

Complete Exhibitor Kit



OCTOBER 2-4, 2023 ATLANTIC CITY, NJ





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

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!





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

Sunday	October 1, 2023	10:00 am - 4:30 pm - By Request Only
Monday	October 2, 2023	8:00 am - 6:00 pm
Tuesday	October 3, 2023	8:00 am - 12:00 pm

EXHIBIT HOURS

Tuesday	October 3, 2023	1:00 pm - 6:00 pm
Wednesday	October 4, 2023	9:30 am - 1:30 pm

DISMANTLE

Wednesday October 4, 2023 1:30 pm - 8:30 pm

^{*}Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense*



incurred as a result of show site orders placed by your representative for this event.

OCTOBER 2-4, 2023 ATLANTIC CITY, NJ

Signature



6575 Delilah Road P: 609-485-242 PO Box 3000 F: 609-485-235 Pleasantville, NJ 08232 WWW.VISTACS.COM

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

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: Dated Check # Amount \$ Charge to: MasterCard VISA ☐ American Express Account # Expiration Date Cardholder's Name (Print or Type) Cardholder's Address State Zip Signature ALL ORDERS SUBJECT TO LIMITS OF LIABILITY. Company Name Booth # Street Address Phone # State_____ Zip Ordered by (Print or Type) E-Mail





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www.vistacs.com

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.



DISCOUNT DEADLINE DATE: SEPTEMBER 15, 2023



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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 ServicesMaterial Handling/In and Out
I&D Labor	Rental Furniture & CarpetSigns Other (Please specify)
THIRD PARTY'S CREDIT CARD (☐ MasterCard ☐ Visa	CHARGE AUTHORIZATION **Information must be provided** □ American Express Expiration Date
Account Number	American Express Expiration Date
Account rumber	
Cardholder's Signature	Print Name
Cardholder's Billing Address	CityStateZipCountry
THIRD PARTY NAME:	
Contact person:	SIGNATURE:
SHOW SITE REPRESENTATIVE:	
PHONE NUMBER:	EMAIL:
Submit order wi	ith payment to: orders@vistacs.com before deadline date!





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www.vistacs.com

DISCOUNT DEADLINE DATE: SEPTEMBER 15, 2023

STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY.	DISCOUNT STANDARD AMT. RATES RATES	QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
Upholstered Arm Chair (black only) Padded Stool (black only) ACCESSORI	ly)\$62.85 \$79.30 50.80 62.85 67.25 83.35	2' x 6' x 30" 2' x 8' x 30"	& 3 sides rgundy Purple Gray Red	Teal White 1 5 WILL PRE 5 \$126.20 0 149.90 0 175.70	Hunter Green VAIL**
Coffee Table (Rectangle-46"1 x 24"wx 16"h). Round Pedestal Table (30"h x 30"rd Round Pedestal Table (42"h x 30"rd Wastebasket. Easel. Chrome Sign Frame (22" x 28"). Bag Holder)99.00 123.75)118.70 148.30 19.50 23.80 39.25 47.55 79.15 98.85 98.85 123.60 29.05 36.25 29.05 36.25 85.70 107.10	2' x 6' x 42" 2' x 8' x 42"	& 3 sides gundy Purple Gray Red	Teal White 1 RS WILL PRI 5 161.70 0 183.85 0 206.00	Hunter Green
3' Black Stanchion/Pull out Tape (7 1/2 ft. leng 8' Special Background	ths)16.10ft. 21.45ft. y Red Teal White Hunter Green10.70ft. 16.05ft. ay Red Teal White Hunter Green	2' x 6' x 30" 2' x 8' x 30"		57.70 67.60 79.15	
White Vinyl 4' One Step 6' One Step	54.60 55.90	2' x 6' x 42"		83.15	
PAYMENT POLICY: Payment in full of rental char received after deadline date or placed at the the Service accepted. CANCELLATION POLICY: Items	e Desk will be invoiced at standard rate	s. Invoices must be settled at the Se	ervice Desk prior to show cle	osing. No telep ADLINE DA	hone orders TE.
Company Name		Вос	oth #		





DISCOUNT DEADLINE DATE: SEPTEMBER 15, 2023



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

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

	Qty. Disco	ount Stand: nte Rat		
	9'x 10'144			
ANDARD	9'x 20'288			
2 -	9'x 30'			
	9'x 40'			
S	Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter G	Green * Blue Ja		
C.	***IF NO COLOR IS SELECTED, SHOW COLORS WILL PRE ANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded 50%.	VAIL** NO REFUNDS	AFTER DEADLI	NE DATE
Z L	Price includes installation to fit booth space, protective covering, and edges INDICATE OVERALL DIMENSIONS:	taped.		
CARPET	ft.xft. (100 sq. ft. minimum)\$3.1	0 sq. ft. \$4.8	30 sq. ft	
CA	Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter **SEE CANCELLATION POLICY UNDER "PLUSH CAR		Jay * Pepper	
	INDICATE OVERALL DIMENSION:			
DDING	ft.xft. (100 sq. ft. minimum)\$1.4	5 sq. ft. \$1.7	75 sq. ft	
PADDING	CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded 5	0%. NO REFU!	NDS AFTER DEAL	DLINE DATE
	USH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PR			
	ders <u>MUST</u> be received by the Deadline Date above to guarantee delivery. charged at the Standard Rate.	Orders receiv	ed after the dea	idline date will
1	Carpet Size x =(calculate to the next full foot, 10	0 sq. ft. minin	num)	
4	QTY			
	Square feet (100 sq.ft. minimum)\$4.60 s	sa. ft. \$5.80) sa. ft.	
4 0	• • • • • • • • • • • • • • • • • • • •	•	•	
	ccle Color: Charcoal Gray * French Beige * White * Red * Colony Blue * Cream ANCELLATION POLICY:	•		l price
Cir				
		Sub Ta	otal \$	



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

Standard Carpet Inventory



Plush Booth Carpet—28oz



Table Skirt Colors



Burgundy

Red

Blue



DISCOUNT DEADLINE
DATE:
SEPTEMBER 15, 2023



6575 Delilah Road; PO Box 3000 Pleasantville, NJ 08232 P: 609-485-2421; F: 609-485-2392 E: orders@vistacs.com www.vistacs.com

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	Total
Blanc (Pg. 2)						
18228-0847		Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	\$984.00	\$1,277.00	
18167-0614		Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	\$940.00	\$1,220.00	
18284-0834		Blanc Bright White Leather Chair	33"W x 35"D x 35"H	\$785.00	\$1,020.00	
18024-0072		Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	\$470.00	\$611.00	
18184-0274		Blanc Bright White Leather Cube Ottoman	17"Square	\$163.00	\$212.00	
Whisper (Pg. 2 & 3)						
18228-0607		Whisper White Leather Sofa	87"W x 37"D x 35"H	\$938.00	\$1,220.00	
18167-0471		Whisper White Leather Loveseat	61"W x 37"D x 35"H	\$900.00	\$1,171.00	
18284-0487		Whisper White Leather Chair	35"W x 37"D x 35"H	\$745.00	\$969.00	
18024-0003		Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$416.00	\$540.00	
18184-0034		Whisper White Leather Square Ottoman	40"Square x 17"H	\$416.00	\$540.00	
18184-0038		Whisper White Leather Round Ottoman	46"Round x 17"H	\$416.00	\$540.00	
Function (Pg. 3)						
18284-0554		Function Bright White Leather Armless Chair	28"Square x 29"H	\$502.00	\$651.00	
18066-0016		Function Bright White Leather Corner	28"Square x 29"H	\$538.00	\$700.00	
Continental (Pg. 3 & 4)						
18303-0006		Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	\$968.00	\$1,257.00	
18304-0002		Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	\$939.00	\$1,220.00	
18296-0006		Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	\$416.00	\$541.00	
18184-0283		Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$493.00	\$640.00	
18184-0284		Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	\$416.00	\$540.00	
Sophistication (Pg. 4)						
18228-0674		Sophistication White Leather Sofa	72"W x 31"D x 48"H	\$968.00	\$1,257.00	
18167-0466		Sophistication White Leather Loveseat	48"W x 31"D x 48"H	\$654.00	\$850.00	
18284-0563		Sophistication White Leather Chair	27"W x 31"D x 48"H	\$492.00	\$640.00	
18066-0017		Sophistication White Leather Corner	31"Square x 48"H	\$493.00	\$640.00	
18184-0130		Sophistication White Leather Ottoman	31"Square x 19"H	\$370.00	\$481.00	
Boca (Pg. 5)						
18066-0026		Boca Black Leather Corner	27"W x 27"D x 30"H	\$538.00	\$700.00	
18284-0786		Boca Black Leather Armless	22"W x 27"D x 30"H	\$502.00	\$652.00	
Metro (Pg. 5)						
18228-0602		Metro Black Leather Sofa	85"W x 35"D x 35"H	\$808.00	\$1,050.00	
18167-0467		Metro Black Leather Loveseat	60"W x 35"D x 35"H	\$778.00	\$1,011.00	
18284-0482		Metro Black Leather Chair	35"Square x 35"H	\$607.00	\$790.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	\$416.00	\$540.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$416.00	\$540.00	

COMPANY NAME	BOOTH

Custom Furnishings Order Form Continued Qty **Item Number** Description **Dimensions** Discount Standard Total Suave Midnight (Pg. 6) 18228-0085 Suave Midnight Sofa 77"W x 36"D x 33"H \$707.00 \$920.00 18167-0069 Suave Midnight Loveseat 54"W x 36"D x 33"H \$614.00 \$798.00 18284-0151 32"W x 36"D x 33"H \$600.00 Suave Midnight Chair \$461.00 Grammercy (Pg. 6) 82"W x 36"D x 36"H \$900.00 18228-0605 Grammercy Charcoal Leather Sofa \$1,171.00 Grammercy Charcoal Leather Loveseat 57"W x 36"D x 36"H \$784.00 \$1,020.00 18167-0469 18284-0485 28"W x 36"D x 36"H \$651.00 Grammercy Charcoal Leather Chair \$502.00 \$750.00 18066-0015 **Grammercy Charcoal Leather Corner** 36"Square x 36"H \$577.00 46"Round x 17"H 18184-0036 Grammercy Charcoal Leather Round Ottoman \$416.00 \$540.00 18184-0033 Grammercy Charcoal Leather Square Ottoman 40"Square x 17"H \$416.00 \$540.00 Parma (Pg. 7) 18228-0789 Parma Brown Leather Sofa 79"W x 37"D x 36"H \$811.00 \$1.050.00 18167-0577 Parma Brown Leather Loveseat 56"W x 37"D x 36"H \$778.00 \$1,011.00 18284-0710 Parma Brown Leather Chair 33"W x 37"D x 36"H \$607.00 \$790.00 18024-0061 Parma Brown Leather Bench Ottoman 60"W x 24"D x 17"H \$416.00 \$540.00 Montana Mocha (Pg. 7) 18228-0784 Montana Mocha Sofa 79"W x 35"D x 34"H \$760.00 \$988.00 18167-0573 Montana Mocha Loveseat 57"W x 35"D x 34"H \$668.00 \$868.00 18284-0704 Montana Mocha Chair 35"Square x 34"H \$515.00 \$670.00 Madison (Pg. 8) 18228-0823 Madison Sofa 86"W x 34"D x 34"H \$938.00 \$1,220.00 18284-0794 Madison Chair 33"Wx 34"D x 34"H \$547.00 \$711.00 18184-0256 Madison Sky Bench 4"W x 24"D x 17"H \$386.00 \$502.00 Madison Ottoman - Willow 18184-0252 24"Square x 17"H \$247.00 \$320.00 18184-0253 Madison Ottoman - Sand Dollar 24"Square x 17"H \$247.00 \$320.00 18184-0254 Madison Ottoman - Apricot 24"Square x 17"H \$247.00 \$320.00 18184-0255 Madison Ottoman - Sunflower 24"Square x 17"H \$247.00 \$320.00 Chandler(Pg. 9) 18228-0795 Chandler Red Leather Sofa 76"W x 37"D x 35"H \$808.00 \$1,050.00 53"W x 37"D x 35"H \$778.00 \$1,011.00 18167-0581 Chandler Red Leather Loveseat 18284-0717 Chandler Red Leather Chair 31"W x 37"D x 35"H \$607.00 \$790.00 18024-0062 Chandler Red Leather Bench Ottoman 60"W x 24"D x 17"H \$416.00 \$540.00 Evoke (Pg. 9 & 10) 13229-0007 Evoke Sofa 81"W x 35"D x 27"H \$1,221.00 \$1,587.00 13041-0015 Evoke Chair 33"W x 35"D x 27"H \$654.00 \$850.00 13054-0011 Evoke Cocktail Table 48"W x 24"D x 18"H \$416.00 \$540.00 13110-0009 **Evoke End Table** 24"W x 28"D x 25"H \$370.00 \$481.00 13110-0008 Evoke Cube Table 18"Square \$262.00 \$341.00 Niko (Pg. 10) 18228-0858 Niko Sofa 81"W x 30"D x 38"H \$999.00 \$1,298.00 18167-0622 Niko Loveseat 58"W x 30"D x 38"H \$914.00 \$1,187.00 18284-0856 Niko Chair 31"W x 30"D x 38"H \$760.00 \$988.00 Stage Chairs (Pg. 10 & 11) 18284-0478 Midnight Stage Chair 25"W x 26"D x 37"H \$300.00 \$391.00 18284-0477 Chamois Stage Chair 25"W x 26"D x 37"H \$300.00 \$391.00 18284-0476 Buckskin Stage Chair 25"W x 26"D x 37"H \$300.00 \$391.00 18284-0621 28"W x 32"D x 32"H \$700.00 Empire Chair - Black Leather \$538.00 Empire Chair - White Leather 18284-0564 28"W x 32"D x 32"H \$538.00 \$700.00 18284-0785 Monarch Chair 28"Square x 30"H \$344.00 \$447.00

COMPANY NAME	воотн
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Custom Furnishings Order Form Continued

Item Number	Qty	Description	Dimensions	Discount	Standard	Total
Ottomans &						
Benches (Pg. 11 & 12)						
18184-0283		Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	\$493.00	\$640.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	\$416.00	\$540.00	
18184-0034		Whisper White Leather Square Ottoman	40"Square x 17"H	\$416.00	\$540.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	\$416.00	\$540.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	\$416.00	\$540.00	
18024-0003		Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	\$416.00	\$540.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	\$416.00	\$540.00	
18024-0002 18024-0061		Grammercy Charcoal Leather Bench Ottoman Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H 60"W x 24"D x 17"H	\$416.00 \$416.00	\$540.00 \$540.00	
18184-0192		Essentials Storage Ottoman	48"W x 24"D x 20"H	\$577.00	\$750.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	\$416.00	\$540.00	
18184-0038		Whisper White Leather Round Ottoman	46"Round x 17"H	\$416.00	\$540.00	
18184-0028		Grammercy Charcoal Leather 1/4 Round Ottoman	34"W x 19"D x 17"H	\$255.00	\$331.00	
18184-0030		Whisper White Leather White 1/4 Round Ottoman	34"W x 19"D x 17"H	\$255.00	\$331.00	
18184-0256		Madison Sky Bench	4"W x 24"D x 17"H	\$386.00	\$502.00	
18184-0252		Madison Ottoman - Willow	24"Square x 17"H	\$247.00	\$320.00	
18184-0253		Madison Ottoman - Sand Dollar	24"Square x 17"H	\$247.00	\$320.00	
18184-0254		Madison Ottoman - Apricot	24"Square x 17"H	\$247.00	\$320.00	
18184-0255		Madison Ottoman - Sunflower	24"Square x 17"H	\$247.00	\$320.00	
Banquettes &						
Turning Beds (Pg. 12)						
18011-0011		Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	\$1,221.00	\$1,587.00	
18011-0001		Whisper White Leather Banquette (2 pcs)	59"Round x 38"H	\$1,221.00	\$1,587.00	
18011-0002		Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	\$1,221.00	\$1,587.00	
02082-0033		Essentials White Leather Turning Bed	96"W x 48"D x 34"H	\$1,468.00	\$1,908.00	
Cube Ottomans (Pg. 13)						
18184-0294		Rubix Cube - Cherry	17"Square x 18"H	\$170.00	\$221.00	
18184-0295		Rubix Cube - Cromwell	17"Square x 18"H	\$170.00	\$221.00	
18184-0296		Rubix Cube - Grape	17"Square x 18"H	\$170.00	\$221.00	
18184-0293		Rubix Cube - Lemon	17"Square x 18"H	\$170.00	\$221.00	
18184-0297		Rubix Cube - Lime	17"Square x 18"H	\$170.00	\$221.00	
18184-0298		Rubix Cube - Mango	17"Square x 18"H	\$170.00	\$221.00	
18184-0274		Blanc Bright White Leather Cube	17"Square x 17"H	\$163.00	\$212.00	
18184-0129		Whisper White Leather Cube Ottoman	18"Square x 18"H	\$163.00	\$212.00	
18184-0128 Charged		Metro Black Leather Cube Ottoman	18"Square x 18"H	\$163.00	\$212.00	
(Pg. 14)						
22100-0001		Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	\$1,627.00	\$2,115.00	
22051-0001		Boca Bright White Corner - Charged	27"W x 27"D x 30"H	\$614.00	\$798.00	
22050-0001		Boca Bright White Armless - Charged	22"W x 27"D x 30"H	\$569.00	\$740.00	
22001-0001		Aspen Bar Table - Charged	72"W x 26"D x 42"H	\$953.00	\$1,240.00	
22002-0002 22200-0001		Aspen Cocktail Table - Charged White Conference Table - Charged	48"W x 24"D x 18"H 96"W x 43"D x 30"H	\$538.00 \$1,283.00	\$700.00 \$1,667.00	
18284-0861		Patrice Tablet Chair	28"W x 30.5"D x 31"H	\$1,283.00	\$770.00	
22052-0001		Lincoln Bench - Charged	59"W x 39"D x 17"H	\$900.00	\$1,171.00	
22002-000 I		Lincom Denon - Onargeu	23 W Y 23 D X 11 H	ψ900.00	ψ1,171.00	
Occasional						
Tables (Pg. 15 & 16)						
12107-0008		Tribeca End Table	24"W x 28"D x 22"H	\$293.00	\$380.00	
12230-0005		Tribeca Console Table	48"W x 18"D x 30"H	\$325.00	\$422.00	
12055-0008		Tribeca Cocktail Table	48"W x 28"D x 19"H	\$307.00	\$400.00	

COMPANY NAME	ВООТН
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Custom Furnishings Order Form Continued						
Item Number	Qty	Description	Dimensions	Discount	Standard	Total
18024-0011		Novel Cocktail Table	46"W x 15"D x 16"H	\$370.00	\$481.00	
99-12304-05		Aria Red End Table	24"W x 20"D x 22"H	\$293.00	\$380.00	
99-12050-05		Aria Red Cocktail Table	44"W x 20"D x 18"H	\$307.00	\$400.00	
99-12304-03		Aria Green End Table	24"W x 20"D x 22"H	\$293.00	\$380.00	
99-12050-03		Aria Green Cocktail Table	44"W x 20"D x 18"H	\$307.00	\$400.00	
99-12304-06		Aria Blue End Table	24"W x 20"D x 22"H	\$293.00	\$380.00	
99-12050-06		Aria Blue Cocktail Table	44"W x 20"D x 18"H	\$307.00	\$400.00	
99-12304-04		Aria Purple End Table	24"W x 20"D x 22"H	\$293.00	\$380.00	
99-12050-04		Aria Purple Cocktail Table	44"W x 20"D x 18"H	\$307.00	\$400.00	
99-12304-01		Aria White End Table	24"W x 20"D x 22"H	\$293.00	\$380.00	
99-12305-01		Aria White Console Table	44"W x 20"D x 30"H	\$325.00	\$422.00	
99-12050-01		Aria White Cocktail Table	44"W x 20"D x 18"H	\$307.00	\$400.00	
99-12304-02		Aria Charcoal End Table	24"W x 20"D x 22"H	\$293.00	\$380.00	
99-12305-02		Aria Charcoal Console Table	44"W x 20"D x 30"H	\$325.00	\$422.00	
99-12050-02		Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	\$307.00	\$400.00	
12107-0512		Fuze End Table	24"Square x 23"H	\$317.00	\$412.00	
12230-0116		Fuze Console Table	60"W x 16"D x 34"H	\$386.00	\$502.00	
12055-0453 12107-0493		Fuze Cocktail Table London End Table	40"Square x 16"H	\$354.00 \$317.00	\$461.00 \$412.00	
12107-0493		London Console Table	24"Square x 23"H 60"W x 16"D x 34"H	\$317.00	\$412.00 \$502.00	
12055-0428		London Console Table London Cocktail Table			\$502.00 \$461.00	
12107-0426		Brooklyn II Square End Table	40"Square x 16"H 22"W X 22"D X 20"H	\$354.00 \$270.00	\$350.00	
12107-0494		Brooklyn II Round End Table	20"Round X 20"H	\$270.00	\$350.00	
12055-0429		Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	\$300.00	\$391.00	
12055-0429		Brooklyn II Round Cocktail Table	30"Round X 16"H	\$300.00	\$391.00	
12107-0282		Vivid End Table	26"Square x 21"H	\$293.00	\$380.00	
12230-0081		Vivid Console Table	50"W x 24"D x 30"H	\$325.00	\$421.00	
12055-0273		Vivid Cocktail Table	50"W x 24"D x 16"H	\$307.00	\$400.00	
12003-0038		Rose Table	17"Round x 17"H	\$325.00	\$421.00	
12003-0039		Zanzibar Table	17"Square	\$325.00	\$421.00	
12107-0296		24" Cube End Table - Black	24"Square x 21"H	\$300.00	\$391.00	
12107-0297		24" Cube End Table - White	24"Square x 21"H	\$300.00	\$391.00	
12055-0285		24" Cube Cocktail Table - Black	24"Square x 16"H	\$293.00	\$380.00	
12055-0286		24" Cube Cocktail Table - White	24"Square x 16"H	\$293.00	\$380.00	
12107-0467		Hylton Tablet Table	18"W x 12"D x 28"H	\$262.00	\$341.00	
Bars & Bar Backs (Pg. 17)						
05012-0076		VIP Glow Bar 6'	72"W x 24"D x 42"H	\$1,149.00	\$1,494.00	
05012-0075		VIP Glow Bar 4'	48"W x 24"D x 42"H	\$969.00	\$1,259.00	
05012-0053		Black Bar - 2 Shelf	48"W x 16"D x 42"H	\$492.00	\$634.00	
05012-0054		White Bar - 2 Shelf	48"W x 16"D x 42"H	\$492.00	\$634.00	
12112-0010		Blox Bar Back	30"W x 16"D x 86"H	\$614.00	\$798.00	
05001-0017		Piazza Bar Back - Black	44"W x 12"D x 80"H	\$578.00	\$751.00	
05001-0018		Piazza Bar Back - White	44"W x 12"D x 80"H	\$578.00	\$751.00	
Bar Stools (Pg. 18 & 19)						
05237-0264		Vienna Stool - Gray	17"Square x 39"H	\$307.00	\$400.00	
05237-0263		Vienna Stool - Orange	17"Square x 39"H	\$307.00	\$400.00	
05237-0262		Vienna Stool - Teal	17"Square x 39"H	\$307.00	\$400.00	
05237-0038		Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	\$276.00	\$360.00	
05237-0039		Criss Cross Bar Stool - White	15"W x 19"D x 41"H	\$276.00	\$360.00	
05237-0305		Colin Stool	20"W x 19"D x 46"H	\$231.00	\$300.00	
99-05237-01		Silk Back Bar Stool - Black	17"W x 18"D x 42"H	\$262.00	\$341.00	
99-05237-02		Silk Back Bar Stool - White	17"W x 18"D x 42"H	\$262.00	\$341.00	
99-05237-06	-	Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	\$262.00	\$341.00	
99-05237-03		Silk Back Bar Stool - Green	17"W x 18"D x 42"H	\$262.00	\$341.00	
99-05237-04		Silk Back Bar Stool - Purple Silk Back Bar Stool - Red	17"W x 18"D x 42"H	\$262.00	\$341.00	
99-05237-05		Euro Bar Stool - Black	17"W x 18"D x 42"H	\$262.00	\$341.00	
05237-0221			22"W x 24"D x 42"H	\$276.00	\$360.00	
05237-0270	l	Hourglass Bar Stool - Black	18"W x 20"D x 43"H	\$285.00	\$371.00	L

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COMPANY NAME _____

Custom Furnishings Order Form Continued						
Item Number	Qty	Description	Dimensions	Discount	Standard	Total
05237-0271		Hourglass Bar Stool - White	18"W x 20"D x 43"H	\$285.00	\$371.00	
05237-0160		Eguino Bar Stool - Black	15"W x 13"D x 35"H	\$285.00	\$371.00	
05237-0041		Equino Bar Stool - White	15"W x 13"D x 35"H	\$285.00	\$371.00	
05237-0298		Clara Stool	17"W x 21"D x 41"H	\$291.00	\$377.00	
05237-0215		Marcus Stool	18"Square x 29"H	\$209.00	\$272.00	
05237-0156		Regal Stool	19"W x 24"D x 45"H	\$285.00	\$371.00	
05237-0169		Caprice Stool	25"W x 26"D x 44"H	\$285.00	\$371.00	
05237-0042		Sonic Stool	22"W x 23"D x 42"H	\$254.00	\$330.00	
05237-0300		Nexus Stool	19"W x 20"D x 44"H	\$239.00	\$310.00	
Café Chairs (Pg. 19, 20, 21)						
05035-0032		Vienna Chair - Gray	21"Square x 32"H	\$194.00	\$252.00	
05035-0031		Vienna Chair - Orange	21"Square x 32"H	\$194.00	\$252.00	
05035-0030		Vienna Chair - Teal	21"Square x 32"H	\$194.00	\$252.00	
99-05035-10		Silk Back Armless Chair - Black	17"W x 18"D x 34"H	\$163.00	\$212.00	
99-05035-11		Silk Back Armless Chair - White	17"W x 18"D x 34"H	\$163.00	\$212.00	
99-05035-15		Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	\$163.00	\$212.00	
99-05035-12		Silk Back Armless Chair - Green	17"W x 18"D x 34"H	\$163.00	\$212.00	
99-05035-13		Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	\$163.00	\$212.00	
99-05035-14		Silk Back Armless Chair - Red	17"W x 18"D x 34"H	\$163.00	\$212.00	
05035-0051		Clara Chair	18"W x 21"D x 35"H	\$185.00	\$240.00	
05035-0008		Leslie Chair	17"W x 21"D x 31"H	\$146.00	\$190.00	
05035-0010		Criss Cross Chair - Espresso	17"W x 21"D x 35"H	\$185.00	\$240.00	
05035-0011		Criss Cross Chair - White	17"W x 21"D x 35"H	\$185.00	\$240.00	
05035-0023		Elio Chair	17"Square x 33"H	\$163.00	\$212.00	
14233-0025		Caprice Chair - Black	25"W x 24"D x 32"H	\$163.00	\$212.00	
14233-0005		Comet Stack Chair - Arms	23"W x 22"D x 32"H	\$225.00	\$292.00	
14233-0006		Comet Stack Chair - Armless	19"W x 22"D x 32"H	\$209.00	\$272.00	
05221-0039		Regal Dining Chair	19"W x 23"D x 38"H	\$231.00	\$300.00	
14233-0016		Sonic Chair	20"W x 21"D x 32"H	\$163.00	\$212.00	
05035-0050 05035-0052		Nexus Chair	19"W x 22"D x 32"H 22"W x 19"D x 33"H	\$194.00	\$252.00	
Bar Tables (Pg. 21, 22, 23)		Colin Chair	22 W X 19 D X 33 H	\$163.00	\$212.00	
99-05245-01		Euro Bar Table Black/Black 30" Round	30"Round x 42"H	\$293.00	\$380.00	
99-05245-02		Euro Bar Table Black/Black 36" Round	36"Round x 42"H	\$300.00	\$391.00	
99-05245-04		Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	\$293.00	\$380.00	
99-05245-05		Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	\$300.00	\$391.00	
99-05245-14		City Bar Table Maple/Black 30" Round	30"Round x 42"H	\$293.00	\$380.00	
99-05245-15		City Bar Table Maple/Black 36" Round	36"Round x 42"H	\$300.00	\$391.00	
99-05245-07		Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	\$293.00	\$380.00	
99-05245-08		Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	\$300.00	\$391.00	
99-05245-16		Summit Bar Table White/Black 30" Round	30"Round x 42"H	\$293.00	\$380.00	
99-05245-17		Summit Bar Table White/Black 36" Round Blanco Bar Table White/Chrome 30" Round	36"Round x 42"H	\$300.00	\$391.00	
99-05245-10 99-05245-11		Blanco Bar Table White/Chrome 30" Round Blanco Bar Table White/Chrome 36" Round	30"Round x 42"H 36"Round x 42"H	\$293.00 \$300.00	\$380.00 \$391.00	
99-05245-11		Fuze Bar Table	36 Round x 42 H	\$300.00	\$430.00	
99-05245-12		Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	\$293.00	\$380.00	
99-05245-13		Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	\$453.00	\$590.00	
99-05245-13		Spectrum Bar Table - Red	24"Square x 42"H	\$317.00	\$412.00	
99-05245-21		Spectrum Bar Table - Blue	24"Square x 42"H	\$317.00	\$412.00	
99-05245-18		Spectrum Bar Table - Purple	24"Square x 42"H	\$317.00	\$412.00	
99-05245-19		Spectrum Bar Table - Green	24"Square x 42"H	\$317.00	\$412.00	
05202-0049		Zinc Bar Table	24"Round x 42"H	\$439.00	\$571.00	
05204-0001		Aspen Bar Table	72"W x 26"D x 42"H	\$814.00	\$1,060.00	
Café Tables (Pg. 23 & 24)				, , , , , , ,	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
99-05036-01		Euro Café Table Black/Black 30" Round	30"Round x 30"H	\$293.00	\$380.00	
		Euro Café Table Black/Black 36" Round	36"Round x 30"H	\$300.00	\$391.00	i

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COMPANY NAME _____

		Custom Furnishings Orde	r Form Cor	ntinue	d	
Item Number	Qty	Description	Dimensions	Discount	Standard	Total
99-05036-04		Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	\$293.00	\$380.00	
99-05036-05		Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	\$300.00	\$391.00	
99-05036-07		Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	\$293.00	\$380.00	
99-05036-08		Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	\$300.00	\$391.00	
99-05036-14		City Café Table Maple/Black 30" Round	30"Round x 30"H	\$293.00	\$380.00	
99-05036-15		City Café Table Maple/Black 36" Round	36"Round x 30"H	\$300.00	\$391.00	
99-05036-16		Summit Café Table White/Black 30" Round	30"Round x 30"H	\$293.00	\$380.00	
99-05036-17		Summit Café Table White/Black 36" Round	36"Round x 30"H	\$300.00	\$391.00	
99-05036-10		Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	\$293.00	\$380.00	
99-05036-11		Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	\$300.00	\$391.00	
99-05036-22		Fuze Café Table	36"Square x 30	\$330.00	\$430.00	
99-05036-12		Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	\$293.00	\$380.00	
99-05036-13		Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	\$453.00	\$590.00	
99-05036-20		Spectrum Café Table - Red Spectrum Café Table - Blue	24"Square x 29"H	\$317.00	\$412.00	
99-05036-21 99-05036-18		Spectrum Care Table - Blue Spectrum Caré Table - Purple	24"Square x 29"H 24"Square x 29"H	\$317.00 \$317.00	\$412.00 \$412.00	
99-05036-18		Spectrum Care Table - Purple Spectrum Caré Table - Green	24 Square x 29 H 24"Square x 29"H	\$317.00	\$412.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	\$699.00	\$909.00	
05088-0505		Brio Dining Table	96"W x 48"D x 30"H	\$939.00	\$1,220.00	
Office Seating (Pg. 25 & 26)				V 300.00	41,220.00	
14136-0002		Tamiri High Back Chair	25"W x 27"D x 45"H	\$379.00	\$481.00	
14176-0007		Tamiri Mid Back Chair	27"Square x 39"H	\$325.00	\$422.00	
14128-0002		Tamiri Guest Chair	25"W x 26"D x 37"H	\$300.00	\$391.00	
14136-0081		Accord High Back Chair - Black	25"Square x 44"H	\$485.00	\$631.00	
14136-0010		Accord High Back Chair - White	25"Square x 44"H	\$485.00	\$631.00	
14250-0013		Goal Task Chair - Arms	25"Square x 39"H	\$247.00	\$320.00	
14250-0014		Goal Task Chair Armless	21"W x 25"D x 39"H	\$225.00	\$292.00	
14136-0080		Enterprise High Back Conference Chair	25"W x 27"D x 45"H	\$324.00	\$420.00	
14176-0046		Enterprise Mid Back Conference Chair	24"W x 26"D x 39"H	\$300.00	\$391.00	
14128-0096		Enterprise Guest Chair	25"W x 27"D x 37"H	\$290.00	\$380.00 \$341.00	
14307-0003 14307-0004		Goal Black Drafting Stool - Arms Goal Black Drafting Stool - Armless	25"W x 24"D x 48"H 21"W x 24"D x 48"H	\$262.00 \$247.00	\$341.00	
Conference Tables (Pg. 26)						
14062-0105 14062-0106		42" Round Conference Table - Black	42" Round x 29"H 42" Round x 29"H	\$408.00 \$408.00	\$531.00 \$531.00	
14062-0106		42" Round Conference Table - Mahogany Command Conference Table - 6' Black	72"W x 36"D x 31"H	\$750.00	\$975.00	
14062-0297		Command Conference Table - 6' Sirona	72 W x 36 D x 31 H	\$750.00	\$975.00	
14062-0300		Command Conference Table - 6' White	72"W x 36"D x 31"H	\$750.00	\$975.00	
14062-0298		Command Conference Table - 8' Black	96"W x 48"D x 31"H	\$784.00	\$1,020.00	
14062-0304		Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	\$784.00	\$1,020.00	
14062-0301		Command Conference Table - 8' White	96"W x 48"D x 31"H	\$784.00	\$1,020.00	
14062-0299		Command Conference Table - 10' Black	120"W x 48"D x 31"H	\$900.00	\$1,171.00	
14062-0305		Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	\$900.00	\$1,171.00	
14062-0302		Command Conference Table - 10' White	120"W x 48"D x 31"H	\$900.00	\$1,171.00	
Office Furniture (Pg. 27 & 28)					A	
14309-0001		Computer Kiosk - Black	24"Square x 42"H	\$600.00	\$780.00	
14179-0005		Computer Kiosk - White	24"Square x 42"H	\$600.00	\$780.00	
14072-0108		Black Credenza	60"W x 20"D x 29"H	\$538.00 \$614.00	\$700.00	
14083-0105 14029-0098		Black Double Pedestal Desk 5 Shelf Bookcase - Black	60"W x 30"D x 29"H 36"W x 12"D x 72"H	\$614.00 \$577.00	\$598.00 \$750.00	
14029-0098		5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	\$577.00	\$750.00	
14072-0091		Genoa Kneespace Credenza	66"W x 20"D x 29"H	\$577.00	\$750.00	
14072-0039		Genoa Executive Desk	72"W x 36"D x 29"H	\$638.00	\$830.00	
14072-0038		Genoa Storage Credenza	66"W x 20"D x 29"H	\$538.00	\$700.00	
05088-0365		Vivid Café Table - Square	42"Square x 30"H	\$502.00	\$651.00	
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COMPANY NAME _____

		Custom Furnishings O	rder Form Cor	ntinue	d	
Item Number	Qty	Description	Dimensions	Discount	Standard	Total
05088-0364		Vivid Café Table - Rectangle	60"W x 36"D x 30"H	\$577.00	\$749.00	
05088-0498		Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	\$600.00	\$780.00	
05088-0499		Brooklyn II Round Dining Table	42" Round x 30"H	\$470.00	\$611.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	\$699.00	\$909.00	
05088-0505		Brio Dining Table	96"W x 48"D x 30"H	\$939.00	\$1,220.00	
Metal File & Storage Cabinets (Pg. 29)						
14148-0001		2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	\$202.00	\$261.00	
14147-0001		2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	\$262.00	\$341.00	
14148-0002		4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	\$271.00	\$351.00	
14147-0002		4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	\$301.00	\$391.00	
14143-0006		2 Drawer Lateral File - Black	36"W x 18"D x 27"H	\$271.00	\$351.00	
14143-0144		2 Drawer Lateral File - Black	36"W x 20"D x 29"H	\$271.00	\$351.00	
14143-0008		4 Drawer Lateral File - Black	36"W x 18"D x 54"H	\$330.00	\$430.00	
14034-0015		Storage Cabinet - Black	36"W x 18"D x 72"H	\$330.00	\$430.00	
Pedestals (Pg. 30)		·				
12091-0023		Display Pedestal 14" x 42" Black	14"Square x 42"H	\$400.00	\$520.00	
12091-0004		Display Pedestal 24" x 42" Black	24"Square x 42"H	\$485.00	\$631.00	
12091-0002		Display Pedestal 18" x 42" Black	18"Square x 42"H	\$446.00	\$580.00	
12091-0030		Display Pedestal 14" x 42" White	14"Square x 42"H	\$400.00	\$520.00	
12091-0024		Display Pedestal 14" x 36" Black	14"Square x 36"H	\$339.00	\$440.00	
12091-0034		Display Pedestal 24" x 36" Black	24"Square x 36"H	\$485.00	\$631.00	
12091-0031		Display Pedestal 14" x 36" White	14"Square x 36"H	\$339.00	\$440.00	
12091-0033		Display Pedestal 24" x 36" White	24"Square x 36"H	\$485.00	\$631.00	
12091-0025		Display Pedestal 14" x 30" Black	14"Square x 30"H	\$317.00	\$412.00	
12091-0003		Display Pedestal 24" x 30" Black	24"Square x 30"H	\$461.00	\$600.00	
12091-0001		Display Pedestal 18" x 30" Black	18"Square x 30"H	\$324.00	\$420.00	
12091-0032		Display Pedestal 14" x 30" White	14"Square x 30"H	\$317.00	\$412.00	
14309-0001		Locking Pedestal Black	24"Square x 42"H	\$600.00	\$780.00	
14179-0005		Locking Pedestal White	24"Square x 42"H	\$600.00	\$780.00	
12091-0055		Fuze Pedestal	16"Square x 44"H	\$330.00	\$430.00	
12091-0043		London Pedestal	16"Square x 44"H	\$330.00	\$430.00	
Miscellaneous Items (Pg. 31)		2011/05/11 (0.000000)	To Square X TTT	V 303.33	V 100100	
14189-0066		Stanchion Chrome	41"H	\$94.00	\$121.00	
11526-0001		Stanchion Rope - Red Velour	6' L	\$48.00	\$62.00	
14308-0009		Nero Literature Stand - Black	15"W x 12"D x 53.5"H	\$225.00	\$292.00	
14308-0010		Argento Literature Rack	15"W x 12"D x 53.5"H	\$225.00	\$292.00	
14308-0005		Alto Literature Rack	10.5"W x 9.5"Dx 57"H	\$231.00	\$301.00	
01209-0003		Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	\$416.00	\$541.00	
Lighting (Pg. 31)						
09392-0019		Silo Grey Floor Lamp	70"H	\$220.00	\$286.00	
09417-0037		Silo Grey Table Lamp	25"H	\$160.00	\$208.00	
09392-0018		Silo White Floor Lamp	70"H	\$220.00	\$286.00	
09417-0036		Silo White Table Lamp	25"H	\$160.00	\$208.00	
09392-0001		Neutrino Steel Floor Lamp - Steel	67"H	\$225.00	\$292.00	

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SUBT	TOTAL	: S		

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 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.

COMPANY NAME		BOOTH _	
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6575 Delilah Road P: 609-PO Box 3000 F: 609-Pleasantville, NJ 08232 WWW.VISTACS.COM

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

DEADLINE DATE: Pleasantville, NJ 08232
WWW.VIST

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

INSERT COMPANY NAME/LOGO

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\$495.00
20' Unit 4 lights\$260.00	2 Meter Counter w/front graphic panel\$765.00
	of lights. Exhibitor must order basic power from Facility. s have been received will be charged at 100% of original price.**
	Sub Total \$
Company Name	Booth





DEADLINE DATE: SEPTEMBER 8, 2023



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

VCS MODULAR RENTAL UNITS

UVCS A-10 Unit contains: - (3) Shelves - (6) Brackets * Check One White PanelBlueGray Price: \$1600.00	UCS B-20 Unit contains: - (6) Shelves - (12) Brackets * Check One White Panel Blue Gray Price: \$2800.00	PANY MAME - Locking Storage Unit - (4) Shelves - (8) Brackets * Check OneWhite PanelBlueGray Price: \$3400.00
COUNTERS: Qty. Price 40"L x 42" H x 22"W \$300.00 80"L x 42" H x 22"W \$375.00 Counter Colors: (*che White Blue HEADER COPY: CANCELLATION POLICY: ALL Units cane	Side Rai Extra Sh (1) shelf & (Custom Please co	
Company Name		Booth #





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.





DISCOUNT DEADLINE DATE: SEPTEMBER 15, 2023 6575 Delilah Road P: 609-485-2421 PO Box 3000 F: 609-485-2392 Pleasantville, NJ 08232 WWW.VISTACS.COM

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*	\$

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

	Sub Total \$	
Company Name	Booth	





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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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:			
Phone Number:	Email:		
Non-Official Contractor "Show Site" Representative:			
Type of Service to Be Performed:			

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, Contractor owned 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.

Full time Exhibitor personnel have the right to perform the following work (Please see separate rules and regulations for the Electrical Union further below)

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 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
- All electrical work (see note below)

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. Please refer to the Electrical Order Forms for Rates & Union Work Jurisdictions.





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LABOR ORDER FORM

CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS Carpenter Rates:

STRAIGHT TIME:

Advance Rate \$81.70/hr. Standard Rate \$102.10/hr.

one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday

OVERTIME:

DISCOUNT

DEADLINE DATE:

SEPTEMBER 15, 2023

Advance Rate \$122.55/hr. \$153.15/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 SUPERVISE	ION All wo	rk performed n	nust be under	the supervision of the Ex	hibitor <u>. </u>
	# MEN	DATE	TIME	APPROX. HOURS	Estimated Labor \$
SET-UP DISMANTLE					\$
PLAN B - VISTA SUPERVISION	lourly rate pl	us 35% Superv	ision Charge	/ Minimum \$60.00/\$70.00	Estimated Supervision
Name of Carrier		# Crat	tes	Cartons	Skids
After Dismantle Return Display To:			VI		
Vista shall not be responsible for damage, lo responsible for loss, theft, or disappearance of	oss, or theft of of materials b	of display instal efore they are p	lled and/or di	ismantled under our Sup m exhibitor's booths for r	ervision. Vista shall no reloading after the show.
COMPANY NAME:				BOOTH#	





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OCTOBER 2-4, 2023 ATLANTIC CITY, NJ DEADLINE DATE: SEPTEMBER 15, 2023

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:

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

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.

Straight Time		per hr 2 man crew & lift.
8:00 AM - 4:30 PM Monday through Friday		
Overtime	¢652.55	
Before 8:00 AM and after 4:30 PM		
Monday thru Friday, and all hours on Saturda Double Time	ly and Sunday	
All Holidays	\$871.40	per hr 2 man crew & lift.
1 III 110 II days	ψ0/1.10	per m. 2 man erew ee mu
THE FOLLOWING INFORMATION MUST BE COMPI	LETED FOR T	HE ACCURATE HANGING OF SIGN:
DATE REQUIREDTIME		ESTIMATED HOURS
TWDE OF CICN DW 1 DW 11 DC11D	Пол	
TYPE OF SIGN: \(\Delta\) wood \(\Delta\) Metal \(\Delta\) Cloth Bar	iner \square Otne	r
SIZE OF SIGN: Height Length	Width	Weight
SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐ Circ	le 🗆 Triangl	e 🗆 Other
NUMBER OF FEET FROM FLOOR TO TOR OF SI	CNI	
NUMBER OF FEET FROM FLOOR TO TOP OF SI	GN	
NUMBER OF FEET IN FROM FRONT OF BOOTH	[
NUMBER OF FEET IN FROM LEFT EDGE OF SIC	3N	
		Sub Total \$
		· · · · · · · · · · · · · · · · · · ·
Company Name_		Booth





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DEADLINE DATE: SEPTEMBER 15, 2023

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/Ope	rator				
There is a minimum charge of one hour 4:30 PM weekdays, overtime before 8:0	per crew member 00 AM and after 4:	. Half-hour incre	ments will a and all hour	pply after the rs on Saturday	first hour. Straight to and Sunday, and do	ime rates apply 8:00AM - uble time on holidays.
RIGGER FORKLIFT w/OPERATOR - (up to 5,000 lbs. Larger forklift and/or crane service	STRAIGHT \$86.50 per ho \$128.75 per h capacity) e is available by	our nour	\$193.13	per hour per hour	DOUBLE T \$173.00 per \$257.50 per	hour
]	FORKLIFT LA	ABOR RE	QUEST		
	5,000 lbs. forklift w/operator	helper/spotter 1 or 2	Date	Time	Approx. Hours	Estimated Forklift
SET-UP):					s
DISMANTLE	:					S
	# Pieces to b	e spotted	Н	eaviest Pie	ces	
					C-1-T-4-10	
					Sub Total \$	
Company Name					Boo	th



WAREHOUSE DEADLINE DATE: SEPTEMBER 22, 2023



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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 <u>round trip rates</u> 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. @ \$92.50 per 100 lbs. (200 lb. minimum/\$185.00)	\$
Showsite We will ship lbs. @ \$95.00 per l00 lbs. (200 lb. minimum/\$190.00)	\$
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. @ \$115.00 per 100 lbs. (200 lb. minimum/\$230.00)	\$
Showsite We will ship lbs. @ \$118.75 per 100 lbs. (200 lb. minimum/\$237.50)	\$
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 22, 2023 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 #:





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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, lockouts 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*.





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PRIORITY EMPTY CONTAINER RETURN

DEADLINE DATE:

SEPTEMBER 15, 2023

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	·····
	Container Labels are required for this service. t be picked up at Vista's Service Desk.
	Sub Total \$
COMPANY NAME:	BOOTH #





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 \$100.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

	Sub Total \$
•	

COMPANY NAME	BOOTH #	





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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





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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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.





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

WWW.VISTACS.COM

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).





6575 Delilah Road P: 609-485-2421 PO Box 3000 F: 609-485-2392 Pleasantville, NJ 08232 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 28, 2023*.
- · Shipments received after the deadline of Friday, September 22, 2023 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*, *October 2*, 2023 at 8:00 AM.
- · Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.





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

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, October 4, 2023.

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, LibertyCFS.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than LibertyCFS) must be checked in *no later* than 5:30 p.m. on Wednesday, October 4, 2023.

ADVANCE WAREHOUSE SHIPMENTS ONLY	ADVANCE WAREHOUSE SHIPMENTS ONLY
FROM:	FROM:
TO:	TO: (EXHIBITOR NAME) (BOOTH #)
NORTHEAST REGIONAL CARWASH CONVENTION c/o VISTA CONVENTION SERVICES 300 COMMERCE DRIVE	NORTHEAST REGIONAL CARWASH CONVENTION c/o VISTA CONVENTION SERVICES 300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234	EGG HARBOR TOWNSHIP, NJ 08234

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Friday, September 22, 2023 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUS	E SHIPMENTS ONLY
FROM:	
TO:(EXHIBITOR NAME)	(BOOTH #)
	,
NORTHEAST REGIO	NAL CARWASH
CONVENTION	
c/o VISTA CONVENT	
300 COMMERCE DRI	· -
EGG HARBOR TOWN	NSHIP, NJ 08234

ADVANCE WAREHOUS	E SHIPMENTS ONLY
FROM:	
TO:	
(EXHIBITOR NAME)	(BOOTH #)
NORTHEAST REGIO	NAL CARWASH
CONVENTION	
c/o VISTA CONVENT	ION SERVICES
300 COMMERCE DR	IVE
EGG HARBOR TOW	NSHIP, NJ 08234

	ON-SITE DIRECT	SHIPMENTS ONLY
FROM:_		
_		
то:		
(E	XHIBITOR NAME)	(BOOTH #)
N	ORTHEAST REGI	ONAL CARWASH
C	ONVENTION	
	O VISTA CONVEN	
A	TLANTIC CITY C	ONVENTION CENTER
\mathbf{B}	ACHARACH BLVI).
A	TLANTIC CITY, N	J 08401

	ON-SITE DIRECT S	SHIPMENTS ONLY
FROM	·	
TO:	(EXHIBITOR NAME)	(BOOTH #)
	NORTHEAST REGIO	ONAL CARWASH
	CONVENTION	
	c/o VISTA CONVENT	
	ATLANTIC CITY CO	NVENTION CENTER
	BACHARACH BLVD	•
	ATLANTIC CITY, NJ	08401

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SI	HIPMENTS ONLY
FROM:	
	-
TO:(EXHIBITOR NAME)	(BOOTH #)
NORTHEAST REGIO	NAL CARWASH
CONVENTION	
c/o VISTA CONVENT	
ATLANTIC CITY CO	NVENTION CENTER
BACHARACH BLVD.	
ATLANTIC CITY, NJ	08401
,	

	ON-SITE DIRECT S	SHIPMENTS ONLY
FRON	1 :	
TO:		
10	(EXHIBITOR NAME)	(BOOTH #)
	NORTHEAST REGIO	NAL CARWASH
	CONVENTION	
	c/o VISTA CONVENT	ION SERVICES
	ATLANTIC CITY CO	NVENTION CENTER
	BACHARACH BLVD.	
	ATLANTIC CITY, NJ	08401
	,	



OCTOBER 2-4, 2023 ATLANTIC CITY, NJ



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

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

OUTBOUND BILL OF LADING REQUEST

Outbound Shipping Information

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. BOL's and labels will be available for pick-up at the Vista Service Desk.

REQUESTS SHOULD BE SUBMITTED BY: SEPTEMBER 15, 2023

Ship to (Company): Destination (Street Address): City: ______State: _____Zip:_____ **Shipping Method** ___ LibertyCFS (Preferred Carrier) ___Other _____ FedEx (Express or Ground) UPS (ground) **Exhibitors using FedEx or UPS must provide pre-printed labels with their account number** Freight Charges Guaranteed By Company/Exhibitor: Attention: Permanent Street Address: City: State: Zip: Email: **Shipping Labels Request** # of Shipping Labels Requested: _____ Exhibitors using FedEx or UPS must provide pre-printed labels with their account number. **Notes** • Do not leave Bills of Lading in your booth. • Please complete one form per shipment. Please review the Material Handling Information, Material Handling Rate Schedule, and Limits of Liability forms. Company Name:______ Booth



THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS

Putting service first and leveraging our 42 years of freight & customs experience



Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time. 100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.







exhibitorservices@libertycfs.us www.libertycfs.us

Tel. (905) 338-3993 Fax: (905) 338-1092

1	Please accept this form as authority for Liberty CFS NV, Inc. to provide the services listed below. A second form is required for additional events. Adobe Acrobat Reader DC may be required for completion of form. Click image to download Adobe Acrobat.					
	Freight & Customs Freight Only		Customs Only Return Only			
2a NO	Company Name	DRESS w	Exhibiting Company Name Show			
PICK-UP LOCATION	Address1	ADD	Name			
Š	Address2	5	Address1			
J-	City State ZipCode	ERY	Address2			
PICI	Contact Phone #	ELIVERY	City State ZipCode Onsite			
	Email IRS/Tax ID# From To	٥	Contact Cell Phone #			
2b	P/U Date Hours	4	0.1001/2007 11 0.110 110000111 0000110 001110 001110 001110 001110			
	Dlvy Date Hours		Shipper Address1			
CES		7 7				
SERVICES	, , , , , , , , , , , , , , , , , , ,	ETURN	City State ZipCode			
SE	Inside Liftgate Dock	RE	Contact Phone #			
	Other		PU Date Arrive by			
5	Carton(s)/Box	F	PCS DIMENSIONS (L x H x W) WGT			
INFO	Vinyl Case(s)/Color					
GE	Wooden Crate(s)					
PACKAGE INFO	Trunk(s) / On Wheels					
	Skid(s) - to contain # of pieces					
_			TOTAL PIECES TOTAL WEIGHT			
VALUE	pound multiplied by the number of pounds of that part of the	shi hei	of this shipment is agreed to and understood to be \$0.50 per ipment lost or damaged but not less than \$50.00 per shipment reon. The liability of Carrier for loss/damage are subject to the lin \$40. DECLARED VALUE			
7	Credit Card Information / Billing Address	rd.	WSA AMERICAN EXPRESS MM YYYY			
	Credit Card Number	Security Code Exp. Date /				
PAYMENT	I hereby authorize the use of this card for payment of service credit cards are subject to a 30% surcharge.	ces	s related to this Order Form. I understand that declined			
PAY	Address		Signature			
City State ZipCode						
	Phone		Email			



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 OUTLE	TS					
	Up to 1000 watts	\$140.00	\$200.00				
	Up to 2000 watts	\$160.00	\$240.00				
208V 16 MOTOR A	AND EQUIPMEN	T 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 39 MOTOR A	AND EQUIPMEN						
	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	g Available.		1. SUB TOTAL	\$			
Call for details.			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 SE	RVICE URDER	FURIVI	All Rates are based on the to	otal square footage of	your exhibit space (100	sq. ft. minimum)	
ONE TIME	Vacuum carpet	before initial open	ing of event	Advance Rate 30¢	t/sq. ft.	Regular Rate 42¢/sq. ft.	
DAILY	Vacuum carpet	before initial open	ing of event and daily thereafter	Advance Rate 25¢	t/sq. ft.	Regular Rate 37¢/sq. ft.	
Exhibit Space	ft. (x)	ft.=	sq. ft. (x) days	(x) \$	+ Tax (6.625%) _	= TOTAL \$	
PORTER SERVI	CE ORDER FO	RM					
Empty wastebasket,	tidy and spot clea	n exhibit space at t	two hour intervals during show ho	ours. Advanc	ce Rate \$99.00	Regular Rate \$140.00	
Please check prefere	ence: ON	E 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		StateZip	
Card Holders Nam	ne			Card Holde	rs Signature		
Contact Name			Email				

ONE CONVENTION BOULEVARD ATLANTIC CITY, NJ 08401 USA



PHONE (609) 449-2291 FAX (609) 449-2464 Fed ID #222638563

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 JURISDICTON

(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. All video walls regardless of booth size.
- Labor is required to inspect pre-wired equipment plugged into our system.
- Any persons caught doing their own electrical work will be fined @ 500 per violation..





SHOW:	BOOTH#	
COMPANY:	BOOTH SIZE:	

Order Online at www.MeetAC.com

Deadline for advance rate is 15 days prior to show opening.

COMPRESSED A	DESCRIPTION AIR LINES 1/4" Air Line 15CFM 8/8" Air Line 30CFM 1/2" Air Line 50CFM	\$245.00 \$395.00	REGULAR RATE \$370.00	TOTAL
1	1/4" Air Line 15CFM 3/8" Air Line 30CFM		\$370.00	
	3/8" Air Line 30CFM		\$370.00	
3		\$395.00		
	1/2" Air Line 50CFM		\$555.00	
1		\$495.00	\$620.00	
	Addt'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	
,	Addt'l Connections	\$95.00	\$150.00	
DRAIN LINES				
	3/4" Drain Line	\$150.00	\$165.00	
	1" Drain Line	\$185.00	\$206.00	
,	Addt'l Connections	\$95.00	\$150.00	
NATURAL GAS I	LINES			
	1/2" Gas Line	\$495.00	\$740.00	
	3/4" Gas Line	\$615.00	\$925.00	
	1" Gas Line	\$770.00	\$1130.00	
	Addt'l Connections	\$105.00	\$160.00	
WATER FILL & D	DRAIN			
	Up to 100 Gallons	\$120.00	\$165.00	
	Addt'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	StateZip_
Card Holders Name	Card Holders	s 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.



SHOW:	BOOTH#	
COMPANY:	BOOTH SIZE:	

Order Online at www.MeetAC.com

Deadline for advance rate is 15 days prior to show opening.

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CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT









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.





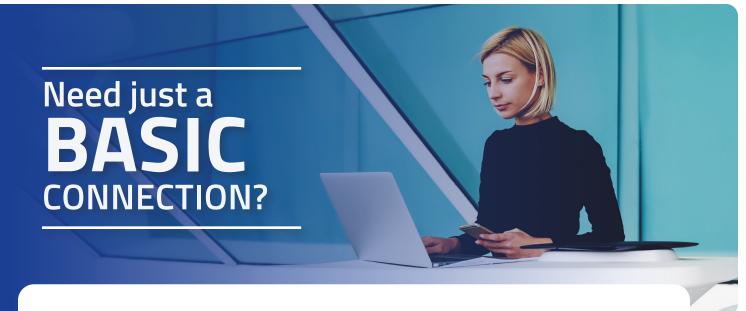
Order online at: orders.smartcitynetworks.com or call 888.446.6911



Is the exclusive provider of the following services:







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 online at:

orders.smartcitynetworks.com

or call 888.446.6911

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Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way

to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING SD or HD or UHD				INCENTIVE*	BASE	ON-SITE
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



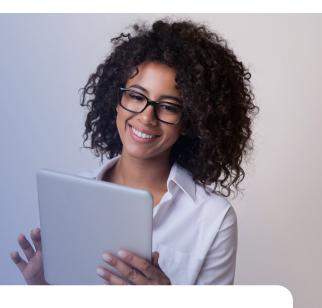


Order online at:

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 3 Mbps BURSTABLE TO 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	\$ <i>7</i> 50	\$750	\$750					

^{*}NOT FOR STREAMING.

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 online at:

orders.smartcitynetworks.com

or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

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

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 STREAMING									
BANDWIDTH ALLOCATION SD or HD or UHD INCENTIVE* BASE ON-SITE									
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	\$ <i>7</i> 50	\$ <i>7</i> 50	\$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 online at:
orders.smartcitynetworks.com
or call 888,446,6911

orders.smartcitynetworks.com/wifi-splash-page-design



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 online at:

orders.smartcitynetworks.com

or call 888.446.6911

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:

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/exhibitorprovided 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)	1280×720 & 1920×1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840×2160	25 Mbps

ON-SITE WIRELESS SERVICES ATLANTIC CITY CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

1 day for \$79.99 3 days for \$227.97 5 days for \$359.95

HOW TO CONNECT TO EXHIBITOR INTERNET

- Open Wi-Fi settings on your device and select "Exhibitor Internet".
- 2. First time users will be asked to create an account and select a purchase option.
- 3. Follow the on-screen instructions to get connected.

COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

HOW TO CONNECT TO COMPLIMENTARY INTERNET

 Open Wi-Fi settings on your device and select "AC Always On WIFI".

For questions regarding on-site wireless services, please call Smart City Networks at 609-449-3446. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.





Atlantic City Convention Center

Exhibitor Marketing Kit



Easy Ordering

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



Self-service option available through our online store – EventNow

Step 1

Visit <u>EventNow</u> and select 'I am planning an exhibit booth'

Step 2

Browse our technology catalog

Step 3

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

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

EventNow

offers a range of solutions for any exhibitor:

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

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

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

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment.



After the show, Encore picks up your rental equipment.



Need assistance or products/solutions not offered in EventNow?

Call your on-site contact directly:

Shakuwra Garrett
Sales Manager
shakuwra.garrett@encoreglobal.com
O 609-449-2226 | M 609-402-1530

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What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!



