



Complete Exhibitor Kit



SEPTEMBER 19-21, 2022
ATLANTIC CITY, NJ



**SEPTEMBER 19-21, 2022
ATLANTIC CITY, NJ**



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
WWW.VISTACS.COM

P: 609-485-2421
F: 609-485-2392

SHOW CONTACT INFORMATION

Dear Exhibitor:

Vista Convention Services is honored to have been selected as the Official Show Service Contractor for this Exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you!

All questions regarding the convention space assignments should be directed to:

*Heather Courtney
3 Cathywood Court
Clifton Park, NY 12065
On behalf of Northeast Regional Carwash Convention
P: 800-868-8590
Email: info@NRCCshow.com*

All questions regarding shipping, storage, furniture, and labor should be directed to:

*Customer Service
VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
Tel: (609) 485-2421
Fax: (609) 485-2392
email: orders@vistacs.com*

Included in this service kit are order forms for various items you may require for your exhibit. **The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please analyze and submit your order forms as early as possible.

Thank you!



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SHOW INFORMATION

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

BOOTH PACKAGE

8' High Backwall - Blue / Gold / Gold / Blue
3' High Siderail - Blue
7" x 44" Booth ID Sign
1 - 8' Draped Table - Blue
2 - Side Chairs
1 - Wastebasket
Aisle Carpet - Gray

NOTE: EXHIBIT FLOOR IS CONCRETE

INSTALLATION

Monday	September 19, 2022	11:00 am - 5:00 pm
Tuesday	September 20, 2022	8:00 am - 1:00 pm

EXHIBIT HOURS

Tuesday	September 20, 2022	1:00 pm - 6:00 pm
Wednesday	September 21, 2022	9:30 am - 1:30 pm

DISMANTLE

Wednesday	September 21, 2022	1:30 pm - 8:30 pm
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Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense



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SEPTEMBER 19-21, 2022
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DISCOUNT
DEADLINE DATE:
SEPTEMBER 6, 2022

PAYMENT & CREDIT CARD AUTHORIZATION FORM

Please complete the information requested & return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however; **WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH VISTA CONVENTION SERVICES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

Standard Booth Furnishings & Accessories	\$	_____
Custom Furnishings.....	\$	_____
Carpet/Carpet Padding	\$	_____
VCS Modular Rental Unit.....	\$	_____
Fabric Backwall Display Rental.....	\$	_____
Personal Protective Equipment.....	\$	_____
Estimated Labor	\$	_____
Estimated Forklift.....	\$	_____
Estimated Sign Hanging.....	\$	_____
Monthly Long Term Storage.....	\$	_____
Material Handling Special Services	\$	_____
Priority Empty Container Return.....	\$	_____
Estimated Material Handling.....	\$	_____
	SUB TOTAL	\$ _____
	*ADD 6.625% NJ SALES TAX	\$ _____
	NET AMOUNT DUE VISTA	\$ _____

*** Note: All Services are Taxable in the State of NJ.**

INDICATE PAYMENT METHOD:

Check # _____ Dated _____ Amount \$ _____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account #

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Expiration Date

--	--	--	--	--	--

CVV

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Cardholder's Name _____

Cardholder's Address _____ (Print or Type)
City _____ State _____ Zip _____

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____

Submit order with payment to: orders@vistacs.com before deadline date!



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PAYMENT & CREDIT CARD AUTHORIZATION LIMITS OF LIABILITY & RESPONSIBILITY

1. **Vista Convention Services** shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by **Vista Convention Services** to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. **Vista Convention Services** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. **Vista Convention Services** liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event **Vista Convention Services** maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. **Vista Convention Services** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to **Vista Convention Services** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



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PAYMENT POLICIES

- Orders received without full payment or credit card information will **NOT** be processed.
- A credit card on file is **required** when using Vista Convention Services
- All charges **must** be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.

WIRE TRANSFER

- Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com
- Wire transfers must be initiated and confirmed at least two weeks before move-in.
- Wire transfers must include the show name, company name and booth number.
- Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista will charge the following fees:
 - ⇒ **Domestic incoming wire transfer fee: \$25.00**
 - ⇒ **International incoming wire transfer fee: \$35.00**

CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, **unless otherwise noted on Order Form.**
NO REFUNDS AFTER DEADLINE DATE.
- **NO** adjustments will be made after close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your tax exempt certificate **MUST** accompany your order. This is **NOT** a resale certificate.
- **NO** adjustments for tax exempt status will be made after close of the show.

THIRD PARTY PAYMENT BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice (s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

MISCELLANEOUS

- **NO** telephone orders accepted
- Rental items not ordered, yet found in booths, are invoiced at "**Standard**" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Vista Convention Services.



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THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

You may arrange for a third party to handle your display and be billed for services. *Vista Convention Services* will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME: _____ BOOTH# _____

CONTACT PERSON: _____ SIGNATURE: _____

check items to be billed to third party:

_____ All Services _____ Material Handling/In and Out
_____ I&D Labor _____ Rental Furniture & Carpet _____ Signs _____ Other (Please specify) _____

third party's credit card charge authorization **Information must be provided**

☐ MasterCard ☐ Visa ☐ American Express Expiration Date

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Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 CVV

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Cardholder's Signature _____ Print Name _____

Cardholder's Billing Address _____ City _____ State _____ Zip _____ Country _____

Third party name: _____

Contact person: _____ signature: _____

Show site representative: _____

Phone number: _____ EMAIL: _____

Submit order with payment to: orders@vistacs.com before deadline date!



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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
SEATING				
_____	Upholstered Arm Chair (black only).....	\$61.00	\$77.00	_____
_____	Side Chair (black only).....	49.30	61.00	_____
_____	Padded Stool (black only).....	65.30	80.90	_____

ACCESSORIES				
_____	Coffee Table (Rectangle-46"l x 24"w x 16"h).....	60.85	77.00	_____
_____	Round Pedestal Table (30"h x 30"rd).....	96.10	120.15	_____
_____	Round Pedestal Table (42"h x 30"rd).....	115.25	144.00	_____
_____	Wastebasket.....	18.95	23.10	_____
_____	Easel.....	38.10	46.15	_____
_____	Chrome Sign Frame (22" x 28").....	76.85	95.95	_____
_____	Bag Holder.....	95.95	120.00	_____
_____	8' Stanchion.....	28.20	35.20	_____
_____	Crossbar.....	28.20	35.20	_____
_____	Garment Rack.....	83.20	104.00	_____
_____	Literature Rack.....	95.95	120.00	_____
_____	3' Black Stanchion/Pull out Tape.....	66.75	85.70	_____
(7 1/2 ft. lengths)				
_____	8' Special Background.....	15.60ft.	20.80ft.	_____
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				
_____	3' Special Siderails.....	10.40ft.	15.60ft.	_____
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				

DRAPED RISERS				
White Vinyl				
_____	4' One Step.....	43.35	54.25	_____
_____	6' One Step.....	53.00	65.25	_____

DRAPED DISPLAY TABLES - 30" HIGH				
Price includes white vinyl top & 3 sides				
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL				
_____	2' x 4' x 30".....	\$98.30	\$122.50	_____
_____	2' x 6' x 30".....	116.60	145.55	_____
_____	2' x 8' x 30".....	136.70	170.60	_____
_____	4th Side Drape.....	31.20	41.60	_____

DRAPED DISPLAY TABLES - 42" COUNTER HIGH				
Price includes white vinyl top & 3 sides				
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL				
_____	2' x 4' x 42".....	129.95	157.00	_____
_____	2' x 6' x 42".....	146.60	178.50	_____
_____	2' x 8' x 42".....	160.60	200.00	_____
_____	4th Side Drape.....	31.20	41.60	_____

UNDRAPE DISPLAY TABLES - 30" HIGH				
_____	2' x 4' x 30".....	44.80	56.00	_____
_____	2' x 6' x 30".....	52.90	65.60	_____
_____	2' x 8' x 30".....	61.40	76.85	_____

UNDRAPE DISPLAY TABLES - 42" COUNTER HIGH				
_____	2' x 4' x 42".....	58.25	71.10	_____
_____	2' x 6' x 42".....	64.95	80.70	_____
_____	2' x 8' x 42".....	75.80	94.10	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Sub Total \$ _____

Company Name _____ Booth # _____

Submit order with payment to: orders@vistacs.com before deadline date!



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CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

Price includes installation & taping front edge. **NO** guarantee of color match when ordering multiple carpets.

Qty.		Discount Rate	Standard Rate	Total
_____	9'x 10'	139.85	173.10	_____
_____	9'x 20'	279.70	346.20	_____
_____	9'x 30'	419.55	519.30	_____
_____	9'x 40'	559.40	692.40	_____
_____	9'x 50'	699.25	865.50	_____

Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper

****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL****

CANCELLATION POLICY: *Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE*

CUSTOM CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$3.00 sq. ft. \$4.65 sq. ft. _____

Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper

****SEE CANCELLATION POLICY UNDER "PLUSH CARPET"*****

CARPET PADDING

INDICATE OVERALL DIMENSION:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$1.40 sq. ft. \$1.70 sq. ft. _____

CANCELLATION POLICY: *Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE*

PLUSH CARPET - 28 OZ.

PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

Orders MUST be received by the Deadline Date above to guarantee delivery. Orders received after the deadline date will be charged at the Standard Rate.

Carpet Size _____ x _____ = _____ (calculate to the next full foot, 100 sq. ft. minimum)

QTY

_____ Square feet (100 sq.ft. minimum).....\$4.45 sq. ft. \$5.60 sq. ft. _____

Circle Color: Charcoal Gray * French Beige * White * Red * Colony Blue * Cream * Navy * Black

CANCELLATION POLICY: *Plush & Custom carpet cancelled after orders have been received will be charged at 100% of original price*

Sub Total \$ _____

Company Name _____ Booth # _____

Submit order with payment to: orders@vistacs.com before deadline date!



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Standard Carpet Inventory



Plush Booth Carpet—28oz



Table Skirt Colors





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Custom Furniture Brochure

CUSTOM FURNISHINGS ORDER FORM

****SHOW SITE ORDERS WILL BE SUBJECT TO A 30% SURCHARGE ON STANDARD RATES**
SHOW SITE ORDERS WILL BE BASED ON AVAILABILITY**

Item Number	QTY		Dimensions	Discount	Standard	Amount
Blanc (Pg. 3)						
18228-0847		Blanc Sofa	75"W x 35"D x 35"H	894.00	1161.00	
18167-0614		Blanc Loveseat	54"W x 35"D x 35"H	853.00	1109.00	
18284-0834		Blanc Chair	33"W x 35"D x 35"H	713.00	927.00	
18024-0072		Blanc Bench Ottoman	48"W x 24"D x 18"H	427.00	555.00	
18184-0274		Blanc Cube	17"Square	148.00	192.00	
Whisper (Pg. 3 & 4)						
18228-0607		Whisper White Leather Sofa	87"W x 37"D x 35"H	853.00	1109.00	
18167-0471		Whisper White Leather Loveseat	61"W x 37"D x 35"H	818.00	1064.00	
18284-0487		Whisper White Leather Chair	35"W x 37"D x 35"H	677.00	881.00	
18024-0003		Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18184-0034		Whisper White Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
18184-0038		Whisper White Leather Round Ottoman	46"Round x 17"H	378.00	491.00	
Function (Pg. 4)						
18284-0554		Function White Leather Armless Chair	28"Square x 29"H	456.00	592.00	
18066-0016		Function White Leather Corner	28"Square x 29"H	489.00	636.00	
Continental (Pg. 4 & 5)						
18303-0001		Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	880.00	1143.00	
18304-0001		Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	853.00	1109.00	
18296-0005		Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	378.00	491.00	
18184-0131		Continental White Leather Curved Bench	70"W x 26"D x 19"H	447.00	582.00	
18184-0132		Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	378.00	491.00	
Sophistication (Pg. 5)						
18228-0674		Sophistication White Leather Sofa	72"W x 31"D x 48"H	880.00	1143.00	
18167-0466		Sophistication White Leather Loveseat	48"W x 31"D x 48"H	594.00	773.00	
18284-0563		Sophistication White Leather Chair	27"W x 31"D x 48"H	447.00	582.00	
18066-0017		Sophistication White Leather Corner	31"Square x 48"H	447.00	582.00	
18184-0130		Sophistication White Leather Ottoman	31"Square x 19"H	336.00	437.00	
Boca (Pg. 6)						
18066-0026		Boca Black Leather Corner	27"W x 27"D x 30"H	489.00	636.00	
18284-0786		Boca Black Leather Armless	22"W x 27"D x 30"H	456.00	592.00	

COMPANY NAME: _____

BOOTH NUMBER: _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
Metro (Pg. 6)						
18228-0602		Metro Black Leather Sofa	85"W x 35"D x 35"H	734.00	954.00	
18167-0467		Metro Black Leather Loveseat	60"W x 35"D x 35"H	707.00	919.00	
18284-0482		Metro Black Leather Chair	35"Square x 35"H	552.00	718.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
Suave Midnight (Pg. 7)						
18228-0085		Suave Midnight Sofa	77"W x 36"D x 33"H	643.00	836.00	
18167-0069		Suave Midnight Loveseat	54"W x 36"D x 33"H	558.00	725.00	
18284-0151		Suave Midnight Chair	32"W x 36"D x 33"H	419.00	545.00	
Grammercy (Pg. 7)						
18228-0605		Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	818.00	1064.00	
18167-0469		Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	713.00	927.00	
18284-0485		Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	456.00	592.00	
18066-0015		Grammercy Charcoal Leather Corner	36"Square x 36"H	524.00	681.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	378.00	491.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
Parma (Pg. 8)						
18228-0789		Parma Brown Leather Sofa	79"W x 37"D x 36"H	734.00	954.00	
18167-0577		Parma Brown Leather Loveseat	56"W x 37"D x 36"H	707.00	919.00	
18284-0710		Parma Brown Leather Chair	33"W x 37"D x 36"H	552.00	718.00	
18024-0061		Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
Montana Mocha (Pg. 8)						
18228-0784		Montana Mocha Sofa	79"W x 35"D x 34"H	691.00	898.00	
18167-0573		Montana Mocha Loveseat	57"W x 35"D x 34"H	607.00	789.00	
18284-0704		Montana Mocha Chair	35"Square x 34"H	468.00	609.00	
Madison (Pg. 9)						
18228-0823		Madison Sofa	86"W x 34"D x 34"H	853.00	1109.00	
18284-0794		Madison Chair	33"W x 34"D x 34"H	497.00	646.00	
18184-0256		Madison Sky Bench	4"W x 24"D x 17"H	351.00	456.00	
18184-0252		Madison Ottoman - Willow	24"Square x 17"H	224.00	291.00	
18184-0253		Madison Ottoman - Sand Dollar	24"Square x 17"H	224.00	291.00	
18184-0254		Madison Ottoman - Apricot	24"Square x 17"H	224.00	291.00	
18184-0255		Madison Ottoman - Sunflower	24"Square x 17"H	224.00	291.00	
Chandler (Pg. 10)						
18228-0795		Chandler Red Leather Sofa	76"W x 37"D x 35"H	734.00	954.00	
18167-0581		Chandler Red Leather Loveseat	53"W x 37"D x 35"H	707.00	919.00	
18284-0717		Chandler Red Leather Chair	31"W x 37"D x 35"H	552.00	718.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
Evoke (Pg. 10 & 11)						
13229-0007		Evoke Sofa	81"W x 35"D x 27"H	1110.00	1443.00	
13041-0015		Evoke Chair	33"W x 35"D x 27"H	594.00	773.00	

COMPANY NAME: _____

BOOTH NUMBER: _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
13054-0011		Evoke Cocktail Table	48"W x 24"D x 18"H	378.00	491.00	
13110-0009		Evoke End Table	24"W x 28"D x 25"H	336.00	437.00	
13110-0008		Evoke Cube	18"Square	238.00	310.00	
Niko (Pg. 11)						
18228-0858		Niko Sofa	81"W x 30"D x 38"H	908.00	1181.00	
18167-0622		Niko Loveseat	58"W x 30"D x 38"H	831.00	1079.00	
18284-0856		Niko Chair	31"W x 30"D x 38"H	691.00	898.00	
Stage Chairs (Pg. 11 & 12)						
18284-0478		Midnight Stage Chair	25"W x 26"D x 37"H	273.00	355.00	
18284-0477		Chamois Stage Chair	25"W x 26"D x 37"H	273.00	355.00	
18284-0476		Buckskin Stage Chair	25"W x 26"D x 37"H	273.00	355.00	
18284-0621		Empire Chair Black Leather	28"W x 32"D x 32"H	489.00	636.00	
18284-0564		Empire Chair White Leather	28"W x 32"D x 32"H	489.00	636.00	
05035-0028		Tulip Black Fabric Chair	26"W x 27"D x 35"H	295.00	383.00	
18284-0785		Monarch Chair - Bright White	28"Square x 30"H	313.00	406.00	
Ottomans & Benches (Pg. 12 & 13)						
18184-0131		Continental White Leather Curved Bench	70"W x 26"D x 19"H	447.00	582.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
18184-0034		Whisper White Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	378.00	491.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18024-0003		Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18024-0002		Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18024-0061		Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	378.00	491.00	
18184-0192		Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	524.00	681.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	378.00	491.00	
18184-0038		Whisper White Leather Round Ottoman	46"Round x 17"H	378.00	491.00	
18184-0028		Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	232.00	301.00	
18184-0030		Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	232.00	301.00	
18184-0256		Madison Sky Bench	4"W x 24"D x 17"H	351.00	456.00	
18184-0252		Madison Ottoman - Willow	24"Square x 17"H	224.00	291.00	
18184-0253		Madison Ottoman - Sand Dollar	24"Square x 17"H	224.00	291.00	
18184-0254		Madison Ottoman - Apricot	24"Square x 17"H	224.00	291.00	
18184-0255		Madison Ottoman - Sunflower	24"Square x 17"H	224.00	291.00	
Banquettes & Turning Beds (Pg. 13)						
18011-0011		Essentials White Banquette (2 pcs)	60"Round x 48"H	1110.00	1443.00	
18011-0001		Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	1110.00	1443.00	
18011-0002		Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	1110.00	1443.00	
02082-0033		Essentials White Leather Turning Bed	96"W x 48"D x 34"H	1334.00	1734.00	

COMPANY NAME: _____

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Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
Cube Ottomans (Pg. 14)						
18184-0274		Blanc Cube	17"Square	148.00	192.00	
18184-0129		Cube Ottoman - White	18"Square	148.00	192.00	
18184-0128		Cube Ottoman - Black	18"Square	148.00	192.00	
18200-0001		Cube Ottoman - Red	18"Square	148.00	192.00	
18200-0002		Cube Ottoman - Green	18"Square	148.00	192.00	
18200-0003		Cube Ottoman - Blue	18"Square	148.00	192.00	
18200-0004		Cube Ottoman - Purple	18"Square	148.00	192.00	
Charged (Pg. 14 & 15)						
22100-0001		Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	1479.00	1923.00	
22051-0001		Boca Bright White Corner - Charged	27"W x 27"D x 30"H	558.00	725.00	
22050-0001		Boca Bright White Armless - Charged	22"W x 27"D x 30"H	517.00	672.00	
22001-0001		Aspen Bar Table - Charged	72"W x 26"D x 42"H	866.00	1127.00	
22002-0002		Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	489.00	636.00	
22200-0001		White Conference Table - Charged	96"W x 43"D x 30"H	1166.00	1515.00	
18284-0812		Patrice Tablet Chair	28"W x 30.5"D x 31"H	539.00	700.00	
22052-0001		Lincoln Bench - Charged	59"W x 39"D x 17"H	818.00	1064.00	
Occasional Tables (Pg. 15, 16, & 17)						
12107-0008		Tribeca End Table	24"W x 28"D x 22"H	266.00	345.00	
12230-0005		Tribeca Console Table	48"W x 18"D x 30"H	295.00	383.00	
12055-0008		Tribeca Cocktail Table	48"W x 28"D x 19"H	279.00	363.00	
18024-0010		Novel End Table	15"Square x 16"H	336.00	437.00	
18024-0011		Novel Cocktail Table	46"W x 15"D x 16"H	378.00	491.00	
99-12304-05		Aria Red End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12050-05		Aria Red Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
99-12304-03		Aria Green End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12050-03		Aria Green Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
99-12304-06		Aria Blue End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12050-06		Aria Blue Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
99-12304-04		Aria Purple End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12050-04		Aria Purple Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
99-12304-01		Aria White End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12305-01		Aria White Console Table	44"W x 20"D x 30"H	295.00	383.00	
99-12050-01		Aria White Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
99-12304-02		Aria Charcoal End Table	24"W x 20"D x 22"H	266.00	345.00	
99-12305-02		Aria Charcoal Console Table	44"W x 20"D x 30"H	295.00	383.00	
99-12050-02		Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	279.00	363.00	
12107-0512		Fuze End Table	24"Square x 23"H	288.00	374.00	
12055-0453		Fuze Cocktail Table	40"Square x 16"H	322.00	419.00	
12230-0116		Fuze Console Table	60"W x 16"D x 34"H	351.00	456.00	

COMPANY NAME: _____

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Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
12107-0493		London End Table	24"Square x 23"H	288.00	374.00	
12230-0110		London Console Table	60"W x 16"D x 34"H	351.00	456.00	
12055-0428		London Cocktail Table	40"Square x 16"H	322.00	419.00	
12107-0494		Brooklyn II Square End Table	22"W X 22"D X 20"H	245.00	318.00	
12107-0495		Brooklyn II Round End Table	20"Round X 20"H	245.00	318.00	
12055-0429		Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	273.00	355.00	
12055-0430		Brooklyn II Round Cocktail Table	30"Round X 16"H	273.00	355.00	
12107-0282		Vivid End Table	26"Square x 21"H	266.00	345.00	
12230-0081		Vivid Console Table	50"W x 24"D x 30"H	295.00	383.00	
12055-0273		Vivid Cocktail Table	50"W x 24"D x 16"H	279.00	363.00	
12107-0331		Club End Table w/ Built-in LED Lighting	22"Square x 18"H	336.00	437.00	
12055-0318		Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	378.00	491.00	
12003-0038		Rose Table	17"Round x 17"H	295.00	383.00	
12003-0039		Zanzibar Table	17"Square	295.00	383.00	
12107-0296		Cube, Black 24" End Table	24"Square x 21"H	273.00	355.00	
12107-0297		Cube, White 24" End Table	24"Square x 21"H	273.00	355.00	
12055-0285		Cube, Black 24" Cocktail Table	24"Square x 16"H	266.00	345.00	
12055-0286		Cube, White 24" Cocktail Table	24"Square x 16"H	266.00	345.00	
12003-0056		Phoebe Table - Yellow	17"Round x 22"H	176.00	229.00	
12003-0052		Phoebe Table - Lime Green	17"Round x 22"H	176.00	229.00	
12003-0053		Phoebe Table - Rose	17"Round x 22"H	176.00	229.00	
12003-0051		Phoebe Table - Gold	17"Round x 22"H	176.00	229.00	
12003-0074		Phoebe Table - Teal	17"Round x 22"H	176.00	229.00	
12107-0467		Hylton Tablet Table	18"W x 12"D x 28"H	238.00	310.00	
Bars & Bar Backs (Pg. 18)						
05012-0026		VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	969.00	1260.00	
05012-0024		VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	818.00	1064.00	
05012-0053		Black Bar - 2 Shelf	48"W x 16"D x 42"H	447.00	576.00	
05012-0054		White Bar - 2 Shelf	48"W x 16"D x 42"H	447.00	576.00	
12112-0010		Blox Bar Back	30"W x 16"D x 86"H	558.00	725.00	
05001-0017		Piazza Bar Back - Black	44"W x 12"D x 80"H	525.00	683.00	
05001-0018		Piazza Bar Back - White	44"W x 12"D x 80"H	525.00	683.00	
Bar Stools (Pg. 19 & 20)						
05237-0264		Vienna Stool - Gray	17"Square x 39"H	279.00	363.00	
05237-0263		Vienna Stool - Orange	17"Square x 39"H	279.00	363.00	
05237-0262		Vienna Stool - Teal	17"Square x 39"H	279.00	363.00	
05237-0038		Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	251.00	327.00	
05237-0039		Criss Cross Bar Stool - White	15"W x 19"D x 41"H	251.00	327.00	
05237-0036		Escape Bar Stool - Natural Maple	16"Square x 41"H	210.00	273.00	
99-05237-01		Silk Back Bar Stool - Black	17"W x 18"D x 42"H	238.00	310.00	
99-05237-02		Silk Back Bar Stool - White	17"W x 18"D x 42"H	238.00	310.00	
99-05237-06		Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	238.00	310.00	

COMPANY NAME: _____

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Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
99-05237-03		Silk Back Bar Stool - Green	17"W x 18"D x 42"H	238.00	310.00	
99-05237-04		Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	238.00	310.00	
99-05237-05		Silk Back Bar Stool - Red	17"W x 18"D x 42"H	238.00	310.00	
05237-0221		Euro Bar Stool - Black	22"W x 24"D x 42"H	251.00	327.00	
05237-0270		Hourglass Bar Stool - Black	18"W x 20"D x 43"H	259.00	337.00	
05237-0271		Hourglass Bar Stool - White	18"W x 20"D x 43"H	259.00	337.00	
05237-0160		Equino Bar Stool - Black	15"W x 13"D x 35"H	259.00	337.00	
05237-0041		Equino Bar Stool - White	15"W x 13"D x 35"H	259.00	337.00	
05237-0298		Clara Stool	17"W x 21"D x 41"H	264.00	343.00	
05237-0215		Marcus Bar Stool - Gunmetal	18"Square x 29"H	190.00	247.00	
05237-0156		Regal Stool - Brown Leather	19"W x 24"D x 45"H	259.00	337.00	
05237-0169		Caprice Bar Stool - Black	25"W x 26"D x 44"H	259.00	337.00	
05237-0042		Sonic Bar Stool - Black	22"W x 23"D x 42"H	231.00	300.00	
05237-0300		Nexus Stool	19"W x 20"D x 44"H	217.00	282.00	
Café Chairs (Pg. 20, 21 & 22)						
05035-0032		Vienna Chair - Gray	21"Square x 32"H	176.00	229.00	
05035-0031		Vienna Chair - Orange	21"Square x 32"H	176.00	229.00	
05035-0030		Vienna Chair - Teal	21"Square x 32"H	176.00	229.00	
99-05035-10		Silk Back Armless Chair - Black	17"W x 18"D x 34"H	148.00	192.00	
99-05035-11		Silk Back Armless Chair - White	17"W x 18"D x 34"H	148.00	192.00	
99-05035-15		Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	148.00	192.00	
99-05035-12		Silk Back Armless Chair - Green	17"W x 18"D x 34"H	148.00	192.00	
99-05035-13		Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	148.00	192.00	
99-05035-14		Silk Back Armless Chair - Red	17"W x 18"D x 34"H	148.00	192.00	
05035-0008		Leslie Chair - White	17"W x 21"D x 31"H	133.00	173.00	
05035-0010		Criss Cross Chair - Espresso	17"W x 21"D x 35"H	168.00	218.00	
05035-0011		Criss Cross Chair - White	17"W x 21"D x 35"H	168.00	218.00	
05035-0023		Elio Chair	17"Square x 33"H	148.00	192.00	
14233-0025		Caprice Chair - Black	25"W x 24"D x 32"H	148.00	192.00	
14233-0005		Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	204.00	265.00	
14233-0006		Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	190.00	247.00	
05221-0039		Regal Dining Chair - Brown	19"W x 23"D x 38"H	210.00	273.00	
14233-0016		Sonic Chair - Black	20"W x 21"D x 32"H	148.00	192.00	
05035-0050		Nexus Chair	19"W x 22"D x 32"H	176.00	229.00	
05035-0051		Clara Chair	18"W x 21"D x 35"H	168.00	218.00	
05035-0052		Colin Chair	22"W x 19"D x 33"H	148.00	192.00	
Bar Tables (Pg. 22, 23, & 24)						
99-05245-01		Euro Bar Table Black/Black 30" Round	30"Round x 42"H	266.00	345.00	
99-05245-02		Euro Bar Table Black/Black 36" Round	36"Round x 42"H	273.00	355.00	
99-05245-04		Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	266.00	345.00	
99-05245-05		Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	273.00	355.00	
99-05245-14		City Bar Table Maple/Black 30" Round	30"Round x 42"H	266.00	345.00	

COMPANY NAME: _____

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Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
99-05245-15		City Bar Table Maple/Black 36" Round	36"Round x 42"H	273.00	355.00	
99-05245-07		Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	266.00	345.00	
99-05245-08		Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	273.00	355.00	
99-05245-16		Summit Bar Table White/Black 30" Round	30"Round x 42"H	266.00	345.00	
99-05245-17		Summit Bar Table White/Black 36" Round	36"Round x 42"H	273.00	355.00	
99-05245-10		Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	266.00	345.00	
99-05245-11		Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	273.00	355.00	
99-05245-22		Fuze Bar Table	36"Square x 42"H	300.00	391.00	
99-05245-12		Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	266.00	345.00	
99-05245-13		Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	412.00	536.00	
99-05245-20		Spectrum Bar Table Red	24"Square x 42"H	288.00	374.00	
99-05245-21		Spectrum Bar Table Blue	24"Square x 42"H	288.00	374.00	
99-05245-18		Spectrum Bar Table Purple	24"Square x 42"H	288.00	374.00	
99-05245-19		Spectrum Bar Table Green	24"Square x 42"H	288.00	374.00	
05012-0002		Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	378.00	491.00	
05202-0049		Zinc Bar Table	24"Round x 42"H	399.00	519.00	
05204-0001		Aspen Bar Table	72"W x 26"D x 42"H	740.00	963.00	
Café Tables (Pg. 24 & 25)						
99-05036-01		Euro Café Table Black/Black 30" Round	30"Round x 30"H	266.00	345.00	
99-05036-02		Euro Café Table Black/Black 36" Round	36"Round x 30"H	273.00	355.00	
99-05036-04		Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	266.00	345.00	
99-05036-05		Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	273.00	355.00	
99-05036-07		Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	266.00	345.00	
99-05036-08		Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	273.00	355.00	
99-05036-14		City Café Table Maple/Black 30" Round	30"Round x 30"H	266.00	345.00	
99-05036-15		City Café Table Maple/Black 36" Round	36"Round x 30"H	273.00	355.00	
99-05036-16		Summit Café Table White/Black 30" Round	30"Round x 30"H	266.00	345.00	
99-05036-17		Summit Café Table White/Black 36" Round	36"Round x 30"H	273.00	355.00	
99-05036-10		Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	266.00	345.00	
99-05036-11		Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	273.00	355.00	
99-05036-22		Fuze Café Table	36"Square x 30	300.00	391.00	
99-05036-12		Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	266.00	345.00	
99-05036-13		Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	412.00	536.00	
99-05036-20		Spectrum Café Table Red	24"Square x 29"H	288.00	374.00	
99-05036-21		Spectrum Café Table Blue	24"Square x 29"H	288.00	374.00	
99-05036-18		Spectrum Café Table Purple	24"Square x 29"H	288.00	374.00	
99-05036-19		Spectrum Café Table Green	24"Square x 29"H	288.00	374.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	635.00	826.00	
05088-0505		Brio Dining Table	96"W x 48"D x 30"H	853.00	1109.00	
Office Seating (Pg. 26 & 27)						
14136-0002		Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	344.00	437.00	
14176-0007		Tamiri Black Leather Mid Back Chair	27"Square x 39"H	295.00	383.00	
14128-0002		Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	273.00	355.00	

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Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
14136-0081		Accord Black Leather High Back	25"Square x 44"H	441.00	573.00	
14136-0010		Accord White Leather High Back	25"Square x 44"H	441.00	573.00	
14250-0013		Goal Black Task Chair With Arms	25"Square x 39"H	224.00	291.00	
14250-0014		Goal Black Task Chair Armless	21"W x 25"D x 39"H	204.00	265.00	
14136-0080		Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	295.00	383.00	
14176-0046		Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	273.00	355.00	
14128-0096		Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	264.00	343.00	
14307-0003		Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	238.00	310.00	
14307-0004		Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	224.00	291.00	
Conference Tables (Pg. 27)						
14062-0105		42" Round Conference Table - Black	42" Round x 29"H	371.00	482.00	
14062-0106		42" Round Conference Table - Mahogany	42" Round x 29"H	371.00	482.00	
14062-0224		Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	629.00	818.00	
14062-0220		Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	629.00	818.00	
14062-0281		Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	663.00	861.00	
14062-0225		Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	677.00	881.00	
14062-0226		Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	677.00	881.00	
14062-0282		Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	713.00	927.00	
Office Furniture (Pg. 28 & 29)						
14309-0001		Computer Kiosk - Black	24"Square x 42"H	545.00	709.00	
14179-0005		Computer Kiosk - White	24"Square x 42"H	545.00	709.00	
14029-0098		5 Shelf Bookcase - Black	36"W x 12"D x 72"H	524.00	681.00	
14029-0091		5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	524.00	681.00	
14072-0108		Black Credenza	60"W x 20"D x 29"H	489.00	636.00	
14083-0105		Black Double Pedestal Desk	60"W x 30"D x 29"H	558.00	725.00	
14072-0038		Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	489.00	636.00	
14072-0039		Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	489.00	636.00	
14083-0117		Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	580.00	754.00	
05088-0365		Vivid Café - Square Table Glass	42"Square x 30"H	456.00	592.00	
05088-0364		Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	524.00	681.00	
05088-0498		Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	545.00	709.00	
05088-0499		Brooklyn II Round Dining Table	42" Round x 30"H	427.00	555.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	635.00	826.00	
05088-0505		Brio Dining Table	96"W x 48"D x 30"H	853.00	1109.00	
Metal File & Storage Cabinets (Pg. 30)						
14148-0001		2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	183.00	237.00	
14147-0001		2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	238.00	310.00	
14148-0002		4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	246.00	319.00	
14147-0002		4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	273.00	355.00	
14143-0006		2 Drawer Lateral File - Black	36"W x 18"D x 27"H	246.00	319.00	
14143-0144		2 Drawer Lateral File - Black	36"W x 20"D x 29"H	246.00	319.00	
14143-0008		4 Drawer Lateral File - Black	36"W x 18"D x 54"H	300.00	391.00	

COMPANY NAME: _____

BOOTH NUMBER: _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
14034-0015		Storage Cabinet - Black	36"W x 18"D x 72"H	300.00	391.00	
Pedestals (Pg. 31)						
12091-0023		Display Pedestal 14" x 42" Black	14"Square x 42"H	363.00	473.00	
12091-0004		Display Pedestal 24" x 42" Black	24"Square x 42"H	441.00	573.00	
12091-0002		Display Pedestal 18" x 42" Black	18"Square x 42"H	405.00	527.00	
12091-0030		Display Pedestal 14" x 42" White	14"Square x 42"H	363.00	473.00	
12091-0024		Display Pedestal 14" x 36" Black	14"Square x 36"H	308.00	400.00	
12091-0034		Display Pedestal 24" x 36" Black	24"Square x 36"H	441.00	573.00	
12091-0031		Display Pedestal 14" x 36" White	14"Square x 36"H	308.00	400.00	
12091-0033		Display Pedestal 24" x 36" White	24"Square x 36"H	441.00	573.00	
12091-0025		Display Pedestal 14" x 30" Black	14"Square x 30"H	288.00	374.00	
12091-0003		Display Pedestal 24" x 30" Black	24"Square x 30"H	419.00	545.00	
12091-0001		Display Pedestal 18" x 30" Black	18"Square x 30"H	294.00	382.00	
12091-0032		Display Pedestal 14" x 30" White	14"Square x 30"H	288.00	374.00	
12091-0055		Fuze Pedestal	16"Square x 44"H	300.00	391.00	
12091-0043		London Pedestal	16"Square x 44"H	300.00	391.00	
14309-0001		Locking Pedestal Black	24" Square x 42"H	545.00	709.00	
14179-0005		Locking Pedestal White	24" Square x 42"H	545.00	709.00	
Miscellaneous Items (Pg. 32)						
14189-0066		Stanchion Chrome	41"H	85.00	110.00	
11526-0001		Stanchion Rope - Red Velour	6' L	43.00	56.00	
14308-0009		Literature Stand - Black	15"W x 12"D x 53.5"H	204.00	265.00	
14308-0010		Literature Stand - Aluminum	15"W x 12"D x 53.5"H	204.00	265.00	
14308-0005		Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	210.00	273.00	
01209-0003		Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	378.00	491.00	
Lighting (Pg. 33)						
09417-0001		Brushed Steel Table Lamp - White	26"H	149.00	194.00	
09392-0001		Brushed Steel Floor Lamp - White	66"H	204.00	265.00	
09417-0001		Brushed Nickel Table Lamp - White	29"H	149.00	194.00	
09392-0001		Brushed Nickel Floor Lamp - White	60"H	204.00	265.00	
09417-0001		Rubbed Bronze Table Lamp - White	28"H	149.00	194.00	
09392-0001		Rubbed Bronze Floor Lamp - White	60"H	204.00	265.00	
09392-0001		Neutrino Steel Floor Lamp - Steel	67"H	190.00	247.00	

[Custom Furniture Brochure](#)

SUBTOTAL: \$ _____

COMPANY NAME: _____

BOOTH NUMBER: _____

Submit order with payment to: Orders@vistacs.com before deadline date!



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**SEPTEMBER 19-21, 2022
 ATLANTIC CITY, NJ**

**DEADLINE DATE:
 AUGUST 30, 2022**

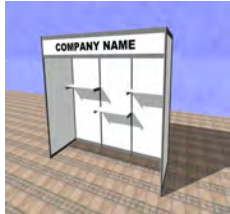
VCS MODULAR RENTAL UNITS

☐ VCS A-10 Unit contains:

- (3) Shelves
- (6) Brackets

* Check One
 ___ White Panel
 ___ Blue
 ___ Gray

Price: \$1600.00



☐ VCS B-20 Unit contains:

- (6) Shelves
- (12) Brackets

* Check One
 ___ White Panel
 ___ Blue
 ___ Gray

Price: \$2800.00

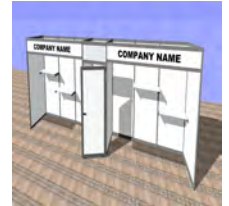


☐ VCS C-20 Unit contains:

- Locking Storage Unit
- (4) Shelves
- (8) Brackets

* Check One
 ___ White Panel
 ___ Blue
 ___ Gray

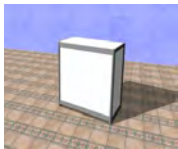
Price: \$3400.00



COUNTERS:

Qty. Price Total

40"L x 42" H x 22"W ___ **\$300.00** ___
 80"L x 42" H x 22"W ___ **\$375.00** ___



Counter Colors: (*check one)

___ White ___ Blue ___ Gray

OPTIONAL RENTAL ACCESSORIES:

Side Rail (each) ___ **\$85.00** ___
 Extra Shelves ___
 (1) shelf & (2) brackets ___ **\$45.00** ___

ALL UNITS INCLUDE:

- *STANDARD HEADER COPY
- *LIGHTS (Does NOT include outlet)

**Custom Graphics & Custom Units are available!
 Please call Vista Convention Services for pricing.**

HEADER COPY:

CANCELLATION POLICY: ALL Units cancelled after orders have been received will be charged at 100% of original price.

Sub Total \$ _____

Company Name _____ Booth # _____

Submit order with payment to: orders@vistacs.com before deadline date!



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DEADLINE DATE:
AUGUST 30, 2022

FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$2825.00



VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$3850.00



All labor to install & dismantle displays are included in rental price. Approved graphics **MUST** be received 30 days prior to first day of set-up.

RENTAL UNIT OPTIONAL ACCESSORIES:

10' Unit 2 lights _____\$130.00

1 Meter Counter w/front graphic panel _____\$430.00

20' Unit 4 lights _____\$260.00

2 Meter Counter w/front graphic panel _____\$590.00

***Power is NOT included in rental of lights. Exhibitor must order basic power from Facility.**
****ALL Displays cancelled after orders have been received will be charged at 100% of original price.****

Sub Total \$ _____

Company Name _____ Booth _____

Submit order with payment to: orders@vistacs.com before deadline date!



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GRAPHIC GUIDELINES

GUIDELINES FOR SUBMITTING GRAPHICS **Vista Convention Services-Design/Graphics Department**

Vista Convention Services can accept graphic files created with the following programs:

Adobe Acrobat Professional CC
Adobe Illustrator CC
Photoshop CC
Adobe InDesign CC

While Adobe Acrobat high resolution PDF files are preferred, vector files, which can be resized without losing resolution, are also acceptable.

ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. Resolution should be 300dpi on a half size graphic or actual size graphic at 90-120 dpi. If uncertain as to requirements please call Vista to consult with our Graphic Designer.

(*No bleeds needed on printable files)

Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.

Vista is not responsible for spelling errors or low resolution images sent by clients. Additional fees will apply if correction/replacement is necessary.

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

Sending Files

Files less than 30 MG may be sent by via e-mail. Vista Drop Box information is available upon request.



**SEPTEMBER 19-21, 2022
ATLANTIC CITY, NJ**

**DISCOUNT
DEADLINE DATE:
SEPTEMBER 6, 2022**

6575 Delilah Road P: 609-485-2421
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PERSONAL PROTECTIVE EQUIPMENT ORDER FORM

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

Individual PPE Booth Safety Items

Qty	Item Description	Advance Rate	Standard Price	Amount
_____	25ct. Pack of 3 Ply Face Masks	\$15.00	\$20.00	\$_____
_____	100ct. Packs of Sanitizing Wipes	\$15.00	\$20.00	\$_____
_____	20ct. Pack of Sanitizing Wipes	\$8.00	\$12.00	\$_____
_____	20" Sq. Social Distancing Floor Stickers	\$75.00	*advance order only*	\$_____
_____	Hand Sanitizing Single Station	\$275.00	*advance order only*	\$_____
_____	Table Top Hand Sanitizing Station	\$245.00	*advance order only*	\$_____
_____	Hand Sanitizer Station Refill	\$60.00/ Reservoir	\$75.00/ Reservoir	\$_____
_____	Individual 2oz. bottle of Hand Sanitizer	\$5.00	\$6.50	\$_____
_____	Add logo to Hand Sanitizing Station	\$35.00/ Logo	*advance order only*	\$_____
_____	Plexi-Glass Partition for 30" round tables	\$100.00	\$150.00	\$_____
_____	Plexi-Glass Partition for 6' & 8' tables	\$200.00	\$250.00	\$_____
_____	8' High Vinyl Curtain partitions w/ Supports	\$150.00	\$200.00	\$_____
_____	Stand alone 1m x 8' High Plexi Panels	\$275.00/ panel	*advance order only*	\$_____
_____	Plexi Glass Room or Partition Wall	\$325.00/ panel	*advance order only*	\$_____

Daily - Sanitization with Quaternary Ammonium\$1.00 per sq. ft.

Please calculate your total below:

Size of booth: _____ x _____ = _____ sq. ft. x rate: _____ x No. of Days: _____ = \$ _____

(Minimum charge: 100 Sq. Ft. Per Day)

Price is based on total square footage of your booth space.

NOTE: All rental items are delivered clean and disinfected to your booth space. However, during set-up and throughout the event, your space may become contaminated. We suggest all exhibitors partake in the daily disinfecting of their spaces.

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Sub Total \$ _____

Company Name _____ Booth _____

Submit order with payment to: orders@vistacs.com before deadline date!



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**SEPTEMBER 19-21, 2022
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**DISCOUNT
DEADLINE DATE:
SEPTEMBER 6, 2022**

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

NOTIFICATION DEADLINE DATE: See Above.

Company Name: _____ **Booth #:** _____

Contact Person: _____

Signature: _____

Full Name of Non-Official Contractor: _____

Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Email:** _____

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Submit order with payment to: orders@vistacs.com before deadline date!

EXHIBITOR RIGHTS

TEAMSTERS UNION

Teamsters handle freight in the exhibit hall. They unload all trucks or vehicles. In addition, they deliver freight to exhibitors' booth(s) after it has been unloaded and handle the reverse movement of this freight at the conclusion of the show. They also deliver furniture and floor covering. Teamsters also install rental carpet and handle all empty containers. **Any exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they must unload their vehicles (POV's) in an area designated by the show contractor.**

CARPENTERS UNION

Carpenters handle the set-up and dismantling of displays and exhibit booths and hang all exhibitor ceiling signs. This includes all display work. Carpenters also un-skid, re-skid, uncrate and re-crate machinery. Carpenters also install all exhibitor owned floor covering, including carpeting, wood flooring and rubber mats. The only exception being where the exhibit flooring is actually manufactured by the exhibitor and is being installed by full time company employees.

DECORATORS UNION

Decorators handle installation of all drape, table skirting, floor marking and other items of a decorative nature. Decorators also hang signs from drape.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth(s), connecting equipment to the proper outlets and installing any signs or headers that are lighted.

Full-time Exhibitor personnel have the right to perform the following work:

Unload their own vehicle in an area specified by the show contractor for the unloading of privately owned vehicles provided:

- They utilize the space designated by the ACCC for said purpose.
- They provide their own dollies or hand trucks.
- They utilize no motorized lift equipment.
- The vehicle is no larger than a van.

Hand carry exhibit materials through public doorways, provided:

- They do not utilize material handling equipment other than personal luggage carriers.

Set up their own display in Exhibit Booths that are no larger than 400 net square feet:

- The installation can be accomplished by full time company employees.
- Set up and handle their own product; including but not limited to the installation, interconnection, calibration, and operation of equipment.

The following work shall be performed by Union Labor:

- In-Line booths larger than a 10'x 40'
- Island booths larger than a 20'x 20'
- Installation of Display
- Laying Exhibitor owned carpet
- Crating & uncrating of show materials



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**DISCOUNT
 DEADLINE DATE:
 SEPTEMBER 6, 2022**

LABOR ORDER FORM

CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS
Carpenter Rates:

STRAIGHT TIME:	
Advance Rate	Standard Rate
\$79.30/hr.	\$99.10/hr.
one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday	

OVERTIME:	
Advance Rate	Standard Rate
\$118.95/hr.	\$148.65/hr.
one hour minimum per worker thereafter 1/2 hr. increments OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday	

ALL LABOR ORDERS RECEIVED AFTER THE DEADLINE DATE OR PLACED AT SHOWSITE WILL BE CHARGED AT THE STANDARD RATE.

NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

☐ **PLAN A - EXHIBITOR'S SUPERVISION** All work performed must be under the supervision of the Exhibitor.

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

Estimated Labor
\$
\$

☐ **PLAN B - VISTA SUPERVISION** Hourly rate plus 35% Supervision Charge / Minimum \$50.00/\$60.00

Estimated Supervision
\$

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet

Please include Set-up Plans with Order

After Dismantle Return Display To: _____

 VIA _____
 Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

Sub Total \$ _____

COMPANY NAME: _____ BOOTH # _____

Submit order with payment to: orders@vistacs.com before deadline date!



**SEPTEMBER 19-21, 2022
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LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by ***Vista Convention Services*** or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by ***Vista Convention Services*** or its subcontractor.
3. ***Vista Convention Services*** and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to ***Vista Convention Services*** within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against ***Vista Convention Services*** or its subcontractors more than one year after the accrual of the cause of action.
5. ***Vista Convention Services*** will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. ***Vista Convention Services*** will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.
8. If granted permission for early move-in (off-target move-in) by show management and ***Vista Convention Services***, the exhibitor is required to use ***Vista Convention Services*** labor for booth installation.



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SEPTEMBER 6, 2022**

HANGING OF CEILING SIGNS ORDER FORM

VISTA Convention Services reserves the right to assemble, install, and dismantle "Hanging Signs", non-electrical with approved devices and type of cable to safely hang sign.

- * All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
- * **All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.**
- * Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. Any materials used for the hanging of signs, will be invoiced accordingly.

There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required

Straight Time \$423.00 per hr. - 2 man crew & lift.

8:00 AM - 4:30 PM Monday through Friday

Overtime

Before 8:00 AM and after 4:30 PM \$634.50 per hr. - 2 man crew & lift.

Monday thru Friday, and all hours on Saturday and Sunday

Double Time

All Holidays \$846.00 per hr. - 2 man crew & lift.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:

DATE REQUIRED _____ TIME _____ ESTIMATED HOURS _____

TYPE OF SIGN: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Other _____

SIZE OF SIGN: Height _____ Length _____ Width _____ Weight _____

SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other _____

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN _____

NUMBER OF FEET IN FROM FRONT OF BOOTH _____

NUMBER OF FEET IN FROM LEFT EDGE OF SIGN _____

Sub Total \$ _____

Company Name _____ Booth _____

Submit order with payment to: orders@vistacs.com before deadline date!



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SEPTEMBER 6, 2022

FORKLIFT LABOR ORDER FORM

Order forklift labor **only** if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order a forklift for this function. However, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests.

Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for forklift labor or material handling equipment must be at least 24 hours in advance.

Forklift crew consists of: Forklift w/Operator

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM - 4:30 PM weekdays, overtime before 8:00 AM and after 4:30 PM weekdays and all hours on Saturday and Sunday, and double time on holidays.

	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>DOUBLE TIME</u>
RIGGER	\$84.00 per hour	\$126.00 per hour	\$168.00 per hour
FORKLIFT	\$125.00 per hour	\$187.50 per hour	\$250.00 per hour
w/OPERATOR - (up to 5,000 lbs. capacity)			
Larger forklift and/or crane service is available by advance request.			

FORKLIFT LABOR REQUEST

	5,000 lbs. forklift w/operator	helper/spotter 1 or 2	Date	Time	Approx. Hours	Estimated Forklift
SET-UP:						\$
DISMANTLE:						\$

Pieces to be spotted _____ Heaviest Pieces _____

Sub Total \$ _____

Company Name _____ Booth _____

Submit order with payment to: orders@vistacs.com before deadline date!



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LIMITS OF LIABILITY FOR MATERIAL HANDLING

Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by *Vista Convention Services* to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lock-outs or work stoppages of any kind or to any causes beyond its control.

Vista Convention Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, *Vista Convention Services'* maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.

Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment to *Vista Convention Services* by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. *Vista* assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. *Vista* will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, *Vista* reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by *Vista*.



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
P: 609-485-2421
F: 609-485-2392
WWW.VISTACS.COM

**SEPTEMBER 19-21, 2022
ATLANTIC CITY, NJ**

**WAREHOUSE
DEADLINE DATE:
SEPTEMBER 9, 2022**

SHIPPING & MATERIAL HANDLING RATES

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.

A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

These round trip rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.

Warehouse

We will ship _____ lbs. @ \$74.00 per 100 lbs. (200 lb. minimum/\$148.00)

\$ _____

Showsite

We will ship _____ lbs. @ \$76.00 per 100 lbs. (200 lb. minimum/\$152.00)

\$ _____

B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

These round trip rates apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments).

Fed-EX and UPS are included in this category due to their delivery procedures and documentation.

Warehouse

We will ship _____ lbs. @ \$92.00 per 100 lbs. (200 lb. minimum/\$184.00)

\$ _____

Showsite

We will ship _____ lbs. @ \$95.00 per 100 lbs. (200 lb. minimum/\$190.00)

\$ _____

D. SMALL PACKAGE SHIPMENTS

Cartons and envelopes received at **show site** without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.

FIRST PACKAGE @ \$42.00

\$ _____

EACH ADDITIONAL PACKAGE @ \$25.00

\$ _____

Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after **Friday, September 9, 2022** and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.

Sub Total \$ _____

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to & from storage & remove shipment from booth for reloading onto outbound carriers.

PLEASE NOTE: 200 lb. minimum for this service.

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. **Adjustments must be paid at show site.**

Company Name:

Booth #:

Submit order with payment to: orders@vistacs.com before deadline date!



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SEPTEMBER 19-21, 2022
ATLANTIC CITY, NJ

MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: **\$20** per carton and **\$30** per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

MOBILE UNIT SPOTTING

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of **\$275.00** round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of **\$18.00** per cwt. on straight time; **\$22.00** per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding: **\$1.10** per linear foot, plus one-half hour minimum labor
Shrink Wrap Skid: **\$65.00** per skid, labor included
Clear Tape: **\$15.00** roll
Double Face Tape: **\$35.00** roll

UPS & FEDEX SHIPMENTS

A fee of **\$90.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

Sub Total \$ _____

COMPANY NAME _____ BOOTH # _____

Submit order with payment to: orders@vistacs.com before deadline date!



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**SEPTEMBER 19-21, 2022
ATLANTIC CITY, NJ**

MONTHLY LONG-TERM STORAGE

MONTHLY LONGTERM STORAGE

Vista Convention Services can provide monthly long term storage at the following rates - \$0.15 per cubic ft. per month.

- ***\$50.00 minimum per month***
- ***\$15.00 per cwt. handling charge one way***
- ***PLEASE CONTACT VISTA'S CUSTOMER SERVICE DEPARTMENT @ 609-485-2421 IF YOU ARE INTERESTED IN LONG TERM STORAGE***

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. We further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

**THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES
BEFORE FREIGHT SHIPMENTS CAN BE HANDLED**

Sub Total \$ _____

Company Name _____ Booth _____

Submit order with payment to: orders@vistacs.com before deadline date!



**SEPTEMBER 19-21, 2022
ATLANTIC CITY, NJ**

**DEADLINE DATE:
SEPTEMBER 6, 2022**



6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232
WWW.VISTACS.COM

PRIORITY EMPTY CONTAINER RETURN

***PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER
THE EMPTIES HAVE BEEN TAKEN TO STORAGE***

This service provides for the priority return of your empties to your booth after the close of the show and once all aisle carpet is rolled up. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return.....**\$100.00 per container**

Estimated Number of Pieces.....

*****PLEASE NOTE** Special Empty Container Labels are required for this service.
Labels must be picked up at Vista's Service Desk.***

Sub Total \$ _____

COMPANY NAME: _____ BOOTH # _____

Submit order with payment to: orders@vistacs.com before deadline date!



SEPTEMBER 19-21, 2022
ATLANTIC CITY, NJ



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Pleasantville, NJ 08232
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IMPORTANT FREIGHT INFORMATION

DEFINITION OF SPECIAL HANDLING:

“Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver”.

Vista Convention Services uses the following definitions in assessing Special Handling surcharges for material handling:

- ⇒ **Ground load/unload**-vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side door load/unload**-shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted space load/unload**-trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated piece load**-driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked shipments**-shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute Special Handling.
- ⇒ **Mixed shipments**-multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, USPS.
- ⇒ **Improper delivery receipts**-shipments that arrive without individual bills of lading, such as UPS, FedEx, USPS.



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ATLANTIC CITY, NJ



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SHIPPING INFORMATION

WHAT YOU SHOULD KNOW:

- *As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- *Please prepay all shipping charges. Vista Convention Services cannot accept or be responsible for collect shipments. All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista for such shipments. Shipments without certified weight documents will be estimated by Vista. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- *Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at show site only. Uncrated shipments received at show site are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.*
- *Separate mixed van shipments between crated and uncrated, and clearly identify the weights of each on the bill of lading. Otherwise, Vista Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust charges later.
- *Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- *All shipments for the show received either in advance or at show site will be charged material handling by Vista Convention Services. Refer to the **MATERIAL HANDLING SERVICE AND RATES** form in this manual.
- *All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the **MATERIAL HANDLING SERVICE AND RATES** form in this manual.
- *If granted permission for early move-in (off-target move-in) by show management and Vista, the exhibitor is required to use Vista Convention Services' labor for booth installation.

MATERIAL HANDLING INCLUDES:

- *Storing your booth in our warehouse for up to 30 days in advance of the show. (*Advance shipments only*)
- *Delivering materials to your booth at show site.
- *Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.
- *Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your show site bill of lading.

MATERIAL HANDLING DOES NOT INCLUDE:

- *Labor and/or equipment for uncrating, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed.
- *Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).



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SHIPPING 101

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage", is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

WHAT IS DRAYAGE?

Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage.

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?

In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in this Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

HOW ARE DRAYAGE RATES DETERMINED?

Since union labor is used to move freight, Vista Convention Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

HOW CAN I SAVE MY COMPANY MONEY?

Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, that means an additional surcharge. Vista Convention Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

SHIP IN QUANTITY. Because service contractors usually enforce a 200 pound minimum per shipment, it is best to send your freight as one big shipment. We realize this is not always possible, but if you send 40 and 50 pound packages separately, you will be charged the minimum weight on each shipment. This expense can add up, but can be avoided with a little planning and organization. If possible, make sure your product is crated. Crated shipments are the easiest to unload, therefore, they incur the least drayage charge. Loose, pad wrapped and/or uncrated freight takes longer to unload and will be charged at higher rates. It may be worth the time and money to have crates built for your display. In addition, crates will help protect your materials during shipment.

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?

When possible, ship in advance to the warehouse. Even though the drayage charges are typically 25% higher, there are benefits. You can confirm receipt of your shipment with Vista Convention Services before the show, adding to your peace of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting up your exhibit as soon as you arrive, which can save you time and labor during set-up. It is worth the added expense in order to reduce problems at show site.



SEPTEMBER 19-21, 2022
ATLANTIC CITY, NJ



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
P: 609-485-2421
F: 609-485-2392
WWW.VISTACS.COM

SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

Vista Convention Services is prepared to receive your shipment either in advance at our local warehouse or directly at the show site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form.** *Vista Convention Services must have payment before forwarding freight.*

SHIPPING TO THE ADVANCE WAREHOUSE

All advance shipments to the warehouse should be addressed/labeled as follows:

TO: NORTHEAST REGIONAL CARWASH CONVENTION
(Exhibiting Company's Name & Booth Number)
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234

To trace your shipment, please contact our Warehouse at (609) 485-2421.

- Shipments will be received beginning **Monday, August 22, 2022.**
- Shipments received after the deadline of **Friday, September 9, 2022** will be charged an additional 35% surcharge.
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m. to 3:30 p.m.**
Carriers checking in after **3:30 p.m.** Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOW SITE

All direct shipments to show site should be addressed/labeled as follows:

TO: NORTHEAST REGIONAL CARWASH CONVENTION
(Exhibiting Company's Name & Booth Number)
Atlantic City Convention Center
c/o Vista Convention Services
Bacharach Blvd.
Atlantic City, NJ 08401

- Show site shipments will be received beginning **Monday, September 19, 2022 at 11:00 AM.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
P: 609-485-2421
F: 609-485-2392
E: info@vistacs.com
WWW.VISTACS.COM

SEPTEMBER 19-21, 2022
ATLANTIC CITY, NJ

OUTBOUND SHIPPING INSTRUCTIONS

SHIPPING OUTBOUND FROM SHOW SITE

- All outbound shipments **must** be accompanied by an official show bill-of-lading.
- You may obtain show bills-of-lading after reviewing your invoice at show site.
- When shipping to separate destinations, a separate bill-of-lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

Label each item as follows:

From: (Your Company Name)
Booth #:
Show Name: NORTHEAST REGIONAL CARWASH CONVENTION
Location: Atlantic City Convention Center
To: (Shipping Address)

- Once your shipment is packed and labeled, **return your show bill-of-lading to the Vista Service Desk.** All bills-of-lading must be turned in no later than **5:30 p.m. on Wednesday, September 21, 2022.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!

- Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, YRC.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC**) must be checked in **no later** than **5:30 p.m. on Wednesday, September 21, 2022.**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NORTHEAST REGIONAL CARWASH
CONVENTION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NORTHEAST REGIONAL CARWASH
CONVENTION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Friday, September 9, 2022 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NORTHEAST REGIONAL CARWASH
CONVENTION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NORTHEAST REGIONAL CARWASH
CONVENTION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NORTHEAST REGIONAL CARWASH
CONVENTION
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NORTHEAST REGIONAL CARWASH
CONVENTION
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NORTHEAST REGIONAL CARWASH
CONVENTION
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NORTHEAST REGIONAL CARWASH
CONVENTION
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

**THE SECRET GARDEN**

199 New Road - Central Square
LINWOOD, NJ 08221
Phone (609) 926-8999
Fax (609) 926-1356
www.secretgardenlinwood.com

EXHIBITOR**PRICE and ORDER FORM**

FLORAL ORDER FORM

FLORAL ARRANGEMENTS	Cost Each	Quantity	Total
Fresh Floral Arrangement \$65 (small) \$80.00 (Medium) \$125 (Large)			
Dozen Long-stem rose arrangement Specify color _____	75.00		
Medium Tropical Floral Arrangement 14" High	95.00		
Large Tropical Floral Arrangement 24" High	125.00		

RENTAL GREEN & FLOWERING PLANTS	Cost Each	Quantity	Total
Chrysanthemums ____ yellow ____ white ____ lavender ____	17.00		
Azaleas ____ pink ____ red ____ white ____	35.00		
Seasonal Flowering Plant - Cyclamen Pink ____ White ____	30.00		
Tropical Bromeliad Plant	30.00		
Green Table Plant	35.00		
Medium ____ fern ____ ivy ____ pothos	30.00		
Large Fern	40.00		
3 Foot Green Foliage Plant	39.50		
4 Foot Green Foliage Plant	49.50		
5 Foot Green Foliage Plant	59.50		
6 Foot Green Foliage Plant	89.50		
ADVANCE ORDER SPECIAL	155.50		
1 Fresh Floral Arrangement 15 - 18" High			
1 Green Table Plant			
2 - 3 Foot Green Foliage Plants			
		SUBTOTAL	
		6.625 SALES TAX	
		TOTAL	

ON SITE ORDERS SUBJECT TO AVAILABILITY

PRICES INCLUDE INSTALLATION, SERVICING AND REMOVAL OF ALL PLANTS AT END OF SHOW

ALL PLANTS INCLUDE DECORATIVE CONTAINERS

PLEASE CONSULT US FOR SPECIAL ITEMS NOT LISTED ABOVE

**RETURN THIS ORDER FORM WITH PAYMENT TO THE SECRET GARDEN**

Company _____	Phone _____
Address _____	Fax _____
City _____ State _____ Zip Code _____	Email _____
Contact Person at Show _____	BOOTH # _____

PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below.

Make checks payable to: **THE SECRET GARDEN**

☐ American Express (15 digits) ☐ Visa (13 or 16 digits) ☐ MasterCard (16 digits) ☐ Check

Credit Card Number

CARD SECURITY CODE _____

Expiration Date

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

MM / Y Y

Name on Credit Card

Authorized Signature



SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	

Order Online at www.MeetAC.com
Deadline for advance rate is 15 days prior to show opening

ELECTRICAL SERVICE ORDER FORM

QTY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
120V LIGHTING & UTILITY OUTLETS				
	Up to 1000 watts	\$140.00	\$200.00	
	Up to 2000 watts	\$160.00	\$240.00	
208V 1Ø MOTOR AND EQUIPMENT OUTLETS				
	20 Amp	\$320.00	\$480.00	
	30 Amp	\$390.00	\$585.00	
	60 Amp	\$680.00	\$1020.00	
	100 Amp	\$845.00	\$1270.00	
	200 Amp	\$1320.00	\$1990.00	
208V 3Ø MOTOR AND EQUIPMENT OUTLETS				
	20 Amp	\$395.00	\$590.00	
	30 Amp	\$465.00	\$690.00	
	60 Amp	\$745.00	\$1100.00	
	100 Amp	\$895.00	\$1300.00	
	200 Amp	\$1550.00	\$1950.00	
LIGHTS				
	Stem Lights	\$100.00	\$130.00	
	Single 120 W Flood	\$105.00	\$150.00	
	Double 120 W Flood	\$135.00	\$205.00	
	Overhead Quartz	\$355.00	\$540.00	
Specialty Lighting Available. Call for details.			1. SUB TOTAL	\$
			2. SALES TAX 6.625%	\$
			3. TOTAL	\$

Atlantic City Convention Center
 1 Convention Boulevard
 Atlantic City, NJ 08401
 Phone: 609-449-2291
 Fax: 609-449-2464

120 V CONNECTIONS

- Two outlets per connection.
- If you require 24 hour power please note with an (*). Please add 50% to the total.

208 V CONNECTIONS

- Requires labor. Please submit a floor plan indicating location in booth.
- Maximum of one connection per outlet.
- Please call for 480 V connections.

LIGHTS

- Price includes outlet and labor.
- Placement of floodlights is at the front corner(s) of your in-line booth.
- Any other location(s) or installation time may require an additional labor charge.

**BY RETURNING THIS FORM
 CUSTOMER AGREES TO ALL
 TERMS AND CONDITIONS.
 (See terms and conditions.)**

VACUUMING SERVICE ORDER FORM

All Rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

ONE TIME _____	Vacuum carpet before initial opening of event	Advance Rate 30¢/sq. ft.	Regular Rate 42¢/sq. ft.
DAILY _____	Vacuum carpet before initial opening of event and daily thereafter	Advance Rate 25¢/sq. ft.	Regular Rate 37¢/sq. ft.
Exhibit Space _____ ft. (x) _____ ft. = _____ sq. ft. (x) days _____ (x) \$ _____ + Tax (6.625%) _____ = TOTAL \$ _____			

PORTER SERVICE ORDER FORM

Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.		Advance Rate \$99.00	Regular Rate \$140.00
Please check preference:	ONE TIME _____ DAILY _____		
Specify Day: _____	Date: _____	Porter Service: _____ days (x) amt. per day \$ _____	+Tax(6.625%)= TOTAL \$ _____

Company Name _____	Phone Number _____
Credit Card # _____	Exp.Date _____ Sec. Code _____
Billing Address _____	City _____ State _____ Zip _____
Card Holders Name _____	Card Holders Signature _____
Contact Name _____	Email _____

ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with National Electrical Code, all Federal, State and local safety codes.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center Electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
- No credits will be issued on unused services installed as ordered.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.

ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: \$110.00 per hour - Regular Time / \$220.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of total installation time. This service will be billed at the tear out rate of \$163.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus \$275.00 lift rental.
- Boom Lift Rental: Prevailing Labor Rates (one hour minimum) plus \$500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of In-Line and Peninsula Booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTION

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc. The distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wired connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect pre-wired equipment plugged into our system.



Adjacent Booth or Aisle #: _____



SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	
Order Online at www.MeetAC.com Deadline for advance rate is 15 days prior to show opening.			

PLUMBING SERVICE ORDER FORM

QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
COMPRESSED AIR LINES				
	1/4" Air Line 15CFM	\$245.00	\$370.00	
	3/8" Air Line 30CFM	\$395.00	\$555.00	
	1/2" Air Line 50CFM	\$495.00	\$620.00	
	Add'l Connections	\$95.00	\$150.00	
WATER LINES				
	1/4" Water Line	\$160.00	\$245.00	
	3/8" Water Line	\$190.00	\$285.00	
	1/2" Water Line	\$215.00	\$295.00	
	3/4" Water Line	\$245.00	\$325.00	
	Add'l Connections	\$95.00	\$150.00	
DRAIN LINES				
	3/4" Drain Line	\$150.00	\$165.00	
	1" Drain Line	\$185.00	\$206.00	
	Add'l Connections	\$95.00	\$150.00	
NATURAL GAS LINES				
	1/2" Gas Line	\$495.00	\$740.00	
	3/4" Gas Line	\$615.00	\$925.00	
	1" Gas Line	\$770.00	\$1130.00	
	Add'l Connections	\$105.00	\$160.00	
WATER FILL & DRAIN				
	Up to 100 Gallons	\$120.00	\$165.00	
	Add'l 100 Gallons	\$40.00	\$55.00	
			SUB TOTAL	\$
			SALES TAX 6.625%	\$
			TOTAL	\$

Atlantic City Convention Center
 1 Convention Boulevard
 Atlantic City, NJ 08401
 Phone: 609-449-2291
 Fax: 609-449-2464

ALL CONNECTIONS

- Plumber to make all connections.
- One connection per line.
- Prices do not include labor.
- These charges will be applied to the card on file.
- Water Pressure may vary.
- If pressure is critical, a pressure regulator valve maybe installed.
- All Gas Lines are overhead.

**COMPRESSORS THAT ARE NOT AN
 INTERNAL/PERMANENT PART OF
 YOUR MACHINE WILL NOT BE
 PERMITTED IN FACILITY.**

**BY RETURNING THIS FORM
 CUSTOMER AGREES TO ALL
 TERMS AND CONDITIONS.
 (See terms and conditions.)**

Company Name _____ Phone Number _____

Credit Card # _____ Exp. Date _____ Sec. Code _____

Billing Address _____ City _____ State _____ Zip _____

Card Holders Name _____ Card Holders Signature _____

Contact Name _____ Email _____

PLUMBING LABOR

- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Plumber Labor Rates: \$85.00 per hour - Regular Time / \$170.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation labor. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Gas Lines and labor will be charged from point of attachment to inside of booth.
- Official Show Plumber will make all interconnections between exhibitor owned machines/equipment.
- All plumbing connections require labor. These charges will be applied to the card on file.

COMPRESSED AIR

- The Official Show Plumber will not be responsible for moisture or water in air line. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber requires fifteen (15) days notice if special regulators and/or filters need to be ordered. Rental charges apply. Call for quote.
- Compressed air lines are 1/4", 1/2" and 3/8". Any other size is considered a special request. Call for quote.
- Air is available during show hours only. There will be an additional charge for use after hours. Call for quote.
- All connections must be made by the Official Show Plumber.
- **ANY COMPRESSOR THAT IS NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE IS NOT PERMITTED IN FACILITY.**

WATER LINES AND DRAINS

- Water and drain lines are priced by the foot; depending on location of booth and distance from plumbing service. 25 feet of line is included in the initial cost. Additional footage may be necessary in order to reach your booth and to avoid crossing aisles.
- Standard water lines are 1/4", 3/8", 1/2" and 3/4". Any other size is considered a special request. Call for quote.
- Certain types of installations may require additional labor.
- Ramping will be available on a time and material basis.
- All connections must be made by The Official Show Plumber.
- **HAND CARRYING OF WATER IS PROHIBITED IN THE FACILITY.**

PLUMBING TERMS AND CONDITIONS

- All equipment must comply with all Federal, State and local safety codes.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.
- All materials and equipment furnished by the Convention Center for this service shall remain the property of the Convention Center and shall be removed only by the Convention Center Plumbers at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Air and water pressures may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulation valve installed.
- Unless otherwise directed, Convention Center Plumbers are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for any services installed and not used.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.



INTERNET | TELEPHONE

Atlantic City
CONVENTION CENTER

ATLANTIC CITY

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where TECHNOLOGY Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

A woman with blonde hair, wearing a black top and a headset, is sitting at a white desk in a modern office setting. She is looking at a laptop screen and holding a smartphone in her left hand. The background is a bright blue wall with large windows.

INTERNET

A man in a white shirt and black tie is sitting at a desk, smiling and looking at a laptop screen. He is pointing at the screen with his right hand. The background is a light blue wall.

TELEPHONE

Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the
FASTEST AND MOST RELIABLE way
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides
SIMPLE & SECURE WIRELESS
connectivity ideal for checking emails, browsing the web,
processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*			
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines
HIGH BANDWIDTH WIRELESS
with greater flexibility and customization options that generate
smoother product demos, quicker remote connectivity and superior
video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911



Wi-Fi Splash Page services starting at \$250
<https://orders.smartcitynetworks.com/wifi-splash-page-design>

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
<https://orders.smartcitynetworks.com>
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME	ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER	
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

** Advanced rates are available if order is placed 10 days or more before show opening.

** Email completed form to the Encore Representative listed above.

** Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.

** Labor charges, sales tax, loss damage waiver, and service charges may apply.

MONITOR	QUANTITY	ADVANCED DAILY RATE	DAILY RATE
32" MONITOR ON TABLETOP		\$191.25	\$225.00
43" MONITOR ON FLOOR STAND		\$437.75	\$515.00
55" MONITOR ON FLOOR STAND		\$582.25	\$685.00
70" MONITOR ON FLOOR STAND		\$952.00	\$1,120.00

MISCELLANEOUS	QUANTITY	ADVANCED DAILY RATE	DAILY RATE
LAPTOP		\$191.25	\$225.00
WIRELESS SLIDE ADVANCER		\$55.25	\$65.00
STANDARD FLIPCHART PACKAGE		NA	\$66.00
POST-IT FLIPCHART PACKAGE		NA	\$86.00
DVD PLAYER		\$76.50	\$90.00
USB MEDIA PLAYER		\$76.50	\$90.00

** Please note that this equipment list is based on the standard exhibitor requests at the Atlantic City Convention Center. Please contact Encore directly if you require additional equipment that is not on this form.

** If you request monitor from Encore, you will also need to request electrical services directly with the Atlantic City Convention Center.

If You Are Experiencing Technical Difficulties On Site
Please Contact Encore At 908.917.9481

**ATLANTIC
CITY**
CONVENTION
CENTER