



TransWorld's Jewelry, Fashion & Accessories Show
August 27-29, 2010

Phone 847.426.3100
Fax 847.426.3111

Show-At-A-Glance

Advance Warehouse:

TransWorld's Jewelry, Fashion & Accessories Show
 Exhibitor Name & Booth #
 c/o Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124

Show Site Facility:

TransWorld's Jewelry, Fashion & Accessories Show
 Exhibitor Name & Booth #
 Renaissance Schaumburg Hotel & Convention Center
 c/o Viper Tradeshow Services
 1550 North Thoreau Drive
 Schaumburg, IL 60173

Standard Equipment Provided to Exhibitors:

10 x 10 Booth Space - Hall is NOT carpeted

Booth Package A:

- 8' Back Drape & 3' Side Drape
- One (1) 7" x 44" Booth ID Sign
- Two (2) Folding Side Chairs
- Three (3) Undraped Tables in 4', 6' or 8' lengths
- Three (3) Undraped Table Risers in 6' or 8' lengths
- One (1) Wastebasket

Booth Package B:

- 8' Back Drape & 3' Side Drape
- One (1) 7" x 44" Booth ID Sign
- Two (2) Folding Side Chairs
- One (1) Undraped Table in 4', 6' or 8' length
- Two (2) 8' Uprights & Bases
- Three (3) 10' Crossbars
- One (1) Wastebasket

Exhibitor Set Up and Show Site Delivery Hours:

Thursday, August 26, 2010 8:00 AM - 6:00 PM

Exhibit Hours:

Friday, August 27, 2010 9:30 AM - 5:30 PM
 Saturday, August 28, 2010 9:30 AM - 5:30 PM
 Sunday, August 29, 2010 9:30 AM - 5:30 PM

Exhibitor Tear Down and Move-Out Hours:

Sunday, August 29, 2010 5:30 PM- 10:00PM

Force: 9:00 PM

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 9:00 PM in order to avoid force, as well as exhibitors must start their dismantle by 8:30 PM in order to avoid forced labor.

Viper Exhibitor Services Contact:

Missy Kordecki
 Event Coordinator
 Viper Tradeshow Services
 2575 Northwest Parkway
 Elgin, IL 60124

Phone: 847.426.3100
 Fax: 847.426.3111
 Email: Missy@vipertradeshow.com

Mark your calendar for these important dates!

Deadline for Furniture, Accessories & Floral Discount: Forms must be received at the above fax number, with full payment, no later than August 6, 2010.

Deadline for Electrical Discount: Forms must be received at the above fax number, with full payment, no later than August 6, 2010.



TransWorld's Jewelry, Fashion & Accessories Show
August 27-29, 2010

Phone 847.426.3100
Fax 847.426.3111

Exhibitor Information / Method of Payment

Exhibitor: _____
Booth Number: _____
Contact Name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Fax: _____
Email*: _____

**Invoices are emailed within 3-5 days of show closing*

Show Site Contact if Different Than Above: _____

Cell Phone: _____

For Use of an Exhibitor Appointed Contractor / Third Party

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

Authorized Signature for Exhibiting Company _____

Viper Tradeshow Services Orders

Material Handling Estimate	\$	_____
Furnishings, Carpet & Accessories	\$	_____
Viper Custom Furnishings	\$	_____
Installation & Dismantle Labor	\$	_____
Floral	\$	_____
Modular Rental Display	\$	_____
Electric (Discount Deadline is August 6, 2010!)	\$	_____
Cleaning & Porter	\$	_____
Total Viper Tradeshow Service Orders	\$	_____

Method of Payment / Credit Card Charges:

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative, including labor, material handling and shipping. Please sign below to accept our terms. Thank you -

Please circle appropriate credit card

Please provide credit card number ~

MasterCard Visa American Express

Number: _____

Expiration Date: _____

Cardholder's Signature: _____

Name Printed: _____

Address (if different than above): _____

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

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

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



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Phone 847.426.3100
Fax 847.426.3111

Example labels are provided below for advance warehouse and show site delivery. We encourage you to fill in your specific information and tape one on each piece of your freight.

Advance Warehouse Labels

Shipper Information		Shipper Information	
Company:	Company:	Address:	Address:
Address:	Address:	Contact:	Contact:
Delivery Information		Delivery Information	
TransWorld's Jewelry, Fashion & Accessories Show c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 Telephone: 847.426.3100		TransWorld's Jewelry, Fashion & Accessories Show c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 Telephone: 847.426.3100	
Exhibiting Company: _____		Exhibiting Company: _____	
Booth Number: _____		Booth Number: _____	

Show Site Labels

Shipper Information		Shipper Information	
Company:	Company:	Address:	Address:
Address:	Address:	Contact:	Contact:
Delivery Information		Delivery Information	
TransWorld's Jewelry, Fashion & Accessories Show Renaissance Schaumburg Hotel & Convention Center c/o Viper Tradeshow Services 1550 North Thoreau Drive Schaumburg, IL 60173		TransWorld's Jewelry, Fashion & Accessories Show Renaissance Schaumburg Hotel & Convention Center c/o Viper Tradeshow Services 1550 North Thoreau Drive Schaumburg, IL 60173	
Exhibiting Company: _____		Exhibiting Company: _____	
Booth Number: _____		Booth Number: _____	
To be delivered ON August 26th, 8am - 6pm - ONLY!		To be delivered ON August 26th, 8am - 6pm - ONLY!	



Viper Tradeshow Services
2575 Northwest Pkwy.
Elgin, Illinois 60124
(888) 458-9760 - Office
(847) 426-3111 - Fax

OFFICIAL SHOW CARRIER
SHIPPING ORDER FORM

TRADESHOW CARGO TRANSPORTATION

5 - 7 Day Ground Service

3 - 4 Day Air Service

2 Day Air Service / Next Day Air Service

Domestic & International Service

Fully Computerized Tracking

24 Hour Operation

**Call our Toll-Free number
for all of your freight needs**

(888) 458 - 9760



Viper Tradeshow Services
 2575 Northwest Pkwy.
 Elgin, Illinois 60124
 (888) 458-9760 - Office
 (847) 426-3111 - Fax

OFFICIAL SHOW CARRIER SHIPPING ORDER FORM

Show Name: _____

Exhibitor Name: _____

Booth Number: _____

Phone Number: _____

Email Address: _____

Pick Up Location

Company Name:

Street Address:

City, State, Zip:

Contact Name:

Phone Number:

Delivery Location

Company Name:

Street Address:

City, State, Zip:

Contact Name:

Phone Number:

All shipments shall be described as exhibition materials and shipped at Class 125

Piece Count: _____

Weight: _____

(dimensional weight may apply)

Level of Service (Circle 1)

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

Check here if you would like a quote:

*For quotes only, there is no need to provide credit card information.

Additional Information/Description of Freight:

Does the pick up location have a dock? yes no

What date and time will your freight be ready for pick up?

Is this a round trip shipment? yes no

Credit Card Information: Visa MC Amex

Name of Cardmember: _____

Card #: _____

Signature: _____

Expiration Date: _____



TransWorld's Jewelry, Fashion & Accessories Show
August 27-29, 2010

Phone 847.426.3100
Fax 847.426.3111

Furniture & Accessories

Item - Quantity (Discount Deadline = August 6, 2010)

Chairs

Side Chair - _____	\$48.00	Discount / \$52.80 Standard
Arm Chair - _____	\$94.50	Discount / \$119.70 Standard
Counter Stool - _____	\$107.10	Discount / \$132.30 Standard

Tables & Counters *(please circle drape color)*

Tables are 30" High *Blue Red White Green Black*

4' Table - _____	\$119.70	Discount / \$151.20 Standard
6' Table - _____	\$151.20	Discount / \$170.10 Standard
8' Table - _____	\$163.80	Discount / \$182.70 Standard
Optional 4th Side Draped - _____	\$30.00	Discount / \$42.00 Standard
Undraped Table - (4ft., 6ft., 8ft. - <i>circle size</i>) - _____	\$30.00	less than listed price above

Counters are 42" High *Blue Red White Green Black*

4' Counter - _____	\$144.90	Discount / \$176.40 Standard
6' Counter - _____	\$176.40	Discount / \$207.90 Standard
8' Counter - _____	\$201.60	Discount / \$233.10 Standard
Optional 4th Side Draped - _____	\$36.00	Discount / \$48.00 Standard
Undraped Table - (4ft., 6ft., 8ft. - <i>circle size</i>) - _____	\$30.00	less than listed price above

Accessories

4' Single Tier Draped Table Riser - _____	\$80.14	Discount / \$105.84 Standard
6' Single Tier Table Riser - _____	\$101.30	Discount / \$132.30 Standard
8' Single Tier Table Riser - _____	\$120.96	Discount / \$149.69 Standard
Garment Rack - _____	\$145.15	Discount / \$189.00 Standard
Wastebasket - _____	\$26.46	Discount / \$36.54 Standard
Tripod Easel - _____	\$48.38	Discount / \$61.99 Standard
Sign Frame/Holder - _____	\$148.18	Discount / \$189.00 Standard
Rope & Stanchion Sets - _____	\$113.40	Discount / \$148.18 Standard
4' x 8' Poster Board - _____	\$231.34	Discount / \$264.60 Standard
Bag Rack - _____	\$81.90	Discount / \$113.40 Standard
3' Upright and Base - _____	\$30.24	Discount / \$45.36 Standard
8' Upright and Base - _____	\$37.80	Discount / \$52.92 Standard
Crossbar - _____	\$22.68	Discount / \$37.80 Standard
3' Masking (per foot) - _____	\$18.14	Discount / \$27.22 Standard
8' Masking (per foot) - _____	\$24.19	Discount / \$33.26 Standard

Carpet

10' x 10' Carpet _____	\$182.40	Discount / \$234.00 Standard
10' x 20' Carpet _____	\$364.80	Discount / \$468.00 Standard
1/2" padding, per square foot - # of ft : _____	\$2.21	Discount / \$2.64 Standard
Visqueen, per square foot - # of ft : _____	\$0.50	Discount / \$0.62 Standard

Select a Carpet Color Choice

Blue _____ Black _____ Red _____ Charcoal Gray _____

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

Total All Items Ordered: \$ _____

Exhibitor: _____

Booth Number: _____



A
Elite
FURNISHINGS

Phone
1-888-458-9760



B



C



D





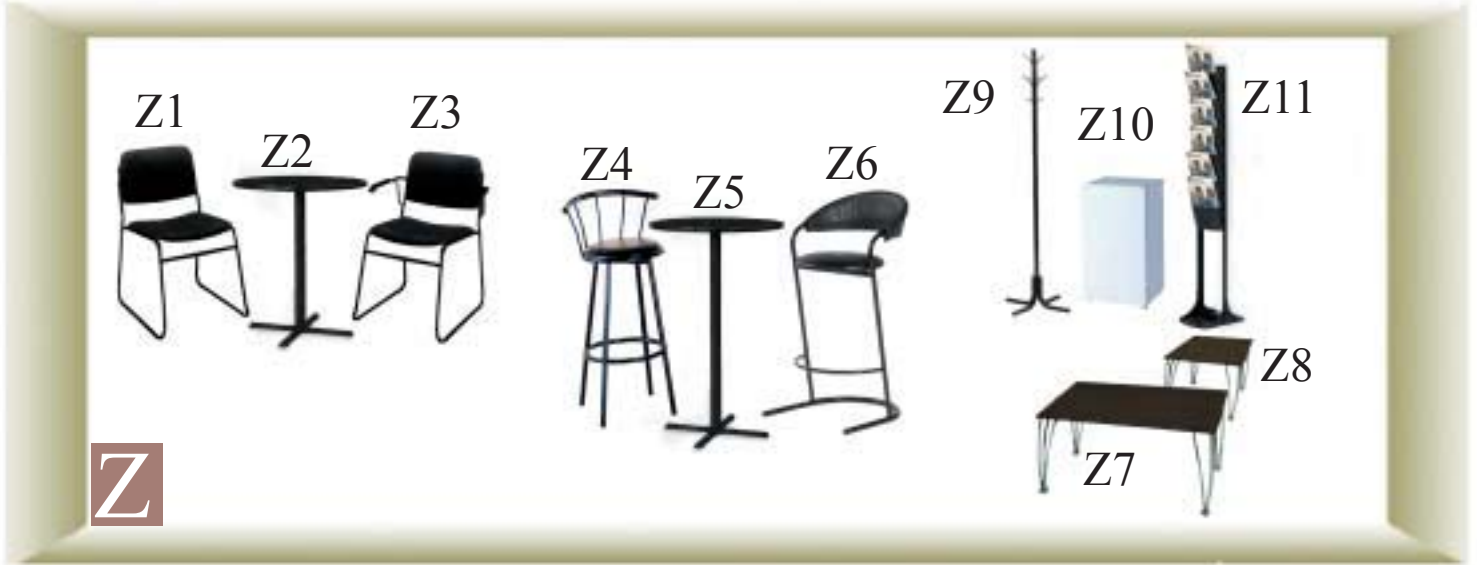
E



F



Fax
1-847-458-9760



1-888-458-9760



Please fax your furnishing order to: 847.462.3111
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Advanced Discount Deadline: August 6, 2010

Qty.		Discount	Standard	Total	Qty.		Discount	Standard	Total
A-1	Durapella Sage Sofa	548.10	\$ 712.53		E-1	Pewter/Blue Chair	182.70	\$ 237.51	
A-2	Durapella Sage Loveseat	485.10	\$ 630.63		E-2	Pewter/Red Chair	182.70	\$ 237.51	
A-3	Durapella Sage Chair	359.10	\$ 466.83		E-3	Pewter/Yellow Chair	182.70	\$ 237.51	
A-4	Cherry Cocktail Table	233.10	\$ 303.03		E-4	Pewter/Green Chair	182.70	\$ 237.51	
A-5	Cherry End Table	207.90	\$ 270.27		E-5	Black/Glass 36" Round Table	245.70	\$ 319.41	
A-6	Cherry Sofa Table (Not shown)	233.10	\$ 303.03		E-6	Chrome/Glass Bar Table	283.50	\$ 368.55	
A-7	Birch/Metal 54" Round Table	296.10	\$ 384.93		E-7	Chrome/Black Euro Stool	182.70	\$ 237.51	
A-8	Birch/Steel Side Chair	195.30	\$ 253.89		E-8	Black/Glass 42" Round Table	283.50	\$ 368.55	
A-9	Birch/Steel Server	359.10	\$ 466.83		E-9	Black Side Chair	157.50	\$ 204.75	
A-10	Finished Gold 36" x 60" Table	258.30	\$ 335.79						
A-11	Finished Gold Side Chair	157.50	\$ 204.75		F-1	Brushed Steel 42" Round Table	283.50	\$ 368.55	
					F-2	Brushed Steel/Black Chair	182.70	\$ 237.51	
B-1	Black Leather Sofa	522.90	\$ 679.77		F-3	Brushed Steel Bar Table	270.90	\$ 352.17	
B-2	Black Leather Loveseat	485.10	\$ 630.63		F-4	Brushed Steel/Black Barstool	207.90	\$ 270.27	
B-3	Black Leather Chair	409.50	\$ 532.35		F-5	Brushed Steel 42" Round Table	283.50	\$ 368.55	
B-4	Maple/Black Cocktail Table	233.10	\$ 303.03		F-6	Brushed Steel/Blue Chair	182.70	\$ 237.51	
B-5	Maple/Black End Table	207.90	\$ 270.27		F-7	Brushed Steel/Blue Barstool	207.90	\$ 270.27	
B-6	Maple/Black 6Ft. Conf. Table	548.10	\$ 712.53						
B-7	Maple/Black 8 Ft. Conf. Table	611.10	\$ 794.43		G-1	Black 24" x 24" x 42" Pedestal	346.50	\$ 450.45	
B-8	Maple/Balck 42" Rnd Conf Tabel (Not show)	447.30	\$ 581.49		G-2	Black 12" x 12" x 42" Pedestal	220.50	\$ 286.65	
B-9	Black Leather Conference Chair	270.90	\$ 352.17		G-3	Black 12" x 12" x 30" Pedestal	220.50	\$ 286.65	
B-10	Lamp	107.10	\$ 139.23		G-4	Black Drafting Stool	220.50	\$ 286.65	
B-11	Black Leather Lounge Chair	371.70	\$ 483.21		G-5	Black Steno Chair	157.50	\$ 204.75	
					G-6	48" x 24" x 30" Parson's Desk	296.10	\$ 384.93	
C-1	Grey Sofa	422.10	\$ 548.73						
C-2	Grey Loveseat	384.30	\$ 499.59		H-1	Oak Desk	422.10	\$ 548.73	
C-3	Grey Chair	346.50	\$ 450.45		H-2	Oak Credenza	447.30	\$ 581.49	
C-4	Black/Glass Cocktail Table	189.00	\$ 245.70		H-3	Oak Lateral File	308.70	\$ 401.31	
C-5	Black/Glass End Table	176.40	\$ 229.32		H-4	Black Leather Executive Chair	270.90	\$ 352.17	
C-6	Chrome/Glass Cocktail Table	201.60	\$ 262.08		H-5	Black Lounge Chair (Not Shown)	333.90	\$ 434.07	
C-7	Chrome/Glass End Table	189.00	\$ 245.70		H-6	Black 36" Round Table	207.90	\$ 270.27	
C-8	Lamp	107.10	\$ 139.23		H-7	Black Euro Chair	157.50	\$ 204.75	
					H-8	Black 30" Round Bar Table	195.30	\$ 253.89	
D-1	Chrome/Glass 36" Round Table	245.70	\$ 319.41		H-9	Euro Barstool	195.30	\$ 253.89	
D-2	Brushed Silver Ladderback Chair	132.30	\$ 171.99		H-10	Black 6 Ft. Conference Table	359.10	\$ 466.83	
D-3	Chrome/Glass 42" Round Table	283.50	\$ 368.55		H-11	Black Leather Executive Chair	270.90	\$ 352.17	
D-4	White/Chrome Chair	182.70	\$ 237.51		H-12	Conference Table/Brandy 10 Ft.(Not Shown)	623.70	\$ 810.81	
D-5	Pewter/Glass 60" Oval Table	321.30	\$ 417.69		H-13	Conference Table/Brandy 6 Ft.(Not Shown)	497.70	\$ 647.01	
D-6	Pewter/White Chair	170.10	\$ 221.13						
D-7	Pewter/Glass 42" Rnd Table (Not shown)	296.10	\$ 384.93						

Elite Necessities

Z-1	Black Sherpa Side Chair	68.75	\$ 89.38	Z-7	Cocktail Table	94.50	\$ 122.85
Z-2	Black 30"x30" Table	182.70	\$ 237.51	Z-8	End Table	81.90	\$ 106.47
Z-3	Black Sherpa Arm Chair	81.90	\$ 106.47	Z-9	Coat rack	56.70	\$ 73.71
Z-4	Black Ladderback Barstool	119.70	\$ 155.61	Z-10	Refrigerator	321.30	\$ 417.69
Z-5	Black 30"x42" Bar Table	195.30	\$ 253.89	Z-11	Literature Stand	157.50	\$ 204.75
Z-6	Black Euro Barstool	170.10	\$ 221.13				

Show Name: _____	Company Name: _____	Subtotal: _____
Show Location: _____	Booth # _____	Delivery: \$90.00
Show Dates: _____	Name: _____	Total: _____

For payment of Viper Custom Furnishings, please send in the Exhibitor Information / Method of Payment form along with this furnishings form.

You may fax in your order, along with payment to **Viper Tradeshow Services** at fax number **847.426.3111**
 Or to send by mail: **Viper Tradeshow Services, 2575 Northwest Parkway, Elgin, IL 60124**

Orders Received within 14 days of the show will be charged standard rates. Discount Deadline: August 6, 2010

Rates are for the duration of the event. 100% cancellation fee 10 days from the show. Please apply event site sales tax, if applicable.

DON'T SEE THE ITEM YOU ARE IN NEED OF? NEED ADDITIONAL ASSISTANCE?
Call Missy Kordecki at 847.426.3100

FURNISHINGS

***THIS FORM MUST BE FILLED OUT & FAXED BACK TO VIPER TRADESHOW SERVICES TODAY!**

IF YOU DO NOT SEND THIS FORM BACK, YOU WILL NOT RECEIVE YOUR FURNITURE PACKAGE.

Exhibitor: _____ Primary Contact: _____

Address: _____ City, State & Zip: _____

Booth #: _____ Phone #: _____ Email: _____

Standard equipment provided to each exhibitor with each booth package is listed below.
Please indicate on this form which package you would like to order.

Package A

- * 8' Back Wall Pipe & Drape
- * 3' Side Wall Pipe & Drape
- * (3) Undraped Tables in 4', 6' or 8' Length
- * (2) Side Chairs
- * (3) Undraped Table Risers
- * (1) Wastebasket
- * (1) 7" x 44" Booth ID Sign

Package B

- * 8' Back Wall Pipe & Drape
- * 3' Side Wall Pipe & Drape
- * (1) Undraped Table in 4', 6' or 8' Length
- * (2) Side Chairs
- * (2) Additional 8' Uprights & Bases
- * (3) 10' Crossbars
- * (1) 7" x 44" Booth ID Sign
- * (1) Wastebasket

Please indicate which package you would like in your booth when you arrive at show site to set-up.

Package A _____ Package B _____ What Length Tables? _____

Reminder...

*If you require additional furniture, i.e., showcases, etc., you must fill out the furniture form in the Exhibitor Kit.
The deadline date for ordering the additional furniture at the lower advance rate is August 6, 2010.*

*If you require installation and dismantle labor, you must fill out the Viper Tradeshow Services Labor Form in the Exhibitor Kit.
The deadline date for labor at the lower advance rate is August 6, 2010.*



Viper Tradeshow Services (Fax 847.426.3111 / Phone 847.426.3100)

Showcase Order Form

Send Orders and Payment To:
VU Case Rentals, Inc.

Transworld's Jewelry, Fashion, & Accessories Show
 August 27th - 29th, 2010
 Renaissance Schaumburg Hotel & Convention Center
 Deadline Date: August 13th, 2010

P.O. Box 743
 Wood Dale, IL 60191
 Office: 630-766-7443
 Fax: 630-766-6113
 Web: www.vucase.com
 Email: orders@vucase.com

Style	Showcase Description	Size/Length	Quantity	Advanced Price	Show Site Price	Total
Full Vision Case	Includes 1-8" and 1-10" glass Shelf with adjustable brackets and a 26" glass display front.	4' Case		\$230.00	\$280.00	
		5' Case		\$230.00	\$280.00	
		6' Case		\$245.00	\$295.00	
Half Vision Case	Includes 1-10" shelf with adjustable brackets and a 18" glass display front.	4' Case		\$230.00	\$280.00	
		5' Case		\$230.00	\$280.00	
		6' Case		\$245.00	\$295.00	
Quarter Vision/ Jewelers Case	Has a 12" glass display Front	4' Case		\$230.00	\$280.00	
		5' Case		\$230.00	\$280.00	
		6' Case		\$245.00	\$295.00	

All of the above showcases are 20"D x 38"H with a light gray exterior, off-white interior, brushed aluminum frames and open storage beneath the case. They also include fluorescent lights and lockable sliding mirrored doors.
4' showcases and Corner cases are limited in supply and customers will be notified if we cannot fulfill their order.

Corner Case	Rear Access, with glass shelves the same as the above cases.	Full		\$265.00	\$310.00	
		Half		\$265.00	\$310.00	
		Quarter		\$265.00	\$310.00	
Wall Case	Dimensions are 48"L x 20"D x 72"H and include 4 - 12" glass shelves, adjustable brackets, fluorescent lighting, and locking 60" high sliding glass doors	See-Thru		\$265.00	\$310.00	
		Solid		\$265.00	\$310.00	
Tower Case	Dimensions are 20"L x 20"D x 80"H, with 3 adjustable glass shelves, halogen lights and locks.			\$270.00	\$315.00	

General Terms & Conditions

- ◇ We are not liable for content, damage breakage and general liability after the cases have been delivered.
- ◇ We are not responsible for setting up shelves or supplying extension cords.
- ◇ Electrical hook-up is not included. Please order the outlet from the electrical contractor.
- ◇ There is a %100 cancellation fee and a \$50.00 charge will be assessed for any changes made at show site.
- ◇ A \$10.00 fee will be assessed for keys that are not returned.
- ◇ Show Site Price refers to all orders placed after delivery.

Total

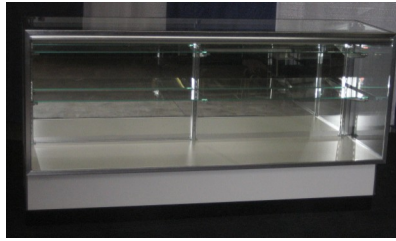
Company Name: _____ Booth# _____
 Address: _____ Zip Code: _____
 City/State _____ Fax #: _____
 Print Name: _____ Phone #: _____
 Credit Card#(AMEX, Visa, M/C) _____ Exp. Date: ___ / ___ / ___
 Name on Card: _____ Date Ordered: ___ / ___ / ___
 Check #: _____

VU Case Rentals

Serving your showcase needs since 1985.

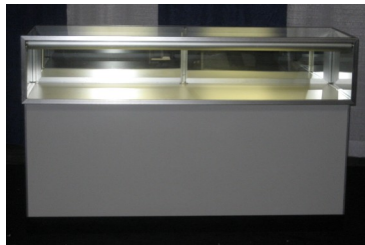
Full Vision Case

Available in 4 ft., 5ft., and 6ft. lengths. Includes 1-8" and 1-10" glass shelf with adjustable brackets with a 26" high front glass display section.



Quarter Vision Case:

Available in 4 ft., 5ft., and 6ft. lengths, and has a 12" high front glass display section.



Half Vision Case:

Available in 4 ft., 5ft., and 6ft. lengths. Includes 1-10" glass shelf with adjustable brackets, with 18" high front glass display section.



Corner Vision Case:

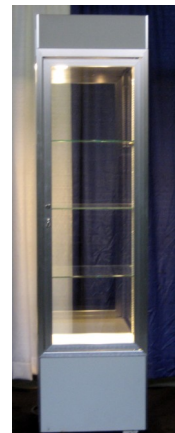
Available in full, half, and quarter sizes. Includes rear access, and glass shelves as seen in the other vision cases.



Cases on sides not included.

Tower Case:

Available in a 20X20 square only. The dimensions are 20" LX 20" DX 80" H. Includes 3 glass shelves, lights, and locks.



Wall Case:

Available in solid and see-thru (pictured). Dimensions are 48" LX 20" DX 66" H. Includes 4-12" glass shelves, adjustable brackets, lights, locks, and 60" high sliding glass.



P.O. Box 743
Wood Dale, IL 60191
Phone: 630-766-7443
Fax: 630-766-6113
E-Mail: orders@vucase.com



TransWorld's Jewelry, Fashion & Accessories Show
August 27-29, 2010

Phone 847.426.3100
Fax 847.426.3111

Floral

(Discount Deadline = August 6, 2010)

Fresh Floral Arrangements

Small Floral Arrangement - _____ \$90.00 Discount / \$120.60 Standard
 Medium Floral Arrangement - _____ \$126.00 Discount / \$156.60 Standard
 Large Floral Arrangement - _____ \$162.00 Discount / \$198.00 Standard

Artificial Plants

2 foot green plant - _____ \$55.20 Discount / \$69.60 Standard
 3 foot green plant - _____ \$69.60 Discount / \$82.80 Standard
 4 foot green plant - _____ \$82.80 Discount / \$98.40 Standard
 5 foot green plant - _____ \$98.40 Discount / \$112.80 Standard
 6 foot green plant - _____ \$112.80 Discount / \$127.20 Standard

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

Amount of Total Floral Charges \$ _____

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

Vacuuming

(Discount Deadline = August 6, 2010)

Number of Booth Units - _____ X _____ \$70.00 Discount / \$85.00 Standard (8x10 or 10x10)
 _____ SubTotal

SubTotal X Number of Days - _____ Total

Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Monday - Friday 8:00 am - 4:30 pm \$57.60 per day

Monday - Friday after 4:30 pm \$69.60 per day

Any time Saturday, Sunday & Holidays \$78.00 per day

Number of Booth Units - _____ X _____ (use appropriate rates from above)

_____ SubTotal

SubTotal X Number of Days - _____ Total

Total of All Cleaning & Porter Services: \$ _____

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

Exhibitor: _____

Booth Number: _____



Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124

ELECTRICAL SERVICES ORDER FORM

(847) 426-3100 Phone
(847) 426-3111 Fax

TransWorld's Jewelry, Fashion & Accessories Show

August 27-29, 2010

EVENT NAME

EVENT DATES HALL / BOOTH #

EXHIBITING COMPANY NAME

E-MAIL ADDRESS**

ADDRESS

CITY, STATE ZIP

PHONE FAX

CONTACT PERSON (Please print)

IMPORTANT NOTES:
Viper Tradeshow Services is the exclusive electrical provider at the Schaumburg Convention Center. No other electrical service provider will be allowed on the show floor at any time.

Orders MUST be received with full payment 21 days prior to the first move in date to ensure availability and to receive the advance rate. **ADVANCE RATE DEADLINE: August 6, 2010**

No credits will be issued on services installed as ordered even though not used, and no credits will be issued once the event has officially opened. All cancellations after the deadline are subject to a 25% fee.

2010 LABOR RATES
Straight Time: \$75.00/hr.
Over Time: \$114.00/hr.
Double Time: \$150.00/hr. *rates are subject to change*

RATE SCHEDULE
Mon-Fri, 8:00am-4:30pm ST
Mon-Fri, 4:30pm-Midnight OT
Saturday 8:00am-4:30pm OT
Saturday 4:30pm-Midnight DT
Sundays & Holidays (All Day) DT
All Hrs between Mid & 8am DT
*Scheduled install/dismantle times are subject to change

Install Date & Time:

Dismantle Date & Time:

TYPE OF LABOR
 Under Carpet
 Equipment Hookup
 Lighting Fixtures
 Overhead Distribution
 Other _____

120 Volts - 60 HZ - AC * Pricing includes installation labor and is for duration of show hours only

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E0005	5 Amps/ 500 Watts or <			\$139	\$184	
E0010	10 Amps/1000 Watts or <			\$174	\$229	
E0020	20 Amps/2000 Watts or <			\$205	\$355	

208 Volts 1 Phase - 60 HZ - AC * Pricing Does NOT include required labor

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E2083	30 Amps			\$325	\$515	
E2086	60 Amps			\$400	\$600	

208 Volts 3 Phase - 60 HZ - AC * Pricing Does NOT include required labor

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E2083-20	20 Amps			\$415	\$620	
E2083-30	30 Amps			\$435	\$640	
E2083-60	60 Amps			\$475	\$725	
E2083-100	100 Amps			\$845	\$1,250	
E2083-200	200 Amps			Call for quote	Call for quote	
E2083-300	400 Amps or <			Call for quote	Call for quote	

480 Volts 3 Phase - 60 HZ - AC * Pricing Does NOT include required labor and use of scissor lift

CODE	ELECTRICAL USAGE	QTY	QTY (24-Hr)	ADVANCE RATE (Double for 24-Hr Power)	STANDARD RATE (Double for 24-Hr Power)	SUB-TOTAL
E4803-30	30 Amps			\$525	\$750	
E4803-60	60 Amps			\$745	\$1,130	
E4803-100	100 Amps			Call for quote	Call for quote	

Accessories & Labor

CODE	ACCESSORY	QTY	ADVANCE RATE	STANDARD RATE	SUB-TOTAL
E-25	25' Extension		\$20	\$30	
E-Quad	Power Strip		\$40	\$45	
Scissor	Scissor Lift (per hour)*		\$100	\$150	
Condor	Aerial Lift (per hour)*		\$150	\$175	
EI-Labor	Installation Labor		See rate schedule	See rate schedule	
ED-Labor	Dismantle Labor		See rate schedule	See rate schedule	

* plus operator (see labor rate) **TOTAL:**

***For payment of electrical services, please provide the Exhibitor Information / Method of Payment Form along with your Electrical Services Order Form.**

NEED ADDITIONAL ELECTRICAL ASSISTANCE?
Contact Missy@vipertradeshow.com or call 847.426.3100



Electrical Billing Guidelines

1. Electricity will be live within 30 minutes of the show opening and turned off within 30 minutes of the show close each day. If power is needed earlier or later each day, advanced arrangements must be made prior to the show opening.
2. Twenty-four (24) hour service to any outlet will be double the listed price and can only be guaranteed before show opening with advance arrangements for date needed.
3. The services include one outlet. Any exhibitor requiring more than one outlet will need to order multi strips or provide their own.
4. All electrical outlets will be installed on the floor at the back wall of in line booths and peninsula spaces. It is the exhibitor's responsibility to provide access for electrical outlets and electrical panels which may need to be serviced during the operation of the show. Outlets which are overloaded by the exhibitor will be reset one time as a courtesy. Prior to the resetting of the electrical circuit, the exhibitor will have this opportunity to purchase additional power or agree to operate within the limits of their original power order. If the circuit needs to be reset a second time, a 1 hour labor charge will be incurred at the appropriate rate (as listed on page 1) and the exhibitor will be required to purchase the appropriate power at the standard rate.
5. It is the exhibiting companies responsibility to order the appropriate amount of power, or to take the electricians advice while on show site. Viper Tradeshow Services is not responsible for any electrical damage caused to machinery or equipment.
6. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered. Column ad or wall outlets are not part of the exhibitor booth space and these outlets will be charged for accordingly.
7. Any exhibitor using power not contracted for will be charged a show rate for the service they are not authorized to use. This includes using any wall outlets.
8. All Service of 208 / 480 volts requires electrical labor for installation, hook-up, and disconnect. Hourly charge will cover all work performed.
9. All exhibitor ordered Standby Labor will be invoiced at the prevailing hourly rate.
10. Labor will be charged for the following categories:
 - a. All distribution of electrical wiring under carpet or flooring.
 - b. All distribution of overhead electrical wiring.
 - c. All motor and equipment hookups.
 - d. Installation or repair of electrical fixtures.
 - e. Installation of electrical motors and apparatus to be energized.
 - f. Motorized hoists, truss and lighting installation.
 - g. Installation and removal of all overhead electrical signs, trusses, motors or apparatus.
11. All extension cords that run under carpet or flooring must be supplied and installed by Viper Tradeshow Services.
12. All wiring utilized for booth work must have a 3 wire grounded cord with a minimum of #14 Gauge wire. If these requirements are not met Viper reserves the right to disconnect the cord and rent the exhibitor the proper equipment as listed on page one.
13. The use of Clip on sign sockets, latex or lamp cord wire in displays or the use of 2 wire fixtures is prohibited.
14. Permit fees may apply.

For Show Management Purposes:

As part of any electrical service ordered, Viper Tradeshow Services will supply an onsite electrician for the first two hours of the first day your event is open. After that it is up to your discretion whether or not to employ an onsite electrician at your expense (cost outlined on page 1). The Stand-by Electrician is there for the safety and convenience of your, your exhibitors and the attendees. If you elect to waive this service and an issue does arise that dictates that an electrician is needed, the electrician will be summoned to the center, with the cost for that labor being charged to the show management invoice at the published labor rate. A 4 hour minimum will be applied to this labor call. If you have any questions regarding the Stand-by electrician and the waiver, please contact Viper Tradeshow Services.

Neither Viper Tradeshow Services nor the Renaissance Schaumburg Convention Center are responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection you should install surge protection or over/under voltage protection on your equipment.

Viper Tradeshow Services
2575 Northwest Parkway
Elgin, IL 60124
888.458.9760 – telephone
847.426.3111 - fax



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Dismantle Instructions

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

Please share this information with your show site staff in advance of the show as well.
All accounts must be settled before the end of the show.
The exhibits officially close at 5:30 PM on August 29, 2010.
Exhibitors with unpaid accounts at the end of the show will not be provided with a Bill of Lading/Material Handling form until they have gone to the Service Desk and paid their balance in full.
Delivery of empty crates for the dismantling of exhibits will occur after the removal of the aisle carpet (if applicable) at the end of the show. Please keep the aisles clear of debris to help expedite this process.
All outbound shipments, loading onto Privately Owned Vehicles, or local courier/agent require a Viper Tradeshow Services Bill of Lading(BOL) /Material Handling Form (MHA)
Shipping is NOT an automatic process. If you plan on using an alternate carrier other than Viper Transportation you are responsible for making arrangements with that carrier for your pick up, and confirm they make the pick up before the force. Force is at 9:00 PM.
ONLY return your BOL/MHA to the Service Center when your materials are packed, labeled, ready to be shipped and you are ready to leave the floor. Do not leave your BOL/MHA in the booth, it needs to be signed off and you will be given a receipt. This is how we know you are ready to be loaded on the truck.
In the event that your designated carrier fails to pick up or refuses to accept shipments, Viper Tradeshow Services reserves the right to reconsign such shipments where no disposition is provided. No liability will be assumed by Viper Tradeshow Services as a result of such rerouting or handling.
To assist you in setting up your outgoing shipments Viper Tradeshow Service representatives will be on site for your shipping convenience. If you have not pre-booked your outbound shipping before the show with Viper Transportation , you welcome to do so with our representative on site at the Service Center. Shipping via Viper Transportation is done at class 125 (exhibition tariff) common carrier rates, which is standard for shipping trade show material.
Carriers that do not check in by 9:00 PM , freight for those exhibitors consigned to that carrier will be forced to the house carrier, Viper Transportation. For liability reasons, and ensuring exhibitors freight is loaded properly, freight is ONLY tendered to carriers able to request your shipment by your booth number (if applicable) and exhibiting name. Please be sure to instruct your carrier to do so.
Should you have any questions or concerns regarding the above information, please call Missy Kordecki at 847-426-3100. Advance planning is always the easiest for everyone at show site and we're happy to help.
<i>Thank you for reading and following the guidelines in this service manual. We look forward to working with you on this event!</i>



VILLAGE OF SCHAUMBURG

RENAISSANCE SCHAUMBURG HOTEL AND CONVENTION CENTER EXHIBITOR APPROVAL APPLICATION 1551 Thoreau Drive, Schaumburg, IL 60173 Phone 847.303.4120 Fax 847.303.4323

Name of Exhibit: _____ Exhibit Booth Number _____

Name & Date of Event/Show: _____

Contact Person: _____

Contact Info: _____ Telephone _____ E-mail Address _____

Type of Goods or Services on Display: _____

Explain: _____

IBT # _____ Tax Exempt Yes _____ No _____ If yes, proof of exempt status required.

Check all that apply (refer to Event Planning Guide for explanation and details):

Fire Prevention

- Machinery and Equipment
Smoke, Fog and Haze Machines
Laser Displays
Vehicle Displays.
Display or Storage of LPG/Flammable and/or Compressed Gases
Flammable or Combustible Liquids
Open Flames and Candles
Any Cooking or Heat Producing Appliances
Enclosed and/or Multi-Story Exhibit Booths
Hazardous Materials (MSDS required)
Any other equipment/process that increases the risk to fire and life safety
Tents/Canopies/Bleachers

Building

- Permit required for temporary alterations made to the electric system
Electrical Service in excess of 60 AMPS/ 480 Volts. Temporary Power Permit is required. Inspections will be required.

Health

- Food
Alcohol (requires a Class D One Day Liquor License & it must be displayed at the booth)
Animal Exhibits
Service preformed on person (massage, facial, etc.)

Finance/Revenue

- Sale of any Merchandise to the public
Raffles / Prizes / Give away
Sale of Food
Sale of Alcohol (requires a Class D One Day Liquor License & it must be displayed at the booth)
Amusements / Admission Charge
Fundraiser / Charitable Event



AUDIO VISUAL EQUIPMENT RENTAL EXHIBITOR ORDER FORM

EMAIL or FAX TO:

jerickson@swankav.com

(847)303-4323

In order to take advantage of our advance rate, please allow your order to reach us 10 days in advance. A 15% fee on regular rate will apply to 72 hours or less notice. 72 hours or less cancellations are subject to Full Charge.

QTY	VIDEO/ DATA/ DISPLAY EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	17" DATA/Computer w/ cart		\$125.00	\$150.00	
	20" DATA/Computer Monitor w/cart		\$175.00	\$210.00	
	42" PLASMA Monitor (data/video)		\$450.00	\$540.00	
	Overhead projector		\$50.00	\$60.00	
	DVD Player		\$95.00	\$114.00	
	VHS or Mini DV Cam		\$205.00	\$246.00	
	6x6' to 8'x8' Screen		\$165.00	\$198.00	
	3300 Lumen LCD Projector		\$635.00	\$762.00	
QTY	OFFICE/ COMPUTER EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Desktop Computer		\$400.00	\$480.00	
	Laptop Computer		\$350.00	\$420.00	
	Wireless Mouse		\$75.00	\$90.00	
	Laser Jet Printer B&W		\$175.00	\$210.00	
	Laser Jet Printer Color		\$285.00	\$342.00	
	Fax Machine		\$125.00	\$150.00	
QTY	AUDIO EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Wired Microphone (with stand)		\$60.00	\$72.00	
	Wireless Lavalier or Handheld Microphone		\$200.00	\$240.00	
	4 channel mixer		\$60.00	\$72.00	
	12 channel mixer		\$175.00	\$210.00	
	Baby Anchor Powered Speaker		\$50.00	\$60.00	
	Anchor Liberty Powered Speaker		\$150.00	\$180.00	
	Cassette Player/Recorder		\$75.00	\$90.00	
	CD Player		\$75.00	\$90.00	
QTY	PRODUCTION UTILITIES	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	High speed internet - Wired Connection		\$225	\$270.00	
	High speed internet (WiFi ONLY)		\$30	\$36.00	
	Each add'l high speed connection		\$75	\$90.00	
	Exit Signs		\$50	\$60.00	
	Various Cables		\$10	\$12.00	
	House Phone (no outside calls)		\$25	\$30.00	
	Phone line for CC Machine (toll free calls only)		\$100	\$120.00	
	Outside phone line with phone		\$200	\$240.00	

Feel free to contact us regarding our complete inventory not listed above.

*******ALL PRICES ARE DAILY*******
Prepayment required on all equipment rental and service

EQUIPMENT TOTAL
24% SERVICE CHARGE
SUB-TOTAL
13.50% TAX ON INTERNET AND PHONE ONLY
\$20 ONSITE DELIVERY CHARGE(SAME DAY ONLY)
TOTAL

Credit Card Information: Type _____ CCN# _____

Cardholder's Name _____ Exp. Date _____ Cardholder's Signature _____

Email _____

COMPANY INFORMATION	DELIVERY INFORMATION
COMPANY NAME _____	SHOW NAME _____
ADDRESS _____	BOOTH # _____
_____	DELIVERY DATE _____ TIME _____
_____	PICK-UP DATE _____ TIME _____
PHONE _____ FAX _____	ON-SITE CONTACT _____
CONTACT _____	ON-SITE CONTACT'S CELL or PAGER # _____

Contact: Jeremy Erickson (847)303-4027 (office)

RENAISSANCE SCHAUMBURG HOTEL AND CONVENTION CENTER

Utility Service Order Form

Event Name: _____
 Company Name: _____
 Ordered By: _____
 On-site Contact: _____
 Date Utility Installed: _____

Order Number: _____
 Event Dates: _____
 Booth/Space#: _____
 Address: _____
 Phone Number: _____

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE (THREE WEEKS PRIOR TO THE FIRST DAY OF SHOW).

Description		Qty.	Advance Rate Per Unit	Standard Rate Per Unit	Total
WATER 1" IPS	NUMBER OF CONNECTIONS _____		\$410.00	\$615.00	
	SIZE OF CONNECTIONS _____				
1 1/2" FLOOR DRAIN	NUMBER OF CONNECTIONS _____		\$410.00	\$615.00	
	SIZE OF CONNECTIONS _____				
	TYPE OF CONNECTION _____				
COMPRESSED AIR (125 MAX PSI)	NUMBER OF CONNECTIONS _____		\$460.00	\$685.00	
	SIZE OF CONNECTIONS _____				
	PSI NEEDED _____				
	RATE OF AIR IN CFM'S _____				
	TYPE OF CONNECTION _____				
NATURAL GAS 1" = 1 LB.	NUMBER OF CONNECTIONS _____		\$410.00	\$615.00	
	SIZE OF CONNECTIONS _____				
	TYPE OF CONNECTION _____				
	SIZE OF SUPPLY LINE _____				
VENTING TO ATMOSPHERE	SIZE OF FLUE PIPES _____		CALL	CALL	
	DRAFT INDUCER REQUIRED? Y N				
WATER FILLING AND DRAINING	1 TO 50 GALLONS		\$60.00	\$90.00	
	51 TO 149 GALLONS		\$160.00	\$250.00	
	150 TO 299 GALLONS		\$390.00	\$480.00	
	300 TO 999 GALLONS		\$600.00	\$700.00	
	1000 TO 4999 GALLONS		\$750.00	\$1000.00	
	OVER 14,000 GALLONS		CALL	CALL	

- 1) ALL WATER HOOK UP'S REQUIRE A DRAIN UNLESS PERMISSION IS GRANTED OTHERWISE BY THE EVENT MANAGER
- 2) All water heaters require an electrical connection. Contact your event manager to identify the correct required electrical service.
- 3) Utility's will be run to your booth from the closest source, charge to run the utilities to the booth are in addition to the prices listed for the utility service.
- 4) All utilities are turned off 1 hour after the posted show hours; 24 hour utilities are available at twice the listed rates.
- 5) Compressed air is NOT conditioned or dried; please contact your event manager for dried or conditioned air.

Please call the Renaissance Schaumburg Hotel & Convention Center for information regarding all other available services at (847) 303-4120.

IMPORTANT:

Refer to the Floor Plan template. Submit one floor plan with location of utility to be installed.

A 24% service charge and applicable sales taxes will be applied to all service orders.

See Attached credit card authorization form for payment information.

All utility requests must meet fire department and Village of Schaumburg Approval.

PLEASE FAX ALL ORDERS BACK TO 847-303-4323