

# ACRP Annual Conference

## ACRP 2026

### TABLE OF CONTENTS

\*Viper Discount Deadline Date: Tuesday, March 31, 2026

Quick Reference/Deadlines:	Page 2
Move Out Information:	Page 3
Viper Shipping Order Form:	Page 6
Material Handling Rates & Info:	Pages 7 – 9
Inbound Shipping Labels:	Pages 10 – 11
Cleaning / I&D Labor:	Pages 12 – 14
EAC Forms:	Pages 15 – 16
Furnishings & Rental Carpet:	Pages 17 – 19
Modular Rental Options:	Page 20
Pre-Printed BOL Request form:	Page 21
Visual FX AV Order Form:	Pages 22 – 24
Additional Electrical (each booth includes (1) 5 amp drop):	Page 25

**Internet** use this link, then enter ACRP in the search bar:

<https://eventnow.encodedglobal.com/landingpage/newexhibit/index/>

### CONTACT INFORMATION

#### Viper Show Coordinator:

Jennifer Elhardt | m: 912-266-2173  
[jelhardt@vipertradeshow.com](mailto:jelhardt@vipertradeshow.com)

#### Show Management Contact:

Ame Petry | p: 703-253-6268  
[ame.petry@acrpnet.org](mailto:ame.petry@acrpnet.org)

### PRE-SHOW TIPS

- **Submit orders early to receive the discounted rate** – Please complete the necessary forms found in this kit or online at <https://order.vipertradeshow.com>. Standard pricing will apply to orders received after the published deadline.
- **Payments** – All orders and balances (including material handling) need to be paid prior to the first day of move in. Standard pricing will apply to all orders not paid by the Discount Deadline.
- **Preparing freight shipments** – We strongly encourage you to send all show freight to the advance warehouse. For additional cost savings, consolidate your freight to a single shipment on an LTL freight carrier and arrange for the freight to be received on or before the Late to Warehouse Deadline to avoid late charges. **Material handling applies to every shipment received and charges will automatically be applied to your account upon receipt of each shipment.**
- **Review Quick Reference Page** – Please review the show schedule outlined and make sure your travel plans allow for a smooth setup and move out; the return of the empty freight containers can take at least an hour after the close of the show. **Please plan accordingly!**
- **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 assistance with questions or show site orders.
- **Booth orders & freight delivery** – Our team completes a rental order and advance freight check prior to exhibitor setup to ensure everything pre-ordered and/or sent to the Advance Warehouse is in your booth. A Viper representative will be at the Viper service desk for assistance. Please address discrepancies immediately because credits are not provided to claims made post show.
- **Empty Storage** – Material Handling (drayage) service includes the storage of empty containers for the duration of the show. “Empty” stickers will be available at the Viper service desk. Place one sticker on each empty item (crates/skids/boxes) you want Viper to store. All items are returned at the close of the show and can take at least an hour to be returned.
- **Labor orders** – All exhibitor supervised labor orders will need to check in at the Viper service desk once ready for the labor.

## QUICK REFERENCE & DEADLINES

### Tuesday, March 24, 2026

#### **First day of advance warehouse receiving**

RECEIVING: M-F | 8AM – 4PM

### Tuesday, March 31, 2026

#### **Advance order discount deadline/cancellation deadline**

Payment must be made in full to receive discounted rates.

Refunds will NOT be made after this deadline.

### Tuesday, March 31 2026, by 12 pm CST

#### **Artwork submission deadline.**

All electronic, print ready artwork for modular rentals are due.

### Tuesday, April 14, 2026

#### **Late to Warehouse Deadline**

The warehouse must receive your freight by EOD to avoid

added late fees.

### Tuesday, April 21, 2026

#### **Last day of Advance Warehouse receiving**

Last day Advance Warehouse will accept exhibit material.

(You will incur a late fee but your freight will be in your booth at the start of exhibitor move-in!)

### Friday, April 24, 2026 | 8:00 AM – 3:00 PM

All show site deliveries are to be delivered on the listed date(s). Shipments received before the date(s) are at risk of being refused, and additional charges by the venue or Viper may apply.

## SHOW INFO AT A GLANCE

### **EXHIBITOR INSTALL / MOVE-IN**

Friday, April 24, 2026 | 8:00 AM – 3:00 PM

### **SPONSOR & EXHIBITOR WELCOME RECEPTION**

Friday, April 24, 2026 | 3:45 PM – 5:00 PM

### **SHOW HOURS**

Friday, April 24, 2026 | 5:00 PM – 7:00 PM

Saturday, April 25, 2026 | 8:00 AM – 6:30 PM

Sunday, April 26, 2026 | 8:00 AM – 6:30 PM

### **EXHIBITOR DISMANTLE / MOVE-OUT**

Sunday, April 26, 2026 | 6:30 PM – 8:30 PM

## ADVANCE WAREHOUSE

**Receiving Hours: M-F | 8AM – 4PM**

### **ACRP 2026**

Viper Tradeshow Services

1485 Rail Head Boulevard

Suite 15

Naples, FL 34110

**All shipments must include company name, booth # and ACRP 2026 on the freight.**

**USE LABEL ON PAGE 10**

## SHOW SITE FACILITY

**Receiving only during move- in.**

### **ACRP 2026**

Hyatt Regency Orlando

Regency Ballroom

c/o Viper Tradeshow Services

9801 International Drive

Orlando, FL 32819

**All shipments must include company name, booth # and ACRP 2026 on the freight.**

**USE LABEL ON PAGE 11**

## BOOTH PACKAGS:

### PACKAGE OPTIONS ARE BASED ON YOUR BOOTH CONTRACT WITH ACRP

#### Package A

(1) 6' Black Skirted Table  
(2) Padded Side Chairs  
(1) Wastebasket

#### Package B

(1) 42" H Bar Table  
(2) Bar Stools  
(1) Wastebasket

#### Package C

(1) 30" H Café Table  
(2) Padded Side Chairs  
(1) Wastebasket

#### All packages with come with the following:

8' tall WHITE back drape | 3' tall WHITE side drape  
(1) 6" x 24" ID sign

\*In a 10' x 10' exhibit space, in a carpeted hall

Each company receives (1) complimentary 5 amp electrical drop. To order additional electric, submit an order form to Edlen.

## ONLINE ORDERING

<https://order.vipertradeshow.com>

Any questions, please email:

[jelhardt@vipertradeshow.com](mailto:jelhardt@vipertradeshow.com)

\*Only the main contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal please notify Viper\*

## DISMANTLE/ MOVE OUT INFORMATION

### **FREIGHT FORCE: April 26, 2026 @ 7:00 PM | LABOR FORCE: April 26, 2026 @ 6:30 PM**

Viper Transportation is the Official Carrier for this show. All carriers must check in at Hyatt Regency Orlando | Regency Ballroom | 9801 International Drive | Orlando, FL 32819 no later than 7:00 PM on 4/26/26 to avoid force.

## MOVE OUT INFORMATION

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

Exhibit Hall Officially Closes:	Sunday, April 26, 2026 @ 6:30 PM
Stored empty crates and containers estimated return:	Sunday, April 26, 2026 @ 7:30 PM
Labor Force: all exhibitors should have started dismantle by now: Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.	Sunday, April 26, 2026 @ 6:30 PM
Freight Force - deadline for carriers to check in:	Sunday, April 26, 2026 @ 7:00 PM

**All outbound shipments loading onto a contracted carrier or personally owned vehicle require a Viper Tradeshow Services Bill of Lading (BOL). Please follow these instructions.**

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to arrive by **7:00 PM**. We suggest telling them **6:30 PM**, giving them room to fail without failing you! Here is the address for your convenience:

### Hyatt Regency Orlando | Regency Ballroom | 9801 International Drive | Orlando, FL 32819

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

**\*In the event you fail to turn in your BOL or your carrier does not check in by the 7:00 PM deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper because of such rerouting or handling and exhibitor will be charged standard shipping rates of \$3.30/pound for shipments 1000 lbs. or more, \$3.90/pound for shipments 999 lbs. or less; with a **\$875.00 minimum**. *Actual or dimensional weight will apply, whichever is greater*; material handling must be paid in full and applies to every shipment. Charges will be applied to the credit card on file. All Viper shipments, including reconsigned shipments, will be weighed by Viper. **Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.** \*AV equipment and computers hold very specific packaging instructions to be covered by insurance. Viper Tradeshow Services is not liable and does not cover any AV equipment or other alike equipment. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment.**

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

If you decide to choose Viper as your carrier at show site, turn in the Viper Shipping Order Form provided to the Viper Service Desk by **5:30 PM** (1 hour before show closing) and we will write up your Bill of Lading and labels and deliver them to your booth. Once you are packed, sign the BOL and turn it in to the Service Desk, you will get a copy, we will keep a copy, and the driver will receive a copy. No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

PLEASE CONTACT YOUR SHOW COORDINATOR WITH ANY QUESTIONS OR COME TO THE VIPER SERVICE DESK ON SITE.

Jennifer Elhardt | [jelhardt@vipertradeshow.com](mailto:jelhardt@vipertradeshow.com) | mobile: 912-266-3173

## TERMS AND DEFINITIONS:

### IN ORDER TO RECEIVE A DISCOUNT:

Payment must accompany your advance order and be received prior to the early deadline date and with completed Payment Authorization Form. All payments to be in US currency.

### OUTSTANDING PAYMENTS:

Viper Tradeshow Services requires payment for all services upon receipt of the order, including receiving shipments at the advance warehouse.

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

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

All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Viper Tradeshow Services. Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.

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

Viper Tradeshow Services will accept payment by company check, or Method of Payment for Visa, MasterCard or American Express. Viper Tradeshow Services reserves the right to check the credit available on any card presented. If the exhibitor fails to pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file.

International Exhibitors will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in US Funds or by credit card, cash, check, or bank wire transfer, when previously arranged by Viper Tradeshow Services.

**Tax Exemption Status:** If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers. Payment for all labor, equipment, and services, whether ordered by the exhibitor, display builder, non-official contractor, or other parties, shall be the responsibility of the exhibitor at the event. **A tax exemption certificate must be submitted prior to submitting orders.**

**Insurance:** Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies.

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

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

**Material Handling Form (MHA) aka Bill of Lading (BOL):** Your bill of lading must be turned in no later than the force times listed on the Quick Reference page. Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.). All shipments received at the close of the show are subject to a final count. We will count and ship pieces as we find the shipment when we remove them from the booth to load out.

All Material Handling Agreements submitted to Viper by the exhibitor will be checked at the time of pick up from the booth. Corrections will be made where any discrepancies exist between the quantities of pieces listed by the exhibitor and the actual count of such items in the booth at the time of pick up. Viper is not responsible for shipments left in booths by exhibitors. *Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier, Viper Transportation, at the expense of the exhibitor! Your bill of lading must be turned in no later than the force times listed on the Quick Reference Page.*

**Small Package Shipments:** Includes cartons received without documentation and delivered to the booth without guarantee of piece count and documentation, including but not limited to FedEx, UPS, Airborne, and DHL.

**"Hand Carry":** The ability for an exhibitor to "hand carry" their materials onto the exhibit hall through the front entrance without the use of wheels, including but not limited to, luggage carts, four wheel or two-wheel dollies, baggage carts.

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

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

**Final Show Audit:** Viper Tradeshow Services reserves the right to perform a Final Audit of this event for up to 120 days after the move out date of the event. Also, an end of the year review in December. If additional charges for any service, labor or equipment are found, it will be added to the Exhibitor's invoice and the credit card on file will be charged. A Final Audit Invoice with explanation of any additional charges will be sent to the Exhibitor. If Viper does not have payment information, the invoice sent to the Exhibitor will be due upon receipt.

# METHOD OF PAYMENT

## Exhibitor Information

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

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

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

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

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

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

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

## Ways to Order:

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

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

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

## Payment Terms

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

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

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

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

## Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Booth Cleaning:	\$
Installation & Dismantle Labor:	\$
Furniture/Accessories/Floral:	\$
Flooring/Padding/Visqueen:	\$
Modular Rental Displays:	\$

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

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

## Method of Payment / Credit Card Charges\*

**\*3.5% convenience fee will be applied to all orders paid via credit card**

**All state and local taxes apply.**

*By signing this payment form, you are authorizing to charge your credit card account for your advance orders, and any additional amounts incurred 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 [jelhardt@vipertradeshow.com](mailto:jelhardt@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: \_\_\_\_\_

# VIPER TRANSPORTATION SHIPPING ORDER FORM

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

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

**\*If expedited shipping is required, please email your Show Coordinator for a quote: [jelhardt@vipertradeshow.com](mailto:jelhardt@vipertradeshow.com)**

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

## **Inbound shipping from:**

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

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

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

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

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		
	Box		
	Fiber Case		
	Pallets		

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

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

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

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

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

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

**Special Instructions (inside delivery, liftgate required, receiving hours, etc):** \_\_\_\_\_

## **Acceptance & Payment**

I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment or \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping, otherwise, I am purchasing only supplemental insurance (does not include A/V or computer equipment) protection (up to \$5,000.00) at \$75.00 for every \$1,000.00 declared value.

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

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

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

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

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

## MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
<b>ACRP 2026</b> Viper Tradeshow Services 1485 Rail Head Boulevard Suite 15 Naples, FL 34110 <b>*USE LABEL ON PAGE 10</b> <i>Receiving Hours: M- F / 8 AM – 4 PM</i>	<b>ACRP 2026</b> Hyatt Regency Orlando   Regency Ballroom c/o Viper Tradeshow Services 9801 International Drive Orlando, FL 32819 <b>*USE LABEL ON PAGE 11</b> <i>Receiving: Friday, April 24, 2026 / 8 AM – 3 PM</i>

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

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number. Dimensional weight is calculated by L x W x H (in.) divided by 200.*
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.*
- A weight ticket/bill of lading must be presented at the time of delivery. Post Show weight tickets will not be accepted.**  
**If a weight ticket/bill of lading is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.**
- Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.
- Material handling charges will automatically be applied to your account upon receipt of each shipment.
- Disposal of exhibit materials is not included as part of material handling. Please contact your show coordinator for a disposal quote*

### 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.....	\$312.00 / CWT
Boxed, crated, or skidded shipment via POV, Van Line or specialized carrier, FedEx, UPS, or USPS.....	\$370.50 / CWT
Common carrier shipment received late, after <b>04/14/2026</b> .....	\$370.50 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after <b>04/14/2026</b> .....	\$429.00 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$58.50 / CWT
Off-target shipment - received before or after receiving dates (30% fee added to the above rates)	\$58.50 / CWT

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

### Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$296.00 / CWT
Boxed, crated, or skidded shipment via POV, Van Lines or specialized carrier, FedEx, UPS, or USPS.....	\$351.50 / CWT
Off-target shipment (before or after) <b>04/24/2026 at 8 AM – 3 PM</b> via common carrier .....	\$351.50 / CWT
Off-target shipment (before or after) <b>04/24/2026 at 8 AM – 3 PM</b> via POV, or specialized carrier .....	\$407.00 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$55.50 / CWT

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

Exhibitor: \_\_\_\_\_

Booth #: \_\_\_\_\_

## INBOUND SHIPPING INFORMATION

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

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

### Shipment 1

Shipping to:  Advance Warehouse  Event Site

Carrier Name: \_\_\_\_\_ Total Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Tracking Number(s): \_\_\_\_\_

Shipper: \_\_\_\_\_

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

Description of pieces: \_\_\_\_\_

### Shipment 2

Shipping to:  Advance Warehouse  Event Site

Carrier Name: \_\_\_\_\_ Total Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Tracking Number(s): \_\_\_\_\_

Shipper: \_\_\_\_\_

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

Description of pieces: \_\_\_\_\_

### Shipment 3

Shipping to:  Advance Warehouse  Event Site

Carrier Name: \_\_\_\_\_ Total Pieces: \_\_\_\_\_ Weight: \_\_\_\_\_

Tracking Number(s): \_\_\_\_\_

Shipper: \_\_\_\_\_

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

Description of pieces: \_\_\_\_\_

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.

<b>Van Line Shipments</b>	All Shipments delivered by a Van Line Carrier will be charged special handling due to additional labor/handling, designated unloading/loading, etc.
<b>Loose Freight</b>	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.
<b>Mixed/Undetermined Description</b>	Description of the shipment is such that the type of materials or equipment cannot be determined (i.e., 1 lot 20 assorted pieces, etc.) Including any mixed lot/multiple shipments that are delivered together.
<b>Must be Delivered by Hand</b>	Materials must be moved "by hand" to the booth due to facility situations beyond Viper Tradeshow Services' control (i.e., elevators, rooms forklifts cannot be used, etc.)
<b>Small Package Carriers (SPC)</b>	The use of small package carriers such as FedEx, UPS, DHL, etc. do not provide BOL and deliver large quantities on the dock requiring additional time to sort and identify.

## Overtime or Off Target 30% Surcharge

Shipments that qualify for overtime rates are any shipments unloaded or received at the warehouse/show site before 8 AM or after 4:30 PM on weekdays, anytime Saturday, Sunday or holidays or after ONE WEEK OUT. Additionally, when warehouse freight must be moved into the exhibit site on overtime, due to scheduling conflict beyond the control of Viper Tradeshow Services, or show move in or move out times are after 4:30 PM on weekdays, on Saturday, Sunday, or Holidays overtime charges will apply.

## Material Handling / Special Handling Definitions

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

**CWT:** 'Hundred weight' - a unit of measurement for weight, equal to 100 pounds.

**Storage Terms:** Exhibitors may hand deliver their own materials to the exhibit facility through the front doors. The use or rental of dollies, flat trucks or other mechanical equipment is not permitted. Viper Tradeshow Services must control access to the loading docks in order to provide a safe and orderly move-in/out. Material handling fees must be paid in full for any materials that require empty storage.

**Multiple Shipments:** Any shipments received from multiple locations or received at different times/dates are considered separate and will be assessed multiple Material Handling minimums. No cumulative weights will be allowed on minimums or split shipments.

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

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

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

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

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

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

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

**"No Documentation":** Shipments arrive from a small package carrier (including, not limited to, FedEx, UPS, DHL) without an individual Bill of Lading or shipments without a certified weight ticket which requires additional time, labor and equipment to process.

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

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

## ADVANCE WAREHOUSE SHIPPING LABELS

For your convenience, labels are provided below for advance warehouse delivery.

We encourage you to make copies and fill in your specific information and tape two labels on each piece of your freight.

<b>SHIPPER INFORMATION</b>	
FROM:	
<b>ADVANCE WAREHOUSE DELIVERY INFORMATION</b>	
TO (Exhibiting Co. Name):	BOOTH #: _____
<b>ACRP 2026</b> <b>Viper Tradeshow Services</b> <b>1485 Rail Head Boulevard</b> <b>Suite 15</b> <b>Naples, FL 34110</b>	<p>*Deliver by 4/14/26 to avoid late fees*</p> <p>**Last day of warehouse receiving 4/21/26**</p> <p>Weight ticket or BOL must be presented at the time of the delivery.</p>
PIECE: _____ OF _____	

## SHOW SITE SHIPPING LABELS

For your convenience, labels are provided below for show site delivery.

We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

<b>SHIPPER INFORMATION</b>	
FROM:	
<b>SHOW-SITE DELIVERY INFORMATION</b>	
TO (Exhibiting Co. Name):	BOOTH #:
<b>ACRP 2026</b>	
<b>Hyatt Regency Orlando</b>	
<b>Regency Ballroom</b>	
<b>c/o Viper Tradeshow Services</b>	
<b>9801 International Drive</b>	
<b>Orlando, FL 32819</b>	
*Deliver on 4/24/26   8 AM – 3 PM ONLY	
Weight ticket or BOL must be presented at the time of the delivery.	
PIECE: _____ OF _____	

## BOOTH CLEANING

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

### Vacuuming

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

Number of Booth Units: \_\_\_\_\_ x **\$165.00** Discount / **\$195.00** Standard

Subtotal: \$\_\_\_\_\_

**Subtotal x Number of Days:** \_\_\_\_\_ **TOTAL:** \$\_\_\_\_\_

### Porter Service

Emptying refuse from containers as necessary throughout the show hours. A Booth Unit = One (1) 10' x 10' / 8' x 10' Booth (Please circle booth size). 10' x 20' = 2 Units, 20' x 20' = 4 Units and so on. Please be sure to include ALL units.

Number of Booth Units: \_\_\_\_\_ x **\$132.00** Discount / **\$162.00** Standard

Subtotal: \$\_\_\_\_\_

**Subtotal x Number of Days:** \_\_\_\_\_ **TOTAL:** \$\_\_\_\_\_

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

# DISPLAY LABOR (Installation & Dismantle) INFO

## Display Labor Hourly Rates

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: \$138.00 per person, per hour

OT: \$207.00 per person, per hour

DT: \$276.00 per person, per hour

#### **STANDARD**

ST: \$207.00 per person, per hour

OT: \$310.50 per person, per hour

DT: \$414.00 per person, per hour

### Viper Supervised (35% supervision included)\*\*:

#### **DISCOUNT**

ST: \$186.30 per person, per hour

OT: \$279.45 per person, per hour

DT: \$372.60 per person, per hour

#### **STANDARD**

ST: \$279.45 per person, per hour

OT: \$419.18 per person, per hour

DT: \$558.90 per person, per hour

## Labor Definitions

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

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

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

All labor and equipment requests should be confirmed prior to the first day of move-in. **Requested starting times cannot be guaranteed; however, every effort is made to meet all requests.** Viper Tradeshow Services reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed.

**YOU MUST CHOOSE EXHIBITOR SUPERVISED OR VIPER SUPERVISED LABOR.**

Please provide supervisor's name and cell number: \_\_\_\_\_

## Installation Calculation & Order

### **CIRCLE ONE: Exhibitor Supervision or Viper Supervision\*\***

1. Day/Time of set up: \_\_\_\_\_

Hourly Rate as noted above

2. Number of Laborers: \_\_\_\_\_

\_\_\_\_\_ x number of people

3. Number of Hours: \_\_\_\_\_

\_\_\_\_\_ x number of hours

4. **TOTAL AMOUNT OF HOURS** \_\_\_\_\_ x \_\_\_\_\_ (RATE) \$ \_\_\_\_\_

## Dismantle Calculation & Order

### **CIRCLE ONE: Exhibitor Supervision or Viper Supervision\*\***

1. Day/Time of set up: \_\_\_\_\_

Hourly Rate as noted above

2. Number of Laborers: \_\_\_\_\_

\_\_\_\_\_ x number of people

3. Number of Hours: \_\_\_\_\_

\_\_\_\_\_ x number of hours

4. **TOTAL AMOUNT OF HOURS** \_\_\_\_\_ x \_\_\_\_\_ (RATE) \$ \_\_\_\_\_

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

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

**\*\* IF ORDERING VIPER SUPERVISED LABOR – PLEASE COMPLETE THE FOLLOWING PAGE AND EMAIL TO YOUR SHOW COORDINATOR.**

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

# VIPER SUPERVISED LABOR INFORMATION FORM

\*\*Please email this form to [jelhardt@vipertradeshow.com](mailto:jelhardt@vipertradeshow.com)

Please confirm you have emailed your Exhibitor Service Coordinator complete booth plans, schematics, special instructions, and photos for this service: (circle one)      YES      NO

\*\*If not, please email ASAP

Whom may we contact if we have any questions or concerns during installation/dismantle of your booth?

NAME: \_\_\_\_\_ Phone: \_\_\_\_\_

**INBOUND SHIPPING INFORMATION:** (Please complete all areas). If you want Viper Transportation to ship your freight to the show, please also complete the Viper Shipping Order Form and Method of Payment Form found in the Kit.

Freight will be sent to:      Warehouse: \_\_\_\_\_ Show Site: \_\_\_\_\_ Date Shipped: \_\_\_\_\_

Carrier: \_\_\_\_\_ Tracking #: \_\_\_\_\_

Total number of:      Crates: \_\_\_\_\_ Cartons: \_\_\_\_\_ Fibercases: \_\_\_\_\_ Skids: \_\_\_\_\_

Do you want Viper to be your outbound carrier:      YES\*      NO

*\*Please complete the Viper Shipping Order Form found in the Kit.*

**NOTE:** *If you are not using Viper Transportation for outbound shipping, you are responsible for booking an outbound carrier to recover your freight during the published move-out. We do not call your carrier to confirm pick-up arrangements; if your carrier fails to recover your freight it will be re-consigned to the house carrier at freight force time indicated on the quick reference page. Please note we cannot supply pre-printed small package labels for FedEx, UPS, DHL and others alike – you must print those airbills.*

**OUTBOUND SHIPPING INFORMATION:** (Please complete all areas).

This information will be used to complete a pre-printed Bill of Lading (BOL) on your behalf at the close of the show.

**This info must be provided for a Viper Transportation shipment OR non-Viper Transportation shipment.**

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

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

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

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

CARRIER NAME: \_\_\_\_\_

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 the rules and regulations of the show outlined in this agreement, the Exhibitor Kit, including all union rules and regulations and accept liability for any negligent actions.
3. EAC must provide certificates of insurance confirming the following required insurance:
  - i. Commercial General Liability, including contractual liability, with a minimum limit of \$1,000,000, \$2,000,000 general aggregate and \$2,000,000 products and complete operations aggregate.
  - ii. Automobile Liability with a limit of not less than \$1,000,000 combined single limit, each accident. All owned, hired, and non-owned boxes marked.
  - iii. Workers Compensation, as required by law, with Employers Liability limits of not less than \$1,000,000.
  - iv. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services (Official Service Contractor), Show Management, Show, and the Facility as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs, and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor.
6. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear identification badges as determined by Show Management. No EAC will be permitted on the exhibit floor during show hours without the proper exhibit badges supplied by the exhibiting company.
8. The EAC shall be prepared to show evidence that it has valid authorization from the exhibitor for services. The EAC may not solicit business on the exhibit floor.
9. EAC/Exhibitor may not move freight from one booth to another booth or anywhere else within the Facility, Viper Tradeshow Services must provide labor.
10. The EAC must confine its operations to the exhibit area of its clients. No service desk, storage areas or other work facilities will be located anywhere in the building. The show aisles and public spaces are not a part of the exhibitor's booth space.
11. The EAC shall provide, if requested, evidence to Viper Tradeshow Services that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
12. EAC will be responsible for all reasonable costs related to its operation. Where applicable a one-hour minimum labor charge will be charged at the appropriate labor rate per union to either the EAC or Exhibitor.
13. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the official service contractor, Viper Tradeshow Services. The exhibitor appointed contractor must coordinate all its activities with Viper Tradeshow Services.
14. For services such as electrical, plumbing, telephone, cleaning and drayage, no contractor other than the official service contractor will be approved. This regulation is necessary because of licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
15. The EAC/Exhibitor should order services/rentals from Viper Tradeshow Services and the Facility vendors in advance. Ordering services onsite, which Viper Tradeshow Services may not be prepared to provide immediately upon request) may delay the set-up of the booth or force the setup into overtime.
16. The EAC/Exhibitor should arrange the protection of the product in the booth.
17. The EAC/Exhibitor should label empty containers/crates for storage as soon as they are ready. Holding back on empties adds to congestions to the aisles. Viper Tradeshow Services is not responsible for items left unattended on the show floor or any items stored in empty containers.
18. The EAC/Exhibitor agrees to turn in all outbound bills of lading at the Viper Service Desk on a timely basis. Turning in large amounts of freight bills at one time may delay the outbound loading and subsequently force the loading out into overtime.

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

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

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

Signature: \_\_\_\_\_

## USE OF AN EAC NOTIFICATION

\*Please complete and return both EAC forms\*

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

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

**For Exhibitor (Company Name):**

**Show Name:**

ACRP 2026

Booth #: \_\_\_\_\_

**Name of Service Firm (EAC):**

**Address:**

**Telephone:**

**Fax:**

**Contact:**

**Email:**

**Show Site Contact (if different from above)**

**Cell Phone #:**

### EAC Instructions

1. Refer to the Official Service & Exhibitor Appointed Contractors Guidelines form in this kit for additional requirements.  
\*Before submitting service order forms (including this one). Preferably before the early registration deadline.
2. Provide Viper Tradeshow Services the names of all exhibiting companies for whom they have orders on  
\*To be received no later than 14 days before move-in.
3. Check in at the Viper Tradeshow Services Service Desk to proceed with work on the floor  
\*Upon arrival at show site.

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

# STANDARD FURNITURE, ACCESSORIES & FLORAL

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

## 30" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

**ITEM:**

Qty: \_\_\_\_\_ 4' Table  
 Qty: \_\_\_\_\_ 6' Table  
 Qty: \_\_\_\_\_ 8' Table  
 Qty: \_\_\_\_\_ 4<sup>th</sup> Side Drape  
 Qty: \_\_\_\_\_ Undraped Table

**DISCOUNT:**

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

**STANDARD:**

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

## 42" Tall Counters

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

**ITEM:**

Qty: \_\_\_\_\_ 4' Counter  
 Qty: \_\_\_\_\_ 6' Counter  
 Qty: \_\_\_\_\_ 8' Counter  
 Qty: \_\_\_\_\_ 4<sup>th</sup> Side Drape  
 Qty: \_\_\_\_\_ Undraped Counter

**DISCOUNT:**

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

**STANDARD:**

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

## Café Table / Café Chairs



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



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



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



Plastic Folding Chair  
 Qty: \_\_\_\_\_  
**\$110.00 Discount**  
**\$140.00 Standard**

## Bar Table / Bar Stools



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



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



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

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

## ACCESSORIES & FLORAL/RENTAL PLANTS

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

### Accessories

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

### Floral / Rental Plants

#### Fresh Floral Arrangements

Small Floral Arrangement:	Qty: <input type="text"/> \$302.00 <b>Discount</b> / \$418.00 <b>Standard</b>
Medium Floral Arrangement:	Qty: <input type="text"/> \$429.00 <b>Discount</b> / \$555.00 <b>Standard</b>
Large Floral Arrangement:	Qty: <input type="text"/> \$543.00 <b>Discount</b> / \$686.00 <b>Standard</b>

#### Artificial Plants

2 Foot Green Plant	Qty: <input type="text"/> \$199.00 <b>Discount</b> / \$233.00 <b>Standard</b>
3 Foot Green Plant	Qty: <input type="text"/> \$233.00 <b>Discount</b> / \$278.00 <b>Standard</b>
4 Foot Green Plant	Qty: <input type="text"/> \$278.00 <b>Discount</b> / \$330.00 <b>Standard</b>
5 Foot Green Plant	Qty: <input type="text"/> \$330.00 <b>Discount</b> / \$397.00 <b>Standard</b>
6 Foot Green Plant	Qty: <input type="text"/> \$397.00 <b>Discount</b> / \$469.00 <b>Standard</b>

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

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

## CARPET SELECTIONS

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

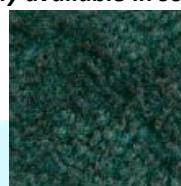
**CIRCLE COLOR SELECTION BELOW – Plush Carpet only available in solid colors.**



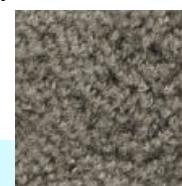
Red



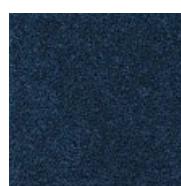
Royal Blue



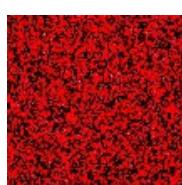
Green



Charcoal Grey



Navy Blue



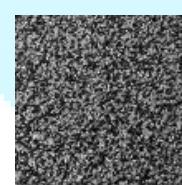
Speckled Red



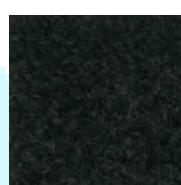
Speckled Blue



Speckled Green



Speckled Grey



Black

### Standard Carpet Rates

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

### Prestige Flooring Rates

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

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

### Padding | Visqueen

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

Standard Carpet per sq. ft.: \$ \_\_\_\_\_

Prestige Flooring per sq. ft.: \$ \_\_\_\_\_

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

ESTIMATED TOTAL \$ \_\_\_\_\_

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

**All flooring, padding and visqueen options are available to order online at**

<https://order.vipertradeshow.com>

## MODULAR RENTALS – Includes custom graphics!

*Artwork and payment for Modular Rental Displays must be submitting BY NOON on the Discount Deadline Date.*

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

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



**10' INLINE BOOTH 1**

BTH039

Discount: \$6,257.00

Standard: \$7,823.50



**10' INLINE BOOTH 2**

BTH032

Discount: \$6,257.00

Standard: \$7,823.50



**10' STANDARD BOOTH**

BTH003

Discount: \$6,257.00

Standard: \$7,823.50



**10' POPUP LIGHTBOX**

RENTAL – 3 WEEKS LEAD TIME

Discount: \$6,450.00

Standard: \$8,257.50

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

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



**20' INLINE BOOTH 1**

BTH033

Discount: \$13,456.50

Standard: \$17,255.00



**20' INLINE BOOTH 2**

BTH016

Discount: \$13,456.50

Standard: \$17,255.00



**20' STANDARD BOOTH**

BTH013

Discount: \$13,456.50

Standard: \$17,255.00

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

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

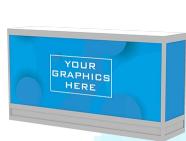


**1M COUNTER**

CNTR01

Discount: \$633.50

Standard: \$819.50



**2M COUNTER**

CNTR03

Discount: \$1,149.50

Standard: \$1,449.00



**1M CURVED COUNTER**

CNTR02

Discount: \$704.25

Standard: \$914.50



**2M CURVED COUNTER**

CNTR04

Discount: \$1252.00

Standard: \$1,624.75



**1M X 8' DISPLAY CASE**

DSPC003

Discount: \$1,483.00

Standard: \$1,925.00



**TOWER 1**

TWR04

Discount: \$2,591.25

Standard: \$3,368.75



**TOWER 2**

TWR28

Discount: 2,591.25

Standard: \$3,368.75



**TOWER 3**

TWR29

Discount: \$3,884.00

Standard: \$5,049.25



**COUNTER 1**

CNTR24

Discount: \$3,919.50

Standard: \$5,094.00



**COUNTER 2**

CNTR25

Discount: \$4,045.00

Standard: \$5,258.50



**COUNTER 3**

CNTR26

Discount: \$3,898.50

Standard: \$5,067.00



**6' CUSTOMIZABLE TABLE COVER\***

3 WEEKS LEAD TIME\*

Discount: \$688.00

Standard: \$893.50



**22X28 SIGN W/HOLDER**

Discount: \$226.00

Standard: \$293.75



**10'W X 8'H BACKWALL BANNER**

Discount: \$2,338.75

Standard: \$3,039.50

\*BANNER IS YOURS TO KEEP

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

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

In order to have a pre-printed bill of lading (BOL) + shipping labels created & delivered to your booth the morning of show close, we must receive this form prior to move out. Email this form to: [jelhardt@vipertradeshow.com](mailto:jelhardt@vipertradeshow.com). **DO NOT USE this form for Viper shipping orders. See page 6.**

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

### Show Location

Hyatt Regency Orlando | Regency Ballroom | 9801 International Drive | Orlando, FL 32819

**\*\*Please make sure your Carrier checks-in (at the freight desk) NLT than 7 PM on Sunday, April 26, 2026**

### Exhibitor Information

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

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

Email Address: \_\_\_\_\_

### Shipping Destination 1

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

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

**OUTBOUND CARRIER:** \_\_\_\_\_

Delivering to (Company Name): \_\_\_\_\_

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

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

ATTN: \_\_\_\_\_ Phone: \_\_\_\_\_

### Shipping Destination 2

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

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

**OUTBOUND CARRIER:** \_\_\_\_\_

Delivering to (Company Name): \_\_\_\_\_

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

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

ATTN: \_\_\_\_\_ Phone: \_\_\_\_\_

### Show Site Instructions:

Once your shipment(s) is/are packed and ready to be picked up, **please return the outbound bill of lading (BOL) to the Viper service desk.** Verify the correct piece count 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.



## Meeting/Conference Specialists

When you're searching for the best in audio visual needs for your event, look to Visual FX as your partner in success! We understand tradeshows and conferences and your need for quality products, attentive representatives, and superior services that reflect your vision.

No meeting is too large or small. At Visual FX, we have the staff necessary to partner in the production of your full scope convention visual and audio productions, or equipment available for simple rentals as you prefer. Our products are designed to present you and your company with a professional and confident look. Our design specialists are experienced in listening to your visions and ideas and transform them into reality.

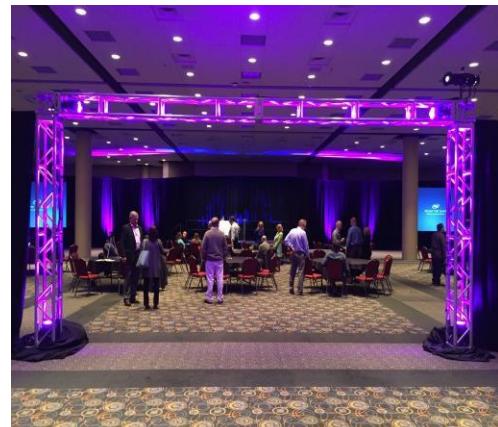
## Creative Solutions

Anyone can provide a backdrop for your speakers. Visual FX works with you to create an environment and experience that highlights your speakers and their message in the best possible light. You don't share the same message year after year, why should your general session look the same? How can Visual FX help you showcase your speakers with a fresh look and energy? Let us find out together!



## Products:

- Audio Sound Systems
- Microphones Wired/Wireless
- Video Projectors/Screens
- Video Monitors Rentals
- LCD Projector Packages
- Computers/ Laptops, Desktops
- Lighting/ Colored LED's, Stage Wash
- Scenic Stage Sets/ Velour Drape
- Audience Response Systems
- Printers/ Color & B/W, Radios



## Customer Service Commitment

Visual FX was created with customer service in mind. We pride ourselves in ensuring your event runs to your liking, and we settle for nothing less than total satisfaction. With all the facets of a convention you have to manage, and multitudes people to consider, we make it our goal to provide an AV collaboration that is friendly and professional, but most importantly thorough and seamless. We are committed to your success; so you create the vision and we will create the Visual FX!



2575 Northwest Parkway, Elgin IL 60124 Ph. 847.426.3100

## Exhibitor Order Form

Last updated [11/25]

Audio Equipment	Qty	Days	Daily Rate	Total
Wired Microphone			\$100.00	
Wireless Microphone- Handheld			\$220.00	
Wireless Microphone- Lavaliere			\$220.00	
4-Channel Mixer			\$110.00	
8-Channel Mixer			\$195.00	
2 Powered Speakers w/ Stand			\$340.00	
XLR Cables (25ft)			\$40.00	
Video Equipment	Qty	Days	Daily Rate	Total
Micca Box			\$125.00	
19" Flat screen monitor			\$260.00	
23" Flat screen monitor			\$325.00	
32" LED monitor with table stand			\$450.00	
42" LED monitor with table stand			\$600.00	
50" LED monitor with table stand			\$750.00	
65" LED monitor with table stand			\$875.00	
LCD Data Projector 2500 Lumens			\$750.00	
LCD Data Projector 4000 Lumens			\$995.00	
Screens	Qty	Days	Daily Rate	Total
6' Tripod Screen			\$175.00	
8' Tripod Screen			\$200.00	
6' x 12' Fast-fold Screen			\$975.00	
7.6' x 14' Fast-fold Screen			\$1,500.00	
9' x 16' Fast-fold Screen			\$2,300.00	
Computer Systems	Qty	Days	Daily Rate	Total
Laptop Computer			\$370.00	
Wireless Mouse & Keyboard			\$110.00	
Mouse & Keyboard (wired)			\$85.00	
Ethernet Cables (25' to 50')			\$50.00	
VGA Cables (10ft)			\$40.00	
HDMI Cables (6ft)			\$60.00	
Multi-media Speakers			\$110.00	
Packages & Miscellaneous Accessories	Qty	Days	Daily Rate	Total
LCD Support Package (8ft easel screen, safelock table, advancer, cables)			\$350.00	
LCD Projector Package, 2500 Lumens			\$1250.00	
HP Black & White Printer			\$325.00	
Whiteboard Package			\$135.00	
Flipchart Package w/Easel			\$65.00	
Flipchart Pad			\$45.00	
Easel			\$40.00	
Black Velour Drape 16' high 10' Section			\$300.00	
Powerstrip			\$30.00	
Extension Cord 25'			\$40.00	
			Equipment Total	
			Delivery/Pickup	\$175.00
			% sales tax	
			Other fees	
			<b>Grand Total</b>	

**\*\*Prices are based on a daily rate.**

**\*\*\*Cancellation fee, 100% within 14days of Show Date.**

Visual FX, Inc.  
2575 Northwest Parkway  
Elgin, IL 60124  
Phone 847.426.3100  
Email: [Rob@visualfxav.com](mailto:Rob@visualfxav.com)



## Exhibitor Information / Method of Payment

Show Name: \_\_\_\_\_

Exhibitor: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Show Site Contact if Different Than Above: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### **For Use of an Exhibitor Appointed Contractor / Third Party**

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

Authorized Signature for Exhibiting Company \_\_\_\_\_

### **Visual FX Orders**

Audio Equipment \$ \_\_\_\_\_

Video Equipment \$ \_\_\_\_\_

Screens \$ \_\_\_\_\_

Computer Systems \$ \_\_\_\_\_

Miscellaneous Accessories \$ \_\_\_\_\_

Delivery/Pickup \$175 \_\_\_\_\_

**Total Visual FX Orders \$ \_\_\_\_\_**

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

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of show site orders placed by your representative.

**Please circle appropriate credit card**

**Please provide credit card number ~**

MasterCard    Visa    American Express

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

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

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

Address (if different than above) \_\_\_\_\_

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

Company Check - **Please note show name on check!** \_\_\_\_\_ Date check being mailed: \_\_\_\_\_

Email orders to: [rob@visualfxav.com](mailto:rob@visualfxav.com)

Mail to: 2575 Northwest Parkway, Elgin, IL 60124

# ELECTRICAL ORDER FORM



The Power People  
**EDLEN ELECTRICAL EXHIBITION SERVICES INC  
OF ORLANDO**  
5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Orlando@edlen.com

Advance Payment Deadline Date: 04/10/26

E  M

COMPANY:		BTH #
EVENT: <b>ACRP 2026</b>		
FACILITY: <b>HYATT REGENCY ORLANDO</b>		
DATES: <b>April 24 - April 26, 2026</b>		

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

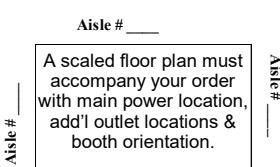
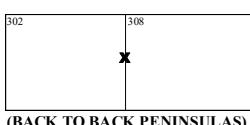
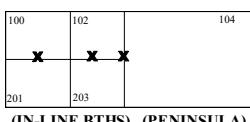
<b>ORDER INSTRUCTIONS</b>		<b>ELECTRICAL OUTLETS</b> Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event				
<b>120 VOLT POWER DELIVERY</b>		QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>						
500 WATTS (5 AMPS)				135.00	191.00	
1000 WATTS (10 AMPS)				209.00	301.00	
2000 WATTS (20 AMPS)				282.00	411.00	
<b>For outdoor events 20 AMP</b>		<b>Minimum</b>	<b>Required</b>			
<b>208 VOLT SINGLE PHASE</b>						
20 AMPS				423.00	625.00	
30 AMPS				510.00	754.00	
60 AMPS				698.00	1,036.00	
100 AMPS				906.00	1,380.00	
<b>208 VOLT THREE PHASE</b>						
20 AMPS				577.00	852.00	
30 AMPS				685.00	1,017.00	
60 AMPS				956.00	1,421.00	
100 AMPS				1,250.00	1,862.00	
200 AMPS				1,862.00	2,782.00	
400 AMPS				3,456.00	5,171.00	
<b>LIGHTING</b>						
150 WATT FLOOD LIGHT				99.00	147.00	
300 WATT FLOOD LIGHT				123.00	184.00	
<b>MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)</b>						
15' EXTENSION CORD						
POWER STRIP						
<b>ELECTRICAL LABOR</b>						
ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)						
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)						
<b>SUB TOTAL</b>						
<b>26% SERVICE CHARGE ON OUTLETS, MATERIAL &amp; LABOR</b>						
<b>SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)</b>						
<b>6.5% SALES TAX</b>						
<b>PLACE TOTAL HERE</b>						
PRINT NAME:						
AUTHORIZED SIGNATURE: DATE:						
EMAIL: PHONE:						
page   25						
<b>The "Method of Payment Form" must be completed and returned with this order form.</b>						

## TERMS & CONDITIONS

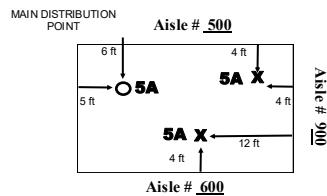
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of .5 hour.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 21 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
20. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
21. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
22. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
23. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

### COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

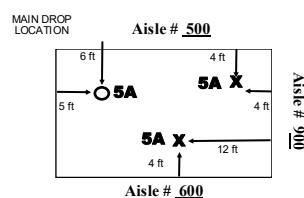
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



ISLAND BOOTH



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

# METHOD OF PAYMENT FORM



## EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Orlando@edlen.com

Advance Payment Deadline Date: 04/10/26

COMPANY:			BTH #
EVENT:	ACRP 2026		
FACILITY:	HYATT REGENCY ORLANDO		
DATES:	April 24 - April 26, 2026		

## EXHIBITOR INFORMATION

COMPANY NAME:	PHONE:	
ADDRESS:	FAX:	
CITY:	ST:	ZIP:
COUNTRY:	CELL:	
EMAIL:		

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

VISA  MASTER CARD  AMX

MANUAL PROCESSING FEE

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ [www.edlen.com](http://www.edlen.com)

## CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:			EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:	THIRD PARTY: YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

## SERVICE TOTALS

MANUAL PROCESSING FEE	\$25.00
ELECTRICAL/MATERIAL ORDER	
ESTIMATED LABOR	
PLUMBING ORDER	
SUB TOTAL	
26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR	
6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE  
SIGN

AUTHORIZED SIGNATURE

PRINT NAME

DATE

## **ELECTRICAL LAYOUT FORM**



## **EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO**

**INC OF ORLANDO**  
5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Orlando@edlen.com

**Advance Payment Deadline Date: 04/10/26**

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>ACRP 2026</b>		
<b>FACILITY:</b>	<b>HYATT REGENCY ORLANDO</b>		
<b>DATES:</b>	<b>April 24 - April 26, 2026</b>		

**Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.**

Indicate booth type: Island  Peninsula  Inline  Provide aisle or adjacent booth #'s for orientation

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

**X** = Main Distribution Point   **◆** = 5amp/500watt   **▲** = 10amp/1000watt   **★** = 20amp/2000 watt

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

Square =       Ft        Total Square Footage =

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle # \_\_\_\_\_

# PLUMBING ORDER FORM



## EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Orlando@edlen.com

Advance Order Deadline Date: 04/10/26

E  M

COMPANY:	BTH #
EVENT: ACRP 2026	
FACILITY: HYATT REGENCY ORLANDO	
DATES: April 24 - April 26, 2026	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

<b>ORDER INSTRUCTIONS</b>		<b>UTILITY SERVICES</b>	Advance	Regular	Total
<b>LABOR REQUIREMENTS</b> There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet depending on booth location.		<b>COMPRESSED AIR: 90-100 LBS. Psi</b>			
		Air Outlet	368.00	478.00	
		Additional Connections within 20' of Outlet	73.00	96.00	
		CFM requirements (There is a 5 CFM min. charge per outlet)	7.00/cfm	8.00/cfm	
<b>Remember to order CFM with air services. Connection size see # 9 on back of form.</b>					
<b>ADDITIONAL CONNECTIONS</b> If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you <u>must order another outlet</u> .		<b>WATER LINES</b> (Edlen is not responsible for sediment or the color or taste of the water.)			
		Water Outlet	368.00	478.00	
		Additional Connections within 20' of Outlet	73.00	99.00	
		Water Filter (Recommended for potable requirements)	99.00	123.00	
		# of connections required: _____ Size of connection: _____			
		PSI required: _____ GPM Required: _____			
<b>OUTLET DISTRIBUTION</b> Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.		<b>DRAIN LINES</b>			
		Drain Outlet	123.00	184.00	
		Additional Connections within 20' of Outlet	62.00	92.00	
		Number of connections required: _____ Size of connection required: _____			
<b>SERVICE CONNECTIONS</b> All service connections are to be made by Edlen plumbers. Material charges may apply.		<b>FILL &amp; DRAIN LABOR</b> (Edlen is not responsible for sediment or the color of water)			
		1 – 100 Gallons	153.00	215.00	
		100—500 Gallons	215.00	276.00	
		Each additional 100 Gallons up to 1,000 Gallons	25.00	31.00	
		Over 1,000 Gallons	CALL FOR ESTIMATE		
<b>LABOR (Labor is required for delivery and removal of air, water &amp; drain outlets)</b>					
		ST (Monday—Friday 8:00 AM – 4:30 PM (Except Holidays)	144.00		
		OT (Monday—Friday 4:30 PM – 8:00 AM (All day Sat, Sun, & Holidays)	215.00		
When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.					
<b>GAS &amp; MISC. REQUIREMENTS (Call for a estimate)</b>					
<b>SUB TOTAL</b>					
<b>26% SERVICE CHARGE ON OUTLETS, MATERIAL &amp; LABOR</b>					
<b>SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)</b>					
<b>6.5% SALES TAX</b>					
<b>PLACE TOTAL HERE</b>					
PRINT NAME:					
AUTHORIZED SIGNATURE: DATE:					
EMAIL: PHONE:					
page   29					
The "Method of Payment" form must be completed and returned with this order form					

## TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
24. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
25. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

For Further Information please visit our web site at [www.edlen.com](http://www.edlen.com)

Or call the number on the front of this form.