	40 lbs.	24" Cube Cocktail Table - White	24"Square x 16"H	\$412.50	\$536.25	\$	-
Bars & Bar Backs (Pg. 15)							
05012-0076	185 lbs.	VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,505.75	\$1,957.50	\$	-
05012-0075	130 lbs.	VIP Glow Bar 4'	48"W x 24"D x 42"H	\$1,269.50	\$1,650.50	\$	-
05012-0053	70 lbs.	Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$693.75	\$902.00	\$	-
05012-0054	70 lbs.	White Bar - 2 Shelf	48"W x 16"D x 42"H	\$693.75	\$902.00	\$	-
12112-0010	60 lbs.	Blox Bar Back	30"W x 16"D x 86"H	\$866.25	\$1,126.25	\$	-
05001-0017	150 lbs.	Piazza Bar Back - Black	44"W x 12"D x 80"H	\$813.75	\$1,058.00	\$	-
05001-0018	150 lbs.	Piazza Bar Back - White	44"W x 12"D x 80"H	\$813.75	\$1,058.00	\$	-
Bar Stools (Pg. 16 & 17)							
05237-0264	15 lbs.	Vienna Stool - Gray	17"Square x 39"H	\$433.25	\$563.25	\$	-
05237-0263	15 lbs.	Vienna Stool - Orange	17"Square x 39"H	\$433.25	\$563.25	\$	-
05237-0262	15 lbs.	Vienna Stool - Teal	17"Square x 39"H	\$433.25	\$563.25	\$	-
05237-0038	15 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$390.00	\$507.00	\$	-
05237-0039	15 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$390.00	\$507.00	\$	-
05237-0305	17 lbs.	Colin Stool	20"W x 19"D x 46"H	\$326.25	\$424.25	\$	-
99-05237-01	27 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H	\$369.50	\$480.50	\$	-
99-05237-02	27 lbs.	Milo Bar Stool - California Wine	20"W x 21"D x 41"H	\$369.50	\$480.50	\$	-
99-05237-06	27 lbs.	Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	\$369.50	\$480.50	\$	-
99-05237-03	27 lbs.	Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	\$369.50	\$480.50	\$	-
99-05237-04	27 lbs.	Milo Bar Stool - Jade	20"W x 21"D x 41"H	\$369.50	\$480.50	\$	-
99-05237-05	27 lbs.	Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	\$369.50	\$480.50	\$	-
99-05237-07	27 lbs.	Milo Bar Stool - White	20"W x 21"D x 41"H	\$369.50	\$480.50	\$	-
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H	\$369.50	\$480.50	\$	-
05237-0270	40 lbs.	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$403.25	\$524.25	\$	-

05237-0271	40 lbs.	Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$403.25	\$524.25	\$	-
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H	\$403.25	\$524.25	\$	-
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H	\$403.25	\$524.25	\$	-
05237-0298	16 lbs.	Clara Stool	17"W x 21"D x 41"H	\$390.00	\$507.00	\$	-
05237-0215	15 lbs.	Marcus Bar Stool - Gunmetal	18"Square x 29"H	\$294.50	\$383.00	\$	-
05237-0156	20 lbs.	Regal Stool - Brown Leather	19"W x 24"D x 45"H	\$403.25	\$524.25	\$	-
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H	\$403.25	\$524.25	\$	-
05237-0042	15 lbs.	Sonic Bar Stool - Black	22"W x 23"D x 42"H	\$326.25	\$424.25	\$	-
05237-0300	6 lbs.	Nexus Stool	19"W x 20"D x 44"H	\$337.50	\$438.75	\$	-
Café Chairs (Pg. 17, 18 & 19)							
05035-0032	15 lbs.	Vienna Chair - Gray	21"Square x 32"H	\$273.75	\$356.00	\$	-
05035-0031	15 lbs.	Vienna Chair - Orange	21"Square x 32"H	\$273.75	\$356.00	\$	-
05035-0030	15 lbs.	Vienna Chair - Teal	21"Square x 32"H	\$273.75	\$356.00	\$	-
99-05035-10	19 lbs.	Milo Chair - Black	20"W x 22"D x 33"H	\$230.75	\$300.00	\$	-
99-05035-11	19 lbs.	Milo Chair - California Wine	20"W x 22"D x 33"H	\$230.75	\$300.00	\$	-
99-05035-15	19 lbs.	Milo Chair - Chartreuse	20"W x 22"D x 33"H	\$230.75	\$300.00	\$	-
99-05035-12	19 lbs.	Milo Chair - Chocolate	20"W x 22"D x 33"H	\$230.75	\$300.00	\$	-
99-05035-13	19 lbs.	Milo Chair - Jade	20"W x 22"D x 33"H	\$230.75	\$300.00	\$	-
99-05035-14	19 lbs.	Milo Chair - Victory Blue	20"W x 22"D x 33"H	\$230.75	\$300.00	\$	-
99-05035-16	19 lbs.	Milo Chair - White	20"W x 22"D x 33"H	\$230.75	\$300.00	\$	-
05035-0051	11 lbs.	Clara Chair	18"W x 21"D x 35"H	\$260.75	\$285.00	\$	-
05035-0008	10 lbs.	Leslie Chair - White	17"W x 21"D x 31"H	\$206.25	\$268.25	\$	-
05035-0010	15 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$260.75	\$285.00	\$	-
05035-0011	15 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H	\$260.75	\$285.00	\$	-
05035-0023	24 lbs.	Elio Chair	17"Square x 33"H	\$230.75	\$300.00	\$	-
14233-0025	20 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H	\$230.75	\$300.00	\$	-
14233-0005	20 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	\$317.00	\$412.25	\$	-
14233-0006	15 lbs.	Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	\$294.50	\$383.00	\$	-
05221-0039	20 lbs.	Regal Dining Chair - Brown	19"W x 23"D x 38"H	\$326.25	\$424.25	\$	-
14233-0016	10 lbs.	Sonic Chair - Black	20"W x 21"D x 32"H	\$230.75	\$300.00	\$	-
05035-0050	5 lbs.	Nexus Chair	19"W x 22"D x 32"H	\$273.75	\$356.00	\$	-
05035-0052	12 lbs.	Colin Chair	22"W x 19"D x 33"H	\$230.75	\$300.00	\$	-
Bar Tables (Pg. 19, 20 & 21)							
99-05245-22	28 lbs.	24" Square Bar Table - Cosmo	24"Square x 42"H	\$446.25	\$580.25	\$	-
99-05245-23	28 lbs.	24" Square Bar Table - Emerald Tide	24"Square x 42"H	\$446.25	\$580.25	\$	-
99-05245-24	28 lbs.	24" Square Bar Table - Icebreaker	24"Square x 42"H	\$446.25	\$580.25	\$	-
99-05245-25	28 lbs.	24" Square Bar Table - Sirona	24"Square x 42"H	\$446.25	\$580.25	\$	-
99-05245-26	30 lbs.	32" Round Bar Table - Cement	32"Round x 42"H	\$446.25	\$580.25	\$	-
99-05245-27	30 lbs.	32" Round Bar Table - Yukon Gold	32"Round x 42"H	\$446.25	\$580.25	\$	-
99-05245-01	34 lbs.	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$412.50	\$536.25	\$	-
99-05245-02	41 lbs.	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$423.75	\$551.00	\$	-
99-05245-04	30 lbs.	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$412.50	\$536.25	\$	-
99-05245-05	37 lbs.	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$423.75	\$551.00	\$	-
99-05245-14	34 lbs.	City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$412.50	\$536.25	\$	-
99-05245-15	41 lbs.	City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$423.75	\$551.00	\$	-
99-05245-07	30 lbs.	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$412.50	\$536.25	\$	-
99-05245-08	37 lbs.	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$423.75	\$551.00	\$	-
99-05245-16	34 lbs.	Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$412.50	\$536.25	\$	-
99-05245-17	41 lbs.	Summit Bar Table White/Black 36" Round	36"Round x 42"H	\$423.75	\$551.00	\$	-
99-05245-10	30 lbs.	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	\$412.50	\$536.25	\$	-
99-05245-11	37 lbs.	Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	\$423.75	\$551.00	\$	-
99-05245-22	43 lbs.	Fuze Bar Table	36"Square x 42"H	\$467.00	\$607.25	\$	-
99-05245-12	28 lbs.	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$412.50	\$536.25	\$	-
99-05245-13	69 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$639.50	\$831.50	\$	-
99-05245-20	28 lbs.	Spectrum Bar Table Red	24"Square x 42"H	\$446.25	\$580.25	\$	-
99-05245-21	28 lbs.	Spectrum Bar Table Blue	24"Square x 42"H	\$446.25	\$580.25	\$	-
99-05245-18	28 lbs.	Spectrum Bar Table Purple	24"Square x 42"H	\$446.25	\$580.25	\$	-
99-05245-19	28 lbs.	Spectrum Bar Table Green	24"Square x 42"H	\$446.25	\$580.25	\$	-
05202-0049	50 lbs.	Zinc Bar Table	24"Round x 42"H	\$618.75	\$804.50	\$	-
05204-0001	75 lbs.	Aspen Bar Table	72"W x 26"D x 42"H	\$1,149.50	\$1,494.50	\$	-
Café Tables (Pg. 21, 22 & 23)							
99-05036-22	25 lbs.	24" Square Café Table - Cosmo	24"Square x 30"H	\$446.25	\$580.25	\$	-
99-05036-23	25 lbs.	24" Square Café Table - Emerald Tide	24"Square x 30"H	\$446.25	\$580.25	\$	-
99-05036-24	25 lbs.	24" Square Café Table - Icebreaker	24"Square x 30"H	\$446.25	\$580.25	\$	-
99-05036-25	25 lbs.	24" Square Café Table - Sirona	24"Square x 30"H	\$446.25	\$580.25	\$	-
99-05036-26	27 lbs.	32" Round Café Table - Cement	32"Round x 30"H	\$446.25	\$580.25	\$	-
99-05036-27	27 lbs.	32" Round Café Table - Yukon Gold	32"Round x 30"H	\$446.25	\$580.25	\$	-
99-05036-01	30 lbs.	Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$412.50	\$536.25	\$	-
99-05036-02	37 lbs.	Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$423.75	\$551.00	\$	-
99-05036-04	27 lbs.	Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$412.50	\$536.25	\$	-
99-05036-05	34 lbs.	Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$423.75	\$551.00	\$	-
99-05036-07	27 lbs.	Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$412.50	\$536.25	\$	-
99-05036-08	34 lbs.	Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$423.75	\$551.00	\$	-
99-05036-14	30 lbs.	City Café Table Maple/Black 30" Round	30"Round x 30"H	\$412.50	\$536.25	\$	-
99-05036-15	37 lbs.	City Café Table Maple/Black 36" Round	36"Round x 30"H	\$423.75	\$551.00	\$	-
99-05036-16	30 lbs.	Summit Café Table White/Black 30" Round	30"Round x 30"H	\$412.50	\$536.25	\$	-
99-05036-17	37 lbs.	Summit Café Table White/Black 36" Round	36"Round x 30"H	\$423.75	\$551.00	\$	-
99-05036-10	27 lbs.	Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$412.50	\$536.25	\$	-
99-05036-11	34 lbs.	Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$423.75	\$551.00	\$	-
99-05036-22	40 lbs.	Fuze Café Table	36"Square x 30"	\$412.50	\$536.25	\$	-
99-05036-12	25 lbs.	Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$412.50	\$536.25	\$	-
99-05036-13	63 lbs.	Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$639.50	\$831.50	\$	-
99-05036-20	25 lbs.	Spectrum Café Table Red	24"Square x 29"H	\$446.25	\$580.25	\$	-
99-05036-21	25 lbs.	Spectrum Café Table Blue	24"Square x 29"H	\$446.25	\$580.25	\$	-
99-05036-18	25 lbs.	Spectrum Café Table Purple	24"Square x 29"H	\$446.25	\$580.25	\$	-
99-05036-19	25 lbs.	Spectrum Café Table Green	24"Square x 29"H	\$446.25	\$580.25	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$986.25	\$1,282.25	\$	-

05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$1,817.00	\$2,362.25	\$	-
Office Seating (Pg. 24)							
14136-0002	38 lbs.	Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	\$521.25	\$677.75	\$	-
14176-0007	37 lbs.	Tamiri Black Leather Mid Back Chair	27"Square x 39"H	\$457.50	\$594.75	\$	-
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	\$423.75	\$551.00	\$	-
14136-0081	40 lbs.	Accord Black Leather High Back	25"Square x 44"H	\$650.75	\$846.00	\$	-
14136-0010	40 lbs.	Accord White Leather High Back	25"Square x 44"H	\$650.75	\$846.00	\$	-
14250-0013	36 lbs.	Goal Black Task Chair With Arms	25"Square x 39"H	\$347.00	\$451.25	\$	-
14250-0014	38 lbs.	Goal Black Task Chair Armless	21"W x 25"D x 39"H	\$317.00	\$412.25	\$	-
14307-0003	36 lbs.	Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	\$369.50	\$480.50	\$	-
14307-0004	30 lbs.	Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	\$462.50	\$601.25	\$	-
Conference Tables (Pg. 25)							
14062-0105	97 lbs.	42" Round Conference Table - Black	42" Round x 29"H	\$575.75	\$748.50	\$	-
14062-0106	97 lbs.	42" Round Conference Table - Mahogany	42" Round x 29"H	\$575.75	\$748.50	\$	-
14062-0297	90 lbs.	Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$1,364.00	\$1,773.20	\$	-
14062-0303	90 lbs.	Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	\$1,364.00	\$1,773.20	\$	-
14062-0300	90 lbs.	Command Conference Table - 6' White	72"W x 36"D x 31"H	\$1,364.00	\$1,773.20	\$	-
14062-0298	125 lbs.	Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$1,465.00	\$1,904.75	\$	-
14062-0304	125 lbs.	Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$1,465.00	\$1,904.75	\$	-
14062-0301	125 lbs.	Command Conference Table - 8' White	96"W x 48"D x 31"H	\$1,465.00	\$1,904.75	\$	-
14062-0299	182 lbs.	Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$1,680.00	\$2,184.00	\$	-
14062-0305	182 lbs.	Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$1,680.00	\$2,184.00	\$	-
14062-0302	182 lbs.	Command Conference Table - 10' White	120"W x 48"D x 31"H	\$1,680.00	\$2,184.00	\$	-
Office Furniture (Pg. 25 & 26)							
14309-0001	125 lbs.	Computer Kiosk - Black	24"Square x 42"H	\$845.75	\$1,099.50	\$	-
14179-0005	125 lbs.	Computer Kiosk - White	24"Square x 42"H	\$845.75	\$1,099.50	\$	-
14029-0098	56 lbs.	5 Shelf Bookcase - Black	36"W x 12"D x 72"H	\$813.75	\$1,058.00	\$	-
14029-0091	55 lbs.	5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$813.75	\$1,058.00	\$	-
14072-0108	225 lbs.	Black Credenza	60"W x 20"D x 29"H	\$759.50	\$987.50	\$	-
14083-0105	290 lbs.	Black Double Pedestal Desk	60"W x 30"D x 29"H	\$866.25	\$1,126.25	\$	-
14072-0038	225 lbs.	Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	\$759.50	\$987.50	\$	-
14072-0039	200 lbs.	Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	\$759.50	\$987.50	\$	-
14083-0117	290 lbs.	Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	\$900.00	\$1,170.00	\$	-
05088-0365	70 lbs.	Vivid Café - Square Table Glass	42"Square x 30"H	\$707.00	\$919.25	\$	-
05088-0364	90 lbs.	Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	\$813.75	\$1,058.00	\$	-
05088-0498	77 lbs.	Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$845.75	\$1,099.50	\$	-
05088-0499	59 lbs.	Brooklyn II Round Dining Table	42" Round x 30"H	\$663.75	\$863.00	\$	-
05090-0001	90 lbs.	Aspen Dining Table	72"W x 30"D x 30"H	\$986.25	\$1,282.25	\$	-
05088-0505	200 lbs.	Brio Dining Table	96"W x 48"D x 30"H	\$1,323.75	\$1,721.00	\$	-
Metal File & Storage Cabinets (Pg. 27)							
14148-0001	35 lbs.	2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$283.25	\$368.25	\$	-
14147-0001	35 lbs.	2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$369.50	\$480.50	\$	-
14148-0002	45 lbs.	4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$380.75	\$495.00	\$	-
14147-0002	45 lbs.	4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$423.75	\$551.00	\$	-
14143-0006	100 lbs.	2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$380.75	\$495.00	\$	-
14143-0144	125 lbs.	2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$380.75	\$495.00	\$	-
14143-0008	170 lbs.	4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$467.00	\$607.25	\$	-
14034-0015	135 lbs.	Storage Cabinet - Black	36"W x 18"D x 72"H	\$467.00	\$607.25	\$	-
Pedestals (Pg. 28)							
12091-0023	50 lbs.	Display Pedestal 14" x 42" Black	14"Square x 42"H	\$564.50	\$734.00	\$	-
12091-0004	120 lbs.	Display Pedestal 24" x 42" Black	24"Square x 42"H	\$684.50	\$890.00	\$	-
12091-0002	55 lbs.	Display Pedestal 18" x 42" Black	18"Square x 42"H	\$630.00	\$819.00	\$	-
12091-0030	50 lbs.	Display Pedestal 14" x 42" White	14"Square x 42"H	\$564.50	\$734.00	\$	-
12091-0024	45 lbs.	Display Pedestal 14" x 36" Black	14"Square x 36"H	\$478.25	\$621.75	\$	-
12091-0034	75 lbs.	Display Pedestal 24" x 36" Black	24"Square x 36"H	\$684.50	\$890.00	\$	-
12091-0031	45 lbs.	Display Pedestal 14" x 36" White	14"Square x 36"H	\$478.25	\$621.75	\$	-
12091-0033	75 lbs.	Display Pedestal 24" x 36" White	24"Square x 36"H	\$684.50	\$890.00	\$	-
12091-0025	40 lbs.	Display Pedestal 14" x 30" Black	14"Square x 30"H	\$446.25	\$580.25	\$	-
12091-0003	80 lbs.	Display Pedestal 24" x 30" Black	24"Square x 30"H	\$650.75	\$846.00	\$	-
12091-0001	45 lbs.	Display Pedestal 18" x 30" Black	18"Square x 30"H	\$457.50	\$594.75	\$	-
12091-0032	40 lbs.	Display Pedestal 14" x 30" White	14"Square x 30"H	\$446.25	\$580.25	\$	-
14309-0001	125 lbs.	Locking Pedestal Black	24"Square x 42"H	\$845.75	\$1,099.50	\$	-
14179-0005	125 lbs.	Locking Pedestal White	24"Square x 42"H	\$845.75	\$1,099.50	\$	-
12091-0055	24 lbs.	Fuze Pedestal	16"Square x 44"H	\$467.00	\$607.25	\$	-
12091-0043	24 lbs.	London Pedestal	16"Square x 44"H	\$467.00	\$607.25	\$	-
Miscellaneous Items (Pg. 29)							
14189-0066	50 lbs.	Stanchion Chrome	41"H	\$131.25	\$170.75	\$	-
11526-0001	2 lbs.	Stanchion Rope - Red Velour	6' L	\$67.50	\$87.75	\$	-
14308-0009	8 lbs.	Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$317.00	\$412.25	\$	-
14308-0010	8 lbs.	Argento Literature Rack	15"W x 12"D x 53.5"H	\$317.00	\$412.25	\$	-
14308-0005	7 lbs.	Alto Literature Rack	10.5"W x 9.5"D x 57"H	\$326.25	\$424.25	\$	-
01209-0003	50 lbs.	Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$587.00	\$763.25	\$	-
Lighting (Pg. 33)							
09392-0019	15 lbs.	Silo Grey Floor Lamp	70"H	\$317.00	\$412.25	\$	-
09417-0037	7 lbs.	Silo Grey Table Lamp	25"H	\$230.75	\$300.00	\$	-
09392-0018	15 lbs.	Silo White Floor Lamp	70"H	\$317.00	\$412.25	\$	-
09417-0036	7 lbs.	Silo White Table Lamp	25"H	\$230.75	\$300.00	\$	-
09392-0001	7 lbs.	Neutrino Steel Floor Lamp - Steel	67"H	\$294.50	\$383.00	\$	-



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

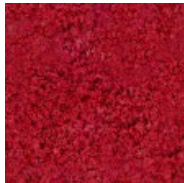
CARPET SELECTIONS

Discount Deadline: June 28, 2024

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.

The booth will be carpeted in speckled gray. You can order a different color, at your cost, to enhance your display.

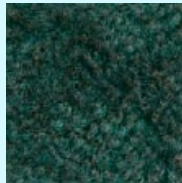
CIRCLE COLOR SELECTION BELOW



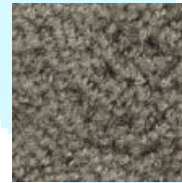
Red



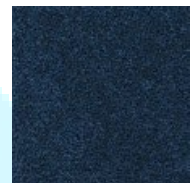
Royal Blue



Green



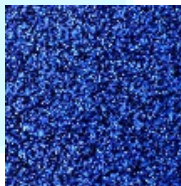
Charcoal Grey



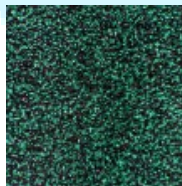
Navy Blue



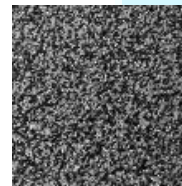
Speckled Red



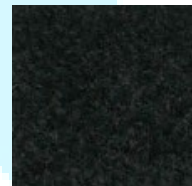
Speckled Blue



Speckled Green



Speckled Grey



Black

Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
8' or 10' x 10' Carpet		\$180.00	\$250.00	
8' or 10' x 20 Carpet		\$360.00	\$500.00	
8' or 10' x 30' Carpet		\$540.00	\$750.00	
8' or 10' x 40' Carpet		\$720.00	\$1,000.00	
20' x 20' or 16' x 20' Carpet		\$720.00	\$1,000.00	
Custom Per Sq. Ft.		\$3.36	\$4.40	

Prestige Flooring Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
Astroturf Per Sq. Ft		\$10.75	\$12.75	
White Vinyl Per Sq. Ft		\$10.75	\$12.75	
Plush Per Sq. Ft.		\$10.75	\$12.75	

Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding Per Sq. Ft.		\$2.55	\$2.99	
Double Padding Per Sq. Ft		\$5.09	\$5.96	
Visqueen Per Sq. Ft.		\$.37	\$.43	

Standard Carpet per sq. ft.: \$ _____
 Prestige Flooring per sq. ft.: \$ _____
 Padding/Visqueen per sq. ft.: \$ _____

Exhibitor: _____ Booth #: _____



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

MODULAR RENTALS – Includes custom graphics!

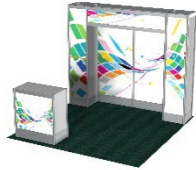
Artwork and payment for Modular Rental Displays must be submitted by June 28, 2024

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

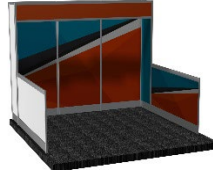
*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



10' INLINE BOOTH 1
Discount: **\$5,172.25**
Standard: **\$6,548.50**



10' INLINE BOOTH 2
Discount: **\$5,172.25**
Standard: **\$6,548.50**



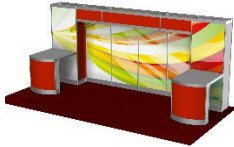
10' STANDARD BOOTH
Discount: **\$5,172.25**
Standard: **\$6,548.50**



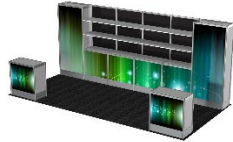
10' POPUP LIGHTBOX RENTAL*
Discount: **\$5,250.00**
Standard: **\$6,825.00**
3 WEEKS LEAD TIME*

10x20 Displays - Contact Viper for Additional Custom Exhibit Options!

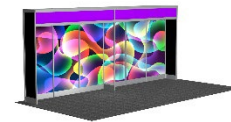
*All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines.



20' INLINE BOOTH 1
Discount: **\$11,121.25**
Standard: **\$14,261.50**



20' SHELF BOOTH 2
Discount: **\$11,121.25**
Standard: **\$14,261.50**



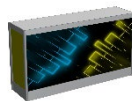
20' STANDARD BOOTH
Discount: **\$11,121.25**
Standard: **\$14,261.50**

A La Carte

*All prices include custom graphic panels | white or black panels available on request.



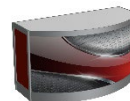
1M COUNTER
Discount: **\$523.75**
Standard: **\$677.75**



2M COUNTER
Discount: **\$950.50**
Standard: **\$1,198.00**



1M CURVED COUNTER
Discount: **\$582.00**
Standard: **\$755.75**



2M CURVED COUNTER
Discount: **\$1,035.25**
Standard: **\$1,343.25**



DISPLAY CASE
Discount: **\$1,226.50**
Standard: **\$1,590.75**

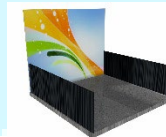
MISC. ITEMS



6' CUSTOMIZEABLE TABLE COVER*
Discount: **\$625.00**
Standard: **\$812.50**
3 WEEKS LEAD TIME*



22x28 SIGN *w/HOLDER
Discount: **\$187.00**
Standard: **\$243.25**



10'W X 8'H BACKWALL BANNER
Discount: **\$1,932.50**
Standard: **\$2,512.25**

*Banner is yours to keep. Includes install/dismantle

Exhibitor: _____ Booth #: _____



MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
FBINAA/Exhibitor Name/Booth # Viper Tradeshow Services 3517 Enterprise Dr, Suite D Kansas City MO 64129 Must arrive between June 21 – July 12, 2024 Will received up until June 16 with late surcharge Receiving Hours: Monday – Friday, 8:00 AM – 4:00 PM	FBINAA/Exhibitor Name/Booth # Crown Center Exhibit Hall c/o Viper Tradeshow Services 2301 McGee Street Kansas City, MO 64108 Must arrive on July 19 - 20, 2024 ONLY *Please note this address is different than the Sheraton Hotel. You must use this address for shipments to your booth. If we have to retrieve your freight from the Sheraton dock, there will be an additional charge.

A 200-pound minimum (2 CWT) applies to every shipment (except those that qualify for small package)

- 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.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- A weight ticket must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket 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.

Calculate your CWT (hundred weight)

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

Advance Warehouse Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$82.95 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$107.95 / CWT
Common carrier shipment received late, after July 12, 2024.....	\$107.95/ CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after July 12, 2024	\$132.95 / CWT
Small Package shipment not exceeding 35 lbs. per shipment (not per box)	\$76.50
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$91.95 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$117.95 / CWT
Off-target shipment (before 07/19/2024 after 07/20/2024) via common carrier	\$117.95 / CWT
Off-target shipment (before 07/19/2024 after 07/20/2024) via POV, or specialized carrier	\$144.95 / CWT
Small Package shipment not exceeding 35 lbs. per shipment (not per box)	\$76.50
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Exhibitor: _____ **Booth #:** _____





VTS MATERIAL HANDLING TERMS & CONDITIONS

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

Moving Van Shipments	Shipments delivered by a moving van or shipments by any vehicle which, because of the height, cannot be unloaded at the docks.
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.



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

INBOUND SHIPPING INFORMATION

If using your own carrier, please fill out for all shipments that you will be sending into the show. Email to Lesa Davis – Ldavis@vipertadeshow.com.

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 Event Site
Carrier Name: _____ Total Pieces: _____ Weight: _____
Tracking Number(s): _____
Shipper: _____
City: _____ State: _____
Description of pieces (crate, carton, case, etc): _____

Shipment 2

Shipping to: Advance Warehouse Event Site
Carrier Name: _____ Total Pieces: _____ Weight: _____
Tracking Number(s): _____
Shipper: _____
City: _____ State: _____
Description of pieces (crate, carton, case, etc): _____

Shipment 3

Shipping to: Advance Warehouse Event Site
Carrier Name: _____ Total Pieces: _____ Weight: _____
Tracking Number(s): _____
Shipper: _____
City: _____ State: _____
Description of pieces (crate, carton, case, etc): _____

Exhibitor: _____ Booth #: _____



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

ADVANCE WAREHOUSE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
FBINAA NATIONAL ANNUAL TRAINING CONF VIPER TRADESHOW SERVICES 3517 ENTERPRISE DRIVE, SUITE D KANSAS CITY MO 64129	*MUST DELIVER BETWEEN JUNE 21 – JULY 12, 2024 WEIGHT TICKET OR BILL OF LADING MUST BE PRESENTED AT TIME OF DELIVERY.
PIECE: _____ OF _____	



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

SHOW SITE SHIPPING LABELS

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

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
FBINAA NATIONAL ANNUAL TRAINING CONF CROWN CENTER EXHIBIT HALL C/O VIPER TRADESHOW SERVICES 2301 MCGEE STREET KANSAS CITY, MO 64108	MUST DELIVER ON JULY 19 – 20, 2024 ONLY WEIGHT TICKET OR BILL OF LADING MUST BE PRESENTED AT TIME OF DELIVERY.
	PIECE: _____ OF _____



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

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 \$3.25/lb. on shipments under 1,000 lbs. and \$2.75/lb. for shipments over 1,000 lbs. **Dimensional weight may apply** and a **\$725.00 minimum** applies for each shipment (destination/or leg). Canadian shipments are provided at a flat rate of \$4.25 for shipments under 1,000 lbs. and \$3.75 for shipments over 1,000 lbs.; a \$950.00 minimum applies. Email form to Lesa Davis – Ldavis@vipertradeshow.com. **Material Handling charges apply to all shipments. *3.5% convenience fee, state & local taxes apply.**

Inbound shipping from:

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Email Address: _____

Requested 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 (Wooden) Exhibit Material		
	Cardboard Carton		
	Fiber Case		
	Pallets		
	Carpets		

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

Company Name: _____ Booth #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

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 \$25.00 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 \$ _____ (\$25/\$1000 value) Declared value \$ _____

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

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

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



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

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

In order to have a pre-printed bill of lading (BOL) + shipping labels created & delivered to your booth, you must send this form in prior to the show to Lesa – Ldavis@vipertradeshow.com. Please fill out a form for each shipment.

We cannot supply UPS/FedEx/DHL labels, you will need to bring those with you. 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

Crown Center Exhibit Hall
c/o Viper Tradeshow Services
2301 McGee Street
Kansas City, MO 64108

You must schedule your carrier to pick up on Monday, July 22, 2024 between 3:00 PM – 7:00 PM. Your carrier must check in with Viper and provide the exhibitor and booth number. Freight Force is 7:00 PM.

Exhibitor Information

Company Name: _____ Booth #: _____

Contact: _____ Phone: _____

Email Address: _____

Shipping Destination

*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: _____

Freight billing address:

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.





FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

DISPLAY LABOR (Installation & Dismantle) INFO

Display Labor Hourly Rates

Discount Deadline: June 28, 2024

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: \$90.00 per person, per hour
OT: \$135.00 per person, per hour
DT: \$180.00 per person, per hour

STANDARD

ST: \$135.00 per person, per hour
OT: \$202.50 per person, per hour
DT: \$270.00 per person, per hour

Viper Supervised (35% supervision included)**:

DISCOUNT

ST: \$121.50 per person, per hour
OT: \$182.25 per person, per hour
DT: \$243.00 per person, per hour

STANDARD

ST: \$182.25 per person, per hour
OT: \$273.38 per person, per hour
DT: \$364.50 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-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. Upon completion of work, supervisor must return to Viper Tradeshow Service Center to release labor. Start time guaranteed only where labor is requested for the start of the working day (8:00 am) unless the official set time begins later in the day.

Please provide supervisors name and cell number: _____

Installation Calculation & Order

CIRCLE ONE: Exhibitor Supervision or Viper Supervision**

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

Dismantle Calculation & Order

CIRCLE ONE: Exhibitor Supervision or Viper Supervision**

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

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 #: _____



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 of 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 limits 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 at all times necessary, 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 of 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: _____



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): _____

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.



FBINAA

60th National Annual Training Conference
July 20 – 23, 2024 | Kansas City, MO

SPOTTING FORM

To Determine If You Need Vehicle Spotting, Please Read this Form

If you are displaying a vehicle or trailer you will need a spot. Viper will confirm a move-in time for you based on where your booth is located on the floor plan. Once you have received your arrival time, please make sure to arrive on time to ensure a smooth move in. Exhibitors who do NOT confirm with Viper that they are bringing a vehicle and receive an assigned date and time may have issues with placement of their vehicle/trailer. All attempts will be made to accommodate, but not guaranteed.

Kansas City Fire Regulations

Automobiles, trucks, boats, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building, shall have no more than five (5) gallons of fuel, or one-fourth (1/4) of a tank, whichever is less. All fuel tanks shall be locked or effectively sealed, and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency. Any vehicles requiring battery power for demonstration must use an auxiliary power source.

Spotting Rates

Vehicle (use own power to move in)	\$135.00 each
Trailer/Vehicle (needs assistance or forklift to tow in)	\$225.00 each

Description of what you are bringing in (including L X W X H and weight):

Exhibitor: _____ **Booth #:** _____



eConnect Scanner

- Rugged Mobile Device Casing
- Battery Operated, Rechargeable
- Cellular Data Connection, WiFi Capability



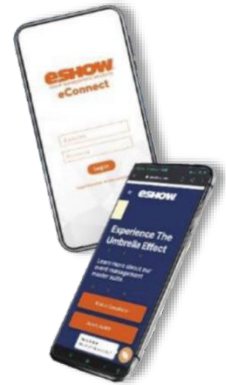
eConnect Features

Cloud based technology that enables quick, precise, and flexible lead capture solutions at the touch of your fingertips.

- Easy-to-use interface
- Live Time Lead Sync backup with data connection (local and cloud storage)
- Editable Qualifiers & Surveys
- Notes Field & Image Upload
- Live Time Web Portal with data, analytics, and reporting

eConnect Mobile App

- Android & iOS
- Personal or Company Device Convenience



eConnect Products	Advance through 6/21/2024	Regular after 6/21/2024
Lead Retrieval Tools		
eConnect Scanner	\$425	\$525
eConnect by eShow Mobile App *Includes access for 1 device	\$275	\$325
Additional Mobile App Activations	\$125	\$150
Bundles		
Scanner Bundle - Includes 3 scanners	\$1,000	\$1,300
App Bundle - Includes 3 Activations	\$475	\$575
Insurance		
Damaged Scanner Insurance	\$150	\$150



Scan the QR Code to place your order online!

Can't scan? Use the link below to place your order:

https://leadretrieval.goeshow.com/lr_sales.cfm?form_key=8AADACA0-01B7-4D0E-87B4-664CD9A035D7

Questions?

Email: leads@goeshow.com

Call: 847-620-4499

Terms and Conditions

Application testing is the sole responsibility of the exhibitor. Auto-focus is required to use the scanning feature. If your device does not have auto-focus, the badge ID must be keyed into the app. No refunds or cancellations will be permitted on devices lacking auto-focus.

An activation is needed for each device that will be used to scan. Activations cannot be reused if the app is uninstalled. If the app is uninstalled, the activation is lost, and an additional activation will need to be purchased at the exhibitor's expense. Activations cannot be transferred to other devices.

DO NOT DELETE, SIGN-OUT, UNINSTALL OR CLEAR THE CACHE OF THE APP ONCE THE APP HAS BEEN ACTIVATED OR THE ACTIVATION AND LEADS WILL BE LOST.

One week prior to the event, instructions and a sample badge will be sent to the email address provided for testing purposes.

All equipment is offered on a rental basis and must be returned to the lead retrieval desk at the start of the scheduled exhibit hall breakdown. Any exhibitor who fails to return equipment promptly will incur a **\$25** per hour late fee. All equipment is the sole responsibility of the exhibitor during the rental period. Lost or damaged equipment is subject to an additional charge, up to the full replacement cost of **\$25** per charger and **\$750** per scanner.

Any refund requests must be submitted via email prior to the 7/12/2024 refund cut-off date. No refunds will be issued after the refund cut-off date. All refund and cancellation requests received will be issued a credit voucher in the amount of the order to be used for any future eShow Lead Retrieval purchase. No refunds or credits will be issued for any unused activations or devices.



Scan the QR Code to place your order online!

Can't scan? Use the link below to place your order:

https://leadretrieval.goeshow.com/lr_sales.cfm?form_key=8AADACA0-01B7-4D0E-87B4-664CD9A035D7

Questions?

Email: leads@goeshow.com

Call: 847-620-4499