Industry Symposia Manual

Dear Supporter,

We are happy to present you with the BT1D CRC 2026 Industry Symposia Manual.

The **Breakthrough T1D Clinical & Research Congress 2026** will take place from **October 9, to October 11, 2026, in Philadelphia, U.S.A.**

Venue:
Pennsylvania Convention Center
1201 Arch Street, Philadelphia, PA. 19107.
How to get there

This manual covers important information and is designed to assist in preparing for your Symposium or other visibility at BT1DCR 2026. We trust that you will find it helpful and suggest that you r**ead all the information** presented. It will take you very little time now and could save you a great deal of time later.

Please forward this manual to everyone who is working on this project.

For further support please contact us at:

Oana Giurgiu

Industry coordinator

E: ogiurgiu@kenes.com | M: +34 659 064 921

Exhibitors and Supporters Portal

Each **supporter will receive an e-mail with login details** to access the Portal. The Portal enables supporters to:

- Submit a company logo and profile
- Submit deliverables as per contract
- Order lead retrievals/scanners

The login details will be sent to the person signing the contract. This person is responsible for passing on the login details to third party if needed.

Access to all Portal services will be available only after submission of your company profile and logo.

Only deliverables as indicated in your contract, should be submitted via the Portal. Items not included in your contract will not be processed.

Please do not hesitate to contact me for further information or assistance.
We look forward to welcoming you in Philadelphia and wish you a successful meeting!

Contact Information

Kenes Contacts:

Conference Organizer:
Kenes Group together with BT1DCR
Rue François-Versonnex 7
1207 Geneva, Switzerland
Tel: +41 22 908 0488

Industry Coordinator & Exhibition Manager
Oana Giurgiu
Tel: +34 659 064 921 | E-mail: ogiurgiu@kenes.com

Industry Liaison & Sales

Raul De Miguel

E-mail: rdemiguel@kenes.com

Hotel Accommodation
BT1DCR26 – Kenes Group
E-mail: tvidra@kenes.com

Audio Visual Coordinator
Mike Perchig
E-mail: nest@nest-av.com

Registration Specialist
Nerea Esteban
E-mail: nesteban@kenes.com

Product Marketing Coordinator
Olaya Espejo
E-mail: oespejo@kenes.com

Contractors:

Catering
Aramark *(exclusive service)*
Elija Gatling

Email: gatling-elija@aramark.com
P: 215-418-2233 **C:** 856-628-9183

Graphics & Signage / Onsite Logistic Agent, Material Handing & Customs Clearance Agent

Official contractor: Viper
Order form & information
Online orders (online ordering access is limited to primary contact. To grant access to an additional contact, please email us at: ogiurgiu@kenes.com)
Viper Coordinator: **Krista D'Amico**
Email: krista@vipertradeshow.com
P: 847.426.3100

Hostesses & Temporary Staff Hire
Industry Coordinator: **Oana Giurgiu**
Email: ogiurgiu@kenes.com

Industry – Key Dates & Deadlines

Action Item ***Please refer only to items included in your agreement***	**Deadline**	**Contact Person**
Staff Hotel Reservation	As soon as possible	**BT1DCR26 – Kenes Group** **or email us to: tvidra@kenes.com**
Payment of Invoice Balance	Must be received in full one week prior to the Congress	**FP&A Team** accountsreceivables@kenes.com
Symposium Final Programme (for approval by Scientific Committee)	As soon as possible and no later than **Monday, August 24.**	
Symposium Stage set-up changes/ Meeting room Set-up changes Promotional E-mail Blast (Exclusive and Joint) Text for Push Notifications for Virtual Platform/ Mobile App Mobile app adverts Advertisement in a Congress Mailshot	**Monday, August 24.** **Friday, September 4.**	Please send by email the requested specifications to Industry Coordinator: **Oana Giurgiu** ogiurgiu@kenes.com

Placing orders for Voting/ 'Ask the Speaker' and other Technology Products and Services ***Kenes Exclusive***	**Friday, September 4.**	**Olaya Espejo** oespejo@kenes.com
Lead Retrieval App (badge scanner App) ***Kenes Exclusive***	**Monday, September 21.** *Onsite rate will be applied for orders received after the deadline*	Online via Exhibitor's Portal https://exhibitorportal.kenes.com
Internet (Wi-Fi and Wired)		**PCCA webshop** **Email: exhibitorservices@paconvention.com**
Hostesses & Temporary Staff Hire		Exhibition Manager **Oana Giurgiu** Email: ogiurgiu@kenes.com
Graphics & Signage Furniture	**Tuesday, September 15.**	**Viper** **Order form & information** Krista D'Amico Email: krista@vipertradeshow.com
Catering Services ****Exclusive to the venue***		**Aramark *(exclusive service)*** Elija Gatling Email**: gatling-elija@aramark.com**
AV – scheduling Tech rehearsal, placing orders for extra AV for the Sponsored Symposia and meeting rooms AV		**Mike Perchig** Email: nest@nest-av.com
Shipping & Material Handling Services		
Transportation/ Shipping Advance Warehouse Material Handling	**Please contact Viper directly**	**Viper** **Order form & information** or **Online orders** Email: krista@vipertradeshow.com

Please check here the Union Guidelines from Pennsylvania Convention Center: Exhibitor FAQs and Exhibitor Work Rules – Pennsylvania Convention Center | Pennsylvania Convention Center

Blackout Policy

Blackout / Meetings and Side Events Policy
To protect the integrity of the event programme, companies may not organise meetings or activities that compete with official sessions.
– No scientific symposia, lectures, educational events, or "meet-the-expert" style sessions may take place outside the event venue during the event dates.

– All industry sessions must take place within the event venue and must be formally booked through the Sales Team.
– Closed meetings and social events (invitation-only) are permitted only during outside the official blackout hours and must not clash with the event programme or Opening Ceremony.
– Internal staff meetings are permitted; however, if attended by event participants, they are also subject to the blackout policy and may not take place during programme hours.

The Society expects all partners to respect these guidelines so delegates can fully engage with the official event content.

Click here to view the Congress program.

Sponsored Symposia Timetable

Industry symposia and Spotlight presentations timetable will be available on the Congress website under "Sponsorship" tab.

Important notes:

- Industry Supported Symposia and **Spotlight presentations** sessions are ***not*** included in main Congress CME/CPD credits.
- In order to support you in the best possible way, **please share your plans and requirements with us**. This information is invaluable for the success of your symposium. Please coordinate directly with the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com
- We recommend arriving at least 15 min prior to the start of your Symposium, to check the set-up. A member of the Kenes Operational team will be available onsite should you need any assistance.
- **Handouts** are allowed to be distributed at the entrance to the Symposium hall; however, it is **NOT permitted to place material on the seats inside the hall.** We encourage supporters to consider digital alternatives, minimizing paper waste.
- Printed tent cards placed on the head table are allowed and should be produced and provided by supporter.
- **We ask presenters to follow the time schedule precisely in order for the day's events may run smoothly. The updated scientific program can be found on the BT1D 2026 website**

Speaker's Expenses

BT1D CRC 2026 will not cover Industry session(s) speaker expenses.
As indicated in the sponsorship agreement, the supporting company, in addition to the support fee, must cover all speakers' expenses, including registration fees, accommodation and travel expenses. This also applies in the case where the Sponsored Symposium speakers have already been invited by the Congress and have made prior travel arrangements independently.

Technical Rehearsal Onsite

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the

Presentations during that rehearsal. Please make arrangements directly with the Conference Audio Visual Coordinator, Mike Perchig at: nest@nest-av.com
A technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability, rehearsal requirements and overtime of the technicians.

Symposium Agenda (title and program)

If you have already finalized the speakers who will give a talk in your symposium**, please share with us their details as soon as possible.** Kindly submit **the speakers' names as soon as possible and no later than Monday, August 24.**

Please submit the final symposium program using the attached Agenda format via email to the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com

Please note that the content, faculty, and program of the symposium is subject to the review and approval by the Organizers.

The final agenda should include the following:

- Session Title (up to 110 characters including spaces)
- Session Description (up to 200 words. Hyperlinks can be included).
- Speaker Presentations Titles
- Timing – duration of each speaker presentation and full timing of the agenda
- Speaker/Moderator Full Name
- Speaker/ Moderator Country
- Speaker/ Moderator E-mail
- Speaker/ Moderator Affiliation (optional)
- Speaker/ Moderator Bio and Photo (Speaker **Bio** – up to 200 words // Speaker **Photo** – 180×240 px, JPG Format)

In case of any changes to your symposium title or program after the initial submission, please update the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com

For the **Spotlight presentations**, please send to ogiurgiu@kenes.com the following:

- Session Title (up to 110 characters including spaces)
- Speaker/Moderator Full Name & Country
- Timing – duration of each speaker (if more than one) presentation and full timing of the agenda

Optional:

- Session Description (up to 200 words. Hyperlinks can be included).
- Speaker Presentations Titles
- Speaker/ Moderator E-mail
- Speaker/ Moderator Bio and Photo (Speaker **Bio** – up to 200 words // Speaker **Photo** – 180×240 px, JPG Format)

Lead Retrieval Options

K-Lead Application (no device is included)

Lead Retrieval Wireless Barcode Readers can be a helpful tool for receiving contact information about participants who attend your symposium.
We are pleased to offer you the K-Lead Application. Supporters can download the K-Lead app onto *their own* smart phone or tablet and transform their device into an instant, easy lead retrieval system and capture participants' contact information with a quick scan of their badge.

Advantages of the **K-Lead application**:

- **Seamless Integration**: Download directly to your device; no extra hardware needed!
- **Effortless Scanning**: Quickly scan attendee badges to capture leads.
- **Customizable Notes**: Add personal comments to each lead for better follow-up.
- **"Quick Scan" Function:** Ability to quickly scan delegates as they enter the symposium hall.
- **Instant Access:** Get real-time lead information for immediate engagement.
- **Universal Compatibility**: Download from the **Apple Store** or **Google Play** using "Kenes K-Lead App.

Cost per unit: USD 750 (excluding 4% credit card charges fees, excluding VAT if applicable).
Device is NOT included!
Deadline: Monday, September 21

Onsite rate of USD 850 will be applied for order received after above deadline.

Unlock the Power of K-Lead Plus: A completing product to our K-LEAD APP

Boost Leads & Save Time: Upgrade to K-Lead PLUS!

Say goodbye to manual follow up emails: add USD 350 and Upgrade your K-Lead app.

- **Automated Follow-up Emails**: Immediately after scanning, send personalized emails to every lead. Make every connection count without lifting a finger!
- **Tailored Email Customization**: Craft the perfect message with customizable subject lines, email content, and signatures. Attach PDFs to add a polished, personal touch that stands out.
- **Timely Engagement**: Say goodbye to the hassle of manual follow-ups. K-Lead Plus handles it by sending tailored emails right after each scan, keeping your brand top of mind.
- **Trackable Insights**: Monitor how your emails perform with engagement metrics. Learn what works and refine your strategies for maximum impact, ensuring you're always improving.
- **Compatibility**: K-Lead Plus requires at least one K-Lead license purchased.

Cost for K-Lead Plus: USD350

Key Notes for K-Lead and K-Lead Plus:

- ***Device Not Included*:** The application must be installed on your personal or company device (tablet/smartphone).
- *Reliable Data: Participant badge barcodes carry contact details as provided by registrants or their agencies. Note: Group registration may contain generalized information.*
- *Content Responsibility: Information content is managed by the registrant or their agency, not*

Kenes Group or the Organizing Committee.
- *Easy Reservation: Secure your Wireless Barcode Reader in the Exhibitor's Portal https://exhibitorportal.kenes.com.*
- *GDPR Compliance: We've updated our privacy policy in compliance with GDPR. Your personal data won't be shared without consent. Presenting your badge for scanning implies consent to share your details.*
- *By purchasing the K-Lead and K-Lead Plus, Exhibitors and Sponsors agree to Data Processing Agreement.*

API Integration

Do you want to use your own scanning device or app? Need real-time API integration?

We're excited to introduce our new API-sharing service that seamlessly integrates delegate data from our events directly into your CRM. No more manual data entry—just instant, secure, and accurate lead transfer.

How it works:

- Instant API Access – Scan delegate badges using your own app and retrieve full attendee details.
- Real-Time Sync – Automatically update your CRM.
- CRM Compatibility – Integrates with major CRM systems like Salesforce, HubSpot, and Microsoft Dynamics
- Data Accuracy – Ensure accurate, up-to-date delegate info, reducing manual entry errors.
- Custom Mapping – Adapt data fields to fit your CRM's structure.
- Secure & Compliant – Advanced encryption ensures data protection.
- Analytics & Reporting – Gain insights on leads and engagement.

How to order any of these solutions? **-> These services are available to purchase from the Exhibitor's Portal** https://exhibitorportal.kenes.com

Catering / F&B

- **Aramark is the exclusive provider** for food, beverage and catering services at the venue.
- **Only lunch boxes** are allowed to be taken into the symposium hall.
- Supporters who wish to order **any Catering for their symposium or any food and beverages for their meeting room** are welcome to do so directly with **Aramark at gatling-elija@aramark.com**
- **Deadline: Tuesday, September 15**
  Orders received after the deadline are subject to availability
- Lunch box stations will be placed at the hall entrance, or inside the hall.
- If you are considering having catering during the symposium, please note that a cleaning fee might be included in the quote .
- Please take into consideration that lunch and refreshments will be served in the Exhibition Hall according to the Congress timetable (click here for the most updated timetable).
- If you are planning to offer catering together with the symposium, it is recommended to indicate this in your publications (as long as it is in line with the supporter's internal

compliance policy).

Sponsored Symposia Recording and Live Streaming

For Special features as recording, live streaming or more, please contact Olaya Espejo at e-mail: oespejo@kenes.com

Symposia Halls – Technical Details and Setup

Hall Technical Details

Hall 108AB	
Hall Location	Level 1
Hall Capacity	500 pax
Hall Layout	Theater
Hall Size	560 sqm
Hall 105B	
Hall Location	Level 1
Hall Capacity	180 pax
Hall Layout	Theater
Hall Size	224 sqm
Hall 107B	
Hall Location	Level 1
Hall Capacity	180 pax
Hall Layout	Theater
Hall Size	224 sqm

Please note that the Spotlight presentations session will be held in the Exhibition area (Ballroom AB, level 3).

Speaker Lectern in Hall 108AB:

· Vertical Plasma screen in front of the lectern, facing the audience, projecting a PPT with the name of the speaker.

· Please contact the Audio-Visual Coordinator, Mr. Mike Perchig (e-mail: **nest@nest-av.com**), in order to design the images according to the required resolution.

· The "virtual" banner can include the title of the Symposium and the name and logo of the Sponsor

· Using the BT1D 2026 logo for branding is not allowed

For demonstration only

Speaker Lectern in Hall 105B and 107B:

Lectern dimensions:

– **50'' H x 26'' W**

The lectern will be branded with general congress branding.

Self-branding is not permitted.

For alternative/additional arrangements please contact the Industry Coordinator at ogiurgiu@kenes.com

For demonstration only

Head Table Dimensions:

– Each table dimensions: 8' L x 30'' H

Sufficient seating for up to 4 people in halls 105B and 107B (the head table will be made from one module); and up to 8 persons in hall 108AB (head table will be made from two modules)

· Signage exclusivity for the official builder: Viper (see details below)

· Self-branding of the head table is not permitted.

· Using the BT1D 2026 logo for branding is not allowed.

The head table will comprise one or two single table modules

For demonstration only

The general stage setting in halls 108AB, 105B and 107B includes a speaker lectern and a head table. For alternative/additional arrangements (fees may be incurred) please contact Oana Giurgiu at ogiurgiu@kenes.com.

All stage change requests must be communicated in advance with the Industry Coordinator, to ensure that there is sufficient time between sessions for implementation.

Symposium Stage set up deadline: Monday, August 24. (No changes will be accepted after this date)

Please note that the head table and lectern will be branded with the general congress branding.

If you are interested in having your own company branding for the head table and lectern, note that this is optional and should be arranged in advance by the sponsoring company.

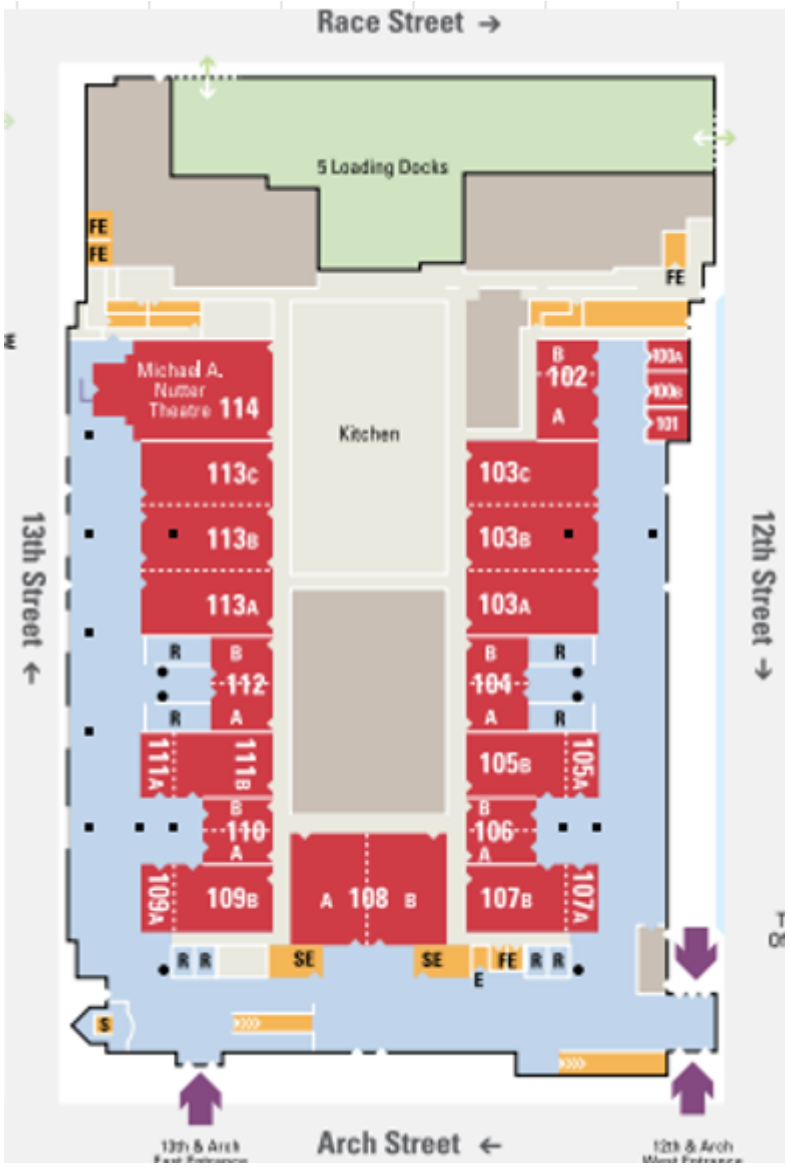
– Lectern: The Lectern in hall 108AB will be branded digitally, please contact the Audio-Visual Coordinator, Mr. Mike Perchig (nest@nest-av.com), in order to design the images according to the required resolution.

– Head table and lectern branding: due to the time constraints between the sessions and the specifics of the branding, changing the default congress branding is not recommended. However, if you prefer to have your own company branding for the head table, please contact the Industry Coordinator, Oana Giurgiu at ogiurgiu@kenes.com to discuss the options. The official supplier for producing the branding of the head table is the official builder, Viper.

Halls Location and Layout

Click here to see the Interactive floorplans.

Below you can see the Level 1 floorplan, where the halls are situated:



[Audio-Visual (AV) Equipment Onsite]

AV package in hall 108AB, 105B and 107B will be soon confirmed.

AV for the Spotlight sessions will be soon confirmed.

[Technical Rehearsal]

We strongly recommend scheduling a technical rehearsal in the hall itself and testing the Presentations during that rehearsal. Please make arrangements directly with the Conference Audio Visual Coordinator, Mike Perchig at: **nest@nest-av.com.** A 20-minute technical rehearsal is offered free of charge; however additional charges may apply, depending on hall availability, rehearsal requirements and overtime of the technicians.

Presentations Upload Onsite

Presentations Upload Onsite

If you are using a **PowerPoint presentation (or any other PC-based application)**, please note that you have to **deliver it on a USB Memory stick** to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue in the morning – and **at least 2 hours before the start of the symposium**.

Please note that the Computers for the Presentations will be supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9.

If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room **at least 2 hours before the start of the symposium** or as soon as you arrive at the Venue in the morning.

Please make sure to check it with the technician in the symposium hall where your lecture is taking place, during a coffee or lunch break prior to your symposium, at least 30 minutes before the start of the symposium – even after checking it in the Speakers' Ready Room.

Important Note for Macintosh Users

To use MAC presentations on the PC compatible conference computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

- Convert it to PowerPoint or PDF.
- Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
- Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

Promotional Items

Please refer to the Deliverables section on the website: **BT1D Deliverables**

Kindly refer only to the relevant items in accordance with your sponsorship agreement.

Please submit all relevant items as per the guidelines below via email to the Industry Coordinator Oana Giurgiu at: ogiurgiu@kenes.com

Symposium Signage (Optional)

Symposium supporters have the option to create signage promoting their symposium according to

the below guidelines.
The symposium signage should be produced by the supporter.
Please make sure to follow the guidelines specified at the beginning of this section.

Symposium Hall Signage (Optional)

Self-Standing Sign at the Entrance
1 x free standing vertical sign can be placed at the entrance of the symposium hall **5 or 10 minutes** (**when the previous session has ended)** prior to the symposium published start time. Maximum dimensions: 85cm wide x 200cm high.
Please make sure to indicate the following disclosure on the sign: ***This session is not included in main event CME/CPD credits.***

Stage Banners
1 x free standing vertical sign can be placed on/next to the stage. Maximum dimensions: 150cm wide x 250cm high.

Digital Lectern
In Hall 108AB there will be a designed "digital" lectern (for dimensions, please refer to Section: Symposia Halls – Technical Details and Setup).
The "virtual" banner can include the title of the Symposium and the name & logo of the Sponsor.

Self-standing Signage in the Exhibition Area
The Supporter is entitled to place one sign (W85cm x H200cm) advertising the **Symposium on the day of the session only.** The sign may be placed in the *exhibition* area during exhibition opening hours. Please liaise onsite with the Industry Coordinator and Exhibition Manager regarding exact time and location.

Notice:
Due to CME/CPD accreditation criteria, you may not place signage advertising your symposium in any other locations unless coordinated with Kenes staff onsite.
Please make sure to indicate the following disclosure on the sign: ***This session is not included in main event CME/CPD credits.***

Miscellaneous Information

Symposium Badges

Each symposium organizer might be entitled (depending on their agreement) up to 10 Symposium badges which allow access to their Industry Session only. These badges will not display individual names.
Symposium badges will be prepared *upon request only* and can be collected at the Registration desk 2 hours prior to start of your Industry session. Symposium Badges needs to be **returned** to the Registration desk after the session has ended.

Wi-Fi

Congress will provide free Wi-Fi access to all visitors, suitable for basic web browsing. Should you require an internet connection for your exhibition booth or meeting room, we would recommend

ordering a dedicated connection, at an extra cost, to guarantee a high-quality service inclusive of technical support.
You can order internet via: **PCCA webshop /**Email: exhibitorservices@paconvention.com

Important notes:

- Please be advised that all WLAN networks will be created exclusively by the official Internet provider.
- The Venue retain the right to shut down any WLAN networks created individually.
- Please be advised that creating private Wi-Fi network at the booths or meeting rooms is not allowed.
- The Venue and the Organizers reserve the rights to discontinue any activity which interfere with the hall Wi-Fi coverage.

If you have any questions related to the dedicated internet lines, please contact exhibitorservices@paconvention.com

Meeting Rooms

Supporters interested in renting a meeting room during BT1D 2026 should contact Industry Liaison & Sales, Raul de Miguel at: rdemiguel@kenes.com
Supporters, who have rented a meeting room: please contact the Industry coordinator Oana Giurgiu at ogiurgiu@kenes.com with your preferred setup for the room and how many participants are expected.

Meeting room Setup changes deadline: Monday, August 24

- **AV** is not included in the price and can be ordered from the AV coordinator.
  - Kindly contact Mike Perchig at nest@nest-av.com.
  - **Deadline** for ordering AV for your meeting room is: **Monday, October 12** (*orders received after the deadline may incur rush fees, subject to items availability)*
  - Kindly specify the name of the Sponsor/Exhibitor when approaching the AV coordinator.
- **F&B** is not included in the price and can be ordered directly from the Catering Agency: **Aramark**
  - Catering is **exclusive** to **the venue** and can be ordered via email to Elija Gatling at: **gatling-elija@aramark.com**
  - **Deadline: Tuesday, September 15** (*orders received after the deadline are subject to items availability)*
  - Kindly specify the name of the Sponsor/Exhibitor when approaching the Caterer.

Parking

PCC has no parking directly associated with the Center, but guests are welcome to use any lot they deem appropriate and nearby. Please refer to venue's parking page.

Waste Disposal

Please note that it is the supporter's responsibility to leave the symposium hall in a clean and tidy manner once the symposium has finished. Any items such as leaflets, banners, roll-ups **must be removed from the hall at the end of the symposium**. Any discarded waste, including promotional material, left behind will be removed by the conference organizers at the expense of the

supporter concerned.

Hostesses & Temporary Staff Hire

Supporters who wish to order hostess services for their symposium, are welcome to do so directly via email to: ogiurgiu@kenes.com

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Click here to view the Congress program.

Speakers' Expenses

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Innovative Products for Industry Symposia

Maximize your Participant Experience – Use our innovative technologies for your Symposium

PLEASE NOTE*: All product solutions are offered exclusively by Kenes Group.*

Kenes is proud to deliver a wide variety of quality onsite technology products and services.
We offer:

- **Live Streaming** and many more products designed for capturing and recording symposium content.
- **Voting, Evaluations,** and more products designed for increasing participant’s interaction

during symposium sessions.
- **Translation services for any language** are available in two options. The conventional approach involves local interpreters and the use of headphone receivers. Alternatively, we offer a cutting-edge AI-powered solution. With this innovative method, participants can access live translations and captions seamlessly by scanning a QR code on their mobile phones.

We also provide tailor made customized solutions – contact us to make it happen!
For more onsite products opportunities and price quotes – link will be shared in due course.

Please contact us to discuss your needs and our relevant solutions.

Please submit your order by **Friday, September 4**. Orders received after the deadline will incur rush fees.

Shipping Instructions

Viper Transportation is the Official Carrier for this show.

All carriers must check in at Pennsylvania Convention Center, 1101 Arch Street, Philadelphia, PA 19107, no later than 5:00 PM on Sunday, October 11, 2026 to avoid freight force (reconsolidation of shipment).

Supporters and Booth Builders/EACs are allowed to hand carry items in/out of Pennsylvania Convention Center.

Any activity via the dock during published exhibitor move-in, Viper Tradeshow will assist and material handling fees will apply.

Insurance of Goods

All cargo should be insured from point of origin.

Exhibition Goods and Display Materials

Please Note: All advanced shipments and deliveries to the warehouse, including by courier, must be coordinated with Viper.

Shipping instructions and tariff, please check **Viper's Order form & information** or the **Online orders** (online ordering access is limited to primary contact. To grant access to an additional contact, please email us at: ogiurgiu@kenes.com)

Viper contact: Krista D'Amico

Email: krista@vipertradeshow.com

P: 847.426.3100