

# Complete Exhibitor Kit



OCTOBER 7-9, 2024 ATLANTIC CITY, NJ





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

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 PO Box 230 Rexford, NY 12148

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

Order online: Vista online ordering

All questions regarding electrical, cleaning, compressed air and water should be directed to:

Atlantic City Convention Center

(609) 449-2291

Order online: ACCC online ordering

All questions regarding wifi, internet and telephone should be directed to:

**Smart City Networks** (888)446-6911

Order online: Smart City online ordering

All questions regarding audio visual should be directed to:

Encore Global (609) 402-1530

Order online: Encore online ordering

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

Thank you!





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## **SHOW INFORMATION**

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

#### **BOOTH PACKAGE**

8' High Backwall - Blue / Gold / Gold / Blue

3' High Siderail - Blue

7" x 44" Booth ID Sign

1 - 8' Draped Table - Blue

2 - Side Chairs

1 - Wastebasket

Aisle Carpet - Gray

NOTE: EXHIBIT FLOOR IS CONCRETE

#### **INSTALLATION**

Sunday October 6, 2024 10:00 am - 4:30 pm - By Request Only (Please email Kori Strunk directly at Koristrunk1@msn.com to October 7, 2024 8:00 am - 6:00 pm request an early move-in on Sunday, October 6, 2024)

Tuesday October 8, 2024 8:00 am - 12:00 pm

### **EXHIBIT HOURS**

Tuesday October 8, 2024 1:00 pm - 6:00 pm Wednesday October 9, 2024 9:30 am - 1:30 pm

#### **DISMANTLE**

Wednesday October 9, 2024 1:30 pm - 8:30 pm

#### **IMPORTANT DATES**

Vista Advance Order Discount Deadline: September 23, 2024

Rental Exhibits, Fabric Backwall & Graphics Deadline: September 9, 2024

Advance Freight Receiving Begins: September 9, 2024

Advance Freight Deadline (without surcharge): September 27, 2024

Direct to Show Site 1st day For Delivery: October 7, 2024 at 8:00am

Outbound Driver Check In No Later Than: October 9, 2024 by 5:30pm

\*Vista reserves the right to re-route shipments if your carrier fails to show or refuses a shipment.

#### SHIPPING INFORMATION

#### ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #

NORTHEAST REGIONAL CARWASH CONVENTION

c/o Vista Convention Services

300 Commerce Drive

Egg Harbor Township, NJ 08234

#### DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #

NORTHEAST REGIONAL CARWASH CONVENTION

c/o Vista Convention Services Atlantic City Convention Center Bacharach Blvd. Atlantic City, NJ 08401

<sup>\*</sup>Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense\*



Exhibitors are encouraged to use our, safe and secure, online ordering website to place orders and provide credit card information.

To log in, click the link below.

## **Online Ordering**

## **Existing Users**

If you have previously placed orders with us, enter your login name (your email address previously provided) and your password. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

## **New Users**

Contact us for a username and password so you can begin ordering your exhibit booth needs.

If you have any questions, please contact (609) 485-2421 or orders@vistacs.com





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





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#### **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

Standard Booth Furnishings & Accessories ......\$\_ Custom Furnishings.....\$ VCS Modular Rental Unit.....\$\_ Fabric Backwall Display Rental .....\$ 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 Signature

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





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## **PAYMENT POLICIES**

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

### **WIRE TRANSFER**

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

#### **CANCELLATIONS & ADJUSTMENTS**

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

### **TAX EXEMPTION**

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

#### THIRD PARTY PAYMENT BILLING

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

#### **MISCELLANEOUS**

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



DEADLINE DATE: SEPTEMBER 23, 2024



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

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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#
	SIGNATURE:
CHECK ITEMS TO BE BILLED TO THIRD PARTY:	
All Services	Material Handling/In and Out
I&D LaborRental Furnitur	re & CarpetSigns Other (Please specify)
THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION	N **Information must be provided**
	Expiration Date
Account Number	CVV CVV
Cardholder's Signature	Print Name
Cardholder's Billing Address	CityStateZipCountry
THIRD PARTY NAME:	
Contact person:	SIGNATURE:
Show site representative:	
PHONE NUMBER:	EMAIL:
Submit order with payment to	o: orders@vistacs.com before deadline date!





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DISCOUNT DEADLINE DATE: SEPTEMBER 23, 2024

## STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY.	DISCOUNT STANDARD AMT. RATES RATES	QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
Side Chair (black only) Padded Stool (black only)	53.00 65.00 70.00 86.00	Price includes white vinyl to Circle color: Blue Black **IF NO COLOR IS SE  2' x 4' x 30" 2' x 6' x 30"	op & 3 sides Burgundy Purple Gray Red LECTED, SHOW COLORS\$105.00	Teal White I WILL PRE V 130.00 155.00	Iunter Green
Round Pedestal Table (30"h x 30"rd Round Pedestal Table (42"h x 30"rd Wastebasket	102.00 128.00 123.00 153.00	4th Side Drap	se33.00	44.00	R HIGH
Easel	41.00 49.0082.00 102.00102.00 128.0030.00 38.0089.00 111.00102.00 128.0071.00 91.00	Circle color: Blue Black **IF NO COLOR IS S.  2' x 4' x 42".  2' x 6' x 42".  2' x 8' x 42".	Burgundy Purple Gray Red ELECTED, SHOW COLOR		
DRAPED RIS	y Red Teal White Hunter Gree 11.00ft. 17.00ft. ny Red Teal White Hunter Gree	2' x 4' x 30". 2' x 6' x 30". 2' x 8' x 30".		60.00 70.00 82.00	
White Vinyl         4' One Step         6' One Step	57.00 58.00	2' x 4' x 42". 2' x 6' x 42".		76.00 86.00 100.00	
received after deadline date or placed at the the Service	Desk will be invoiced at standard ra	tes. Invoices must be settled at the	ne Service Desk prior to show clos	sing. No teleph	one orders
	SEATING   SEAT				
Company Name		F	Booth #		

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



DISCOUNT **DEADLINE DATE: SEPTEMBER 23, 2024** 



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	f color match when o		
Qty.	Discount Rate	Standard Rate	Total
9'x 10'		184.00	
9'x 20'		368.00	
9'x 30'		552.00	
9'x 40'		736.00 920.00	
9 X 50	ck * Hunter Green * ORS WILL PREVAIL**	Blue Jay * Pe	
Price includes installation to fit booth space, protective covering INDICATE OVERALL DIMENSIONS:	ng, and edges taped.		
INDICATE OVERALL DIMENSIONS: ft.xft. (100 sq. ft. minimum)  Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * B	\$3.20 sq. t	t. \$4.95 sq.	ft
Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * B **SEE CANCELLATION POLICY UNDER **	lack * Hunter Green 'PLUSH CARPET''*	* Blue Jay * ] *	Pepper
INDICATE OVERALL DIMENSION:			
Single Padding:ft.xft. (100 sq. ft. m		_	
Double Padding:ft.xft. (100 sq. ft. m	inimum)	3.00 sq. ft.	\$3.60 sq. ft
Single Padding:ft.xft. (100 sq. ft. m Double Padding:ft.xft. (100 sq. ft. m CANCELLATION POLICY: Items cancelled before the Deadline Date with the content of the padding of the padding Date with the content of the padding Date with the padd	ill be refunded 50%. NO	REFUNDS A	FTER DEADLINE DATE
PLUSH CARPET INCLUDES LABOR TO INSTALL AND R	REMOVE PROTEC	CTIVE COV	ERING
Orders <u>MUST</u> be received by the Deadline Date above to guaran be charged at the Standard Rate.	tee delivery. Orders	received aft	er the deadline date will
Carpet Size $\underline{x} = \underline{(calculate to the nex)}$	t full foot, 100 sq. f	. minimum)	
QTY			
	A 4 = 7 - 2	<b>A</b> C A A	
Square feet (100 sq.ft. minimum)	\$4.75 sq. ft.	\$6.00 sq. f	t
	•	•	ìt
Circle Color: Charcoal Gray * Beige * White * Red * Midway Blue * CANCELLATION POLICY: Plush & Custom carpet cancelled after orders ha	Ivory * Navy * Black	ζ.	
Circle Color: Charcoal Gray * Beige * White * Red * Midway Blue *	Ivory * Navy * Black	charged at 100%	
Circle Color: Charcoal Gray * Beige * White * Red * Midway Blue * CANCELLATION POLICY: Plush & Custom carpet cancelled after orders ha	Ivory * Navy * Black	charged at 100%	% of original price
Circle Color: Charcoal Gray * Beige * White * Red * Midway Blue * CANCELLATION POLICY: Plush & Custom carpet cancelled after orders ha	Ivory * Navy * Black	charged at 100%	% of original price



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### **Standard Carpet Inventory**



### Plush Booth Carpet—28oz



## **Table Skirt Colors**







DISCOUNT DEADLINE DATE:
SEPTEMBER 23, 2024

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## **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\*\*

CUSTOM FURNISHINGS CATALOG

Item Number	Qty.		Dimensions	Standard	Discount	Total
Blanc (Pg. 2)						
18228-0847		Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	1086.00	1412.00	
18167-0614		Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	1037.00	1347.00	
18284-0834		Blanc Bright White Leather Chair	33"W x 35"D x 35"H	866.00	1126.00	
18024-0072		Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	520.00	676.00	
18184-0274		Blanc Bright White Leather Cube Ottoman	17"Square	182.00	237.00	
Function (Pg. 2)						
18284-0554		Function Bright White Leather Armless Chair	28"Square x 29"H	554.00	720.00	
18066-0016		Function Bright White Leather Corner	28"Square x 29"H	596.00	775.00	
Continental (Pg. 3)						
18303-0006		Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	1070.00	1391.00	
18304-0002		Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	1037.00	1347.00	
18296-0006		Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	461.00	599.00	
18184-0283		Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	544.00	707.00	
18184-0284		Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	461.00	599.00	
Sophistication (Pg. 3 & 4)						
18228-0674		Sophistication White Leather Sofa	72"W x 31"D x 48"H	1070.00	1391.00	
18167-0466		Sophistication White Leather Loveseat	48"W x 31"D x 48"H	723.00	940.00	
18284-0563		Sophistication White Leather Chair	27"W x 31"D x 48"H	544.00	707.00	
18066-0017		Sophistication White Leather Corner	31"Square x 48"H	544.00	707.00	
18184-0130		Sophistication White Leather Ottoman	31"Square x 19"H	409.00	531.00	
Boca (Pg. 4)						
18066-0026		Boca Black Leather Corner	27"W x 27"D x 30"H	596.00	775.00	
18284-0786		Boca Black Leather Armless	22"W x 27"D x 30"H	554.00	720.00	
Metro (Pg. 4 & 5)						
18228-0602		Metro Black Leather Sofa	85"W x 35"D x 35"H	892.00	1160.00	
18167-0467		Metro Black Leather Loveseat	60"W x 35"D x 35"H	860.00	1118.00	
18284-0482		Metro Black Leather Chair	35"Square x 35"H	671.00	873.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	461.00	599.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	461.00	599.00	
Suave Midnight (Pg. 5)						
18228-0085		Suave Midnight Sofa	77"W x 36"D x 33"H	782.00	1016.00	
18167-0069		Suave Midnight Loveseat	54"W x 36"D x 33"H	679.00	883.00	
18284-0151		Suave Midnight Chair	32"W x 36"D x 33"H	510.00	663.00	
Grammercy (Pg. 5 & 6)						
18228-0605		Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	994.00	1292.00	
18167-0469		Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	866.00	1126.00	
18284-0485		Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	554.00	720.00	
18066-0015		Grammercy Charcoal Leather Corner	36"Square x 36"H	637.00	829.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	461.00	599.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	461.00	599.00	
Montana Mocha (Pg. 6)						
18228-0784		Montana Mocha Sofa	79"W x 35"D x 34"H	840.00	1092.00	
18167-0573		Montana Mocha Loveseat	57"W x 35"D x 34"H	739.00	960.00	
18284-0704		Montana Mocha Chair	35"Square x 34"H	570.00	741.00	

COMPANY NAME	BOOTH

Item Number	Qty.		Dimensions	Standard	Discount	Total
Chandler (Pg. 6 & 7)	Qty.		Dimensions	Standard	Discount	Total
18228-0795		Chandler Red Leather Sofa	76"W x 37"D x 35"H	892.00	1160.00	
18167-0581		Chandler Red Leather Loveseat	53"W x 37"D x 35"H	860.00	1118.00	
18284-0717		Chandler Red Leather Chair	31"W x 37"D x 35"H	671.00	873.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	461.00	599.00	
Evoke (Pg. 7)						
13229-0007		Evoke Sofa	81"W x 35"D x 27"H	1349.00	1753.00	
13041-0015		Evoke Chair	33"W x 35"D x 27"H	723.00	940.00	
13054-0011		Evoke Cocktail Table	48"W x 24"D x 18"H	461.00	599.00	
13110-0009		Evoke End Table	24"W x 28"D x 25"H	409.00	531.00	
13110-0008		Evoke Cube Table	18"Square	290.00	377.00	
Jasper (Pg. 8)						
18228-0892		Jasper Sofa	64"W x 24"D x 33"H	1000.00	1300.00	
18284-0902		Jasper Chair	30"W x 24"D x 33"H	649.00	844.00	
Niko (Pg. 8)						
18228-0858		Niko Sofa	81"W x 30"D x 38"H	1104.00	1435.00	
18167-0622		Niko Loveseat	58"W x 30"D x 38"H	1009.00	1312.00	
18284-0856		Niko Chair	31"W x 30"D x 38"H	840.00	1092.00	
Cromwell (Pg. 8)						
18228-0869		Cromwell Sofa	78"W x 32"D x 29"H	1255.00	1631.00	
18284-0873		Cromwell Chair	32"W x 32"D x 29"H	747.00	971.00	
Stage Chairs (Pg. 9)		Midwight Stage Chair	25"W v 26"D ·· 27"U	222.00	422.00	
18284-0478 18284-0477		Midnight Stage Chair	25"W x 26"D x 37"H 25"W x 26"D x 37"H	333.00 333.00	433.00 433.00	
18284-0477		Chamois Stage Chair	25 W x 26 D x 37 H	333.00	433.00	
18284-0476		Buckskin Stage Chair Bianca Stage Chair - Frost		397.00		
18284-0621		Empire Chair - Black Leather	26"Square x 37"H 28"W x 32"D x 32"H	596.00	516.00 775.00	
18284-0564		Empire Chair - Black Leather	28"W x 32"D x 32"H	596.00	775.00	
18284-0785		Monarch Chair	28"Square x 30"H	381.00	496.00	
Ottomans & Benches (Pg. 10)		Monarch Chair	20 Square x 30 11	301.00	450.00	
18184-0283		Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	544.00	707.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	461.00	599.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	461.00	599.00	
18024-0008		Metro Black Leather Bench	60"W x 24"D x 17"H	461.00	599.00	
18024-0002		Grammercy Charcoal Leather Bench	60"W x 24"D x 17"H	461.00	599.00	
18024-0062		Chandler Red Leather Bench	60"W x 24"D x 17"H	461.00	599.00	
18184-0192		Essentials Storage Ottoman	48"W x 24"D x 20"H	637.00	829.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	461.00	599.00	
Banquettes & Turning Beds (Pg. 10)						
18011-0011		Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	1349.00	1753.00	
18011-0002		Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	1349.00	1753.00	
02082-0033		Essentials White Leather Turning Bed	96"W x 48"D x 34"H	1620.00	2106.00	
Cube Ottomans (Pg. 11)						
18184-0294		Rubix Cube - Cherry	17"Square x 18"H	186.00	242.00	
18184-0295		Rubix Cube - Cromwell	17"Square x 18"H	186.00	242.00	
18184-0296		Rubix Cube - Grape	17"Square x 18"H	186.00	242.00	
18184-0293		Rubix Cube - Lemon	17"Square x 18"H	186.00	242.00	
18184-0297		Rubix Cube - Lime	17"Square x 18"H	186.00	242.00	
18184-0298		Rubix Cube - Mango	17"Square x 18"H	186.00	242.00	
18184-0274		Blanc Bright White Leather Cube	17"Square x 17"H	182.00	237.00	
18184-0128		Metro Black Leather Cube Ottoman	18"Square x 18"H	182.00	237.00	
Charged (Pg. 12)		Facebiele Tamaina Daday (Ch. 1) Civil 1	00  141 40  0 40  11	4707.00	2226.02	
22100-0001		Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	1797.00	2336.00	
22051-0001		Boca Bright White Corner - Charged  Boca Bright White Armless - Charged	27"W x 27"D x 30"H	679.00	883.00	
22050-0001			22"W x 27"D x 30"H	628.00	817.00	
22001-0001 22002-0002		Aspen Bar Table - Charged  Aspen Cocktail Table - Charged	72"W x 26"D x 42"H 48"W x 24"D x 18"H	1052.00	1368.00	
22002-0002		White Conference Table - Charged	96"W x 43"D x 30"H	596.00 1416.00	775.00 1841.00	
18284-0861		Patrice Tablet Chair	28"W x 30.5"D x 31"H	656.00	852.00	
22052-0001		Lincoln Bench - Charged	59"W x 39"D x 17"H	994.00	1292.00	
22032 0001		Emconi Denoi Chargeu	33 W X 33 D X 17 H	J 334.00	1232.00	

COMPANY NAME	ВООТН
CUMPANTINAME	ВООТП

Item Number	Qty.		Dimensions	Standard	Discount	Total
Occasional Tables (Pg. 13-14)	Qty.		Dimensions	Standard	Discount	Total
12108-0001-12304-0006		Aria Red End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0004		Aria Red Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0005		Aria Green End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0007		Aria Green Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0004		Aria Blue End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0005		Aria Blue Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0007		Aria Purple End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0006		Aria Purple Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0002		Aria White End Table	24"W x 20"D x 22"H	324.00	421.00	
12231-0001-12305-0002		Aria White Console Table	44"W x 20"D x 30"H	359.00	467.00	
12049-0001-12050-0003		Aria White Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0001		Aria Charcoal End Table	24"W x 20"D x 22"H	324.00	421.00	
12231-0001-12305-0001		Aria Charcoal Console Table	44"W x 20"D x 30"H	359.00	467.00	
12049-0001-12050-0002		Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12107-0008		Tribeca End Table	24"W x 28"D x 22"H	324.00	421.00	
12230-0005		Tribeca Console Table	48"W x 18"D x 30"H	359.00	467.00	
12055-0008		Tribeca Cocktail Table	48"W x 28"D x 19"H	341.00	443.00	
18024-0010		Novel End Table	15"Square x 16"H	409.00	531.00	
18024-0011		Novel Cocktail Table	46"W x 15"D x 16"H	461.00	599.00	
12107-0467		Hylton Tablet Table	18"W x 12"D x 28"H	290.00	377.00	
12107-0512		Fuze End Table	24"Square x 23"H	350.00	455.00	
12230-0116		Fuze Console Table	60"W x 16"D x 34"H	426.00	553.00	
12055-0453		Fuze Cocktail Table	40"Square x 16"H	393.00	511.00	
12107-0493		London End Table	24"Square x 23"H	350.00	455.00	
12230-0110		London Console Table	60"W x 16"D x 34"H	426.00	553.00	
12055-0428		London Cocktail Table	40"Square x 16"H	393.00	511.00	
12107-0494		Brooklyn II Square End Table	22"W X 22"D X 20"H	299.00	389.00	
12107-0495		Brooklyn II Round End Table	20"Round X 20"H	299.00	389.00	
12055-0429		Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	333.00	433.00	
12055-0430		Brooklyn II Round Cocktail Table	30"Round X 16"H	333.00	433.00	
12107-0282		Vivid End Table	26"Square x 21"H	324.00	421.00	
12230-0081		Vivid Console Table	50"W x 24"D x 30"H	359.00	467.00	
12055-0273		Vivid Cocktail Table	50"W x 24"D x 16"H	341.00	443.00	
12107-0296		24" Cube End Table - Black	24"Square x 21"H	333.00	433.00	
12107-0297		24" Cube End Table - White	24"Square x 21"H	333.00	433.00	
12055-0285		24" Cube Cocktail Table - Black	24"Square x 16"H	324.00	421.00	
12055-0286		24" Cube Cocktail Table - White	24"Square x 16"H	324.00	421.00	
Bars & Bar Backs (Pg. 15)		21 case countain rasic White	2 r oquare x 20 m	52 1100	122100	
05012-0076		VIP Glow Bar 6'	72"W x 24"D x 42"H	1180.00	1533.00	
05012-0075		VIP Glow Bar 4'	48"W x 24"D x 42"H	994.00	1292.00	
05012-0053		Black Bar - 2 Shelf	48"W x 16"D x 42"H	544.00	707.00	
05012-0054		White Bar - 2 Shelf	48"W x 16"D x 42"H	544.00	707.00	
12112-0010		Blox Bar Back	30"W x 16"D x 86"H	679.00	883.00	
05001-0017		Piazza Bar Back - Black	44"W x 12"D x 80"H	637.00	829.00	
05001-0018		Piazza Bar Back - White	44"W x 12"D x 80"H	637.00	829.00	
Bar Stools (Pg. 16 & 17)				337.30	525.50	
05237-0264		Vienna Stool - Gray	17"Square x 39"H	341.00	443.00	
05237-0263		Vienna Stool - Orange	17"Square x 39"H	341.00	443.00	
05237-0262		Vienna Stool - Teal	17"Square x 39"H	341.00	443.00	
05237-0038		Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	306.00	398.00	
05237-0039		Criss Cross Bar Stool - White	15"W x 19"D x 41"H	306.00	398.00	
05237-0305		Colin Stool	20"W x 19"D x 46"H	257.00	333.00	
05237-0306-05033-0001-05034-0009		Milo Bar Stool - Black	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0007-05034-0012		Milo Bar Stool - California Wine	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0005-05034-0011		Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0013-05034-0015		Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0011-05034-0014		Milo Bar Stool - Jade	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0009-05034-0013		Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0002-05034-0010		Milo Bar Stool - White	20"W x 21"D x 41"H	290.00	377.00	
05237-0221		Euro Bar Stool - Black	22"W x 24"D x 42"H	290.00	377.00	
05237-0270		Hourglass Bar Stool - Black	18"W x 20"D x 43"H	316.00	411.00	
05237-0270		Hourglass Bar Stool - White	18"W x 20"D x 43"H	316.00	411.00	
03231 0211		Hodi Sidaa Dai atooi - Willite	10 W A ZU D X 43 FI	310.00	411.00	

COMPANY NAME	BOOTH
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Item Number Qty.		Dimensions	Standard	Discount	Total
Bar Stools (Pg. 16 & 17)		Zimenoione	- Cturicuru		1014
05237-0160	Eguino Bar Stool - Black	15"W x 13"D x 35"H	316.00	411.00	
05237-0041	Equino Bar Stool - White	15"W x 13"D x 35"H	316.00	411.00	
05237-0298	Clara Stool	17"W x 21"D x 41"H	306.00	398.00	
05237-0235	Marcus Stool	18"Square x 29"H	232.00	301.00	
05237-0215	Regal Stool	19"W x 24"D x 45"H	316.00	411.00	
05237-0150	Caprice Stool	25"W x 26"D x 44"H	316.00	411.00	
05237-0109	Sonic Stool	22"W x 23"D x 42"H	257.00	333.00	
05237-0042	Nexus Stool	19"W x 20"D x 44"H	264.00	344.00	
Café Chairs (Pg. 17, 18 & 19)	INEXUS STOOT	19 W X 20 D X 44 II	204.00	344.00	
	Vianna Chair Cray	21"Ceuero y 22"H	216.00	281.00	
05035-0032 05035-0031	Vienna Chair - Gray Vienna Chair - Orange	21"Square x 32"H 21"Square x 32"H	216.00	281.00	
05035-0031	Vienna Chair - Grange  Vienna Chair - Teal	<del></del>	216.00	281.00	
05035-0030		21"Square x 32"H		<del>                                     </del>	
	Milo Chair - Black	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0008-05034-0012	Milo Chair - California Wine	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0006-05034-0011	Milo Chair - Chartreuse	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0014-05034-0015	Milo Chair - Chocolate	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0012-05034-0014	Milo Chair - Jade	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0010-05034-0013	Milo Chair - Victory Blue	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0004-05034-0010	Milo Chair - White	20"W x 22"D x 33"H	180.00	234.00	
05035-0051	Clara Chair	18"W x 21"D x 35"H	205.00	266.00	
05035-0008	Leslie Chair	17"W x 21"D x 31"H	163.00	212.00	
05035-0010	Criss Cross Chair - Espresso	17"W x 21"D x 35"H	205.00	266.00	
05035-0011	Criss Cross Chair - White	17"W x 21"D x 35"H	205.00	266.00	
05035-0023	Elio Chair	17"Square x 33"H	182.00	237.00	
14233-0025	Caprice Chair - Black	25"W x 24"D x 32"H	182.00	237.00	
14233-0005	Comet Stack Chair - Arms	23"W x 22"D x 32"H	249.00	323.00	
14233-0006	Comet Stack Chair - Armless	19"W x 22"D x 32"H	232.00	301.00	
05221-0039	Regal Dining Chair	19"W x 23"D x 38"H	257.00	333.00	
14233-0016	Sonic Chair	20"W x 21"D x 32"H	182.00	237.00	
05035-0050	Nexus Chair	19"W x 22"D x 32"H	216.00	281.00	
05035-0052	Colin Chair	22"W x 19"D x 33"H	182.00	237.00	
Bar Tables (Pg. 18, 19 & 20)					
05246-0003-05036-0050	24" Square Bar Table - Cosmo/Chrome Base	24"Square x 42"H	341.00	443.00	
05246-0018-05036-0050	24" Square Bar Table - Cosmo/Black Base	24"Square x 42"H	341.00	443.00	
05246-0003-05036-0051	24" Square Bar Table - Emerald Tide/Chrome Base	24"Square x 42"H	341.00	443.00	
05246-0018-05036-0051	24" Square Bar Table - Emerald Tide/Black Base	24"Square x 42"H	341.00	443.00	
05246-0003-05036-0049	24" Square Bar Table - Icebreaker/Chrome Base	24"Square x 42"H	341.00	443.00	
05246-0018-05036-0049	24" Square Bar Table - Icebreaker/Black Base	24"Square x 42"H	341.00	443.00	
05246-0003-05036-0048	24" Square Bar Table - Sirona/Chrome Base	24"Square x 42"H	341.00	443.00	
05246-0018-05036-0048	24" Square Bar Table - Sirona/Black Base	24"Square x 42"H	341.00	443.00	
05246-0003-05036-0046	32" Round Bar Table - Cement/Chrome Base	32"Round x 42"H	449.00	584.00	
05246-0018-05036-0046	32" Round Bar Table - Cement/Black Base	32"Round x 42"H	449.00	584.00	
05246-0003-05036-0047	32" Round Bar Table - Yukon Gold/Chrome Base	32"Round x 42"H	449.00	584.00	
05246-0018-05036-0047	32" Round Bar Table - Yukon Gold/Black Base	32"Round x 42"H	449.00	584.00	
05246-0018-05036-0001	Euro Bar Table Black/Black 30" Round	30"Round x 42"H	324.00	421.00	
05246-0018-05036-0004	Euro Bar Table Black/Black 36" Round	36"Round x 42"H	333.00	433.00	
05246-0003-05036-0001	Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	324.00	421.00	
05246-0003-05036-0004	Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	333.00	433.00	
05246-0018-05036-0037	City Bar Table Maple/Black 30" Round	30"Round x 42"H	324.00	421.00	
05246-0018-05036-0038	City Bar Table Maple/Black 36" Round	36"Round x 42"H	333.00	433.00	
05246-0003-05036-0037	Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	324.00	421.00	
05246-0003-05036-0038	Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	333.00	433.00	
05246-0018-05036-0003	Summit Bar Table White/Black 30" Round	30"Round x 42"H	324.00	433.00	
05246-0018-05036-0006	Summit Bar Table White/Black 30" Round	36"Round x 42"H	333.00	433.00	
05246-0003-05036-0003	Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	324.00	433.00	
05246-0003-05036-0006	Blanco Bar Table White/Chrome 36" Round  Blanco Bar Table White/Chrome 36" Round		+	421.00	
		36"Round x 42"H	333.00	<del> </del>	
05036-0039-05246-0003	Fuze Bar Table	36"Square x 42"H	366.00	475.00	
05246-0003-05036-0008	Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	324.00	421.00	
05246-0003-05036-0009	Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	502.00	653.00	

COMPANY NAME	BOOTH
	BOOTH

Item Number	Qty.		Dimensions	Standard	Discount	Total
Bar Tables (Pg. 18, 19 & 20)	ζ.γ.					
05246-0003-05036-0033		Spectrum Bar Table - Red	24"Square x 42"H	350.00	455.00	
05246-0003-05036-0034		Spectrum Bar Table - Blue	24"Square x 42"H	350.00	455.00	
05246-0003-05036-0035		Spectrum Bar Table - Purple	24"Square x 42"H	350.00	455.00	
05246-0003-05036-0036		Spectrum Bar Table - Green	24"Square x 42"H	350.00	455.00	
05202-0049		Zinc Bar Table	24"Round x 42"H	485.00	631.00	
05204-0001			72"W x 26"D x 42"H			
		Aspen Bar Table	72 W X 20 D X 42 H	900.00	1170.00	
Café Tables (Pg. 21, 22 & 23)		24" Savera Cafa Tabla Carra (Characa Bara	24  5	241.00	442.00	
05246-0002-05036-0050		24" Square Cafe Table - Cosmo/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0050		24" Square Cafe Table - Cosmo/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0051		24" Square Cafe Table - Emerald Tide/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0051		24" Square Cafe Table - Emerald Tide/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0049		24" Square Cafe Table - Icebreaker/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0049		24" Square Cafe Table - Icebreaker/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0048		24" Square Cafe Table - Sirona/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0048		24" Square Cafe Table - Sirona/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0046		32" Round Café Table - Cement/Chrome Base	32"Round x 30"H	461.00	599.00	
05246-0017-05036-0046		32" Round Café Table - Cement/Black Base	32"Round x 30"H	461.00	599.00	
05246-0002-05036-0047		32" Round Café Table - Yukon Gold/Chrome Base	32"Round x 30"H	461.00	599.00	
05246-0017-05036-0047		32" Round Café Table - Yukon Gold/Black Base	32"Round x 30"H	461.00	599.00	
05246-0018-05036-0001		Euro Café Table Black/Black 30" Round	30"Round x 30"H	324.00	421.00	
05246-0018-05036-0004		Euro Café Table Black/Black 36" Round	36"Round x 30"H	333.00	433.00	
05246-0003-05036-0001		Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	324.00	421.00	
05246-0003-05036-0004		Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	333.00	433.00	
05246-0018-05036-0037		Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	324.00	421.00	
05246-0018-05036-0038		Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	333.00	433.00	
05246-0003-05036-0037		City Café Table Maple/Black 30" Round	30"Round x 30"H	324.00	421.00	
05246-0003-05036-0038		City Café Table Maple/Black 36" Round	36"Round x 30"H	333.00	433.00	
05246-0018-05036-0003		Summit Café Table White/Black 30" Round	30"Round x 30"H	324.00	421.00	
05246-0018-05036-0006		Summit Café Table White/Black 36" Round	36"Round x 30"H	333.00	433.00	
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05246-0003-05036-0003		Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	324.00	421.00	
05246-0003-05036-0006		Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	333.00	433.00	
05036-0039-05246-0002		Fuze Café Table	36"Square x 30	366.00	475.00	
05246-0002-05036-0008		Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	324.00	421.00	
05246-0002-05036-0009		Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	502.00	653.00	
05246-0002-05036-0033		Spectrum Café Table - Red	24"Square x 29"H	350.00	455.00	
05246-0002-05036-0034		Spectrum Café Table - Blue	24"Square x 29"H	350.00	455.00	
05246-0002-05036-0035		Spectrum Café Table - Purple	24"Square x 29"H	350.00	455.00	
05246-0002-05036-0036		Spectrum Café Table - Green	24"Square x 29"H	350.00	455.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	773.00	1004.00	
05088-0505		Brio Dining Table	96"W x 48"D x 30"H	1037.00	1347.00	
Office Seating (Pg. 24)						
14136-0002		Tamiri High Back Chair	25"W x 27"D x 45"H	409.00	531.00	
14176-0007		Tamiri Mid Back Chair	27"Square x 39"H	359.00	467.00	
14128-0002		Tamiri Guest Chair	25"W x 26"D x 37"H	333.00	433.00	
14136-0081		Accord High Back Chair - Black	25"Square x 44"H	510.00	663.00	
14136-0010		Accord High Back Chair - White	25"Square x 44"H	510.00	663.00	
14250-0013		Goal Task Chair - Arms	25"Square x 39"H	273.00	355.00	
14250-0014		Goal Task Chair Armless	21"W x 25"D x 39"H	249.00	323.00	
14307-0003		Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	303.00	394.00	
14307-0003		Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	273.00	355.00	
Conference Tables (Pg. 25)		COU. DIGER DIGITALING SCOOL ACTURESS	21 ** ^ 27 0 40 11	273.00	333.00	
		42" Round Conference Table - Black	42" Round x 29"H	452.00	E97.00	
14062-0105	-	+		452.00	587.00	
14062-0106	-	42" Round Conference Table - Mahogany	42" Round x 29"H	452.00	587.00	
14062-0297	-	Command Conference Table - 6' Black	72"W x 36"D x 31"H	806.00	1048.00	
14062-0303		Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	806.00	1048.00	
14062-0300		Command Conference Table - 6' White	72"W x 36"D x 31"H	806.00	1048.00	
14062-0298		Command Conference Table - 8' Black	96"W x 48"D x 31"H	866.00	1126.00	
14062-0304		Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	866.00	1126.00	
1 14002 0201	1	Command Conference Table - 8' White	96"W x 48"D x 31"H	866.00	1126.00	
14062-0301						
14062-0301 14062-0299		Command Conference Table - 10' Black	120"W x 48"D x 31"H	994.00	1292.00	
		Command Conference Table - 10' Black Command Conference Table - 10' Sirona	120"W x 48"D x 31"H 120"W x 48"D x 31"H	994.00 994.00	1292.00 1292.00	

COMPANY NAME	BOOTH
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Item Number	Qty.		Dimensions	Standard	Discount	Total
Office Furniture (Pg. 25 & 26)						
14072-0108		Storage Credenza - Black	60"W x 20"D x 29"H	596.00	775.00	
14072-0038		Storage Credenza - Mahogany	60"W x 20"D x 29"H	596.00	775.00	
14083-0105		Jr Executive Desk - Black	60"W x 30"D x 29"H	679.00	883.00	
14083-0106		Jr Executive Desk - Mahogany	60"W x 30"D x 29"H	679.00	883.00	
14083-0324		Executive Desk - Black	72"W x 36"D x 29"H	705.00	916.00	
14083-0117		Executive Desk - Mahogany	72"W x 36"D x 29"H	705.00	916.00	
14029-0098		5 Shelf Bookcase - Black	36"W x 12"D x 72"H	637.00	829.00	
14029-0091		5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	637.00	829.00	
05088-0365		Vivid Café Table - Square	42"Square x 30"H	554.00	720.00	
05088-0364		Vivid Café Table - Rectangle	60"W x 36"D x 30"H	637.00	829.00	
05088-0498		Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	663.00	862.00	
05088-0499		Brooklyn II Round Dining Table	42" Round x 30"H	520.00	676.00	
Metal File & Storage Cabinets		, , , , , , , , , , , , , , , , , , , ,				
(Pg. 27)						
14148-0001		2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	366.00	475.00	
14147-0001		2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	290.00	377.00	
14148-0002		4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	299.00	389.00	
14147-0002		4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	333.00	433.00	
14143-0006		2 Drawer Lateral File - Black	36"W x 18"D x 27"H	299.00	389.00	
14143-0008		4 Drawer Lateral File - Black	36"W x 18"D x 54"H	366.00	475.00	
14034-0015		Storage Cabinet - Black	36"W x 18"D x 72"H	366.00	475.00	
Pedestals (Pg. 28)						
12091-0023		Display Pedestal 14" x 42" Black	14"Square x 42"H	444.00	577.00	
12091-0004		Display Pedestal 24" x 42" Black	24"Square x 42"H	537.00	698.00	
12091-0002		Display Pedestal 18" x 42" Black	18"Square x 42"H	494.00	643.00	
12091-0030		Display Pedestal 14" x 42" White	14"Square x 42"H	444.00	577.00	
12091-0024		Display Pedestal 14" x 36" Black	14"Square x 36"H	376.00	489.00	
12091-0034		Display Pedestal 24" x 36" Black	24"Square x 36"H	537.00	698.00	
12091-0031		Display Pedestal 14" x 36" White	14"Square x 36"H	376.00	489.00	
12091-0033		Display Pedestal 24" x 36" White	24"Square x 36"H	537.00	698.00	
12091-0025		Display Pedestal 14" x 30" Black	14"Square x 30"H	350.00	455.00	
12091-0003		Display Pedestal 24" x 30" Black	24"Square x 30"H	510.00	663.00	
12091-0001		Display Pedestal 18" x 30" Black	18"Square x 30"H	359.00	467.00	
12091-0032		Display Pedestal 14" x 30" White	14"Square x 30"H	350.00	455.00	
14309-0001		Locking Pedestal Black	24"Square x 42"H	663.00	862.00	
14179-0005		Locking Pedestal White	24"Square x 42"H	663.00	862.00	
12091-0055		Fuze Pedestal	16"Square x 44"H	366.00	475.00	
12091-0043		London Pedestal	16"Square x 44"H	366.00	475.00	
Miscellaneous Items (Pg. 29)						
14189-0066		Stanchion Chrome	41"H	103.00	134.00	
11526-0001		Stanchion Rope - Red Velour	6' L	54.00	70.00	
14308-0009		Nero Literature Stand - Black	15"W x 12"D x 53.5"H	249.00	323.00	
14308-0010		Argento Literature Rack	15"W x 12"D x 53.5"H	249.00	323.00	
14308-0005		Alto Literature Rack	10.5"W x 9.5"D x 57"H	257.00	330.00	
01209-0003		Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	461.00	599.00	
Lighting (Pg. 29)						
09392-0019		Silo Grey Floor Lamp	70"H	227.00	295.00	
09417-0037		Silo Grey Table Lamp	25"H	166.00	215.00	
09392-0018		Silo White Floor Lamp	70"H	227.00	295.00	
09417-0036		Silo White Table Lamp	25"H	166.00	215.00	
09392-0001		Neutrino Steel Floor Lamp - Steel	67"H	232.00	301.00	
05552 0001	L	Treating Steer floor Early Steer	1 07 11	232.00	301.00	

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	BOOT	H
COMPANY NAME	ВООТ	H





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

DEADLINE DATE: SEPTEMBER 9, 2024

## **FABRIC BACKWALL DISPLAY RENTAL ORDER FORM**

VCS F-10 / 10'w x 8'tall Full Graphic Display......\$2965.00





VCS F-20 / 20'w x 8'tall Full Graphic Display......\$4043.00

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\$137.00	1 Meter Counter w/front graphic panel\$520.00
20' Unit 4 lights\$273.00	2 Meter Counter w/front graphic panel\$804.00
	lights. Exhibitor must order basic power from Facility.  ave been received will be charged at 100% of original price.**
	DEADLINE DATE ARE SUBJECT TO AVAILABILITY AND A 0% LATE SURHARGE**
	Sub Total \$
Company Name	Booth_







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## VCS MODULAR RENTAL UNITS

**DEADLINE DATE:** 

SEPTEMBER 9, 2024

#### □VCS B-20 Unit contains: □VCS A-10 Unit contains: - (3) Shelves - (6) Shelves COMPANY NAME COMPANY NAME COMPANY NAME - (12) Brackets - (6) Brackets \* Check One \* Check One White Panel White Panel Blue Blue Grav Gray Price: \$2940.00 Price: \$1680.00 **COUNTERS:** □ VCS C-20 Unit contains: Qty. Price Total - Locking Storage Unit - (4) Shelves COMPANY NAME - (8) Brackets 1 Meter Counter w/o graphics \$315.00 2 Meter Counter w/o graphics \$394.00 \* Check One 1 Meter Counter w/front graphic panel \$520.00 White Panel 2 Meter Counter w/front graphic panel \$804.00 Blue Gray Graphic Dimensions provided upon request Price: \$3570.00 Counter Colors: (\*check one) \_\_\_\_White \_\_\_\_Blue \_\_\_\_Gray **OPTIONAL RENTAL ACCESSORIES:** ALL UNITS INCLUDE: \*STANDARD HEADER COPY Extra Shelves \*LIGHTS (Does NOT include outlet) (1) shelf & (2) brackets \$47.00 Custom Graphics & Custom Units are available! Side Rail (each) \$89.00 Please call Vista Convention Services for pricing. **HEADER COPY:** All orders received after the deadline date will be charged a 30% late fee. CANCELLATION POLICY: ALL Units cancelled after orders have been received will be charged at 100% of original price. Sub Total \$

Submit order with payment to: <u>orders@vistacs.com</u> before deadline date!





## **GRAPHIC GUIDELINES**

## **DEADLINE DATE: SEPTEMBER 9, 2024**

## **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.





## **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:			

Submit order with payment to: <u>orders@vistacs.com</u> before deadline date!

## **EXHIBITOR RIGHTS**

#### TEAMSTERS UNION

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

#### **CARPENTERS UNION**

Carpenters handle the set-up and dismantling of displays and exhibit booths and hang all exhibitor ceiling signs. This includes all display work. Carpenters also un-skid, re-skid, uncrate and re-crate machinery.

Carpenters also install all exhibitor owned floor covering, including carpeting, wood flooring and rubber mats. The only exception being where the exhibit flooring is actually manufactured by the exhibitor and is being installed by full time company employees.

#### **DECORATORS UNION**

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

# 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 dollies or hand trucks.
- They utilize no motorized lift equipment.
- The vehicle is no larger than a van.

#### Hand carry exhibit materials through public doorways, provided:

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

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

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

#### The following work shall be performed by Union Labor:

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



**DISCOUNT DEADLINE DATE: SEPTEMBER 23, 2024** 



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## LABOR ORDER FORM

#### CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS **Carpenter Rates:**

### STRAIGHT TIME:

Advance Rate Standard Rate \$84.25/hr. \$105.30/hr.

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

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

#### **OVERTIME:**

**Advance Rate Standard Rate** \$126.25/hr. \$157.85/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 worker ordered, unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

■ PLAN A - EXHIBITOR'S SUPERVISE	ON All work	performed n	nust be under	the supervision of the Ex	hibitor.
					Estimated Labor
	# WORKERS	DATE	TIME	APPROX. HOURS	\$
SET-UP					\$
DISMANTLE					
■ PLAN B - VISTA SUPERVISION H	lourly rate plus	35% Superv	ision Charge	/ <b>Minimum \$60.00/\$70.0</b> 0	Estimated Supervision
Name of Carrier		# Crat	· AC	Cartons	<u> </u>
Name of Carrier		# Crai	.65	Cartons	SKIUS
After Dismantle Return Display To:  Vista shall not be responsible for damage, le responsible for loss, theft, or disappearance of	oss, or theft of	display instal	VI. lled and/or di	A_ smantled under our Sup	ervision. Vista shall not
				Sub To	tal \$
COMPANY NAME:				BOOTH#	

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





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DEADLINE DATE: SEPTEMBER 23, 2024

## **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.

Workers 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 workers 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 30 PM weekdays	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 \$89.10 per ho \$132.65 per h capacity) e is available by	our our	\$198.95	TIME 5 per hour 6 per hour	<b>DOUBLE T</b> \$178.20 per \$265.30 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	
					Sub Total \$	
					Sub Total \$	
Company Name					Boo	th





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OCTOBER 7-9, 2024 ATLANTIC CITY, NJ

**Straight Time** 

DEADLINE DATE: SEPTEMBER 23, 2024

per hr. - 2 person crew & lift.

## 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) Person 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.

\$449.00

8:00 AM - 4:30 PM Monday through Frie	day		
Before 8:00 AM and after 4:30 PM	\$673.50	per hr 2 person cre	ew & lift.
Monday thru Friday, and all hours on Satu			
<b>Double Time</b> All Holidays	\$898.00	per hr 2 person cre	ew & lift.
•			
THE FOLLOWING INFORMATION MUST BE CO.	MPLETED FOR	THE ACCURATE HANG	GING OF SIGN:
DATE REQUIREDTIME		ESTIMATED H	HOURS
ΓΥΡΕ OF SIGN: □ Wood □ Metal □ Cloth	Banner	ner	
SIZE OF SIGN: Height Length	Width	Weight	
SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐	Circle 🗆 Trian	gle	
CENTER OVER BOOTH □			
NUMBER OF FEET FROM FLOOR TO TOP O	F SIGN		
NUMBER OF FEET IN FROM FRONT OF BOO	)TH		
NUMBER OF FEET IN FROM LEFT EDGE OF	SIGN		
			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 - \$0.30 per cubic ft. per month.

- \$100.00 minimum per month
- \$20.00 per cwt. handling charge one way
- PLEASE CONTACT VISTA'S CUSTOMER SERVICE DEPARTMENT @ 609-485-2421 IF YOU ARE INTERESTED IN LONG TERM STORAGE

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

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

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

	Sub Total \$
Company Name	Booth

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



WAREHOUSE DEADLINE DATE: SEPTEMBER 27, 2024



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## **MATERIAL HANDLING RATES**

COMPUTATION OF ORDER: When recording weight, round up to the n	ext 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 unladditional handling (such as ground loading, side door loading, constricted space loading or stacked shipments) required.				
<b>Warehouse</b> We will ship lbs. @ \$95.25 per 100 lbs. (200 lb. minimum/\$190.50	))	\$		
<b>Showsite</b> We will ship lbs. @ \$97.85 per l00 lbs. (200 lb. minimum/\$195.70	)	\$		
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. @ \$118.45 per 100 lbs. (200 lb. minimum/\$236.90)  Showsite  We will ship lbs. @ \$122.30 per 100 lbs. (200 lb. minimum/\$244.60)				
<b>D. SMALL PACKAGE SHIPMENTS</b> Cartons and envelopes received at <b>show site</b> without documentation will be delived count or conditions at this rate. Maximum weight per shipment is 50 lbs.	ered without guarantee of piece			
FIRST PACKAGE @\$44.00		\$		
EACH ADDITIONAL PACKAGE @\$27.00		\$		
<b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after and any shipment received at showsite after show opening will be charged 35% in addition				
Rates include all labor and equipment required to unload shipment, store up to 30 days	in advance at the warehouse address d	alivar to booth		

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 23, 2024** 

## 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	eturn\$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 #	

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





## **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 \$289.00 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.

Dervices warehouse.	
	Sub Total \$
COMPANY NAME	BOOTH #

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





## **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.





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

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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.





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## **SHIPPING INFORMATION**

#### WHAT YOU SHOULD KNOW:

- \*As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- \*Please prepay all shipping charges. Vista Convention Services cannot accept or be responsible for collect shipments. All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista for such shipments. Shipments without certified weight documents will be estimated by Vista. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- \*Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at show site only.

  Uncrated shipments received at show site are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.
- \*Separate mixed van shipments between crated and uncrated, and clearly identify the weights of each on the bill of lading.

  Otherwise, Vista Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust charges later.
- \*Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- \*All shipments for the show received either in advance or at show site will be charged material handling by Vista Convention Services. Refer to the *MATERIAL HANDLING SERVICE AND RATES* form in this manual.
- \*All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the *MATERIAL HANDLING SERVICE AND RATES* form in this manual.
- \*If granted permission for early move-in (off-target move-in) by show management and Vista, the exhibitor is required to use Vista Convention Services' labor for booth installation.

#### **MATERIAL HANDLING INCLUDES:**

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

#### MATERIAL HANDLING DOES NOT INCLUDE:

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





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## **SHIPPING 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*, *September 9*, *2024*.
- · Shipments received after the deadline of Friday, September 27, 2024 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 7*, 2024 at 8:00 AM.
- · Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.





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OCTOBER 7-9, 2024 ATLANTIC CITY, NJ

## **OUTBOUND SHIPPING INSTRUCTIONS**

#### SHIPPING OUTBOUND FROM SHOW SITE

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

Label each item as follows:

From: (Your Company Name)

Booth #:

Show Name: NORTHEAST REGIONAL CARWASH CONVENTION

**Location:** Atlantic City Convention Center

To: (Shipping Address)

• Once your shipment is packed and labeled, return your show bill-of-lading to the Vista Service Desk. All bills-of-lading must be turned in no later than 5:30 p.m. on Wednesday, October 9, 2024.

### 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 9, 2024.

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 27, 2024 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

<b>ADVANCE WAREHOUS</b>	SE SHIPMENTS ONLY		
FROM:			
TO:(EXHIBITOR NAME)	(BOOTH #)		
,	,		
NORTHEAST REGIO	DNAL CARWASH		
CONVENTION			
c/o VISTA CONVENT	c/o VISTA CONVENTION SERVICES		
300 COMMERCE DRIVE			
EGG HARBOR TOW	EGG HARBOR TOWNSHIP, NJ 08234		
	,		

	ADVANCE WAREHOUSE SHIPMENTS ONLY		
FRON	M:		
TO:_	(EXHIBITOR NAME)	(BOOTH #)	
	NORTHEAST REGIO	,	
	CONVENTION	THAL CARWASH	
	c/o VISTA CONVENTION SERVICES		
	300 COMMERCE DR		
	EGG HARBOR TOW	NSHIP, NJ 08234	

TO:(EXHIBITOR NAME)	ADOLTH IN
	DOOTH IN
	MOOTH IN
	(DOOTH II)
	(BOOTH #)
NORTHEAST REGIONAL	L CARWASH
CONVENTION	
c/o VISTA CONVENTION	SERVICES
ATLANTIC CITY CONVI	ENTION CENTER
BACHARACH BLVD.	
ATLANTIC CITY, NJ 0840	01

	ON-SITE DIRECT S	SHIPMENTS ONLY					
FROM:							
TO:	HIBITOR NAME)	(BOOTH #)					
NO	RTHEAST REGIO	ONAL CARWASH					
CO	<b>NVENTION</b>						
	VISTA CONVENT						
AT	LANTIC CITY CO	NVENTION CENTER					
BA	CHARACH BLVD	•					
AT]	LANTIC CITY, NJ	08401					

# FOR ON-SITE DIRECT SHIPMENTS ONLY DELIVER NO EARLIER THAN MONDAY, OCTOBER 7, 2024 AT 8:00AM

ON	-SITE DIRECT SI	HIPMENTS ONLY
FROM:		
<del></del>		<del></del>
TO:	OR NAME)	(BOOTH #)
NORT	HEAST REGIO	NAL CARWASH
	ENTION	
		ION SERVICES
		NVENTION CENTER
	ARACH BLVD.	
AILA	NTIC CITY, NJ	U84U1

	ON-SITE DIRECT	SHIPMENTS ONLY
FRON	<b>M:</b>	
TO:_	(EXHIBITOR NAME)	(BOOTH #)
	NORTHEAST REGI	ONAL CARWASH
	<b>CONVENTION</b>	
	c/o VISTA CONVENT	
	ATLANTIC CITY CO	ONVENTION CENTER
	<b>BACHARACH BLVI</b>	).
	ATLANTIC CITY, N.	J 08401
	,	



#### **OCTOBER 7-9, 2024** ATLANTIC CITY, NJ



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

#### **OUTBOUND BILL OF LADING REQUEST**

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 23, 2024 **Outbound Shipping Information**

Snip to (Company):	<del> </del>			-
Attention:				
Destination (Street Address):				
City:		_State:	Zip:	
Phone:		-		
<u>Sh</u>	ipping Method			
LibertyCFS (Preferred Carri	ier)Other			
FedEx (Express or Ground)	UPS (grour	nd)		
**Exhibitors using FedEx or UPS r	must provide pre-pr	inted labels	with their accoun	t number**
<u>Freigh</u>	nt Charges Gua	aranteed	By	
Company/Exhibitor:				
Attention:				
Permanent Street Address:				
City:	State:	Zi	p:	
Phone:	Ema	nil:		
<u>s</u>	hipping Labels	Reques	<u>t</u>	
# of Shipping Labels R Exhibitors using FedE	•		d labels with their a	ccount number.
	<u>Notes</u>			
Please complete one form per shipm	ent.	• Do not	leave Bills of Ladin	ıg in your booth.
Please review the Material Handling Infor	rmation, Material Han	dling Rate S	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.







#### exhibitorservices@libertycfs.us www.libertycfs.us Tel. (905) 338-3993

1	Please accept this form as authority for Liberty <b>CFS</b> NV, Inc A second form is required for additional events.	c. to	Adobe Acrobat Reader DC	C may be required for cimage to download Adobe Acrobat-	
	Freight Only Customs Only		Freight & Customs	Return Only	
2a	Company Name	ESS &	xhibiting Company lame	Booth #	
ATIC	Address1	ADDR	how ame		
loC,	Address2	0 A	ddress1		
PICK-UP LOCATION	City State ZipCode	RY	ddress2		
충	Contact Phone #	ELIVERY	ity State	ZipCode	
4	Email IRS/Tax ID#	<b>3</b> 0	nsite ontact Cell P	hone #	
2b	From To P/U Date Hours	4	Check Box if the Return addre	ess is the same as 2a	
	· — — —		onsignee:		
ES	Dlvy Date Hours	2	ddress1		
SERVICES	Express Economy LTL 7-10 Days Int'l	ETURN	ddress2	7' . C l .	
SER	Inside Liftgate Dock	ŒT	City State ZipCode Phone #		
	Other	_	PU Date Arrive by		
5	Contantal	F		WGT	
	Carton(s)/Box	•	DIVIDIONS (EXVIXII)		
0	Vinyl Case(s)/Color				
PACKAGE INFO	Wooden Crate(s)				
PACKA	Trunk(s) / On Wheels				
	Skid(s) - to contain # of pieces				
				TOTAL WEIGHT	
VALUE	<b>Declared Value for Carriage:</b> The declared value for carriage pound multiplied by the number of pounds of that part of the unless a value is declared below and applicable charges paid the terms and conditions. Liberty <b>CFS</b> NV, Inc charges 8% per \$10 <b>Exclusion:</b> Does not include TV(s)/Monitor(s)	shi d th	ment lost or damaged but not less the eon. The liability of Carrier for loss	nan \$50.00 per shipment	
7				AMERICAN	
	Credit Card Information / Billing Address	d	VISA	MM YYYY	
_	Credit Card Number	_	ecurity Code Exp. Da		
PAYMENT	I hereby authorize the use of this card for payment of service credit cards are subject to a 30% surcharge.	ces	nated to this Order Form. I unders	tanu that declined	
AYN	Address		ignature		
	City		tate Z	ZipCode	
	Phone	Email			



**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.





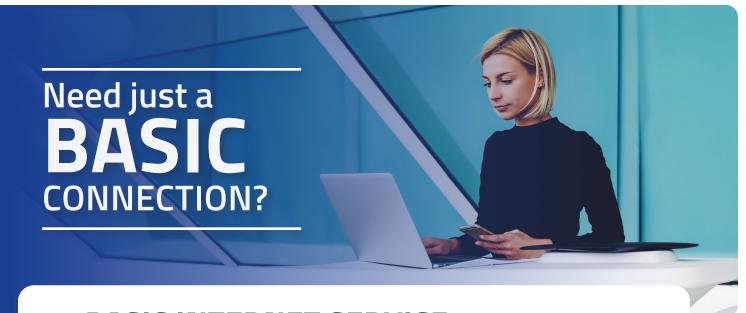
Order online at: orders.smartcitynetworks.com or call 888.446.6911



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:

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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	ST SD c	REAMIN	NG r 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



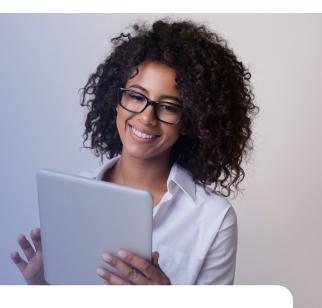


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or call 888.446.6911

# 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				

<sup>\*</sup>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:

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or call 888.446.6911

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

<sup>\*\*</sup>ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!



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







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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

# Frequently Asked Questions

## DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

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

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

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

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

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

#### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

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

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



Order online at: orders.smartcitynetworks.com

or call 888.446.6911

#### **DO YOU OFFER INCENTIVE RATES?**

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

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

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

### CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

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

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

#### **HOW MUCH BANDWIDTH DO I NEED?**

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

#### WHAT DOES SD, HD, AND UHD STAND FOR?

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

FORMAT	RESOLUTION	BANDWIDTH REQUIRED	
Standard Definition (SD)	720x480	3.0-5.0 Mbps	
High Definition (HD)	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.





SHOW:	BOOTH#	
COMPANY:	BOOTH SIZE:	

#### Order Online at www.accenter.com

Deadline for advance rate is 15 days prior to show opening

ELECTRICAL SER	VICE ORDER F	ORM		
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	ND 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	ND EQUIPMEN	T OUTLETS		
	20 Amp	\$395.00	\$590.00	
	30 Amp	\$465.00	\$690.00	
	60 Amp	\$745.00	\$1100.00	
	100 Amp	\$895.00	\$1300.00	
	200 Amp	\$1550.00	\$1950.00	
LIGHTS				
	Stem Lights	\$100.00	\$130.00	
	Single 120 W Flood	\$105.00	\$150.00	
	Double 120 W Flood	\$135.00	\$205.00	
	Overhead Quartz	\$355.00	\$540.00	
Specialty Lighting	Available.		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.)

VACOUIVIING S	SERVICE ORDER I	OKW	All Rates are based on the t	otal square footage of your	exhibit space (100 se	q. ft. minimum)	
ONE TIME	Vacuum carpet be	efore initial openi	ng of event	Advance Rate 30¢/sq.	ft.	Regular Rate 42¢/sq.	. ft.
DAILY	Vacuum carpet b	efore initial openi	ng of event and daily thereafter	Advance Rate 25¢/sq.	ft.	Regular Rate 37¢/sq.	. ft.
Exhibit Space	ft. (x)	ft.=	sq. ft. (x) days	(x) \$	+ Tax (6.625%)	= TOTAL \$	
PORTER SERV	VICE ORDER FORM	И					
Empty wastebaske	et, tidy and spot clean e	exhibit space at tw	vo hour intervals during show ho	urs. Advance R	ate \$99.00	Regular Rate \$140.0	00
Please check prefe	erence: ONE	ГІМЕ	DAILY				
Specify Day:	Date:		Porter Service:	_days (x) amt. per day \$	+Tax(6	.625%)= <b>TOTAL \$</b>	
Company Name	<u> </u>				Phone Number		
Credit Card #				Exp.Date		Sec. Code_	
Billing Address_				City		State Zip	
Card Holders Na	ame			Card Holders S	Signature		
Contact Name			Email				



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.

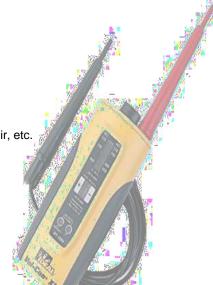
#### **OUTLET LOCATION & DISTRIBUTION**

- 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.
- Labor is required to inspect pre-wired equipment plugged into our system.





SHOW:	BOOTH#	
COMPANY:	BOOTH SIZE:	

#### Order Online at www.accenter.com

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

PLUMBING SE	RVICE ORDER F	FORM		
QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
COMPRESSED	AIR LINES			
	1/4" Air Line 15CFM	\$245.00	\$370.00	
	3/8" Air Line 30CFM	\$395.00	\$555.00	
	1/2" Air Line 50CFM	\$495.00	\$620.00	
	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	SLINES			
	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 8	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.





Self-service option available through our online store – **EventNow** 

#### Step 1

Visit <a href="https://eventnow.encoreglobal.com/myevents">https://eventnow.encoreglobal.com/myevents</a>

Search by Name or Date

#### Step 3

Browse the catalog and 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

#### **IMPORTANT TIPS**

- ❖ If you are TAX EXEMPT, please contact your Encore representative to place the order. ST-4 or ST-5 Form must be completed in full and included with order request prior to arrival
- ❖ All ST-4 or ST-5 forms must be completed and addressed to the following:

Encore Group (USA) LLC 5100 N River Road Schiller Park, IL 60176

20% Discount will be offered up until 20 days prior to load in



# Audio-Visual Exhibit Order Information

#### **EventNow**

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of Atlantic City Convention Center, Encore is com-mitted 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



Need assistance or products/solutions not offered on EventNow?

Call your on-site contact directly:

Shakuwra Garrett shakuwra.garrett@encoreglobal.com

M 609-402-1530