



TABLE OF CONTENTS

*Viper Discount Deadline Date: Thursday, March 5, 2026

Quick Reference/Deadlines:	Page 2
Move Out Information:	Page 3
Viper Shipping Order Form:	Page 6
Material Handling Rates & Info:	Pages 7 – 10
Inbound Shipping Labels:	Pages 11 – 12
Cleaning / I&D Labor:	Pages 13 – 15
EAC Forms:	Pages 16 – 17
Furnishings & Rental Carpet:	Pages 18 – 20
Modular Rental Options:	Page 22
In-Booth Forklift Order Form:	Page 24
Hanging Sign/Rigging Information:	Pages 25 – 30
Vehicles on Display Information:	Page 31
Hand Carry Guidelines:	Page 32
Visual FX AV Order Form:	Pages 33 – 35
Electrical:	Pages 36 – 39
Lead Retrieval:	Pages 40 – 42
Catering Information:	Pages 43 – 47
Internet:	click here

CONTACT INFORMATION

Viper Show Coordinator:

Jennifer Elhardt | m: 912-266-3173
jelhardt@vipertradeshow.com

Show Management Contact:

Michelle Hill | p: 888-993-9935
mhill@nastt.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. Some cost-saving tips are to consolidate your freight to have it 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. 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 accommodate for a smooth setup and move out; the return of the empty freight containers can take 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 in transit.

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

Thursday, February 26, 2026

First day of advance warehouse receiving

RECEIVING: M-F | 8AM – 4PM

Thursday, March 5, 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.

Thursday, March 5, 2026, by 12 pm CST

Artwork submission deadline.

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

Thursday, March 19, 2026

Late to Warehouse Deadline

The warehouse must receive your freight by EOD to avoid

added late fees.

Thursday, March 26, 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!)

Sunday, March 29, 2026 | 7:00 AM – 6:00 PM

Monday, March 30, 2026 | 7:00 AM – 10: 00 AM

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

Sunday, March 29, 2026 | 7:00 AM – 6:00 PM

Monday, March 30, 2026 | 7:00 AM – 10: 00 AM

SHOW HOURS

Monday, March 30, 2026 | 12:10 PM – 2:30 PM

Monday, March 30, 2026 | 4:00 PM – 6:30 PM

Tuesday, March 31, 2026 | 11:00 AM – 1:30 PM

Tuesday, March 31, 2026 | 3:00 PM – 5:00 PM

Wednesday, April 1, 2026 | 9:00 AM – 12:00 PM

EXHIBITOR DISMANTLE / MOVE-OUT

Wednesday, April 1, 2026 | 12:00 PM – 10:00 PM

*Freight Force 7:00 PM | All drivers must check in with Viper by this deadline.

ADVANCE WAREHOUSE

Receiving Hours: M-F | 8AM – 4PM

NASTT 2026 No-Dig Show

Viper Tradeshow Services

c/o MKS Services

4601 E. Cheyenne Ave.

Ste. 103

Las Vegas, NV 89115

All shipments must include company name, booth # and 26 No-Dig on the freight. **USE LABEL ON PAGE 11**

SHOW SITE FACILITY

Receiving only during move- in

NASTT 2026 No-Dig Show

Palm Springs Convention

Center

Oasis 1 - 4

c/o Viper Tradeshow

Services

277 N Avenida Caballeros

Palm Springs, CA 92262

All shipments must include company name, booth # and 26 No-Dig on the freight. **USE LABEL ON PAGE 12**

BOOTH PACKAGE ITEMS:

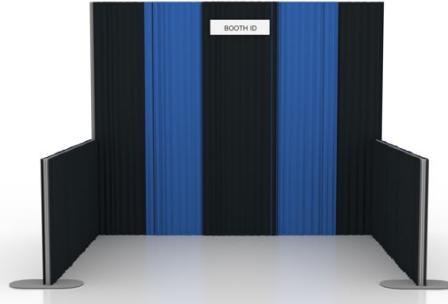
10' x 10' exhibit spaces

8' tall black/blue/black/blue/black back drape

3' tall black side drape

6"x24" ID sign

*In a carpeted hall.



ONLINE ORDERING

<https://order.vipertradeshow.com>

Any questions, please email:

jelhardt@vipertradeshow.com

Only your main exhibitor contact will have access to place online orders; if an additional contact or EAC needs access to the Viper Tradeshow online portal, please reach out to me at the email address above

DISMANTLE / MOVE OUT INFORMATION

FREIGHT FORCE: 7:00 PM on Wednesday, April 1, 2026 | LABOR FORCE: 2:00 PM on Wednesday, April 1, 2026

Viper Transportation is the Official Carrier for this show. All carriers must check in at

Palm Springs Convention Center | 277 N Avenida Caballeros, Palm Springs, CA 92262

no later than 7:00 PM on Wednesday, April 1, 2026 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:

Wednesday, April 1, 2026 at 12:00 PM

Stored empty crates and containers estimated return:

Wednesday, April 1, 2026 by 2:00 PM

Labor Force: all exhibitors should have started dismantle by now:

Wednesday, April 1, 2026 by 2:00 PM

Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.

Freight Force - deadline for carriers to check in:

Wednesday, April 1, 2026 by 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 **6:00 PM**, giving them room to fail without failing you! Here is the address for your convenience:

**Palm Springs Convention Center | Oasis 1-4
277 N Avenida Caballeros, Palm Springs, CA 92262**

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 **11:00 AM** (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 | 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": See Hand Carry Guidelines/Procedures on page 32 of this exhibitor kit.

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

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 by emailing jelhardt@vipertradeshow.com to receive the Quick Bill Sign Up Link.

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**

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
NASTT 2026 No-Dig Show Viper Tradeshow Services c/o MKS Services 4601 E. Cheyenne Ave. Ste. 103 Las Vegas, NV 89115 *USE LABEL ON PAGE 11 <i>Receiving Hours: M-F / 8 AM – 4 PM</i>	NASTT 2026 No-Dig Show Palm Springs Convention Center Oasis 1-4 c/o Viper Tradeshow Services 277 N Avenida Caballeros Palm Springs, CA 92262 *USE LABEL ON PAGE 12 <i>Receiving: Sunday, March 29, 2026 / 7 AM – 6 PM</i> <i>Monday, March 30, 2026 / 7 AM – 10 AM</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 $L \times W \times H$ (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.....	\$154.76 / CWT
Boxed, crated, or skidded shipment via POV, Van Line or specialized carrier, FedEx, UPS, or USPS....	\$190.56 / CWT
Common carrier shipment received late, after 03/19/2026	\$190.56 / CWT
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after 03/19/2026	\$226.11 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$35.74 / CWT
Off-target shipment - received before or after receiving dates (30% fee added to the above rates)	\$35.74 / CWT

Show Site Deliveries

	RATE PER CWT
Boxed, crated, or skidded shipment via common carrier.....	\$190.56 / CWT
Boxed, crated, or skidded shipment via POV, Van Lines or specialized carrier, FedEx, UPS, or USPS..	\$226.14/ CWT
Off-target shipment (before or after the dates/times above) via common carrier	\$226.14/ CWT
Off-target shipment (before or after the dates/times above) via POV, or specialized carrier	\$261.91 / CWT
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$35.74 / CWT
Small Package shipments not exceeding 75 lbs. per shipment (not per box)	\$78.53
Vehicle Spotting (each way) *visqueen must be ordered for vehicles see page 20	\$641.42
Machinery 200 – 5000 lbs	\$90.40 / CWT
Machinery 5000+ lbs	\$74.20 / CWT

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 #: _____

MACHINERY- MATERIAL HANDLING QUESTIONNAIRE

**ALL machinery MUST DELIVER to show site on Friday, March 27, 2026 between
1:00 PM – 4:00 PM with a certified weight ticket**

***If machinery is delivered after 3/27/26, additional fees (off-target) will be applied; machinery must deliver on 3/27/26 to the Palm Springs Convention Center from 1 PM – 4PM. We will accept exhibit freight at the same time machinery is delivered without off-target fees. All machinery freight MUST be visible to qualify for machinery material handling rates.**

Please complete & submit this form to: jelhardt@vipertradeshow.com

Company Name: _____ Booth: _____

Contact Name: _____ Phone: _____

Name of carrier: _____

How many pieces total?: _____ How heavy is the largest piece?: _____

Do you require any special equipment other than 5K forklift to unload your freight? YES NO

If yes, what type? (i.e. crane, extended fork blades, rollers, slings, etc.): _____

Will you require a forklift in your booth to un-skid, assemble or spot machinery and/or display? YES NO

If yes, please complete the IN-BOOTH FORKLIFT order form

Are you ordering carpet from Viper? YES NO

If no, where are you shipping your flooring? ADVANCE WAREHOUSE _____ DIRECT TO SHOW SITE _____

	MACHINERY	WEIGHT (LBS.)	DIMENSIONS	SKIDDED (YES/NO)	# OF PIECES
	Type of machine		To nearest foot		
1					
2					
3					
4					

***FREIGHT CONSIDERED MACHINERY**



***FREIGHT NOT CONSIDERED MACHINERY**



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.

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

Overtime or Off Target 30% Surcharge

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

Material Handling / Special Handling Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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.

SHIPPER INFORMATION

FROM:

ADVANCE WAREHOUSE DELIVERY INFORMATION

TO (Exhibiting Co. Name): _____ BOOTH #: _____

**NASTT 2026 No-Dig Show
Viper Tradeshow Services
c/o MKS Services
4601 E. Cheyenne Ave.
Ste. 103
Las Vegas, NV 89115**

Deliver 2/26 - 3/19/2026 to avoid late fees
****Last day of warehouse receiving 3/26/26****
Weight ticket or BOL must be presented at the time of the delivery.

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.

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____	BOOTH #: _____
<p>NASTT 2026 No-Dig Show Palm Springs Convention Center Oasis 1-4 c/o Viper Tradeshow Services 277 N Avenida Caballeros Palm Springs, CA 92262</p>	
<p>*Deliver on 3/29/26 7 AM – 6 PM or 3/30/26 7 AM – 10 AM ONLY</p>	
<p>Weight ticket or BOL must be presented at the time of the delivery.</p>	
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

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:

NASTT 2026 No-Dig Show

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: _____ 4th 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: _____ 4th 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 Discount / \$418.00 Standard
Medium Floral Arrangement:	Qty: <input type="text"/> \$429.00 Discount / \$555.00 Standard
Large Floral Arrangement:	Qty: <input type="text"/> \$543.00 Discount / \$686.00 Standard

Artificial Plants

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

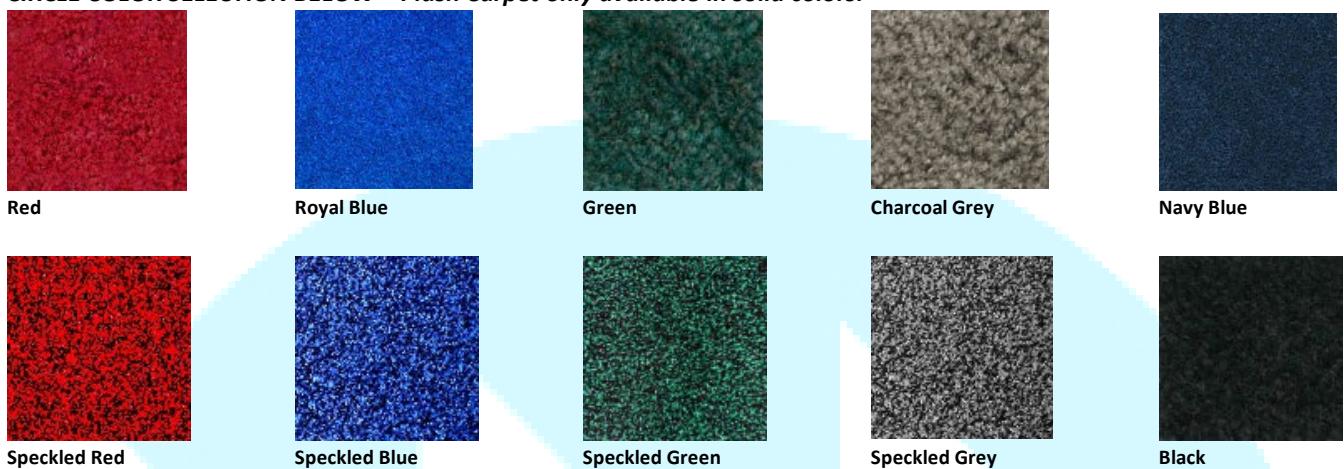
Exhibitor: _____ Booth #: _____

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.



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	

*Visqueen is required for all vehicles on show floor

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>

*******ATTENTION*******

BOOTH CARPETING, PADDING RIDER

If you will be ordering booth carpeting and padding for your booth space please be advised of the following:

- **The Exhibit Hall – Oasis 1-4 is a wall-to-wall carpeted exhibit space**
- **In order to adhere booth carpeting to the floor in your booth space gaffers tape must first placed down and then apply the double face tape (which will be used as the adhesive to secure the booth carpeting) adhered on top of the gaffers tape.**
- **Carpeting and or padding placed over carpeting already in place does have a tendency to shift, bubble or bag when heavier items are moved on top and or if sliding items across the carpeting/ padding installed. These, along with other situations can and will compromise the carpeting and or padding causing it to create potential issues.**
- **Viper Tradeshow Services will assist with fixing any potential issues should they occur, but will not nor cannot be held responsible. No credits or refunds will be issued should you have such challenges once your carpeting and or padding has been installed.**
- **By renting carpeting and or padding you understand and accept the terms and the situation(s) as noted.**

Should you have any questions, kindly contact Jennifer Elhardt.

MODULAR RENTALS – Includes custom graphics!

Artwork and payment for Modular Rental Displays must be submitted 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: \$1,252.00

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

Booth #: _____

NASTT 2026 No-Dig Show | March 30 – April 1, 2026 | Palm Springs, CA

* 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. ***DO NOT USE THIS FORM FOR VIPER TRANSPORTATION SHIPMENTS. 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

Palm Springs Convention Center | 277 N Avenida Caballeros | Palm Springs, CA 92262

****Please make sure your Carrier checks-in (at the freight desk) NLT than 7 PM on April 1, 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.

IN BOOTH FORKLIFT

If your exhibit includes large header signs, cantilever structures, heavy display and components or machinery which cannot be lifted in place by display laborers, you will require a forklift with operator in your booth for installation and removal. The forklift with operator cost is billed at hourly increments with a (1) hour minimum. If additional labor is required, prevailing labor charges will be assessed. It is important that an exhibit representative check-in at the service desk to pick up labor.

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

Important Information

All exhibitors requesting labor must go to the Viper Tradeshow service desk to confirm labor requests. 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. Upon completion of work, an exhibitor representative must return to the Viper service desk to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled after the cancellation deadline will be charged in full.

The minimum charge for labor and equipment is (1) hour per worker and forklift. Equipment and labor thereafter is charged in (1/2) hour increments. Gratuities in any form, including but not limited to: cash, gifts or labor hours for work not actually performed are prohibited by Viper Tradeshow Services. Viper requires the highest standard of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

In Booth Forklift Rates

5,000 lb Forklift is included in the rates listed below.

Includes (1) forklift with an operator

If you require a larger forklift or a forklift with a cage, additional cost for the cage & extra labor will be added to your invoice.

Please email Jennifer Elhardt (jelhardt@vipertradeshow.com) for pricing.

ADVANCE RATES (if ordered by discount deadline 3/5/2026)

Straight Time: Monday – Friday: 8:00 am – 4:30 pm	\$471.00 per hour
Overtime: Monday- Friday before 8:00 am or after 4:30 pm	\$706.50 per hour
Double Time: Anytime Saturday, Sunday and holidays	\$942.00 per hour

STANDARD RATES (if ordered after discount deadline 3/5/2026)

Straight Time: Monday – Friday: 8:00 am – 4:30 pm	\$706.50 per hour
Overtime: Monday- Friday before 8:00 am or after 4:30 pm	\$1,059.75 per hour
Double Time: Anytime Saturday, Sunday and holidays	\$1,413.00 per hour

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.

Please indicate service:

Uncrating Unskidding Positioning Leveling Dismantling Recrating Reskidding

INSTALLATION:

Schedule Date: _____

Start Time: _____

End Time: _____

Number of Forklift(s): _____

DISMANTLE:

Schedule Date: _____

Start Time: _____

End Time: _____

Number of Forklift(s): _____

ESTIMATED COST: _____

ESTIMATED COST: _____

Exhibitor: _____ **Booth #:** _____

HANGING SIGN ASSEMBLY – LABOR ORDER FORM

ALL SIGNS MUST BE ASSEMBLED by Viper Tradeshow Services prior to your arrival.

You have the option of using your Exhibitor Appointed Contractor or Viper Labor to dismantle your hanging sign once the rigging team has removed the sign at the close of the show.

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

Important Information & Rates – ALL HANGING SIGNS MUST BE SENT TO Viper Tradeshow Services

Advance Warehouse: MKS | 4601 E Cheyenne Ave, Ste 103 | Las Vegas, NV 89115 BY March 19, 2026

Starting time can be guaranteed only when labor is requested for the start of the working day. It is the responsibility of the exhibitor and/or the exhibitor appointed contractor to confirm labor and equipment by 2:30 PM the day before date requested. Any labor that is requested for the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and/or labor cancelled without a 24 hour notice shall be charged the full fee per worker and/or equipment. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and/or equipment will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half ($\frac{1}{2}$) hour increments per worker and/or equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by Viper. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and/or material costs.

Exhibitor Supervised (dismantle only)

Exhibitor will supervise.

- *Indicate workers needed for both installation and dismantling below. If not indicated, one (1) hour per worker will be added to the exhibitor's invoice.*
- Viper assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of exhibitor's property by Viper provided labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by labor under exhibitor's supervision. Exhibitors must stay clear during movement of freight.

1. Shape of Sign (circle one): Square Rectangle Triangle Circle Other: _____

2. Dimensions & Weight of Sign: Length _____ Width _____ Height _____ Weight _____ Lbs.

_____ Structural Pick Points: # of Pounds _____ at each point

3. Type of Sign (Circle one sign type per order): Banner Structural Signage Systems

Include engineer-stamped assembly and hanging instructions with the order. Viper accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

Advance EXHIBITOR Supervised Labor Rates for installation/dismantle of sign:

Straight Time:	Discount: \$153.00 per man, per hour	Standard: \$229.50 per man, per hour
Overtime:	Discount: \$229.50 per man, per hour	Standard: \$344.25 per man, per hour
Double Time:	Discount: \$306.00 per man, per hour	Standard: \$459.00 per man, per hour

Advance VIPER Supervised Labor Rates for installation/dismantle of sign:

Straight Time:	Discount: \$206.55 per man, per hour	Standard: \$309.83 per man, per hour
Overtime:	Discount: \$309.83 per man, per hour	Standard: \$464.75 per man, per hour
Double Time:	Discount: \$413.10 per man, per hour	Standard: \$619.66 per man, per hour

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.

Estimated Schedule & Service Required

INSTALLATION **Mandatory Viper Supervised*

DISMANTLE (Circle One): Viper Supervised* Exhibitor Supervised

Schedule Date: **VIPER SUPERVISED** _____

Schedule Date: _____

Number of Hours: **2** _____

Number of Hours: _____

Number of Laborers Required: **2 minimum** _____

Number of Laborers Required: _____

ESTIMATED COST: \$ _____

ESTIMATED COST: \$ _____

Exhibitor: _____ Booth #: _____

HANGING SIGN RULES AND REGULATIONS

Hanging of signs, both electrical and non-electrical is permitted in this facility with permission, under the following conditions and limitations. These conditions have been reviewed and provide absolute limits which cannot be exceeded under any conditions. These rules and regulations are subject to change without notice based on the limits of the Convention Center and those of Viper Tradeshow Services. All of the rules and regulations as listed must be adhered to without fail.

1. **ALL HANGING SIGNS MUST WEIGH 50 LBS OR LESS.** If your sign weighs over 50 lbs. please contact jelhardt@vipertradeshow.com directly to make arrangements.
2. **All hanging signs must be received at the following warehouse:**
 - a. Viper Tradeshow Services, c/o MKS | 4601 E Cheyenne Ave, Ste 103 | Las Vegas, NV 89115. The hanging sign **MUST be received by Thursday, March 19, 2026.**
3. Any sign weighing in excess of 50 lbs. or more will require a structural integrity form with signature.
4. All signs regardless of size, should be constructed of lightweight metals and plastics to allow greater flexibility and ease of installation.
5. The placement of all hanging signs shall be determined by Show Management, Viper Tradeshow Services and facility prior to installation to insure minimum stress to the supporting framework.
6. No signs are to be hung from any electrical fixtures, raceways, water, gas, and air, fire protecting piping, supports or hangers.
7. All electrical and neon signs must conform to the local electrical codes. Viper Tradeshow Services reserves the right to deny any electrical hook-up and install if it is deemed that the electrical sign can potentially cause challenges once it has been raised.
8. Viper Tradeshow Services **MUST** assemble your sign to be flown prior to your arrival. Dismantling can also be done by Viper Tradeshow Services, the Exhibitor Appointed Contractor or the exhibitor's display house once the sign has been removed and brought to the floor.
9. Set up instructions must be included with the order form and with sign crates. Failure to provide and have all of the necessary instructions present with the sign could jeopardize the sign assembly and/or hanging of it.
10. Because of the structure of the ceiling and the location of exhibits, in relation to support beams, your sign may have to be moved from your original specifications.
11. Exhibitor personnel or your display house may provide the labor to dismantle the sign at the close of the show. Exhibitors who do not provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by Viper Tradeshow Services and/or the electrical contractor of the Convention Center.
12. You are required to make all arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. Viper Tradeshow Services cannot be held liable for damages or misplacement of sign(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the Viper Tradeshow Services service desk.
13. **Signs must be shipped with HANGING SIGN LABELS and not combined with exhibiting freight.**

*I have read, understand, agree and accept to the Rules and Regulations as outlined.

Name (printed): _____ Date: _____

Signature: _____

Exhibitor: _____ Booth #: _____

HANGING SIGN RIGGING ORDER FORM

A crew will be assigned consisting of a lift with 3 riggers for aerial work.

Important information & rates for signs weighing 50 lbs. or less / NO motor is needed

Starting time can be guaranteed only when labor is requested for the start of the working day. It is the responsibility of the exhibitor and/or the exhibitor appointed contractor to confirm labor and equipment by 2:30 PM the day before date requested. Any labor that is requested for the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and/or labor cancelled without a 24-hour notice shall be charged the full fee per worker and/or equipment. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and/or equipment will apply. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments per worker and/or equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by Viper. Viper requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and/or material costs.

STEP 1: ORDER LABOR

Advance Rigging Rates:

Straight Time:	Discount: \$823.00 per crew, per hour
Overtime:	Discount: \$1,234.50 per crew, per hour
Double Time:	Discount: \$1,646.00 per crew, per hour

Standard Rigging Rates:

Standard: \$1,234.50 per crew, per hour
Standard: \$1,851.75 per crew, per hour
Standard: \$2,469.00 per crew, per hour

Estimated Schedule & Service Required

INSTALLATION

Schedule Date: _____

Start Time: _____

End Time: _____

Number of Crew Required: _____

ESTIMATED COST: \$ _____

DISMANTLE

Schedule Date: _____

Start Time: _____

End Time: _____

Number of Crew Required: _____

ESTIMATED COST: \$ _____

STEP 2: INDICATE HANGING SIGN OPTIONS

1. Shape of Sign (circle one): Square Rectangle Triangle Circle Other: _____

2. Dimensions (in.) & Weight of Sign: Length _____ Width _____ Height _____ Weight _____ lbs.

_____ Structural Pick Points: # of Pounds _____ at each point

3. Type of Sign (Circle one sign type per order): Banner Structural Signage Systems

Include engineer-stamped assembly and hanging instructions with the order. Viper accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

Does your sign require assembly? YES NO

If yes, Viper will assemble your sign prior to hanging. See Hanging Sign Assembly Order Form.

Number of Feet from floor to TOP of sign: _____ Ft. (Must be compliant with show rules & regulations)

*The ceiling structure and relation to the support beams may require your sign to be moved from your specified location.

STANDARD SUPPLIES: Pear Ring \$31.00 each; Shackles \$32.00 each; Cabling, per foot \$11.00; Verlock \$120.00 each. Supplies will be added to the exhibitors' order once the work is completed.

Exhibitor: _____ Booth #: _____

BOOTH LAYOUT- HANGING SIGN

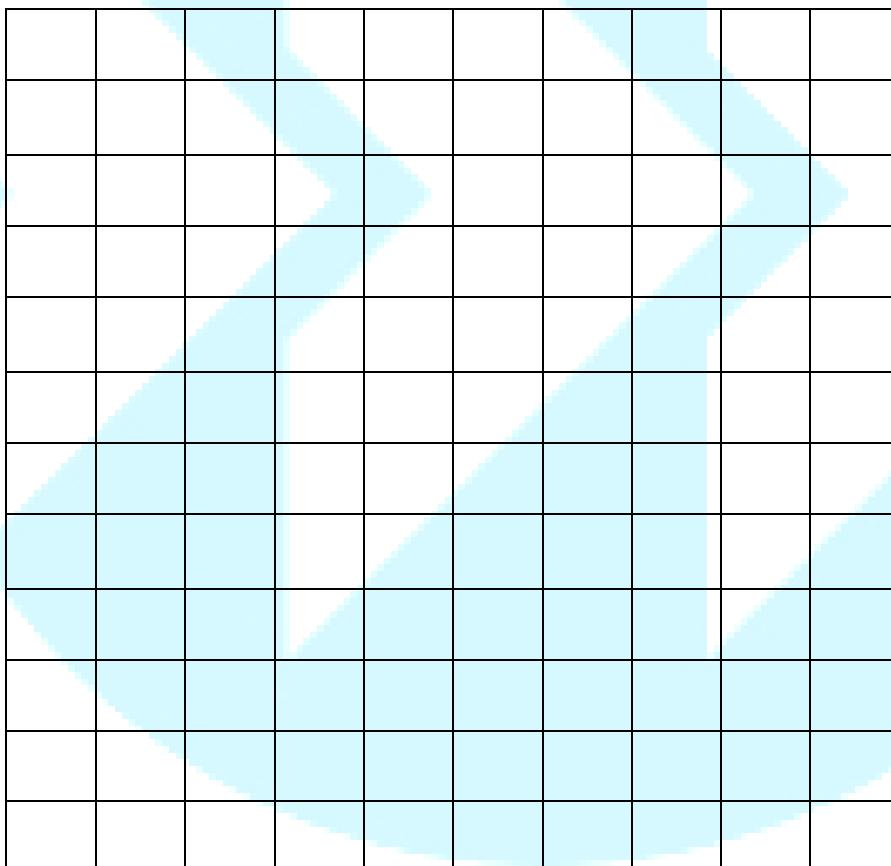
Viper accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend Viper and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings. **If no layout or instructions are provided prior to the time of service, Viper shall install the sign dead center of booth space and/ or where is considered a structurally sound placement.**

STEP 1: BOOTH INFORMATION

1. What size is your booth: _____ x _____
2. Back Adjacent Booth OR Aisle Number: _____
3. Right Side Adjacent Booth OR Aisle Number: _____
4. Left Side Adjacent Booth OR Aisle Number: _____
5. Front Adjacent Booth OR Aisle Number: _____

STEP 2: DRAW YOUR BOOTH LAYOUT

Please draw where the sign should be hung in relation to your booth space. If this portion is not completed, Viper will hang the sign center of booth. If the exhibitor requests changes of sign placement on site, additional rigging fees that will be incurred.



FRONT OF BOOTH

Exhibitor: _____ Booth #: _____

ADVANCE WAREHOUSE SHIPPING LABELS – HANGING SIGN

For your convenience labels are provided below for advance warehouse delivery for your hanging sign-ONLY.

SHIPPER INFORMATION

FROM:

DELIVERY INFORMATION- HANGING SIGN ONLY

TO (EXHIBITING CO. NAME): _____ BOOTH #: _____

**NASTT 2026 No-Dig Show
Viper Tradeshow Services
c/o MKS Services
4601 E. Cheyenne Ave.
Ste. 103
Las Vegas, NV 89115**

Receiving Hours: Monday – Friday
between 8:00 AM – 4:00 PM.

**MUST BE RECEIVED BY Thursday, March
19, 2026**

PIECE: _____ OF _____

STRUCTURAL INTEGRITY FORM

_____, the contracted exhibitor at the NASTT 2026 No-Dig Show and (if applicable), the display house or builder for the aforementioned exhibitor, located in booth, _____ do hereby certify and guarantee the stress points for the hanging structure have been properly engineered and tested.

We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify, and forever hold harmless the North American Society for Trenchless Technology, Viper Tradeshow Services, and the Palm Springs Convention Center and its subsidiaries, their directors, officers, employees, representatives, agents, and contractors from and against all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 250 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____ Date: _____

Printed Name: _____

E-Mail: _____

Exhibit House/Builder (*if applicable*):

Authorized Signature: _____ Date: _____

Printed Name: _____

E-Mail: _____

Complete and return to jelhardt@vipertradeshow.com

VEHICLES ON DISPLAY INFORMATION

All vehicles on display for the NASTT 2026 No-Dig Show are subject to the following requirements:

- Visqueen/Masonite/floor protection must be provided under the entire vehicle. Visqueen can be ordered through Viper at a cost of \$1/sq ft (discount price until March 5, 2026) or \$1.75/sq ft (standard price).
- Vehicle spotting must be paid in advance. Spotting fees are listed on page 7 of this exhibitor kit, and are charged each way.
- Appointments are scheduled for all vehicles to be delivered to the Palm Springs Convention Center. You must reach out to jelhardt@vipertradeshow.com in advance to make arrangements for your delivery date and time. No vehicles can be delivered during exhibitor move in.
- All vehicles must comply with building and fire marshal regulations for safety.
 - Fuel in the tank must be less than $\frac{1}{4}$ of a tank or 5 gallons, whichever is less.
 - Fuel tank openings shall be locked or sealed
 - Vehicle keys shall be left with PSCC security with the cell phone number of the responsible party for the vehicle, and the keys will remain with PSCC security until the conclusion of the event.

HAND CARRY GUIDELINES/ PROCEDURES

For those *No-Dig 2026* Exhibitors wishing to hand carry their own freight in and out of the exhibition hall, please be aware of the steps, procedures, and processes involved which will make your exhibiting experience the success you anticipate and expect it to be.

Prior to accessing the exhibit floor during the dedicated/printed moving in and out times, please be certain to have picked up all of the necessary registration information including your name badge to access the exhibit floor.

Upon arrival at the Palm Springs Convention Center, please access the Exhibit Hall from the loading docks located off of Amado Road. There is a security check point. The security personnel will ask you for your exhibitor credentials. Once you are cleared by security, you will be instructed where to park your vehicle for off-loading. *Please park your vehicle where you are instructed.*

On the move out of the show, the steps will be the same with the exception that you will be loading out.

Palm Springs Convention Center Mandate for Load In/Load Out (Rules and Regulations)

In order to protect building finishes, no loading or unloading is permitted through public entrance areas (i.e. front lobby, pre-function areas, from the Renaissance Hotel walkway, unless the item (definition of one) can be hand-carried, etc.).

Access to the loading docks will be granted/approved by the security personnel at their discretion. It is imperative that you follow all instructions and guidelines either written and/or given on site and set forth.

The use of mechanical equipment, hand trucks, carts, etc. other than that which is own by the Exhibitor(s) is strictly prohibited to assist with moving their items in and out of the Convention Center.

Any Exhibitor choosing to conduct their own; but not limited to material handling, hand carry of their own freight/items, use of manual moving equipment that belongs to the Exhibitor(s), agrees to Hold Harmless *Viper Tradeshow Services, NASTT, No-Dig 2026 Show and the Palm Springs Convention Center*. The Exhibitor(s) will assume all responsibilities once they arrive and are cleared by security to park in the loading dock area of the Palm Springs Convention Center. Additionally, the Exhibitor(s) agree that once their vehicle has been off loaded and or loaded, they will immediately remove it completely from the loading dock area and outside the security check point where they entered in from.

All empties associated with the Exhibitor(s) freight that they elect to bring into the Exhibit Hall must be removed and stored elsewhere. Empty storage under the jurisdiction of Viper Tradeshow Services cannot be used nor will it be available to those exhibitors.

If you have any questions and or need the assistance of Viper Tradeshow Services, kindly reach out to Jennifer Elhardt.



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.

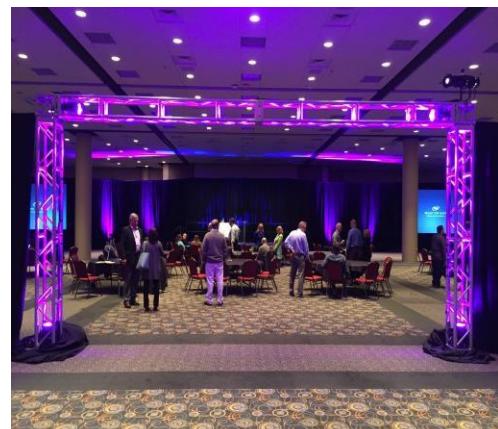
Creative Solutions

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	
			Grand Total	

****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



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

Mail to: 2575 Northwest Parkway, Elgin, IL 60124



NASTT No Dig Show 2026

Palm Springs Convention Center

March 27-April 1, 2026

Dear Exhibitor,

Convention Electric, Inc. is pleased to provide electrical and plumbing services at your event! You can now order your electrical or plumbing needs by fax, email or Online. *Be sure to take advantage of the Advanced Price by placing your order early—Advanced Deadline Date is March 13, 2026.*

- ⌘ To fax, send your order to (909) 623-7222
- ⌘ To email, send your order to info@conventionelectric.com
- ⌘ For online, please call our Exhibitor Service Department at (909) 623-5192 or email us at info@conventionelectric.com and we will send you a temporary login to set up your account.

For any questions, please review the attached “Regulation and General Information” page for additional information or you can reach our Exhibitor Service Department at (909) 623-5192 and by email info@conventionelectric.com.



Convention Electric



@WePowerShows



TERMS & CONDITIONS / RULES & REGULATIONS

- All electrical requirements must be ordered on the Electrical Order Form.
- Please fax your order with payment to (909) 623-7222 or email at info@conventionelectric.com.
- For further information, please visit our website at www.conventionelectric.com

- 1 Place your electrical order with full payment to secure the discount rate, orders faxed or mailed after deadline date will be processed at regular rate. A purchase or a photocopy of check is not considered valid forms of payment for securing advanced rate. If power is required for refrigeration, Computer systems, water pump, water pumps, heaters, etc. you are required to order 24 hour Electrical Services.
- 2 In the event order totals are calculated incorrectly, Convention Electric, Inc. reserves the right to make the necessary corrections and charge the correct amount. Exhibitors will be notified by email or fax of any such corrections.
- 3 Outlet rates listed include bringing the services to one location at the rear of an in-line booth. If distribution is required you may use a Grid according to your exhibit space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or ascending booths. For power distribution there is a minimum of (1) man (1) hour for install and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis.
- 4 Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other location's regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact Convention Electric, Inc. to discuss any additional costs that may be incurred.
- 5 Island or Pavilion Booths: You may use our Grid sheet according to your exhibit booth space or provide your own floorplan. Indicate booth main power location(s), distribution location(s) with dimensions and orientation of your booth or ascending booths. For power distribution there is a minimum of (1) man (1) hour for installation and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. If your Labor requires a special JLG Lift there will be lift charge, labor 2 men 1 hour min and material basis depending on requirement. If you fail to provide us with a floorplan prior to first move-in date, outlets will be placed at one location at Convention Electric, Inc. discretion.
- 6 Multiple outlet locations where an electrical power is required you must order separate power for each location the minimum amount of power can be a 5 amps or 500 watts. Power must be ordered according to peak ratings, check rating plates on your equipment to ensure that you will have the proper power to operate your display. If you require any special power contact us at info@conventionelectric.com.
- 7 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 (1) man (1) hour for installation and a minimum of (1) man 1/2 hour for dismantle depending on your layout or the total time of installation. Multiple outlet locations will be charged on a labor and material basis. Overtime Labor Rates prevail prior to 8 a.m. and after 4:30 pm on weekdays, all day Saturday, Doubletime Rates Saturday After 8 Hour, All day Sunday and Holidays.
- 8 Lift required In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift, material and labor charges will apply. (a minimum of (2) men (1) hour plus lift rate and material). Please contact our customer service department at (909) 623-5192 or via email at info@conventionelectric.com to discuss any additional charges that will apply for your Labor.
- 9 Convention Electric, Inc. employees are authorized to cut floor coverings when essential for installation of services unless directed otherwise.
- 10 Convention Electric, Inc. is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis ONLY and remains the property of Convention Electric, Inc. It shall be removed only by Convention Electric, Inc. employees. If you are found performing any Electrical work in your booth without it being a CEI Electrician is strictly forbidden you will be charged a labor and material inspection fee. See rule # 11
- 11 All equipment regardless of source of power, must comply with federal, state and local codes. Convention Electric Inc. reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Convention Electric, Inc. is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 12 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 any unused items.
- 13 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 Convention Electric, Inc.
- 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 Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, noncurrent 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 canceled in writing and received by Convention Electric, Inc. within 14 calendar days prior to show opening. Except sales tax, Convention Electric, Inc. will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 18 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 19 Exhibitor holds Convention Electric, Inc. harmless for any and all losses of power beyond Convention Electric Inc. control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused vandalism, faulty exhibitor equipment or overloads caused by exhibitor.
- 20 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 Convention Electric Inc. its attorney fees or applicable agency fees.
- 21 If CEI is required to bill you, a 30% handling charge will be assessed to the balance due and a service charge of 1.5% per month on any unpaid balances. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Convention Electric Inc. for all applicable rental taxes and will be assessed starting 10 days after date of invoice.
- 22 By signing any electrical forms and/or authorization forms, exhibitor hereby agrees to all terms and conditions on these electrical, plumbing and Labor order form, and floor plans. In the event that totals are calculated incorrectly Convention Electric, Inc. reserves the right to make necessary corrections
- 23 Exhibitors with hard wall booths must make arrangements with Convention Electric, Inc. to bring power inside the booth on a time, labor and material basis.

CONVENTION ELECTRIC, INC.

P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

NOTICE: Convention Electric Inc. (CEI) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical services should be made by a CEI Electrician. CEI will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any persons caused by the installation, connection or plugging into any Electrical outlet by any persons other than a CEI Electrician.

WHEN ORDERING ELECTRICAL SERVICES:

1. Check rating plates on item(s) and order outlets accordingly.
2. Lighting outlets supplied with (1) connection per outlet ordered.
3. Motor outlet supplied with (1) connection per outlet ordered.
4. Outlets requiring 24 HR. and/or dedicated circuits are double list price.
5. Equipment hook-ups, repairs and installations will be performed on a labor and material basis.
6. Island Booths require a minimum Labor charge of (1) hour to install power and 1/2 hour to dismantle, material charges may apply, all distribution is done by a CEI electrician.
7. 480 Volt Service(s) and price(s) are available upon request.

GENERAL INFORMATION

1. ALL outlets will be installed on the floor at the rear of the booth. For Island and Peninsula booths, outlets will be brought to one (1) location at our discretion if no information is provided. Additional Labor is required for any placement other than the rear of the booth.
2. The cost of 120-Volt outlets includes delivery to (1) location at the rear of inline booths only. If you require the outlets to be distributed to any other location, labor and material charges will apply. There is a minimum charge of 1 hour for installation and 1/2 hour for dismantle.
3. All wiring, motors and other installations must be approved to prevent over-loading of circuits.
4. Exhibitors are not permitted to add wattage unless ordered. Exhibitors found using outlets without an order will be subject to pay regular price per outlets used.
5. All Electrical permits required by the local Building and Safety Codes will be obtained by the Electrical Contractor. All equipment must meet safety code regulations, including motors, wiring, extension cords, etc.
6. Labor Rates are subject to local I.B.E.W. Union Contract effective at time of show. Overtime labor rates prevail before 8:00A.M. and after 4:30 P.M. on Weekdays, and all day Saturdays, Sundays and Holidays.
7. Hardwall booths must make arrangements with CEI to bring power inside the booth on a time, labor and material basis.

PAYMENT POLICY

Please fax your order to (909) 623-7222 or email your order to info@conventionelectric.com.

1. 100% Payment must accompany each order unless prior arrangements are made.
2. Advance pricing applies only to orders received by the above **Advance Deadline**. All other orders will pay regular prices.
3. Orders placed at the show site must be paid upon presentation of Invoice and will be charged to the credit card on file.
4. NO REFUND will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show. If CEI is required to bill you, a 30% handling charge will be assessed on all outstanding balance due.
5. In the event that totals are not calculated correctly CEI reserves the right to make the necessary corrections.

ELECTRICAL RENTAL ORDER FORM

NASTT No Dig Show 2026

Palm Springs Convention Center March 27-April 1, 2026

Advanced Price Order Deadline Date: March 13, 2026

Quantity	Item	Advanced Price	Show Price	Sub Total
	120V			
	500 Watts or 5 Amps	\$191.00	\$287.00	
	1000 Watts or 10 Amps	\$342.00	\$513.00	
	2000 Watts or 20 Amps	\$441.00	\$662.00	
	208V-10 (Labor Required)			
	20 Amp or 1 1/2 HP	\$844.00	\$1,266.00	
	30 Amp or 2 HP	\$1,097.00	\$1,645.50	
	60 Amp or 5HP	\$1,426.00	\$2,139.00	
	100 Amp or 10 HP	\$1,853.00	\$2,779.00	
	200 Amp or 25 HP	\$2,409.00	\$3,613.00	
	208V-30 (Labor Required)			
	20 Amp or 1 1/2 HP	\$1,133.00	\$1,699.00	
	30 Amp or 2 HP	\$1,472.00	\$2,208.00	
	60 Amp or 5HP	\$1,913.00	\$2,870.00	
	100 Amp or 10 HP	\$2,487.00	\$3,730.00	
	200 Amp or 25 HP	\$3,233.00	\$4,849.00	
	400 Amp or 50HP	\$4,203.00	\$6,304.00	
	Transformer	\$525.00	\$788.00	
	Lighting (Includes Power)			
	(2) 150 Watt on Stanchion	\$234.00	\$352.00	
	1000 Watt Overhead	\$525.00	\$788.00	
	Materials			
	Cube Tabs	\$35.00	\$53.00	
	15 Amp Power Strips	\$49.00	\$73.00	
	15' Extension Cord	\$49.00	\$73.00	
	25' Extension Cord	\$59.00	\$88.00	
	50' Extension Cord	\$117.00	\$176.00	
	100' Extension Cord	\$137.00	\$195.00	
	12/5 Pigtails	\$59.00	\$88.00	
	6/5 Pigtails	\$117.00	\$176.00	
	Buck & Boost Transformer	\$223.00	\$334.00	
	Grand Total			

PAYMENT AUTHORIZATION

Company: _____ Email: _____

Billing Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____

Payment Type: Check Visa MC AMEX Discover A 3% processing fee will be added for all credit card orders.

Check #: _____ Check Amount: _____

CC Number: _____ Security #: _____ Exp Date: _____

Card Holder (Print)

Card Holder (Sign)

Please Check One: No additional people are allowed to sign on this card.

CARDHOLDER authorizes the following to sign the above credit card for additional charges on-site.

Additional Signer: _____

(Note: Any charge-back fees issued by a credit card bank due to unapproved 3D Security (Mobile/Email verification) will be subject to additional fees up to \$45.00.)

CONVENTION ELECTRIC, INC.

P.O.Box 63170 • Los Angeles, CA 90063 • 909.623.5192

ELECTRICAL LABOR INSTRUCTIONS

1. To determine if Electrical Labor is needed or to obtain floor plans, please contact us at info@conventionelectric.com.
2. Electrical layouts are required whenever an outlet is needed at any location other than the back of the booth.
3. In order to perform labor installation without Exhibitor's Representative present, CEI must have a detailed floorplan for power distribution accompanying this form denoting exact dimensions and surrounding areas.
4. If your representative chooses to be present during installation, Exhibitor should contact CEI to schedule date and time.
5. Please be advised, CEI may request an authorized supervisor to accompany our electrician to the labor desk when installation is complete in order to sign out the Electrician.
6. Final totals for Material and Labor will be determined once a CEI Electrician has completed installation according to your floorplan. By signing this form, you are authorizing CEI to charge your credit card on file for these final charges.
7. The minimum Labor charge will equal one (1) hour per man for installation and equipment. Labor thereafter is charged in 1/2 hour increments per worker.
8. Dismantle Labor is charged at 50% of installation Labor based on show move-out days/time and does not need to be scheduled.
9. Exhibitors with hard wall booths must make arrangements with CEI to bring power inside the booth on a time, labor and material basis.
10. In the event that totals are miscalculated, CEI reserves the right to make necessary adjustments.
11. JLG Lift Requirements: If lift equipment is required to hang special lighting (not including operator), the Exhibitor will be charged a (minimum) of 2 men 1 hour plus one hour (minimum) for the lift. Please see pricing to the right.

TERMS & CONDITIONS

I agree in placing this order that I have accepted CEI's payment policy and the terms and condition of contract.

Credit Card information must be on file before any of the requested Labor is performed. Should CEI be required to bill you, a 30% handling charge will be assessed to the balance due.

LABOR RATES, are subject to I.B.E.W. union contract effective time of the show. Overtime Labor rates prevail prior to 8 a.m. and after 4:30 p.m. on weekdays, all day Saturday, Sundays and Holidays. Please verify all information is correct before submitting order.

PAYMENT POLICY

Please fax your order to (909) 623-7222 or email your order to info@conventionelectric.com.

1. 100% Payment must accompany each order unless prior arrangements are made.
2. Advance price apply only to orders received by **Advance Payment Deadline**. All other orders will pay regular prices.
3. Orders placed at the show site must be paid upon presentation of Invoice and will be charged to the credit card on file.
4. NO REFUND will be given for outlets installed and/or Services provided and not used. Claims will not be considered unless filed by the Exhibitor prior to the closing of the show. If CEI is required to bill you, a 30% handling charge will be assessed on all outstanding balance due.
5. In the event that totals are not calculated correctly CEI reserves the right to make the necessary corrections.

LABOR ORDER FORM

Exhibitor Name _____ Booth # _____

NASTT No Dig Show 2026

Palm Springs Convention Center March 27-April 1, 2026

Advanced Price Order Deadline Date: March 13, 2026

ELECTRICAL LABOR & LIFT RATES

Please be advised: Labor start times cannot be guaranteed. If no time is provided, work will be performed on a first come first serve basis. A representative must come to Convention Electric, Inc. Service Desk prior to each individual labor call to confirm that booth is ready for labor. If labor is dispatched at the requested time and no Exhibitor Supervisor is available a minimum of 1/2 hour labor charge per Electrician will apply.

Straight Time\$160.00 per hour
Monday-Friday 8:00am - 4:30pm, excluding holidays

Overtime\$ 300.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Scissory Lift (Does not include operator, Must order 2 men labor).....\$ 275.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

Boom Lift (Does not include operator, Must order 2 men labor).....\$ 275.00 per hour
Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LABOR REQUEST

Contact: _____ Phone #: _____

Exhibitor Supervision Required.

No Exhibitor Supervision, Ok to proceed with install.

If supervision is not required, be sure floorplans for electrical layout are attached.

Date: _____ Time: _____ # of Men: _____ # of Hours: _____

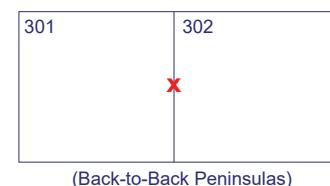
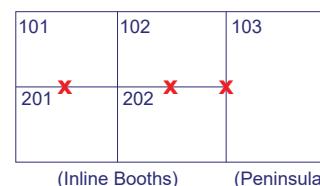
Will a lift be needed? Yes No

Date: _____ Time: _____ # of Men: _____ # of Hours: _____

Additional Instructions: _____

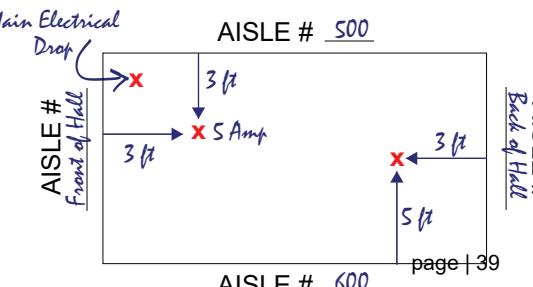
ELECTRICAL LAYOUTS

The below example is a standard electrical layout for inline and peninsula booths. Any other placement will require a labor request on a time and material basis.



For exhibitor booths requiring electrical placement other than the above standard layout, a Labor Request should be completed and a scaled floor plan must accompany your order.

The floor plan should note the main power location and any additional locations including booth orientation. See example:





NASTT's 2026 No-Dig Show
March 29–April 2, 2026
Palm Springs Convention Center
Palm Springs, CA

**LEAD RETRIEVAL ORDER FORM**[Order Online](#)**DISCOUNT DEADLINE: Feb 27, 2026**

ExpoBadge Lead Retrieval Equipment <i>Equipment descriptions on Page 2</i>	DISCOUNT	REGULAR	QUANTITY	TOTAL
--	-----------------	----------------	-----------------	--------------

Handheld Scanners:*(Battery operated scanners; no electricity required)*

ExpoBadge Axist	\$420	\$445		
ExpoBadge Axist with Printer	\$525	\$555		

Mobile Application:

ExpoBadge Lead Retrieval App (one license)	\$345	\$370		
Additional Licenses	\$175	\$195		

ExpoBadge Extras:

Delivery, Setup, and Training	\$75	\$95		
Personalized Action Codes	\$60	\$80		
USB Flash Drive	\$50	\$65		
Paper: Additional Roll	\$17	\$22		
Digital Literature Kiosk	\$335	\$355		
ExpoBadge Badge Kit	\$475	\$475		
ExpoBadge API Developers Kit	\$850	\$850		

Federal Tax ID # 20-8676699

Sub Total:**CA Sales Tax:** 9.25%**Processing Fee:**

\$15.00

Grand Total:**Company Information**

COMPANY	CONTACT	BOOTH #
ADDRESS 1	CITY	ZIP CODE
ADDRESS 2	STATE	COUNTRY
EMAIL	PHONE	ONSITE PHONE

ONLINE ORDERS:

NASTT2026

EMAIL ORDERS TO:
orders@expobadge.com**MAIL ORDERS TO:**ExpoBadge, Inc.
1075 N. Tustin St. #6250
Orange, CA 92863, USA**Payment Information** *Billing Zip Code Required

AMERICAN EXPRESS	MASTERCARD	VISA	CHECK
CREDIT CARD #		EXPIRATION DATE	
NAME ON CARD		*BILLING ZIP CODE	

FOR ASSISTANCE**CALL:**toll free 800-490-9941
+1-714-630-2945**Terms and Conditions:****I have read and agreed to the following terms and conditions.**

All equipment ordered must be picked up at the service desk prior to the start of the show, unless you have ordered Delivery and Set-up. Failure to pick up equipment does not entitle you to a refund. All equipment must be returned to the service desk within 1 hour of show close to avoid additional \$100.00 charge. A non-refundable charge of \$2,500.00 will be applied for each piece of equipment not returned to ExpoBadge, Inc. at the close of show. There will be a \$100.00 charge for the loss or damage of ExpoBadge data card. All cancellations must be submitted in writing 2 weeks prior to the start of the show; there are no refunds or cancellations after this time. There is a \$75.00 fee for all cancellations prior to 2 weeks before show. There is no refund on paper or badge kits. ExpoBadge, Inc. will not be responsible for the type or amount of data provided by show management. Liability for damage of any cause whatsoever will be limited to the total price of goods and services provided by ExpoBadge, Inc.

Please feel free to review our Privacy Policy and commitment to GDPR compliance [here](#).



NASTT's 2026 No-Dig Show
March 29–April 2, 2026
Palm Springs Convention Center
Palm Springs, CA



ELECTRONIC LEADS DELIVERY: An email containing a link to your leads will be sent to the email address on file within 24 hours of the close of the show. Your leads will be available in multiple formats: Excel, .CSV, and .TXT

HANDHELD SCANNERS	DETAILS	LEADS FORMAT
ExpoBadge Axist 	The ExpoBadge Axist is a wireless, handheld device (Android). Uploads lead detail in real-time. Includes an easy-to-use notes option for quickly recording notes specific to each lead. Leads can be accessed anytime from ExpoBadge's secure website.	Electronic
ExpoBadge Axist with printer 	The ExpoBadge Axist with printer is a printer with a scanner connected <i>wirelessly</i> . This allows you the flexibility for multiple sales people to capture leads in your booth. With all the features of the ExpoBadge Axist, you will receive a paper and electronic copy of your leads.	Paper and Electronic

MOBILE APP	DETAILS	LEADS FORMAT
	The ExpoBadge Lead Retrieval App is lead retrieval made smart. Scan, qualify, and survey attendees at events using your own personal smart phone or tablets (compatible with most Apple and Android devices). Works with or without an active internet connection or data plan; internet connectivity required for activation. Includes 1 license; additional licenses below.	Electronic

EXTRAS	DETAILS
Delivery, Setup & Training	ExpoBadge staff will deliver your order to your booth, set-up the devices and train all exhibit booth personnel. [There is no charge for pick-up at ExpoBadge lead retrieval service desk.]
USB Flash Drive	Portable USB ver. 2.0 memory device. Leads will be downloaded to your Flash Drive upon return of equipment at the end of the show.
Digital Literature Kiosk	Use the Digital literature Kiosk to deliver digital documents to your booth visitors. Target your marketing and leverage your collateral investment by uploading your promotional material onto the Digital Literature Kiosk. You may post up to 10 unique pdfs.
ExpoBadge Badge Kit	The ExpoBadge Badge Kit is an encoding package intended for exhibitors that will be utilizing their own scanning equipment at the show. This kit will enable you to map the data scanned to the appropriate fields in your software. As soon as the badge has completed the approval process, the Badge Kit will be sent.
API Developers Kit	If you own your own Lead Retrieval system and would like to capture full attendee contact information in real time, our ExpoBadge API Developers Kit will allow you to retrieve each attendee's contact information via a direct API link to our registration database. We will send you API documentation, including instructions for your IT department to set up the data transfer and all credentials necessary to access our database. This will allow you to scan a badge on the tradeshow floor and send an ID to our database, which will immediately return the attendee's full contact information, making it available for direct import into your CRM or lead capture software. *This item also include our Badge Kit product.



NASTT's 2026 No-Dig Show
March 29–April 2, 2026
Palm Springs Convention Center
Palm Springs, CA



STANDARD ACTION CODES

ExpoBadge offers each exhibitor a complimentary list of standard qualifiers.

ADD TO MAILING LIST	HOT LEAD!	PRODUCT B	SCHEDULE DEMONSTRATION
CURRENT CUSTOMER	INQUIRY ONLY	PRODUCT C	SEND LITERATURE
DISTRIBUTOR	INTERESTED BUYER	PRODUCT D	SEND PRICING INFO
HAS PURCHASING AUTHORITY	OEM	PRODUCT E	VAR
HAVE SALES REP CALL	PRODUCT A	PRODUCT F	WANTS PRESENTATION

PERSONALIZED ACTION CODES

For an additional fee, you can personalize your action codes in order to better qualify each lead. Enter personalized action codes using our online order form or complete the template below.

Your codes will be ready with your equipment at our service desk. Maximum 35 characters per code.
Custom Action Codes cannot include these characters: apostrophe ('), slash (/), backslash (\), period (.), carat (^), or quote (").

1	_____
2	_____
3	_____
4	_____
5	_____
6	_____
7	_____
8	_____
9	_____
10	_____

11	_____
12	_____
13	_____
14	_____
15	_____
16	_____
17	_____
18	_____
19	_____
20	_____

Exhibitor Menus



Food and Beverage Policy

Due to current Health Department Requirements, Liquor Ordinances and Liability Insurance Policies it is required that all food and beverages be purchased through the Palm Springs Convention Center's (PSCC's) Catering Department. Savoury's, Inc. is the licensed caterer and has the exclusive right to provide all food and beverage for all events held at the PSCC.

- Guests to the PSCC may not bring food or beverage onto the facility premises, including but not limited to promotional logo water, candies and table mints.
- Exhibitors with booths in the trade show may give away sample portions, but only of the products they manufacture, produce or distribute. Sample size is 2 oz of beverage and 1 oz of food.
- All food and beverages that are purchased from the PSCC Catering Department must be consumed on the PSCC property. At no time may food or beverage be removed from the premises.
- To comply with health and safety regulations, only employees of Savoury's and the PSCC are permitted in the kitchen area. All orders will be delivered to client's booth space or meeting room fifteen (15) minutes prior to the requested starting time.
- All menu packages presented within include high grade disposable service ware. China service may be available for an additional fee.
- A twenty four (24) percent service charge will be added to all food and beverage orders. To this total California State Tax, currently 9.25%, will be added. In accordance with California State Laws, tax is added to the total cost of the function, including service charge.
- All published prices, service charges, labor fees and taxes are subject to change without notice.

Ordering Deadlines

Catering orders should be received in the catering office four (4) weeks prior to the start of the show. There will be a 10% surcharge added to orders received two (2) to four (4) weeks prior to start of the show. Any orders placed within two (2) weeks of the start of the show will be subject to a 25 % surcharge. Onsite orders are subject to a 50% surcharge.

Catering Payment Policy

Payment in full is required One (1) week prior to commencement of services. PSCC currently accepts company checks made payable to Palm Springs Convention Center, VISA, MasterCard and American Express. An email will be sent from SMG Palm Springs <invoice @authorize.net> and this will contain a link for making payments directly through a secure credit card processor. There is a 3% convenience fee added to all credit card payments.

Guarantees

The final guarantee is required one (1) week prior to the event, along with full payment. If no guarantee is received at the appropriate time, the estimated amount as shown on the Banquet Event Order will be used and charges will be made accordingly. This guaranteed number is not subject to reduction. The PSCC Catering Dept. will be prepared to serve 5% over the guarantee.

Cancellation Policy

Cancellations made within seven (7) days of the event shall result in forfeiture of all payments and client shall be responsible for, and make immediate payment of any outstanding balance.

Snack Bar

Rice Krispy Bars	\$5++/ea
Candy Bars	\$6++/ea
Granola Bars	\$5++/ea
Yogurt Cups	\$5.50++/ea
Large Hot Pretzels	\$8.75++/ea
Muffins	\$50++/doz
Breakfast Pastries	\$50++/doz
Fresh Doughnuts	\$51++/doz
Bagels w/Cream Cheese	\$54++/doz
Brownies	\$50++/doz
Cookies	\$50++/doz
Cupcakes	\$70++/doz
Mixed Nuts	\$53++/lb
Mints & Hard Candies	\$28++/lb

Displays & Trays

Cheese Display

Domestic Cheese Display with Cocktail Breads & Crackers, Garnished with Grape Bunches
Serves 25 \$425++

Vegetable Crudité

Crudité of Fresh Garden Vegetables with a Peppercorn Ranch Dip
Serves 25 \$400++

Fruit Display

Display of Sliced Seasonal Fruits, Melons & Berries
Serves 25 \$450++

Deli Delight Platter

Thinly Sliced Roast Beef, Turkey and Ham with Slices of Cheddar, Swiss and American Cheeses, along with Pickle Spears, Lettuce, Tomatoes and Onions and served with Mustard, Mayonnaise and our Baker's selection of Bread.
Serves 25 \$775++

Chips & Dips &...

Potato Chips With Onion Dip serves 50	\$375++
Tortilla Chips with Salsa serves 50	\$375++
Tortilla Chips with Guacamole & Salsa serves 50	\$675++
Trail Mix Dried Fruits & Nuts	\$41++/lb
Pretzels Bowls of Mini Twists	\$24++/lb

Just For You

Personalized Bottled Water

Your company name /logo printed on the label.
Call for specific artwork specs.

One time set up charge \$600.00++
12 cases (min order)
\$132.00++/case of 24

Orders must be placed 30 days prior to show

Personalized Sheet Cake

One time set up charge \$180.00++
Full Sheet (serves 80-100) \$400.00++
Half Sheet (serves 40-50) \$260.00++

Orders must be placed 30 days prior to show

Beverage Cart

Hot Beverages

Premium Brewed Regular Coffee,
Decaf Coffee & Hot Tea
Served with appropriate condiments

Yields 16 cups per gallon

10 Gallons	\$880++
5 Gallons	\$440++
2 Gallons	\$176++

Cold Drinks

Beverages are delivered in a tub of ice with
disposable glassware and beverage napkins. We
proudly serve Coca-Cola products.

Soft Drinks, Bottled Waters and Sparkling
Flavored Waters \$120++ / cs

Mineral Water \$144++ / cs

Bottled Juices \$144++ / cs

Iced Tea \$88++ / gal

Lemonade / Punch \$76++ / gal

Cold Beer

Domestic Bottled Beer \$240++ / cs

Imported Bottled Beer \$264++ / cs

Craft Bottled Beer \$264++ / cs

Bartender is required to serve any alcoholic
beverage - \$175++ for first 3 hours and \$40++ each
additional hour

Offsite Events

With Gold Medal winning cuisine and
preferred catering status at virtually all of
the desert's most popular venues,
Savoury's produces the most outstanding
special event experience. Let our Event
Professionals coordinate all aspects of
your offsite function, in addition to your
conference needs.

**Please call Savoury's
(760) 322-8432
for more information**

Specialty Show Stoppers

Ice Cream Cart Rental

\$350++ / day

Novelty Ice Creams - \$6++ ea
(Ice Cream Sandwiches, Drumsticks, etc...)
Premium Ice Cream Bars - \$8++ ea

Cappuccino Cart

Pricing includes up to 4 hours of service and a maximum of 250 cups of Coffee, Cappuccinos, Espressos, Mochas and Lattes. All creamers, sweeteners, paper cups and stir sticks will be supplied, as well as an attendant

\$2000 ++ /4hr

\$6++ each add'l serving after 250

\$350/ hr for each add'l hour includes 50 cups

Popcorn Machine

\$600++ / day

Includes up to 200 servings, bags & napkins.

Attendant required

Space/Power Requirements:

Client is responsible for providing table space of at least 4 ft x 3 ft and storage under the table for water supply.

Cotton Candy Machine

\$500++ / day

Includes Blue or Pink Candy & 200 paper cones.

Add'l servings in 100 increments

\$250++ / 100

Attendant Required

Pretzel Machine

Heated Case Rental \$150++ / day

Large Pretzel - \$8.75++ ea

Booth Attendants /Server

An attendant may be hired to operate any of the rental equipment for you.

Attendant fee of \$175++ for the first two hours – (2 hour minimum)

\$40++ / hr for each add'l hour.

CONVENTION NAME: _____
COMPANY NAME: _____
PERSON ORDERING: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
PHONE: _____
E-MAIL _____

CATERING ORDER FORM



MEETING ROOM OR BOOTH #:

ONSITE CONTACT:

CONTACT'S CELL NUMBER:

ANY TABLES OR ELECTRICAL HOOK UPS FOR YOUR FOOD AND BEVERAGE MUST BE ORDERED FROM THE SHOW DECORATOR

PAYMENT INFORMATION:

AN EMAIL WILL BE SENT FROM SMG PALM SPRINGS
<INVOICE @AUTHORIZE.NET> AND THIS WILL CONTAIN A
LINK FOR MAKING PAYMENTS DIRECTLY THROUGH A
SECURE CREDIT CARD PROCESSOR.

ESTIMATED SUBTOTAL _____

TAXABLE SERVICE CHARGE OF 24%

SUBTOTAL _____

9.25% SALES TAX

ESTIMATED TOTAL

PLEASE E-MAIL COMPLETED FORM TO:

LTOLES@PALMSPRINGS SCC.COM OR GSCHMIDT@PALMSPRINGS SCC.COM

► THE FINAL INVOICED AMOUNT MAY BE DIFFERENT THAN SHOWN ABOVE BASED ON ACTUAL CONSUMPTION TOTALS. YOU WILL RECEIVE AN INVOICE WORKSHEET WITH THE FINAL TOTAL AT THE CONCLUSION OF YOUR LAST SCHEDULED CATERED EVENT.