



### EXHIBITOR MOVE-IN

**Thursday, October 17, 2024**

12 PM – 6 PM – Drive in allowed until 3 PM

**Friday, October 18, 2024**

8:30 AM – 5 PM – NO Drive in allowed

### SHOW HOURS

**Friday, October 18, 2024 - 5 PM – 8 PM**

**Saturday, October 19, 2024 – 10 AM – 7 PM**

*Can access for set up 8:30 AM – 9:30 AM  
(may open 30 minutes early to Red Panda Pass & VIP)*

**Sunday, October 20, 2024 – 10 AM – 5 PM**

*Can access for set up 8:30 AM – 10 AM*

### EXHIBITOR MOVE-OUT

**Sunday, October 20, 2024 – 5 PM – 9 PM**

All drivers must check in with Viper at the show site address below between 6:00 PM – 8:00 PM. Freight Force is 8:00 PM.

### VIPER TRANSPORTATION

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

### ADVANCE WAREHOUSE

**Receiving Dates: Sept 19, 2024 – Oct 11, 2024**

**We will receive until October 15 with late fee**

**Receiving Hours: M – F | 8 AM – 4 PM**

**Material Handling Rates Apply**

Planet Anime/Company Name/B#

Viper Tradeshow Services

3517 Enterprise Dr, Suite D

Kansas City MO 64129

### SHOW SITE FACILITY

**Receiving Dates: October 17 - 18, 2024 ONLY**

**Material Handling Rates Apply**

Kansas City Convention Center

Halls D & E – South Dock

Planet Anime/Exhibitor Name/Booth #

c/o Viper Tradeshow Services

301 W 13<sup>th</sup> Street

Kansas City, MO 64105

**Discount Deadline: Thursday, September 26, 2024**

Viper Contact: Lesa Davis [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) | m: 816-786-0567

Planet Anime Show Management: [exhibitors@planetcomicon.com](mailto:exhibitors@planetcomicon.com)

Refer to your Exhibit Space Application for the items that are provided with your booth.

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Internet is through SmartCity - [Online Ordering](#)

If you need any items or services not covered in the Kit, please reach out to Lesa Davis – [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com)



## 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 early 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>. The standard pricing will apply to all show site orders.
- **Preparing freight shipments** – We strongly urge you to send your show freight to the advance warehouse. Some cost-saving tips are to have all of 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 an hour 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 an hour 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.

### Directions

SOUTH DOCK for Bartle Hall will be the primary entrance for Load In.

**From the East:** Take I-70 west, then ALT 70 West to the Broadway exit (Exit 25). Turn left onto Broadway to 16th Street. Turn left onto 16th Street (on the corner is the Kauffman Center for the Performing Arts) and then turn immediately left into South Dock.

**From the West:** Take I-70 east to I-635 east to the Central Street exit. Turn left (north) onto Central. Go to 13th Street and left lane to Broadway. Turn left onto Broadway. Turn left onto 16th Street (on the corner is the Kauffman Center for the Performing Arts) and then turn immediately left into South Dock.

**From the South (Kansas side):** Take I-35 north to the Broadway exit. Turn right onto Broadway. Turn left onto 16th Street (on the corner is the Kauffman Center for the Performing Arts) and then turn immediately left into South Dock.

**From the South (Missouri side):** Take 71 Highway north, and merge onto ALT 70 & I-670 West via the exit on the left toward Kansas, take the Broadway exit (Exit 25). Turn left onto Broadway. Turn left onto 16th Street (on the corner is the Kauffman Center for the Performing Arts) and then turn immediately left into South Dock.

**From the North:** Take I 69 south across the MO river bridge. This turns into Broadway. Turn left onto 16th Street (on the corner is the Kauffman Center for the Performing Arts) and then turn immediately left into South Dock.



## MOVE OUT INFORMATION

This information will also be distributed before the start of the last day of show hours; however, we highly recommend reading these instructions carefully in order to know what to expect and plan in advance. Please share this information with your show site staff in advance of the show, along with any arrangements for shipping you may make.

Exhibit Hall Officially Closes: **Sunday, October 20, 2024 – 5 PM**

Stored empty crates and containers returned: **Within an hour 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. **Sunday, October 20, 2024 – 8 PM**

Freight Force - deadline for carriers to check in: **Sunday, October 20, 2024 – 8 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. Fill out the Viper Transportation Form (if you would like us to ship for you) or the Pre-Printed Bill of Lading Form (if you have your own carrier) and email to [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) before the show. A bill of lading/labels will be printed and delivered to your booth. Or you can come to the Viper Service Desk and manually fill out a bill of lading.
2. Schedule your carrier to arrive by 8 PM on Sunday, October 20, 2024. Pick up address for your convenience:

**KCCC – South Dock (16<sup>th</sup> & Broadway)  
c/o Viper Tradeshow Services  
301 W 13<sup>th</sup> St  
Kansas City MO 64105**

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 8 PM on Sunday, October 20, 2024 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 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.**

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

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

**Les Davis | [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com) | m: 816-786-0567**



# METHOD OF PAYMENT

## Exhibitor Information

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

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

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

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

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

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

## Ways to Order:

Email: Lesa Davis - [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com)

Fax: 816-541-8026

Mail with check: Send to Viper Tradeshow Services – 2575 Northwest Parkway Elgin, IL 60124

## Payment Terms

Full payment is due with order

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 must be submitted for final balances

## Viper Tradeshow Services Orders

Shipping (Viper Transportation):	\$
Material Handling Estimate:	\$
Standard Furniture	\$
Carpet & Padding	\$

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 submitting 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.

**Please circle appropriate credit card:**      MasterCard      Visa      American Express

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

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

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

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

Address (if different from above): \_\_\_\_\_

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





## TERMS AND DEFINITIONS:

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### IN ORDER TO RECEIVE A DISCOUNT:

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

### OUTSTANDING PAYMENTS:

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

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

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

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

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

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

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

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

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

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

## FURNITURE & ACCESSORIES

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

### 30" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED



Pedestal

**ITEM:**

	DISCOUNT:	STANDARD:
Qty: _____ 4' Table skirted 3 sides	\$97.50	\$112.50
Qty: _____ 6' Table skirted 3 sides	\$119.45	\$127.50
Qty: _____ 8' Table skirted 3 sides	\$136.60	\$151.50
Qty: _____ 4 <sup>th</sup> Side Drape	\$56.00	\$76.00
Qty: _____ 4' Table unskirted	\$52.50	\$67.50
Qty: _____ 6' Table unskirted	\$67.50	\$77.50
Qty: _____ 8' Table unskirted	\$82.50	\$97.50
Qty: _____ 30"D Pedestal Table	\$108.00	\$128.00

### 42" Tall Counters/Bar Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED



Pedestal

**ITEM:**

	DISCOUNT:	STANDARD:
Qty: _____ 4' Counter skirted 3 sides	\$117.50	\$132.50
Qty: _____ 6' Counter skirted 3 sides	\$132.50	\$142.50
Qty: _____ 8' Counter skirted 3 sides	\$149.95	\$162.50
Qty: _____ 4 <sup>th</sup> Side Drape	\$68.00	\$88.00
Qty: _____ 4' Counter unskirted	\$62.50	\$87.50
Qty: _____ 6' Counter unskirted	\$77.50	\$102.50
Qty: _____ 8' Counter unskirted	\$92.60	\$117.50
Qty: _____ 30" D Pedestal Table	\$118.00	\$138.00

### Accessories

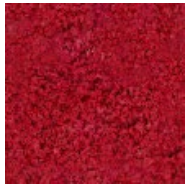
ITEM:	DISCOUNT:	STANDARD:
Qty: _____ Wastebasket	\$12.00	\$16.00
Qty: _____ Tripod Easel	\$26.50	\$33.50
Qty: _____ Gray Bar Stool	\$102.70	\$128.50
Qty: _____ 4' Single Tier Table Riser	\$57.50	\$72.50
Qty: _____ 6' Single Tier Table Riser	\$72.50	\$87.50
Qty: _____ 8' Single Tier Table Riser	\$87.50	\$102.50
Qty: _____ Bag Rack	\$65.00	\$88.00
Qty: _____ Tensa Stanchion	\$75.00	\$97.50
Qty: _____ 4' x 8' Poster Board	\$127.50	\$142.50
Qty: _____ Garment Rack	\$85.00	\$118.00
Qty: _____ 8' upright with base	\$13.00	\$17.00
Qty: _____ Cross Bar	\$13.00	\$17.00

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



# CARPET SELECTIONS

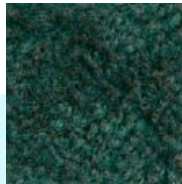
CIRCLE COLOR SELECTION BELOW



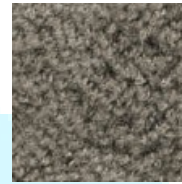
Red



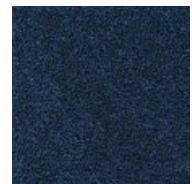
Royal Blue



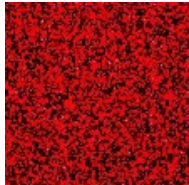
Green



Grey



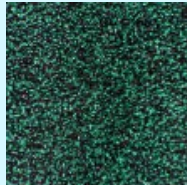
Navy Blue



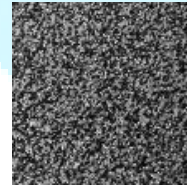
Speckled Red



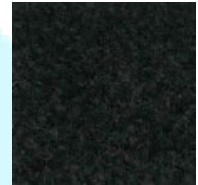
Speckled Blue



Speckled Green



Speckled Grey



Black

## Standard Carpet Rates

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
10' x 10' Carpet		\$104.00	\$140.00	
10' x 20 Carpet		\$208.00	\$280.00	
10' x 30' Carpet		\$312.00	\$420.00	
10' x 40' Carpet		\$416.00	\$560.00	
20' x 20' Carpet		\$416.00	\$560.00	

## Padding | Visqueen

SIZE	QTY	DISCOUNT PRICE	STANDARD PRICE	SUB-TOTAL
½" Padding		.60 per sq ft	.90 per sq ft	
Double Padding		\$1.20 per sq ft	\$1.80 per sq ft	
Visqueen		.25 per sq ft	\$1.00 per sq ft	

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

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

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

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

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



# MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
Planet Anime Exhibitor Name/Booth # Viper Tradeshow Services 3517 Enterprise Drive, Suite D Kansas City, MO 64129  <b>Must arrive between: Sept 19 – Oct 11, 2024</b> <b>Will receive until October 15 with added late fee</b> <b>Receiving Hours: 8 AM – 4 PM, M-F</b>	Planet Anime Exhibitor Name/Booth # KCCC – South Dock (16 <sup>th</sup> & Broadway) c/o Viper Tradeshow Services 301 W 13 <sup>th</sup> Street Kansas City, MO 64129  <b>Must arrive on October 17 - 18, 2024 ONLY</b>

**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.
- 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.....	\$89.75 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$115.25 / CWT
Common carrier shipment received late, after 10/11/2024 .....	\$115.25/ CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after 10/11/2024.....	\$140.75/ CWT
Small Package shipments not exceeding 35 lbs per shipment (not per box) .....	\$90.00 each

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

**Show Site Deliveries**

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$79.25 / CWT
Boxed, crated, or skidded shipment via POV, or specialized carrier, FedEx, UPS, or USPS.....	\$107.00/ CWT
Off-target shipment before 10/17/2024 after 10/18/2024 via common carrier .....	\$107.00/ CWT
Off-target shipment before 10/17/2024 after 10/18/2024 via POV, or specialized carrier .....	\$131.75 / CWT
Small Package shipments not exceeding 35 lbs per shipment (not per box) .....	\$90.00 each

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.

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



# INBOUND SHIPPING INFORMATION

If using your own carrier, please fill out for all shipments that you will be sending into the show and email to [Ldavis@vipertadeshow.com](mailto: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: \_\_\_\_\_

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





# 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>PLANET ANIME</b> <b>Viper Tradeshow Services</b> <b>3517 Enterprise Drive, Suite D</b> <b>Kansas City, MO 64129</b>	<b>Must deliver between Sept 19 – October 11, 2024</b> <b>Receiving Hours: 8 AM – 4 PM, M-F</b>
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>PLANET ANIME</b> <b>KCCC – South Dock (16<sup>th</sup> &amp; Broadway)</b> <b>c/o Viper Tradeshow Services</b> <b>301 W 13<sup>th</sup> Street</b> <b>Kansas City, MO 64105</b>	<b>Must Deliver on October 17 - 18, 2024 ONLY</b>  <b>Weight ticket or Bill of Lading must be presented at the time of the delivery.</b>
PIECE: _____ OF _____	



# 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. **Material Handling charges apply for all shipments. \*3.5% Convenience Fee will be applied | All state and 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 address is different than above please add 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: \_\_\_\_\_

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

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 Tradeshows is not liable for shipping A/V & computer equipment\*.**

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 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: \_\_\_\_\_



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

If you are using your own carrier to ship out of the show, please fill this out prior to the show move in and email to [Ldavis@vipertradeshow.com](mailto:Ldavis@vipertradeshow.com).

Any freight left on the show floor without a proper label and/or bill of lading, will be reconsigned to the house carrier, Viper Transportation, and the exhibitor will be responsible for those shipping costs. Viper Transportation cannot guarantee delivery dates, nor compete with other shipping carrier's costs.

### Show Location

KCCC – South Dock (16<sup>th</sup> & Broadway)  
c/o Viper Tradeshow Services  
301 W 13<sup>th</sup> Street  
Kansas City, MO 64129

You must schedule your carrier to pick up on Sunday, October 20, 2024 between 6:00 PM – 8:00 PM. They must check in with Viper at this address. Shipments will be reconsigned to Viper Transportation at 8 PM If your carrier fails to check in.

### Exhibitor Information

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

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

### Shipping Destination 1

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

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

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

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

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

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

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

### Shipping Destination 2

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

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

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. 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.