

SIOP 2026 Congress



INTERNATIONAL SOCIETY OF PAEDIATRIC ONCOLOGY
SAN ANTONIO, TEXAS, USA | SEPTEMBER 15-18, 2026

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CONTACT INFORMATION

Viper Show Coordinator:

Keehan Sabaj | 847-219-8659

KSabaj@vipertradeshow.com

Show Management Contact:

Yulia Rijinsky | Jrijinsky@kenes.com

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

Friday, August 14, 2026

First day of advance warehouse receiving

RECEIVING DATES: August 14-September 11

RECEIVING INFO: M-F | 8:00 am – 4:00 pm

Friday, August 21, 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.

Friday, August 21, 2026, by 12 pm CST

Artwork submission deadline.

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

Friday, September 4, 2026

Late to Warehouse Deadline

The warehouse must receive your freight by EOD to avoid added late fees.

Friday, September 11, 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, September 13th | 10:00am – 8:00pm

Monday, September 14th | 8:00am – 8:00pm

Tuesday, September 15th | 8:00am – 2:00pm

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, September 13th | 10:00am – 8:00pm ***Space Only Booths***

Monday, September 14th | 8:00am – 8:00pm

Tuesday, September 15th | 8:00am – 2:00pm

SHOW HOURS

Tuesday, September 15th | 2:45pm – end of welcome reception

Wednesday, September 16th | 9:00am – 4:30pm

Thursday, September 17th | 9:00am – 4:30pm

Friday, September 18th | 9:00am – 4:30pm

EXHIBITOR DISMANTLE / MOVE-OUT

Friday, September 18th | 4:30pm – 9pm

Freight Force 8:00PM | All drivers must check in with Viper by this deadline. Complete move-out information can be found on page 3 of the exhibitor kit

ADVANCE WAREHOUSE

Receiving Hours: M-F | 8AM – 4PM

SIOF 2026

Viper Tradeshow Services

c/o Forward Air

16911 Alamo Parkway

Selma TX 78154

All shipments must include company name, booth # and (SIOF 2026) on the freight. USE LABEL ON PAGE 10

SHOW SITE FACILITY

Receiving only during move-in

SIOF 2026

Henry B Gonzalez CC

Exhibit Hall 1

c/o Viper Tradeshow Serv.

900 E Market Street

San Antonio, TX 78205

All shipments must include company name, booth # and (SIOF 2026) on the freight. USE LABEL ON PAGE 11

BOOTH PACKAGE ITEMS:

10' x 10' | exhibit spaces include:

- 8' tall Navy back drape
- 3' tall Navy side drape
 - 6"x24" ID sign
- Charcoal Gray Booth Carpet

ONLINE ORDERING

<https://order.vipertradeshow.com>

Any questions, please email:

KSabaj@vipertradeshow.com

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

DISMANTLE / MOVE OUT INFORMATION

FREIGHT FORCE: Friday, September 18th @ 8:00pm | LABOR FORCE: Friday, September 18th @ 7:00pm

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

Henry B Gonzalez CC– Exhibit Hall 1 | 900 E Market Street San Antonio, TX 78205

no later than 8:00PM on Friday September 18th to avoid freight force (reconsolidation of shipment).

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SHOW PACKAGE SPECIAL

The booth package included **DOES NOT** include any furnishings. Viper is offering the below package special. To submit the order, complete and return this form to KSabaj@vipertradeshow.com or submit your order online at <https://order.vipertradeshow.com>

\$350.00 furniture package which includes:

- (1) 6' White-Skirted Table
- (2) Side Chairs
- (1) Wastebasket

No substitutions allowed

Qty: _____ x \$350.00 rate per package



Exhibitor: _____ Booth #: _____ y

MOVE OUT INFORMATION

This information will also be distributed before the start of the last day of show hours. Please read these instructions, plan accordingly and share with your show site staff.

Exhibit Hall Officially Closes:	Friday, September 18 th AT 4:30pm
Stored empty crates and containers estimated return:	Friday, September 18 th AT 5:30pm
Labor Force: all exhibitors should have started dismantle by now: Exhibitors should have checked in at the Viper Service Desk for dismantle labor hired.	Friday, September 18 th AT 7:00pm
Freight Force - deadline for carriers to check in:	Friday, September 18 th AT 8:00pm

All outbound shipments loading onto a contracted carrier or personally owned vehicle require a Viper Tradeshow Services Bill of Lading (BOL), even if you have shipping paperwork from your office. Please follow these instructions.

1. Complete the Viper Transportation Form (if you would like us to ship for you) or the Pre-Printed Bill of Lading/Labels form (if you have your own carrier) prior to the show and email to **Keehan Sabaj** KSabaj@vipertradeshow.com so that this paperwork can be delivered to your booth - this saves time on site! Or pick up a Bill of Lading at the Viper service desk at show site to complete by hand.
2. **Schedule your carrier to pick up before 8:00pm on Friday, September 18th from:**

Henry B Gonzalez CC
Exhibit Hall 1
900 E Market Street
San Antonio, TX 78205

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 8:00PM 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 re-consigned 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 or shipping containers. The Exhibitor holds all responsibility for such and should carry coverage for their own AV and computer equipment and shipping containers.

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

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

Keehan Sabaj | KSabaj@vipertradeshow.com | mobile: 847-219-8659

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. **Viper shall not be responsible for any damage to shipping containers and does not cover damage to shipping containers like crates, pallets, boxes, etc.**

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

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

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

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

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

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

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

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

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

METHOD OF PAYMENT

Exhibitor Information

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

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

Street Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Phone: _____

Fax #: _____ Email Address: _____

Show Site Contact: _____ Cell Phone: _____

Ways to Order:

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

Email: KSabaj@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 because of weight adjustments or show site orders placed by your representative; including labor, material handling, and shipping.

You can place your credit card on file through your online account at <https://order.vipertradeshow.com>.

Or please email KSabaj@vipertradeshow.com to receive the Quick Bill Sign Up Link to place a credit card on file

Cardholder Signature: _____

Name Printed: _____

Billing Address (if different from above): _____

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

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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 Transportation shipments will be weighed upon pick-up.**

***If expedited shipping is required, please email your Show Coordinator for a quote: KSabaj@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 AV or computer equipment, does not cover shipping containers) protection (up to \$5,000.00) at \$75.00 for every \$1,000.00 declared value. ***Please note Viper Tradeshow is not liable for shipping A/V, computer equipment and does not cover shipping containers*. *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***

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

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

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

MATERIAL HANDLING

ADVANCE WAREHOUSE	SHOWSITE
SIOP 2026 Viper Tradeshow Services c/o Forward Air 16911 Alamo Parkway Selma TX 78154 *USE LABEL ON PAGE 10 RECEIVING DATES: August 14 – September 11 RECEIVING: M-F 8:00 am – 4:00 pm	SIOP 2026 Henry B Gonzalez CC Exhibit Hall 1 c/o Viper Tradeshow Serv. 900 E Market Street San Antonio, TX 78205 *USE LABEL ON PAGE 11 Receiving: Tuesday, September 15th 9am – 2pm

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

- Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up to the nearest whole number. Dimensional weight is calculated by L x W x H (in.) divided by 200.
- If a shipment is split up and pieces are delivered at different times, the minimum 2 CWT will apply every time freight is received.
- A weight ticket/bill of lading must be presented at the time of delivery. Post Show weight tickets will not be accepted. If a weight ticket/bill of lading is unavailable at the time of delivery and the freight needs to be weighed by Viper, special handling will be applied to the material handling.
- Rates below include receipt of your freight, delivery to the booth, storage and return of empty crates, and reloading. Additional charges may apply if your shipment does not arrive/depart during the designated move-in/move-out times.
- Material handling charges will automatically be applied to your account upon receipt of each shipment.
- Disposal of exhibit materials is not included as part of material handling. Please contact us 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 LB.
Boxed, crated, or skidded shipment via common carrier.....	\$2.10 / lb.
Boxed, crated, or skidded shipment via POV, Van Line or specialized carrier, FedEx, UPS, or USPS.....	\$2.25 / lb.
Common carrier shipment received late, after 09/04/2026	\$2.73 / lb.
POV, specialized carrier, FedEx, UPS or USPS shipment received late, after 09/04/2026	\$2.95 / lb.
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$0.63 / lb.
Off-target shipment - received before or after receiving dates (30% fee added to the above rates)	\$0.63 / lb.
Small Package shipments not exceeding 25 lbs. per shipment (not per box)	\$65.00
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Show Site Deliveries

	RATE PER LB.
Boxed, crated, or skidded shipment via common carrier.....	\$1.90 / lb.
Boxed, crated, or skidded shipment via POV, Van Lines or specialized carrier, FedEx, UPS, or USPS.....	\$2.05 / lb.
Off-target shipment (before or after) 09/15/2026 at 8am-2pm via common carrier	\$2.47 / lb.
Off-target shipment (before or after) 09/15/2026 at 8am-2pm via POV, or specialized carrier	\$2.67 / lb.
Loose/uncrated or shipment requiring special and/or OT/DT handling (30% fee added to the above rates)	\$0.57 / lb.
Small Package shipments not exceeding 25 lbs. per shipment (not per box)	\$55.00
Estimated CWT _____ x _____ (Rate listed above) = _____	Estimated Total

Exhibitor: _____ Booth #: _____



INBOUND SHIPPING INFORMATION

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

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

Shipment 1

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 2

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Shipment 3

Shipping to: Advance Warehouse Event Site

Carrier Name: _____ Total Pieces: _____ Weight: _____

Tracking Number(s): _____

Shipper: _____

City: _____ State: _____

Description of pieces: _____

Exhibitor: _____ Booth #: _____

VTS MATERIAL HANDLING TERMS & CONDITIONS

Advance shipments will be accepted at the Viper Tradeshow Services warehouse and allowed up to 28 days free storage if delivered by the advance deadline receiving date listed below, and includes delivering freight direct to the exhibitor's booth storage of empties during the show, delivery of empties at the end of the show to an exhibitor's booth, and turning in Bill of Lading to the service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services except for warehouse storage.

Special Handling 30% Surcharge

Special Handling rates shall be applied to the total standard charges, but are not limited to the following types of shipments. Multiple scenarios may incur multiple special handling charges.

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.
Please tape two labels on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
ADVANCE WAREHOUSE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<p>SIOF 2026 Viper Tradeshow Services c/o Forward Air 16911 Alamo Parkway Selma TX 78154</p>	<p>*Deliver by Friday, September 4th to avoid late fees*</p> <p>**Last day of warehouse receiving Friday, September 11th**</p> <p>Weight ticket or BOL must be presented at the time of the</p>
PIECE: _____ OF _____	

SHOW SITE SHIPPING LABELS

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

Please tape two labels on each piece of your freight.

SHIPPER INFORMATION	
FROM:	
SHOW-SITE DELIVERY INFORMATION	
TO (Exhibiting Co. Name): _____ BOOTH #: _____	
<p>SIOF 2026 Henry B Gonzalez CC Exhibit Hall 1 c/o Viper Tradeshow Serv. 900 E Market Street San Antonio, TX 78205</p>	<p>*Deliver ONLY on below dates/times Sunday, September 13th 10:00am – 8:00pm *Space Only Booths*</p> <p>Monday, September 14th 8:00am – 8:00pm</p> <p>Tuesday, September 15th 8:00am – 2:00pm</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 supervisors 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 #: _____



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VIPER SUPERVISED LABOR INFORMATION FORM****Please email this form to KSabaj@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 \$1,000,00 each occurrence/aggregate.
 - v. All policies (except Worker's Compensation) will name Viper Tradeshow Services (Official Service Contractor), Show Management, Show, and the Facility as additional insured on a primary and non-contributory basis.
4. EAC agrees to indemnify, defend, and hold the Show Management, the Facility and Viper Tradeshow Services harmless from and against all claims, lawsuits, demands, liability, costs, and expenses including reasonable attorney's fees and court costs, arising out of EAC's operations. EAC also agrees to reimburse Viper Tradeshow Services for all attorney fees and costs incurred in connection with all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
5. Exhibitor agrees that they are ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor.
6. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the state and city governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance. If the EAC fails to provide the necessary documentation required, the Exhibitor will be required to use Viper Tradeshow Services for such services at the rates published in the Exhibitor Kit.
7. The EAC will provide Viper Tradeshow Services the number of on-site employees at the time of check-in and see that they have, and wear 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:

SIOF 2026

Booth #: _____

Name of Service Firm (EAC): _____

Address: _____

Telephone: _____

Fax: _____

Contact: _____

Email: _____

Show Site Contact (if different from above) _____

Cell Phone #: _____

EAC Instructions

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

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

STANDARD FURNITURE, ACCESSORIES & FLORAL

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

30" Tall Tables

CIRCLE COLOR SELECTION BELOW



BLUE



RED



WHITE



GREEN



BLACK



UNSKIRTED

ITEM:

Qty: ____ 4' Table
 Qty: ____ 6' Table
 Qty: ____ 8' Table
 Qty: ____ 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: _____ Wastebasket	\$60.00	\$80.00
Qty: _____ Tripod Easel	\$107.00	\$127.00
Qty: _____ 4' Single Tier Table Riser	\$170.00	\$220.00
Qty: _____ 6' Single Tier Table Riser	\$220.00	\$270.00
Qty: _____ 8' Single Tier Table Riser	\$270.00	\$320.00
Qty: _____ Bag Rack	\$176.00	\$226.00
Qty: _____ Rope & Stanchions, ea.	\$254.00	\$314.00
Qty: _____ 4' x 8' Poster Board	\$522.00	\$582.00
Qty: _____ Accordion Lit Stand (K1)	\$388.25	\$505.00

Floral / Rental Plants

Fresh Floral Arrangements

Small Floral Arrangement:	Qty: _____	\$302.00 Discount / \$418.00 Standard
Medium Floral Arrangement:	Qty: _____	\$429.00 Discount / \$555.00 Standard
Large Floral Arrangement:	Qty: _____	\$543.00 Discount / \$686.00 Standard

Artificial Plants

2 Foot Green Plant	Qty: _____	\$199.00 Discount / \$233.00 Standard
3 Foot Green Plant	Qty: _____	\$233.00 Discount / \$278.00 Standard
4 Foot Green Plant	Qty: _____	\$278.00 Discount / \$330.00 Standard
5 Foot Green Plant	Qty: _____	\$330.00 Discount / \$397.00 Standard
6 Foot Green Plant	Qty: _____	\$397.00 Discount / \$469.00 Standard

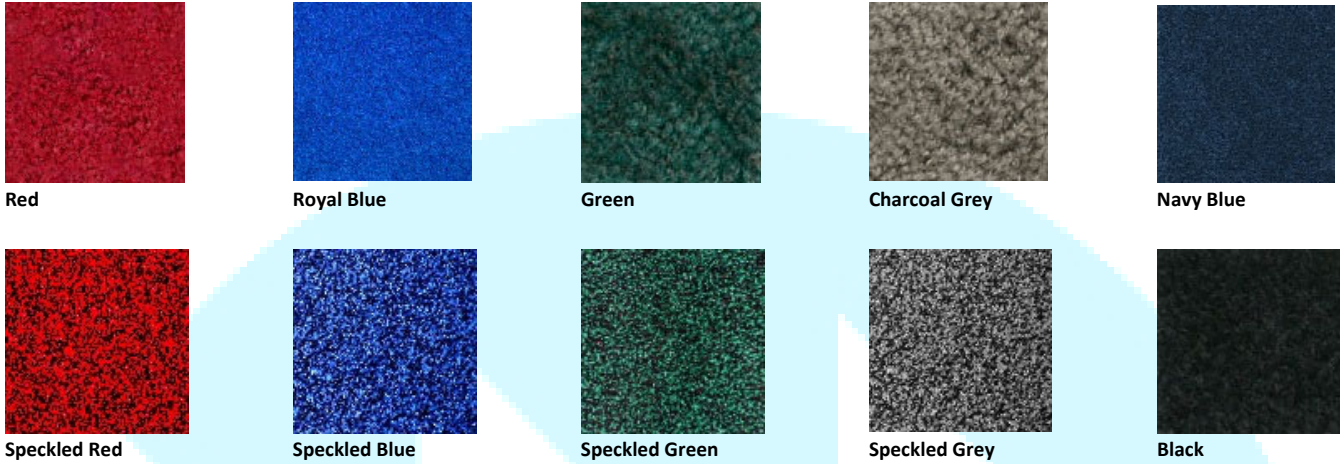
Exhibitor: _____ Booth #: _____

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	

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

ESTIMATED TOTAL \$ _____

Exhibitor: _____ Booth #: _____

All flooring, padding and visqueen options are available to order online at <https://order.vipertradeshow.com>

MODULAR RENTALS – Includes custom graphics!

Artwork and payment for Modular Rental Displays must be submitted by noon on the Discount Deadline Date.

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

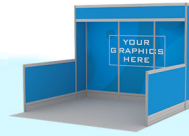
***All prices include shipping, labor, custom graphics & rental carpet | Please contact your Viper Rep for Artwork Guidelines**



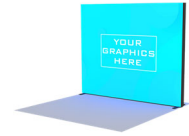
10' INLINE BOOTH 1
BTH039
Discount: \$6,257.00
Standard: \$7,823.50



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

Exhibitor: _____ **Booth #:** _____

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

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: KSabaj@vipertadeshow.com Please fill out a form for each shipment.

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

Henry B Gonzalez CC / 900 E Market Street, San Antonio, TX 78205 / Exhibit Hall 1

****Please make sure your Carrier checks-in (at the freight desk) NLT than 8:00PM ON Friday, September 18th**

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.



Henry B. Gonzalez Convention Center

Exhibitor Marketing Kit



Easy Ordering

As the exclusive Technology Provider of Henry B. Gonzalez Convention Center, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#)

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

- EventNow is only available more than two days prior to event load in. If ordering within two days, contact your onsite team

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNowSM

Offers a wide range of solutions for any exhibitor including:

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Station
- LED Lighting
- LED Banner
- Flipchart Packages

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment.



After the show, Encore picks up your rental equipment.



Need assistance or products/solutions not offered in EventNow?

Call your on-site contact directly:

Sales Team

clarissa.gaona@encoreglobal.com

gina.buffalo@encoreglobal.com

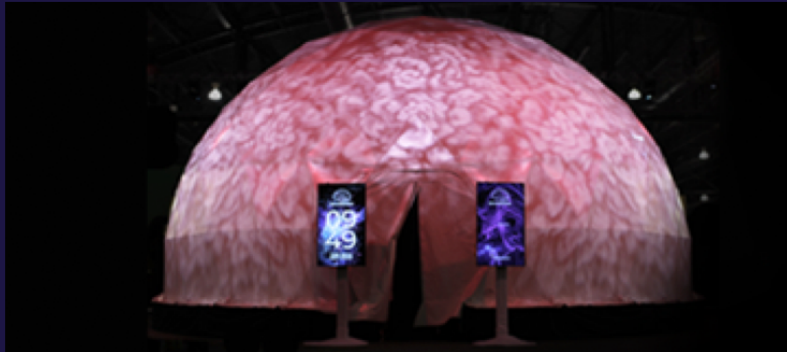
☎ 1 210-308-0182

What else can we do?

Experiential Exhibits



Led Walls



Lighting Solutions

Projection

Video Solutions

And More!



Special Notes

- Encore is the exclusive motor up rigging provider for the Henry B Gonzalez Convention Center. Any items under 250lbs that do not need to connect to truss and/or motors can be hung by the clients general contracting company.
- Internet is provided by Smart City - 210-258-8900, Guillermo Huerta, ghuerta@smartcity.com
- There are two power vendors available to choose from, please check with your exhibit company to find out who they have chosen.
- Please reach out directly to Encore for any booth lighting needs. Any lighting for booths must be hung within the footprint of the booth.

ORDER INSTRUCTIONS**Advance Payment Deadline Date: 08/25/26****EDLEN**

The Power People

ELECTRICAL EXHIBITION SERVICES
 5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	SIOP 2026 Congress		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	September 15-18, 2026	EVENT #096006SA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 08/25/26

EDLEN

The Power People

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FINANCIALLY RESPONSIBLE COMPANY

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

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

 ACH ELECTRONIC PAYMENT TRANSFERJPMorgan Chase

Routing #: 322271627 Acct #: 789835573

Account Name: Edlen Electrical Exhibition Services, Inc

The financial institution **MUST** be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

 BANK WIRE TRANSFER INFORMATION *Domestic & International JPMorgan Chase

Routing #: 021000021 Acct #: 789835573

Reference Address: 383 Madison Ave

New York, NY 10017

Swift Code: CHASUS33

Account Name: Edlen Electrical Exhibition Services, Inc

* **\$60 processing fee MUST be included with transfer.**

* Reference the Event # listed above and your Booth # on all electronic payments.

 MANUAL ORDER PROCESSING FEE *

Orders submitted for manual processing **MUST include a \$25 processing fee.** Submit orders online instead @ www.edlen.com

 CREDIT CARD

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

 COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

 VISA MASTERCARD AMEX DISCOVER
CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:													
CHECK #:													
CREDIT CARD NUMBER:										EXP DATE:			
CARD HOLDER SIGN:							PRINT NAME:						
EMAIL:												THIRD PARTY PAYMENT? YES or NO	

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
-----------------	--------------	------------	-------------

SERVICE TOTALS

* MANUAL ORDER PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. LIGHTING ORDER	
5. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE

PRINT NAME ABOVE

TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

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Advance Payment Deadline Date: 08/25/26

EXHIBITOR:		BTH #	
EVENT:	SIOP 2026 Congress		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	September 15-18, 2026	EVENT #096006SA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY
 The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION
 Island booths that need power delivered to one location incur (1) hour labor charge for installation & (1/2) hour labor charge for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS
 Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

208/480V POWER DELIVERY AND CONNECTIONS
 Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

24 HOUR SERVICES
 Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS
 Credits will not be issued for services delivered and not used. See #16, 22 & 23 on our Terms & Conditions for additional details.

TERMS & CONDITIONS
 I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	110.00	164.00	_____
1000 WATTS (10 AMPS)	_____	_____	193.00	289.00	_____
1500 WATTS (15 AMPS)	_____	_____	222.00	333.00	_____
2000 WATTS (20 AMPS)	_____	_____	252.00	378.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	448.00	699.00	_____
30 AMPS	_____	_____	527.00	791.00	_____
60 AMPS	_____	_____	695.00	1043.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	592.00	888.00	_____
30 AMPS	_____	_____	704.00	1054.00	_____
60 AMPS	_____	_____	966.00	1449.00	_____
100 AMPS	_____	_____	1268.00	1903.00	_____
200 AMPS	_____	_____	1315.00	1923.00	_____
400 AMPS	_____	_____	2238.00	3357.00	_____
TRANSFORMER(S) Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)			Total Amps: _____ x 5.00 = _____		

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS	_____	_____	918.00	1377.00	_____
30 AMPS	_____	_____	1100.00	1650.00	_____
60 AMPS	_____	_____	1440.00	2160.00	_____
100 AMPS	_____	_____	1902.00	2853.00	_____

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	_____	35.00	_____	_____
POWER STRIP	_____	_____	35.00	_____	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	_____
---	--------------	-------

PRINT NAME: _____

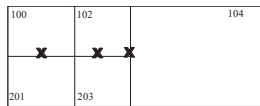
EMAIL: _____ PHONE: _____

SAN ANTONIO ELECTRICAL TERMS & CONDITIONS

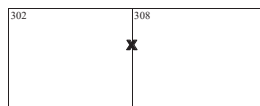
1. A complete order with payment & floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear center of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a (1) hour installation and a (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of at least a half (1/2) hour of the prevailing labor rate will apply.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. 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.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. 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.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A 3% credit card processing fee may be applied to all credit card payments.
28. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
29. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

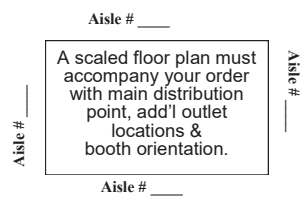
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



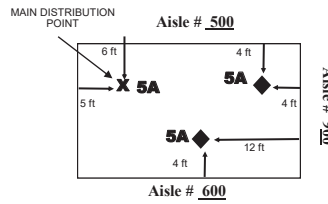
(IN-LINE BTHS) (PENINSULA)



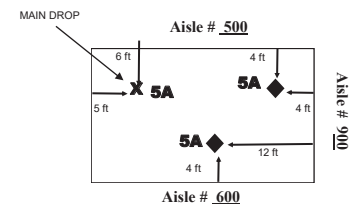
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

ELECTRICAL LABOR INSTRUCTIONS**Advance Payment Deadline Date: 08/25/26**

The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

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EXHIBITOR:		BTH #	
EVENT:	SIOP 2026 Congress		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	September 15-18, 2026	EVENT #096006SA	

LABOR ORDERING INSTRUCTIONS**Step 1 Review Jurisdiction Information Below**

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION**WORK REQUIRING EDLEN ELECTRICIANS**

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Connection of all high voltage services
4. Hardwiring of any electrical apparatus
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION**Advance Payment Deadline Date: 08/25/26****EDLEN**

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ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$120.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	OT	\$240.00	_____
		LIFT RENTAL		
		HOURS	RATE	TOTAL
		_____	\$250.00	_____
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:

ELECTRICAL BOOTH WORK**Advance Payment Deadline Date: 08/25/26****EDLEN**

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BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / LIGHTING REQUIREMENTS**Assembly & Installation of Lighting Hung from Ceiling or in Booth** (Complete Lighting Order Form)**LIFT RENTAL**

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	_____ ST	\$120.00	_____
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	_____ OT	\$240.00	_____
		LIFT RENTAL		
		HOURS	RATE	TOTAL
		_____	\$250.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM**ESTIMATED TOTAL****AUTHORIZATION**

PRINT NAME:

DATE:

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218
 Phone: (210)662-9450 Fax: (210)662-9640
 sanantonio@edlen.com

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Advance Payment Deadline Date: 08/25/26

EXHIBITOR:		BTH #	
EVENT:	SIOP 2026 Congress		
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DATES:	September 15-18, 2026	EVENT #096006SA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the raming and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.

TERMS & CONDITIONS

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

UTILITY SERVICES ADVANCE REGULAR TOTAL

COMPRESSED AIR: 90-100 LBS. PSI

Air Outlet (call for a quote for 24-hour Air)	\$479.00	718.00	
Additional Connections within 20' of Outlet	361.00	541.00	

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 8 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM =	
Total CFM _____ x ADVANCE Rate	10.00	= _____
Total CFM _____ x REGULAR Rate		15.00 = _____

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

Water Outlet	479.00	718.00	
Additional Connections within 20' of Outlet	361.00	541.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

Drain Outlet	479.00	718.00	
Additional Connections within 20' of Outlet	361.00	541.00	
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 50 Gallons	188.00	281.00	
51 – 200 Gallons	337.00	556.00	
201 – 500 Gallons	618.00	927.00	
Each additional 100 Gallons up to 1,000 Gallons	62.00	93.00	

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL	
---	--------------	--

PRINT NAME:

EMAIL: PHONE:

PLUMBING DISTRIBUTION

Advance Payment Deadline Date: 08/25/26



The Power People

ELECTRICAL EXHIBITION SERVICES

5811 La Colonia, San Antonio, Texas 78218

Phone: (210)662-9450 Fax: (210)662-9640

sanantonio@edlen.com

EXHIBITOR:		BTH #	
EVENT:	SIOP 2026 Congress		
FACILITY:	Henry B. Gonzalez Convention Center		
DATES:	September 15-18, 2026	EVENT #096006SA	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
_____ ST	\$115.00	_____
_____ OT	\$230.00	_____
_____		_____

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

ESTIMATED TOTAL	_____
------------------------	-------

AUTHORIZATION

PRINT NAME: _____

DATE: _____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

SAN ANTONIO PLUMBING TERMS, CONDITIONS & REGULATIONS

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

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

For further information visit our website @ WWW.EDLEN.COM
or call the number on the Plumbing Order form

*** INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT

HENRY B. GONZALEZ CONVENTION CENTER



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Effective July 1, 2025 - December 31, 2026 - V070125

Exhibitor Company Name:		Booth/Room#:	Show Name: SIOP 2026 Congress	
Billing Company Name:		Show Start Date: September 15, 2026	Show End Date: September 18, 2026	
Billing Company Address:		INCENTIVE ORDER DEADLINE: August 30, 2026		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

SHARED - LIGHT WIRED INTERNET, NOT FOR STREAMING	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
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Includes: 1 Private IP Address, Routers PROHIBITED and will not work					
Average Usage Up to 3 Mbps Burstable To 5 Mbps (DHCP), per device		\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]		\$185	\$220	\$255	

DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
--	-----	------------	------	---------	-------

Includes: 5 Public IP Addresses, Routers SUPPORTED					
Dedicated 3 Mbps		\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps		\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps		\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps		\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<i>Higher Bandwidth Services Available for UHD Streaming</i>					

INTERNET EQUIPMENT & LABOR	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
----------------------------	-----	------------	------	---------	-------

Switch Rental – up to 24 ports		\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
Labor / floor work – four lines per hour		\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility		\$500	\$500	\$500	

WIRELESS INTERNET, Full products catalog available online
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 10% TAX/FEEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
 Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
 Las Vegas, NV 89118



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001



Customer Number:
2026-017-292

*** INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



TELEPHONE SERVICE CONTRACT

HENRY B. GONZALEZ CONVENTION CENTER

Henry B. Gonzalez
SAN ANTONIO CONVENTION CENTER

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Exhibitor Company Name:		Booth/Room#:	Show Name: SIOP 2026 Congress	
Billing Company Name:		Show Start Date: September 15, 2026	Show End Date: September 18, 2026	
Billing Company Address:		INCENTIVE ORDER DEADLINE: August 30, 2026		
City, State, Zip:		Country:	On-site Authorized Contact:	Onsite Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

Effective July 1, 2025 - December 31, 2026 - V070125

VOICE SERVICES, PBX Service – Domestic Long Distance Included	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance		\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line		\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument		\$465	\$575	\$690	
Distance Fee for each Telephone line delivered outside the facility		\$100	\$100	\$100	

SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)

I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order could result in the credit card on file being charged. Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .	SUBTOTAL	
	ESTIMATED 30% TAX/FEES	
	GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name: (X) _____	Signature: (X) _____	Date: ____/____/____
----------------------------	-------------------------	-------------------------

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



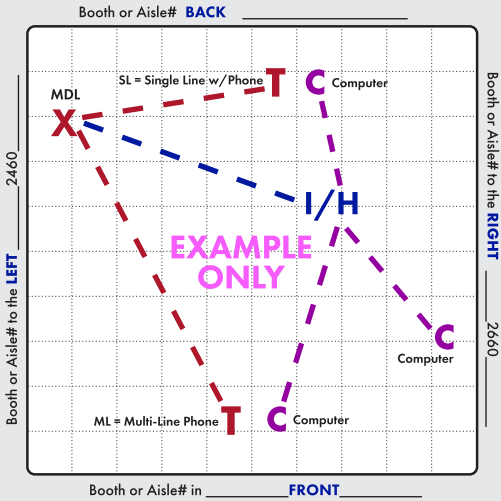
You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: orders.smartcitynetworks.com
Or fax order to (702) 943-6001

ORDER NOW >

Customer Number:
2026-017-292

"COMMUNICATIONS" FLOOR PLAN WORKSHEET

Company Name:	Show: SIOP 2026 Congress	Booth/Room #:
Center: Henry B. Gonzalez Convention Center	Customer / Ref #: 2026-017-292	



Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City's deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX...

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Booth or Aisle# **BACK** _____

Booth or Aisle# to the **LEFT**

Booth or Aisle# to the **RIGHT**

Booth or Aisle# in **FRONT** _____

Booth Orientation: For Smart City to accurately install services "A minimum" of one surrounding Booth or Aisle # is required, two or more would be more helpful.

BOOTH SIZE _____ ft x _____ ft **SCALE:** 1 BOX IS = TO _____ ft

BOOTH TYPE Island Inline



You may reach us with questions at:
 Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: SIOP 2026 Congress	Booth/Room #:
Center: Henry B. Gonzalez Convention Center	Customer / Ref #: 2026-017-292	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
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 Order online at: orders.smartcitynetworks.com
 Or fax order to (702) 943-6001