



## ***Complete Exhibitor Kit***



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NEW JERSEY  
OCTOBER 2-4, 2017**



ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NEW JERSEY  
OCTOBER 2-4, 2017



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

P: 609-485-2421  
F: 609-485-2392  
E: info@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  
Meeting Industry Experts, Inc.  
1600 Randolph Road  
Schenectady, NY 12308  
On behalf of Northeast Regional Carwash Convention  
P: 800-868-8590  
F: 518-252-6240  
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: info@vistacs.com*

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

*Thank you!*



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## SHOW INFORMATION

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

### BOOTH PACKAGE

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

**NOTE: EXHIBIT FLOOR IS CONCRETE**

### INSTALLATION

|                |                        |                           |
|----------------|------------------------|---------------------------|
| <b>Monday</b>  | <b>October 2, 2017</b> | <b>11:00 am - 5:00 pm</b> |
| <b>Tuesday</b> | <b>October 3, 2017</b> | <b>8:00 am - 12:30 pm</b> |

### EXHIBIT HOURS

|                  |                        |                           |
|------------------|------------------------|---------------------------|
| <b>Tuesday</b>   | <b>October 3, 2017</b> | <b>1:00 pm - 6:30 pm</b>  |
| <b>Wednesday</b> | <b>October 4, 2017</b> | <b>10:30 am - 3:30 pm</b> |

### DISMANTLE

|                  |                        |                           |
|------------------|------------------------|---------------------------|
| <b>Wednesday</b> | <b>October 4, 2017</b> | <b>3:30 pm - 11:59 pm</b> |
|------------------|------------------------|---------------------------|

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



ATLANTIC CITY CONVENTION CENTER  
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**DISCOUNT**  
**DEADLINE DATE:**  
**SEPTEMBER 15, 2017**

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

|   |    |          |
|---|----|----------|
| Standard Booth Furnishings & Accessories Order Form ..... | \$ | _____    |
| Carpet/Carpet Padding Order Form .....                    | \$ | _____    |
| Perfboard & Grid Walls Order Form .....                   | \$ | _____    |
| VCS Modular Rental Unit Order Form .....                  | \$ | _____    |
| Estimated Labor Order Form .....                          | \$ | _____    |
| Priority Empty Container Return Order Form.....           | \$ | _____    |
| Estimated Rigging Labor Order Form.....                   | \$ | _____    |
| Estimated Sign Hanging Order Form.....                    | \$ | _____    |
| Estimated Material Handling Order Form.....               | \$ | _____    |
| SUB TOTAL   |    | \$ _____ |
| *ADD 6.875% NJ SALES TAX                                  |    | \$ _____ |
| NET AMOUNT DUE VISTA                                      |    | \$ _____ |

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

### INDICATE PAYMENT METHOD:

Check # \_\_\_\_\_ Dated \_\_\_\_\_ Amount \$ \_\_\_\_\_

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Expiration Date 

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**PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER** \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

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

Signature \_\_\_\_\_

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE**



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## PAYMENT & CREDIT CARD AUTHORIZATION LIMITS OF LIABILITY & RESPONSIBILITY

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





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## PAYMENT POLICIES

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

### WIRE TRANSFER

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

### CANCELLATIONS & ADJUSTMENTS

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

### TAX EXEMPTION

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

### THIRD PARTY PAYMENT BILLING

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

### MISCELLANEOUS

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



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### THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

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

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH# \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**CHECK ITEMS TO BE BILLED TO THIRD PARTY:**

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

**THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION \*\*Information must be provided\*\***

☐ MasterCard ☐ Visa ☐ American Express Expiration Date \_\_\_\_\_ ☐ Corporate ☐ Personal

Account Number

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER** \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

THIRD PARTY NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

SHOW SITE REPRESENTATIVE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD AUTHORIZATION form.



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## STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT RATES STANDARD RATES AMT.

### SEATING

|   |         |         |       |
|---|---------|---------|-------|
| _____ Upholstered Arm Chair (black only)..... | \$53.75 | \$67.65 | _____ |
| _____ Side Chair (black only).....            | 43.35   | 53.75   | _____ |
| _____ Padded Stool (black only).....          | 57.45   | 71.25   | _____ |

### ACCESSORIES

|   |          |          |       |
|---|----------|----------|-------|
| _____ Cocktail Table (18" h x 24" rd).....                                      | 53.50    | 67.65    | _____ |
| _____ Round Pedestal Table (30" h x 30" rd).....                                | 84.50    | 105.65   | _____ |
| _____ Round Pedestal Table (42" h x 30" rd).....                                | 101.35   | 126.70   | _____ |
| _____ Wastebasket.....  | 16.65    | 20.30    | _____ |
| _____ Easel.....  | 33.50    | 40.60    | _____ |
| _____ Chrome Sign Frame (22" x 28").....  | 67.65    | 84.45    | _____ |
| _____ Bag Holder.....   | 84.45    | 105.60   | _____ |
| _____ 8' Stanchion.....   | 24.80    | 31.00    | _____ |
| _____ Crossbar.....   | 24.80    | 31.00    | _____ |
| _____ Garment Rack.....   | 73.20    | 91.45    | _____ |
| _____ Literature Rack.....  | 84.45    | 105.60   | _____ |
| _____ 3' Black Stanchion/Pull out Tape.....                                     | 58.75    | 75.45    | _____ |
| (7 1/2 ft. lengths)   |          |          |       |
| _____ 8' Special Background.....  | 15.00ft. | 20.00ft. | _____ |
| _____ Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green |          |          |       |
| _____ 3' Special Siderails.....   | 10.00ft. | 15.00ft. | _____ |
| _____ Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green |          |          |       |

### DRAPED RISERS

**White Vinyl**

|                         |       |       |       |
|-------------------------|-------|-------|-------|
| _____ 4' One Step ..... | 38.10 | 47.65 | _____ |
| _____ 6' One Step.....  | 46.55 | 57.45 | _____ |

QTY. DISCOUNT RATES STANDARD RATES AMT.

### DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green  
\*\*IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL\*\*

|                           |         |          |       |
|---------------------------|---------|----------|-------|
| _____ 2' x 4' x 30".....  | \$86.45 | \$107.80 | _____ |
| _____ 2' x 6' x 30".....  | 102.50  | 128.05   | _____ |
| _____ 2' x 8' x 30".....  | 120.30  | 150.05   | _____ |
| _____ 4th Side Drape..... | 30.00   | 40.00    | _____ |

### DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green  
\*\*IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL\*\*

|                           |        |        |       |
|---------------------------|--------|--------|-------|
| _____ 2' x 4' x 42".....  | 114.30 | 138.15 | _____ |
| _____ 2' x 6' x 42".....  | 129.00 | 157.10 | _____ |
| _____ 2' x 8' x 42".....  | 141.30 | 176.80 | _____ |
| _____ 4th Side Drape..... | 30.00  | 40.00  | _____ |

### UNDRAPE DISPLAY TABLES - 30" HIGH

|                          |       |       |       |
|--------------------------|-------|-------|-------|
| _____ 2' x 4' x 30"..... | 39.40 | 49.30 | _____ |
| _____ 2' x 6' x 30"..... | 46.50 | 57.75 | _____ |
| _____ 2' x 8' x 30"..... | 54.00 | 67.60 | _____ |

### UNDRAPE DISPLAY TABLES - 42" HIGH

|                          |       |       |       |
|--------------------------|-------|-------|-------|
| _____ 2' x 4' x 42"..... | 51.20 | 62.55 | _____ |
| _____ 2' x 6' x 42"..... | 57.15 | 70.95 | _____ |
| _____ 2' x 8' x 42"..... | 66.70 | 82.80 | _____ |

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

ALL CHARGES SUBJECT TO NJ SALES TAX (6.875%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

|                                  |               |
|----------------------------------|---------------|
| Company Name _____               | Booth # _____ |
| Street Address _____             | Phone # _____ |
| City _____ State _____ Zip _____ | Fax# _____    |
| Ordered by (Print or Type) _____ | E-Mail _____  |
| Signature _____                  | Title _____   |

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE**





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## CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

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

| Qty.  |               | Discount<br>Rate | Standard<br>Rate | Total |
|-------|---------------|------------------|------------------|-------|
| _____ | 9'x 10' ..... | 123.00           | 152.25           | _____ |
| _____ | 9'x 20' ..... | 246.00           | 304.50           | _____ |
| _____ | 9'x 30' ..... | 369.00           | 456.75           | _____ |
| _____ | 9'x 40' ..... | 492.00           | 609.00           | _____ |
| _____ | 9'x 50' ..... | 615.00           | 761.25           | _____ |

**Circle color:** Blue \* Burgundy \* Gray \* Teal \* Red \* Purple \* Black \* Hunter Green \* Blue Jay \* Pepper \* Sand  
**\*\*IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL\*\***

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

CUSTOM  
CARPET

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

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$2.60 sq. ft. \$4.05 sq. ft. \_\_\_\_\_

**Circle color:** Blue \* Burgundy \* Gray \* Teal \* Red \* Purple \* Black \* Hunter Green \* Blue Jay \* Pepper \* Sand  
**\*\*SEE CANCELLATION POLICY UNDER "PLUSH CARPET"\*\*\***

CARPET  
PADDING

INDICATE OVERALL DIMENSION:

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$1.20 sq. ft. \$1.50 sq. ft. \_\_\_\_\_

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

PLUSH CARPET - 28 OZ.

**PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING**

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

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

**QTY**

\_\_\_\_\_ Square feet (100 sq. ft. minimum).....\$3.90 sq. ft. \$4.90 sq. ft. \_\_\_\_\_

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

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

ALL CHARGES SUBJECT TO NJ SALES TAX (6.875%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

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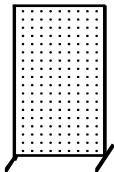
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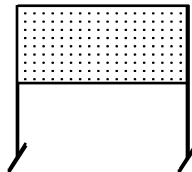
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## PERFBOARD & GRID WALLS ORDER FORM

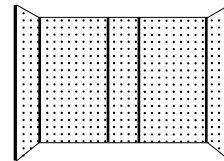
### PERFBOARD



**STYLE A**



**STYLE B**



**STYLE C**

**Complete Coverage  
10' Wide booth space  
2' Side Wings  
Requires 2 - 4' x 8', 3 - 2' x 8'**

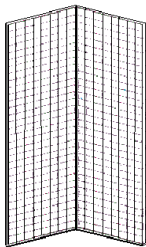
Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

INDICATE STYLE REQUIRED: ☐ A - Vertical ☐ B - Horizontal ☐ C - Complete Booth Coverage - Number of panels required depends on booth size.

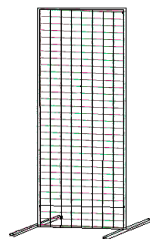
**Rental price includes delivery to booth space, installation only where specified, and removal at close of show.**

| QUANTITY OF FRAMED PANELS REQUIRED:   | DISCOUNT<br>RATE | STANDARD<br>RATE | AMOUNT |
|---------------------------------------|------------------|------------------|--------|
| ____ 4' x 8' Panel (white).....       | \$129.75         | \$160.45         | _____  |
| ____ 2' x 8' Panel (white).....       | 90.90            | 116.00           | _____  |
| Perfboard Shelving - 8" Wide          |                  |                  |        |
| ____ 4' Long (hardware supplied)..... | 27.35            | 34.10            | _____  |

### GRID WALLS



**STYLE A: 2' x 8'**



**STYLE B: 2' x 6'**

**STYLE A:**

ORDER 2'x8' GRIDS IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.  
MINIMUM ORDER 2 GRIDS

**STYLE B:**

ORDER 2'x6' GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

**NOTE:** NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR

| QTY          |   | DISCOUNT<br>RATE | STANDARD<br>RATE | AMOUNT |
|--------------|---|------------------|------------------|--------|
| ____ Style A | 2' x 8' Grid (Minimum order (2) Grids)..... | \$52.40          | \$65.05          | _____  |
| ____ Style B | 2' x 6' Grid (w/feet).....                  | 61.65            | 78.55            | _____  |

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

SUBJECT TO NJ SALES TAX (6.875%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax # \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NEW JERSEY  
OCTOBER 2-4, 2017**

**DEADLINE DATE:  
SEPTEMBER 15, 2017**

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

## VCS MODULAR RENTAL UNITS

### □ VCS Table-Top Unit contains:

- lighted header
- 1 - 8' draped table
- DRAPE COLOR:** BLUE BLACK BURGUNDY PURPLE  
GRAY RED TEAL WHITE HUNTER GREEN

#### \* Check One

\_\_\_ **White Panel**  
\_\_\_ **Blue**  
\_\_\_ **Gray**

**Price: \$575.00**



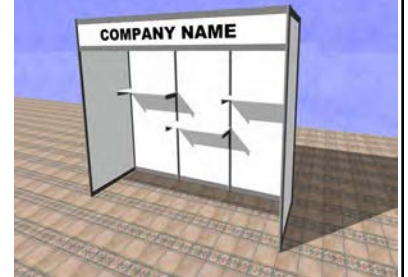
### □ VCS A-10 Unit contains:

- (3) Shelves
- (6) Brackets

#### \* Check One

\_\_\_ **White Panel**  
\_\_\_ **Blue**  
\_\_\_ **Gray**

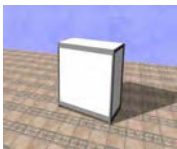
**Price: \$1600.00**



### COUNTERS:

Qty. Price Total

40"L x 42" H x 22"W \_\_\_ **\$275.00** \_\_\_  
80"L x 42" H x 22"W \_\_\_ **\$350.00** \_\_\_



#### Counter Colors: (\*check one)

\_\_\_ **White** \_\_\_ **Blue** \_\_\_ **Gray**

### OPTIONAL RENTAL ACCESSORIES:

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

#### ALL UNITS INCLUDE:

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

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

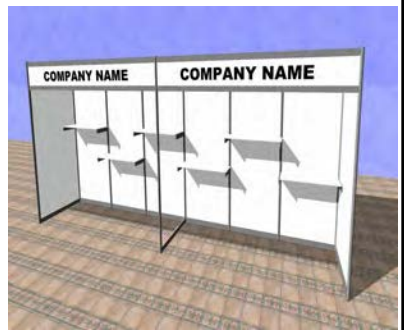
### □ VCS B-20 Unit contains:

- (6) Shelves
- (12) Brackets

#### \* Check One

\_\_\_ **White Panel**  
\_\_\_ **Blue**  
\_\_\_ **Gray**

**Price: \$2800.00**



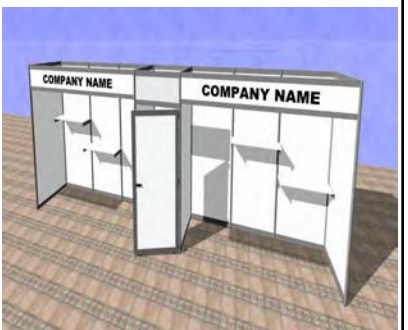
### □ VCS C-20 Unit contains:

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

#### \* Check One

\_\_\_ **White Panel**  
\_\_\_ **Blue**  
\_\_\_ **Gray**

**Price: \$3400.00**



### HEADER COPY:

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

SUBJECT TO NJ SALES TAX (6.875%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE**



ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NEW JERSEY  
OCTOBER 2-4, 2017



**DISCOUNT**  
**DEADLINE DATE:**  
**SEPTEMBER 15, 2017**

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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.**

Exhibiting Firm: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Name & Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Full Name of Non-Official Contractor: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Non-Official Contractor "Show Site" Representative: \_\_\_\_\_

Type of Service to Be Performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Retain one copy for your files.*

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

### ***DECORATORS UNION***

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

### ***ELECTRICAL UNION***

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

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

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

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

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

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

***Set up their own display in 10'x10', 10'x20' & 20'x20' Island booths:***

- 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'x20'
- Island booths larger than a 20'x20'
- Installation of Display
- Laying Exhibitor owned carpet
- Crating & uncrating of show materials





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OCTOBER 2-4, 2017**



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**DISCOUNT  
DEADLINE DATE:  
SEPTEMBER 15, 2017**

## LABOR ORDER FORM

### CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

#### Carpenter Rates:

| Straight Time:  |                    |
|---|--------------------|
| Advance Rate  | Standard Rate      |
| <b>\$72.00/hr.</b>  | <b>\$90.00/hr.</b> |
| one hour minimum per worker<br>thereafter 1/2 hr. increments<br>ST: 8:00 AM to 4:30 PM<br>Monday through Friday |                    |

| OverTime:   |                     |
|---|---------------------|
| Advance Rate  | Standard Rate       |
| <b>\$108.00/hr.</b>   | <b>\$135.00/hr.</b> |
| one hour minimum per worker<br>thereafter 1/2 hr. increments<br>OT: Before 8:00 AM and after 4:30 PM<br>Monday through Friday<br>and all hours on Saturday and Sunday |                     |

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

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

PLEASE INDICATE SERVICE REQUIRED:

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

|           | # MEN | DATE | TIME | APPROX. HOURS |
|-----------|-------|------|------|---------------|
| SET-UP    |       |      |      |               |
| DISMANTLE |       |      |      |               |

☐ **PLAN B - VISTA SUPERVISION** Hourly rate plus 35% Supervision Charge / Minimum \$40.00 / \$46.00

Name of Carrier \_\_\_\_\_ # Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Skids \_\_\_\_\_

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

**Please include Set-up Plans with Order**

After Dismantle Return Display To: \_\_\_\_\_

VIA \_\_\_\_\_

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

Company Name \_\_\_\_\_ Booth \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

**PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS**

#### Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT # \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_  
CUSTOMER CODE #: \_\_\_\_\_

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CARDHOLDER'S SIGNATURE: \_\_\_\_\_ CARDHOLDER'S NAME: \_\_\_\_\_

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.875%)



ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NEW JERSEY  
OCTOBER 2-4, 2017



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[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## 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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**DEADLINE DATE:  
SEPTEMBER 15, 2017**

## HANGING OF CEILING SIGNS ORDER FORM

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

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

### **RATES FOR HANGING NON-ELECTRICAL SIGNS:**

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

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

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

**Straight Time** \$385.00 per hr. - 2 man crew & lift.

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

### **Overtime**

Before 8:00 AM and after 4:30 PM \$577.50 per hr. - 2 man crew & lift.

Monday thru Friday, and all hours on Saturday and Sunday

### **Double Time**

All Holidays \$770.00 per hr. - 2 man crew & lift.

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

DATE REQUIRED \_\_\_\_\_

TYPE OF SIGN: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Other \_\_\_\_\_

SIZE OF SIGN: \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other \_\_\_\_\_

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN \_\_\_\_\_

NUMBER OF FEET IN FROM FRONT OF BOOTH \_\_\_\_\_

NUMBER OF FEET IN FROM LEFT EDGE OF SIGN \_\_\_\_\_

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

***PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS***

### **Credit Card Information**

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT # \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

CUSTOMER CODE #: \_\_\_\_\_

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CARDHOLDERS SIGNATURE: \_\_\_\_\_ CARDHOLDERS NAME: \_\_\_\_\_

**MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.875%)**



ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NEW JERSEY  
OCTOBER 2-4, 2017



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DEADLINE DATE:  
SEPTEMBER 15, 2017

## PRIORITY EMPTY CONTAINER RETURN

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

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

Priority Empty Container Return.....**\$75.00 per container**

Estimated Number of Pieces.....

***\*\*PLEASE NOTE: Special empty container labels are required for this service. Labels will be available at Vista's Service Desk.***

Company Name \_\_\_\_\_ Booth \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

***PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR THIS SERVICE***

### Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

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EXPIRATION DATE: \_\_\_\_\_

CUSTOMER CODE #: \_\_\_\_\_

CARDHOLDERS SIGNATURE: \_\_\_\_\_ CARDHOLDERS NAME: \_\_\_\_\_

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.875%)



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**DEADLINE DATE:  
SEPTEMBER 15, 2017**

## RIGGING LABOR ORDER FORM

Order rigging 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 rigging labor for this function. However, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

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

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

### Rigging crew consists of:

**Forklift w/Operator  
1 or 2 Riggers**

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

### RIGGER

### FORKLIFT

w/OPERATOR - (up to 5,000 lbs. capacity)

*Larger forklift and/or crane service is available by advance request.*

### STRAIGHT TIME

\$72.00 per hour

\$110.00 per hour

### OVERTIME

\$108.00 per hour

\$148.00 per hour

### RIGGING LABOR REQUEST

|  | 5,000 lbs. forklift<br>w/operator | # Riggers<br>1 or 2 | Date | Time | Approx. Hours |
|--|-----------------------------------|---------------------|------|------|---------------|
| SET-UP:  |                                   |                     |      |      |               |
| DISMANTLE:   |                                   |                     |      |      |               |
| # Pieces to be spotted _____ Heaviest Pieces _____ |                                   |                     |      |      |               |

Company Name \_\_\_\_\_ Booth \_\_\_\_\_  
Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_

***PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS***

### Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

EXPIRATION DATE: \_\_\_\_\_

CUSTOMER CODE #: \_\_\_\_\_

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CARDHOLDERS SIGNATURE: \_\_\_\_\_ CARDHOLDERS NAME: \_\_\_\_\_

**MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.875%)**





ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NEW JERSEY  
OCTOBER 2-4, 2017



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**WAREHOUSE  
DEADLINE DATE:  
SEPTEMBER 22, 2017**

## MATERIAL HANDLING SERVICE & RATES

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 and from storage and remove shipment from booth for reloading onto outbound carriers. ***PLEASE NOTE: 200 lb. minimum for this service.***

Per CWT (100 lbs.)

**Minimum charge (200 lbs.)**

Warehouse Rate **\$67.00**

Show Site Rate **\$69.00**

### CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

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

Per CWT (100 lbs.)

**Minimum charge (200 lbs.)**

Warehouse Rate **\$83.00**

Show Site Rate **\$86.00**

### UNCRACTED, UNSKIDDED, WRAPPED SHIPMENTS AND 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.

**Per CWT (100 lbs.)**

A 35% surcharge for each occurrence, will apply in addition to the above rates

### DELIVERIES TO WAREHOUSE AFTER DEADLINE DATE

Shipments received at the warehouse after 3:30 p.m. or after the deadline date of **Friday, September 22, 2017** will be charged in addition to the above rates.

### **\*FIRST PACKAGE**

**\$36.10**

### SMALL PACKAGE SHIPMENTS

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

**\*\*Each additional package \$20.55**

**\*MATERIAL HANDLING SERVICE & RATES ARE SUBJECT TO NJ SALES TAX (6.875%)**



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

**WAREHOUSE  
DEADLINE DATE:  
SEPTEMBER 22, 2017**

## SHIPPING & MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the **MATERIAL HANDLING** order form in this Exhibitor Service Manual.

|   |          |
|---|----------|
| <b>COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.</b>  |          |
| <b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>  |          |
| <b>Warehouse</b><br>We will ship _____ lbs. @ \$67.00 per 100 lbs. (200 lb. minimum/\$134.00)   | \$ _____ |
| <b>Showsite</b><br>We will ship _____ lbs. @ \$69.00 per 100 lbs. (200 lb. minimum/\$138.00)  | \$ _____ |
| <b>B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS &amp; CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>  |          |
| <b>Warehouse</b><br>We will ship _____ lbs. @ \$83.00 per 100 lbs. (200 lb. minimum/\$166.00)   | \$ _____ |
| <b>Showsite</b><br>We will ship _____ lbs. @ \$86.00 per 100 lbs. (200 lb. minimum/\$172.00)  | \$ _____ |
| <b>**THESE RATES APPLY TO ALL FEDEX &amp; UPS SHIPMENTS**</b>   |          |
| <b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>Friday, September 22, 2017</b> and any shipment received at showsite after show opening will be charged 35% in addition to the above rates. |          |
| <div style="text-align: right;"> <b>6.875% Sales Tax</b> \$ _____<br/> <b>Payment Enclosed</b> \$ _____         </div>  |          |

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.* If you have any questions about material handling, please contact Vista Convention Services.

Company Name:

Booth #:

MAIL OR FAX TO VISTA CONVENTION SERVICES



ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NEW JERSEY  
OCTOBER 2-4, 2017



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## MATERIAL HANDLING SPECIAL SERVICES

### EMPTY STORAGE

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

### MOBILE UNIT SPOTTING

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

### SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of \$16.00 per cwt. on straight time; \$20.00 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: **\$1.05** per linear foot, plus one-half hour minimum labor  
Shrink Wrap Skid: **\$60.00** per skid, labor included  
Clear Tape: **\$10.00** roll  
Double Face Tape: **\$30.00** roll

### UPS & FEDEX SHIPMENTS

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

**ALL CHARGES SUBJECT TO NJ SALES TAX (6.875%)**



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## LIMITS OF LIABILITY FOR MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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



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## IMPORTANT FREIGHT INFORMATION

### DEFINITION OF SPECIAL HANDLING:

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

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

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





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## 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 4, 2017.**
- Shipments received after the deadline of **Friday, September 22, 2017** will be charged an additional 35% surcharge.
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m. to 3:30 p.m.**  
Carriers checking in after **3:30 p.m.** Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

#### ***SHIPPING DIRECTLY TO SHOW SITE***

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

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

- Show site shipments will be received beginning **Monday, October 2, 2017 at 11:00 AM.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.



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ATLANTIC CITY, NEW JERSEY  
OCTOBER 2-4, 2017



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## 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 **7:00 p.m. on Wednesday, October 4, 2017.**

### **DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!**

- Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, YRC.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than YRC) must be checked in **no later** than **7:00 p.m. on Wednesday, October 4, 2017.**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

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

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

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

**FOR ADVANCE SHIPMENTS ONLY**

**Deliver NO LATER than Friday, October 22, 2017 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

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

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

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



**ON-SITE DIRECT SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

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

**ON-SITE DIRECT SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

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

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

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

**ON-SITE DIRECT SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

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

ONE CONVENTION BOULEVARD  
ATLANTIC CITY, NJ 08401 USA



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

SHOW NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

## SERVICE ORDER(S) PAYMENT FORM

**Payment Required for Electrical, Cleaning and Plumbing. No Service will be provided without payment and completed service order forms.** The Advance Rate will only be valid and processed for orders with payment received 15 days prior to the show opening date. By signing below you acknowledge and agree to these terms and authorize the Atlantic City Convention Center to charge your credit card. No credits will be issued on unused services installed as ordered. Claims cannot be considered unless filed by the exhibitor prior to the close of show. Cancellations must be faxed to our office three days prior to show opening date. Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. No refunds will be issued on unused services installed as ordered.

### **Section 1** (Company Information)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Signature: \_\_\_\_\_

(Please Print)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Section 2** (Billing Credit Card Expiration Date Must Be Valid Throughout The Event Listed Above)



AMERICAN EXPRESS



MASTERCARD



VISA



DISCOVER CARD

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ / \_\_\_\_\_

MONTH

YEAR

Card Holders Name: \_\_\_\_\_

(Please Print)

Card Holders (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **Section 3**



Please Check Here If Tax Exempt, Please fax New Jersey Tax Exempt Form with Payment

**By signing and delivering this form, the customer agrees to all terms and conditions printed on this form.**

Signature: \_\_\_\_\_

SHOW NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

## PLUMBING LABOR

- All plumbing connections require labor. These charges will be applied to the card on file.
- Labor is billed in half-hour increments with a minimum of one hour. Dismantle labor is half that of the total installation 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.
- Labor Rates: \$85.00 per hour Regular Time. \$170.00 per hour Overtime.
- Gas lines and labor will be charged from point of attachment to inside of booth.
- All gas lines are overhead.
- Official Show Plumber will make all interconnections between exhibitor owned machines/equipment.

## COMPRESSED AIR

- The Official Show Plumber will not be responsible for moisture or water in airline. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber should have fifteen (15) days' notice if special regulators or filters are to be supplied on a rental basis only.
- 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 rates.
- 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 1/2", 3/8", 1/2" and 3/4". Any other size is considered a special request. Call for quote.
- Water pressure may vary. If pressure is critical, a pressure regulator valve may be installed.
- 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.
- Claims 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 Atlantic City Convention Center and shall be removed only by Convention Center plumbers at the close of show.
- 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 ACCC management.

*By signing and delivering this form, the customer agrees to all terms and conditions printed on this form.*

Signature: \_\_\_\_\_

ONE CONVENTION BOULEVARD  
ATLANTIC CITY, NJ 08401 USA



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

SHOW NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

## PLUMBING SERVICE ORDER FORM

| QUANTITY NON-24 HR | DESCRIPTION | ADVANCE RATE | REGULAR RATE | TOTAL |
|--------------------|-------------|--------------|--------------|-------|
|--------------------|-------------|--------------|--------------|-------|

### COMPRESSED AIR LINES - Plumber to make all connections/One connection per line

|  |   |          |          |  |
|--|---|----------|----------|--|
|  | 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 |  |
|  | Additional Connections<br>(to line ordered - ea.) | \$95.00  | \$150.00 |  |

Does not include Labor. Labor charge is additional

### WATER LINES - Plumber to make all connections/One connection per line

|  |   |          |          |  |
|--|---|----------|----------|--|
|  | 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 |  |
|  | Additional Connections<br>(to line ordered - ea.) | \$95.00  | \$150.00 |  |

Does not include Labor. Labor charge is additional

### DRAIN LINES - Plumber to make all connections

|  |   |          |          |  |
|--|---|----------|----------|--|
|  | 3/4" Drain Line                                   | \$150.00 | \$165.00 |  |
|  | 1" Drain Line                                     | \$185.00 | \$206.00 |  |
|  | Additional Connections<br>(to line ordered - ea.) | \$95.00  | \$150.00 |  |

Does not include Labor. Labor charge is additional

### NATURAL GAS LINES - Plumber to make all connections/One connection per line

|  |   |          |           |  |
|--|---|----------|-----------|--|
|  | 1/2" Gas Line                                     | \$495.00 | \$740.00  |  |
|  | 3/4" Gas Line                                     | \$615.00 | \$925.00  |  |
|  | 1" Gas Line                                       | \$770.00 | \$1130.00 |  |
|  | Additional Connections<br>(to line ordered - ea.) | \$105.00 | \$160.00  |  |

Does not include Labor. Labor charge is additional

### WATER FILL & DRAIN - Includes regular Time Labor

|  |                   |          |                     |    |
|--|-------------------|----------|---------------------|----|
|  | Up to 100 Gallons | \$120.00 | \$165.00            |    |
|  | Additional 100 Ga | \$40.00  | \$55.00             |    |
|  |                   |          | 1. SUB TOTAL        | \$ |
|  |                   |          | 2. TAX 6.875%       | \$ |
|  |                   |          | 3. PAYMENT ENCLOSED | \$ |

**Must submit Service Order Payment Form**

By signing and delivering this form, the customer agrees  
to all terms and conditions printed on this form.

Signature: \_\_\_\_\_



**Atlantic City**  
CONVENTION CENTER  
Your Northeast Business Address

SHOW NAME: COMPANY NAME: BOOTH #:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

- + = Main Drop Location  
 ● = 2,000 watt / 20 amp  
 ▲ = 1,000 watt / 10 amp  
 ■ = 208 volt  
 ◆ = Plumbing

**Adjacent Booth or Aisle #:** \_\_\_\_\_

Adjacent Booth or Aisle #:

Adjacent Booth or Aisle #

**Adjacent Booth or Aisle #:**

**Signature:** \_\_\_\_\_



ONE CONVENTION BOULEVARD  
ATLANTIC CITY, NJ 08401 USA



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

SHOW NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

## ELECTRICAL SERVICE ORDER FORM

Circle connection requiring 24 hour power. If 24 hour power required, add 50% Service Total.

| QUANTITY NON-24 HR | DESCRIPTION | ADVANCE RATE | REGULAR RATE | TOTAL |
|--------------------|-------------|--------------|--------------|-------|
|--------------------|-------------|--------------|--------------|-------|

### 120 V LIGHTING & UTILITY OUTLETS

(2 Outlets per connection)

|  |                  |          |          |  |
|--|------------------|----------|----------|--|
|  | Up to 1000 watts | \$124.00 | \$185.00 |  |
|  | Up to 2000 watts | \$154.00 | \$229.00 |  |

### 208V 1 $\phi$ MOTOR AND EQUIPMENT OUTLETS (Floor Plan required)

All 208V connections require labor which will be billed at show.

Maximum of one (1)  
Connection per outlet.

|  |         |           |           |  |
|--|---------|-----------|-----------|--|
|  | 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 3 $\phi$ MOTOR AND EQUIPMENT OUTLETS (Floor Plan required)

Maximum of one (1)  
Connection per outlet.

|  |         |           |           |  |
|--|---------|-----------|-----------|--|
|  | 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 |  |

### TRANSFORMER(S) Circle Outlets Requiring Boost

|  |                     |          |          |  |
|--|---------------------|----------|----------|--|
|  | Boosts 208V to 230V | \$165.00 | \$230.00 |  |
|--|---------------------|----------|----------|--|

### 480V 3 $\phi$ MOTOR AND EQUIPMENT OUTLETS (Floor Plan required)

All 480V connections require labor which will be billed at show.

Maximum of one (1)  
Connection per outlet.

|  |        |           |           |  |
|--|--------|-----------|-----------|--|
|  | 30 Amp | \$870.00  | \$1300.00 |  |
|  | 60 Amp | \$1120.00 | \$1635.00 |  |

### FLOOD 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.

|  |                  |          |          |  |
|--|------------------|----------|----------|--|
|  | Stem Lights      | \$100.00 | \$130.00 |  |
|  | 120 Watt         | \$105.00 | \$150.00 |  |
|  | DbI 120 Watt     | \$135.00 | \$205.00 |  |
|  | 250 Watt Krypton | \$140.00 | \$210.00 |  |
|  | Overhead Quartz* | \$355.00 | \$540.00 |  |

NOT AVAILABLE AT SOME LOCATIONS.

**FLOOR PLAN IS REQUIRED  
FOR QUARTZ LIGHTS.**

|                     |    |
|---------------------|----|
| 1. SUB TOTAL        | \$ |
| 2. TAX 6.875%       | \$ |
| 3. PAYMENT ENCLOSED | \$ |

**Must submit Service Order Payment Form**

**ALL CONNECTION AND LABOR RATES SUBJECT TO CHANGE**

ACCCE is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by an ACCCE electrician. ACCCE will not be responsible for any damage or loss to any equipment component, computer hardware or software and/or any damage or injury to any person caused by the installation, connection or plugging in of any electrical outlet by an ACCCE electrician. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

**By signing and delivering this form, the customer agrees  
to all terms and conditions printed on this form.**

**Signature:** \_\_\_\_\_

SHOW NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

## ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with the 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.
- Claims will not be considered unless filed by the exhibitor prior to close of show.
- 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 a 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. Please leave all 2-wire cords at home!
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to ACCC management.
- No credits will be issued on unused services installed as ordered.

## 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: \$107.00 per hour Regular Time, \$215.00 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 time. This service will be billed at the tear out rate of \$158.00 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.
- Distribution and connection of outlets are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

## ACCC ELECTRICAL JURISDICTION

*(Requires labor and/or material)*

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc., and 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 wiring connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect equipment pre-wired to plug into our system.



**By signing and delivering this form, the customer agrees  
to all terms and conditions printed on this form.**

**Signature:** \_\_\_\_\_



## Local Event Pricing



|                             |   |
|-----------------------------|---|
| Exhibitor Company Name:     | Show Name: <b>Northeast Regional Carwash Convention</b>     |
| Billing Company Name:       | Show Dates: <b>10 / 3 / 17 To 10 / 4 / 17</b>               |
| Billing Company Address:    | Incentive Order Deadline: <b>Monday, September 18, 2017</b> |
| City, State / Country, Zip: | Booth / Room #:   |
| Contact Name:               | Phone Number:<br>( ) -                                      |
| Contact Email:              | Cell Number:<br>( ) -                                       |
| On-Site Contact:            | On-Site Number:<br>( ) -                                    |

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)**

|  |   |
|--|---|
| <b>Print Authorized Name Accepting Terms and Conditions:</b><br><b>X</b> | <b>Authorized Signature Accepting Terms and Conditions:</b><br><b>X</b> |
|--|---|

| Dedicated Wired Internet<br>Routers Allowed   | Premium High Speed Wired Internet<br>No wired or wireless routers  | Basic Wired Internet<br>No wired or wireless routers   |
|---|--|--|
| Connection speeds of 5Mbps and up<br><b>Required for:</b> <ul style="list-style-type: none"> <li>Web Casting</li> <li>HD Streaming</li> <li>Routers(wired or wireless)</li> </ul> <b>Includes 29 Static Public IP Addresses</b> | Shared Connection speeds up to 10Mbps<br><b>Recommended for:</b> <ul style="list-style-type: none"> <li>Wired Cyber Cafe</li> <li>Social Media Feeds</li> <li>Multi Media Downloads</li> </ul> <b>Includes 1 Static Private IP Address</b> | Shared Connection speeds up to 1.54Mbps<br><b>Recommended for:</b> <ul style="list-style-type: none"> <li>Email</li> <li>Surfing the Internet</li> </ul> <b>Supports 1 device only</b> |

**Wireless services are NOT included on this form – please contact us for specific rates.**

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](http://orders.smartcitynetworks.com/ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

| 1. Shared Internet Services – Routers Prohibited  | QTY | Incentive                              | Base    | On-Site                         | Total |
|---|-----|--|---------|---------------------------------|-------|
| a. Premium Internet Service   |     | \$795                                  | \$999   | \$1,215                         |       |
| b. Additional Devices for Premium Service   |     | \$99                                   | \$125   | \$151                           |       |
| c. Upgrade to Public IP Address for Premium Internet Service  |     | \$99                                   | \$125   | \$151                           |       |
| d. Basic Internet Service   |     | \$495                                  | \$630   | \$756                           |       |
| 2. Dedicated Internet Services – Routers Supported  |     |  |         |                                 |       |
| a. Dedicated 5Mbps  |     | \$2,500                                | \$3,185 | \$3,822                         |       |
| b. Dedicated 10Mbps   |     | \$5,000                                | \$6,370 | \$7,645                         |       |
| c. Additional Locations for Dedicated Services  |     | \$350                                  | \$445   | \$535                           |       |
| <b>Dedicated Services include 29 Public Static IP Addresses</b>   |     |  |         |                                 |       |
| <b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>  |     |  |         |                                 |       |
| 3. Internet Equipment & Labor   |     |  |         |                                 |       |
| a. Switch Rental – up to 24 ports   |     | \$185                                  | \$225   | \$270                           |       |
| b. Patch Cable (up to 50') – Cat5e  |     | \$50                                   | \$62    | \$74                            |       |
| c. Labor / Floor Work – Fee Per Hour  |     | \$125                                  | \$125   | \$125                           |       |
| 4. Voice Services: PBX Service – Domestic LD Included   |     |  |         |                                 |       |
| a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD  |     | \$275                                  | \$345   | \$414                           |       |
| b. Multi-line Phone w/ 1 main number & 1 rollover line  |     | \$415                                  | \$520   | \$624                           |       |
| c. Speaker Phone Line w/ Polycom Instrument   |     | \$465                                  | \$575   | \$690                           |       |
| 5. Special Quote – Attachment A or Statement of Work (if applicable)  |     |  |         |                                 |       |
| 6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)  |     |  |         |                                 |       |
| <b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>   |     |  |         |                                 |       |
|   |     |  |         | <b>SUBTOTAL</b>                 |       |
|   |     |  |         | <b>ESTIMATED 10% TAX / FEES</b> |       |
|   |     |  |         | <b>GRAND TOTAL</b>              |       |
| <b>Make Checks Payable to SMART CITY NETWORKS</b><br>Send Completed Orders with Payment To:<br>5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118<br>(888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a> |     |  |         |                                 |       |
| <b>Effective January 1, 2017 – December 31, 2017</b>  |     | <b>Customer No: 2017 - 018 - 324 -</b> |         |                                 |       |

# Network Security Declaration

Center: Atlantic City CC - (018) - NJ

Company Name: \_\_\_\_\_

Show: Northeast Regional Carwash Convention

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2017 - 018 - 324 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP - 137, 138, 402, 1434 and TCP - 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

\*\*\* **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** \*\*\*

\*\*\* **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** \*\*\*

Device(s) Operating System: \_\_\_\_\_

Total # of Devices  
Connecting to Smart  
City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Floor Plan – Communications Cable

Center: Atlantic City CC – (018) – NJ

Company Name: \_\_\_\_\_

Show: Northeast Regional Carwash Convention

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2017 - 018 - 324 -

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

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

|                          |  |                                |  |  |  |  |  |  |  |  |  |  |                          |
|--------------------------|--|--------------------------------|--|--|--|--|--|--|--|--|--|--|--------------------------|
|                          |  | Adjacent Booth or Aisle# _____ |  |  |  |  |  |  |  |  |  |  |                          |
| Adjacent Booth or Aisle# |  |                                |  |  |  |  |  |  |  |  |  |  | Adjacent Booth or Aisle# |
|                          |  |                                |  |  |  |  |  |  |  |  |  |  |                          |
|                          |  |                                |  |  |  |  |  |  |  |  |  |  |                          |
|                          |  |                                |  |  |  |  |  |  |  |  |  |  |                          |
|                          |  |                                |  |  |  |  |  |  |  |  |  |  |                          |
|                          |  |                                |  |  |  |  |  |  |  |  |  |  |                          |
|                          |  |                                |  |  |  |  |  |  |  |  |  |  |                          |
|                          |  |                                |  |  |  |  |  |  |  |  |  |  |                          |
|                          |  |                                |  |  |  |  |  |  |  |  |  |  |                          |
|                          |  |                                |  |  |  |  |  |  |  |  |  |  |                          |
|                          |  | Adjacent Booth or Aisle# _____ |  |  |  |  |  |  |  |  |  |  |                          |

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

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

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

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



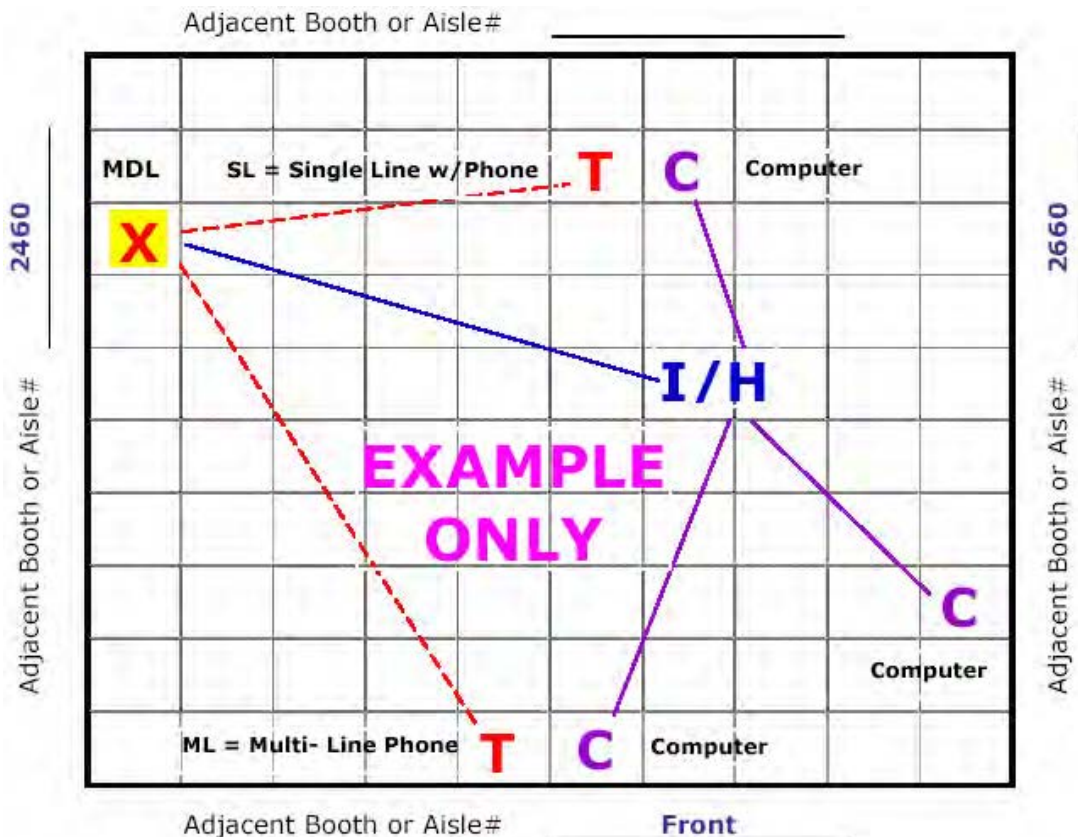
# Floor Plan – Communications Cable

Center: Atlantic City CC – (018) – NJ  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2017 - 018 - XXX - XXXX

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

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



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

**I** = Location of Telephones, Fax lines or other telecommunications equipment "T".

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

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20. **Scale** = 1 Box is equal to 2 ft.



## Hotspot Options



### Custom Hotspot Solutions

#### Local Pricing

| <b>BASIC</b><br>(768Kbps)<br>Not Available Inside<br>The Exhibit Hall |           |        |         |
|---|-----------|--------|---------|
| Device<br>Limit   | Incentive | Base   | On-Site |
| 15  | \$914     | \$1144 | \$1397  |
| 30  | \$1437    | \$1828 | \$2197  |
| 60  | \$2875    | \$3662 | \$4395  |

| <b>STANDARD</b><br>(1.5Mbps) |           |        |         |
|------------------------------|-----------|--------|---------|
| Device<br>Limit              | Incentive | Base   | On-Site |
| 5                            | \$1144    | \$1454 | \$1749  |
| 15                           | \$1725    | \$2197 | \$2636  |
| 30                           | \$2875    | \$3662 | \$4395  |
| 60                           | \$5175    | \$6592 | \$7912  |

| <b>PREMIER</b><br>No User Rate Limit |           |        |         |                  |
|--------------------------------------|-----------|--------|---------|------------------|
| Device<br>Limit                      | Incentive | Base   | On-Site | Max<br>Bandwidth |
| 5                                    | \$1489    | \$1891 | \$2277  | 2Mbps            |
| 15                                   | \$2294    | \$2921 | \$3507  | 4Mbps            |
| 30                                   | \$3448    | \$4393 | \$5772  | 6Mbps            |
| 60                                   | \$6900    | \$8790 | \$10550 | 8Mbps            |

All Hotspot products include a customized SSID, password (must be 8 characters) and the opportunity to purchase a customized WiFi splash page which can be used for sponsorships. Design services are available at \$250 per hour with a one hour minimum. Additional information on WiFi Splash Page

Design can be found at:

<https://orders.smartcitynetworks.com/SplashPageDesign.aspx>

All Hotspot products required a completed Network Security declaration when submitting your order.

**SSID (name of network):** \_\_\_\_\_

**Password (must be 8 characters):** \_\_\_\_\_

# Smart City Wireless Services

## Atlantic City Convention Center



### LOCAL Exhibitor Internet

This wireless service is available in the entire facility.

\*Connectivity speeds up to 1.54Mbps up/1.54Mbps down.  
5 GHz wireless frequency only

- 1 day for \$34.95

Expectations up to 1.54Mbps speeds



20 seconds to  
download  
a 5MB photo



4 minutes to  
upload a 50MB  
video



Significant VoIP  
reliability

### Instant Internet

This wireless service is available in all common areas.

\*Connectivity speeds up to 768Kbps up/768Kbps down.  
2.4 GHz wireless frequency only

- 1 day for \$12.95



Optimized for standard web browsing,  
social media, and email.



## WiFi Connection Guide

- Open your browser (Chrome, Firefox, Safari, Edge or other standard browser).
- If this is your initial purchase, enter your username (email address) and password in the area on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- If you have already created an account and are returning for an additional session, click LOGIN.
- If you do not see the splash page when you open your browser, please refresh your browser. If you still do not see the page you may need to manually select the SSID (network name) by following your device's procedure for viewing and selecting a wireless network. The Smart City SSIDs to look for are "Exhibitor Internet" or "Instant Internet."

### Complimentary WiFi

This wireless service is available in all common areas.

\*Connectivity speeds up to 256Kbps up/down.  
2.4 GHz wireless frequency only

CARWASH

Show Dates

10/2-4/17

ACCC

**THE SECRET GARDEN**

2 CENTRAL SQUARE  
LINWOOD, NJ 08221  
Phone (609) 926-8999  
Fax (609) 926-1356

[www.secretgardenlinwood.com](http://www.secretgardenlinwood.com)

# EXHIBITOR PRICE and ORDER FORM

# F L O R A L O R D E R F O R M

| FLORAL ARRANGEMENTS                          | Cost Each | Quantity | Total |
|--|-----------|----------|-------|
| Fresh Floral Arrangement 12 - 14" High       | 50.00     |          |       |
| Fresh Floral Large Arrangement 15 - 18" High | 65.00     |          |       |
| Exotic Floral Arrangement 14" High           | 75.00     |          |       |
| Exotic Floral Large Arrangement 24" High     | 100.00    |          |       |

| RENTAL GREEN & FLOWERING PLANTS                  | Cost Each | Quantity     | Total |
|--|-----------|--------------|-------|
| Chrysanthemums ___ yellow ___ white ___ lavender | 16.50     |              |       |
| Azaleas ___ Pink ___ White ___ Red ___ Mixed     | 30.00     |              |       |
| Seasonal Flowering Plant                         | 35.00     |              |       |
| Tropical Bromeliads ___ Pink ___ Red ___ Yellow  | 30.00     |              |       |
| Green Table Plant                                | 22.00     |              |       |
| Medium ___ Fern ___ Ivy ___ Pothos Plant         | 26.50     |              |       |
| Large Fern                                       | 32.50     |              |       |
| 3 Foot Green Foliage Plant                       | 35.00     |              |       |
| 4 Foot Green Foliage Plant                       | 45.00     |              |       |
| 5 Foot Green Foliage Plant                       | 55.00     |              |       |
| 6 Foot Green Foliage Plant                       | 70.00     |              |       |
| 7 Foot Green Foliage Plant                       | 85.00     |              |       |
| <b>ADVANCE ORDER SPECIAL</b>                     | 130.00    |              |       |
| 1 Fresh Floral Arrangement 15 - 18" High         |           |              |       |
| 1 Green Table Plant                              |           |              |       |
| 2 - 3 Foot Green Foliage Plants                  |           |              |       |
|  |           | SUBTOTAL     |       |
|  |           | 7% SALES TAX |       |
|  |           | TOTAL        |       |

ON SITE ORDERS SUBJECT TO AVAILABILITY

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

ALL PLANTS INCLUDE DECORATIVE CONTAINERS

**HELIUM AND BALLOONS AVAILABLE - CALL FOR DETAILS**

PLEASE CONSULT US FOR SPECIAL ITEMS NOT LISTED ABOVE



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

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Contact \_\_\_\_\_

Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_  
BOOTH # \_\_\_\_\_

## PAYMENT POLICY: ALL ORDERS MUST BE PAID IN ADVANCE

Enclose your check or credit card information as indicated below. Make checks payable to: **THE SECRET GARDEN**

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

Credit Card Number (3 numbers on back of card \_\_\_\_\_)

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

Expiration Date

MM YY

M M Y Y

Authorized Signature

Name on Card

# **martin photography, inc.**

1418 New Road, Suite #4

Northfield, NJ 08225

**(609)484-8888**

**fax(609)484-3110**

## **PHOTOGRAPHY ORDER FORM**

| <b>Quantity</b> | <b>Description</b>                           | <b>Standard</b>              | <b>Discount</b> | <b>Total</b>    |
|-----------------|--|------------------------------|-----------------|-----------------|
| <u>FIRST</u>    | view incl. 8"x10" color print, booths to 20' | \$95.00 ea.                  | \$75.00 ea.     | _____           |
| _____           | additional view(s) incl. 8"x10" color print  | \$60.00 ea.                  | \$50.00 ea.     | _____           |
| _____           | add'l. 8"x10" color print(s)                 | \$45.00 ea.                  | \$35.00 ea.     | _____           |
| _____           | digital image on CD                          | \$60.00 ea.                  | \$60.00 ea.     | _____           |
|                 |  | <b>7% NJ Sales Tax</b> _____ |                 |                 |
|                 |  | <b>Shipping</b>              |                 | <b>\$ 5.50</b>  |
|                 |  | <b>TOTAL ORDER</b>           |                 | <b>\$ _____</b> |

NOTE: Full payment must be received 30 days prior to event to qualify for discount price.  
CHECK ONLY - PAYABLE TO: MARTIN PHOTOGRAPHY, INC.

### **INSTRUCTIONS FOR PHOTOGRAPHER**

Take picture(s) of Booth # \_\_\_\_\_ at \_\_\_\_\_ am/pm on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

\_\_\_\_\_ EMPTY    \_\_\_\_\_ STAFF    \_\_\_\_\_ CROWD

NAME OF CONVENTION \_\_\_\_\_

LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

YOUR NAME \_\_\_\_\_ TITLE \_\_\_\_\_

EXHIBITOR \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ SIGNATURE \_\_\_\_\_



## 2017 AUDIO VISUAL ORDER FORM



Questions? Call 609-449-2474 or email: [sjost@psav.com](mailto:sjost@psav.com)

**2017 Northeast Regional Carwash Convention**

### CUSTOMER INFORMATION

**October 2-4, 2017**

|                              |   |
|------------------------------|---|
| Company _____                | Room/ Exhibit Number _____  |
| Address _____                | On-site Contact _____   |
|                              | On-site Cell _____  |
| City _____ State & Zip _____ | <b>Onsite Deliver/Setup:</b><br>Delivery Date _____<br><br><b>*Time frame 8am-5pm</b> |
| Ordered By _____             |   |
| Phone _____ Fax _____        |   |
| Email _____                  |   |

| Monitors (Pricing is weekly)    |     | Please call for items not listed on form. |               | On or Before<br>9/15/17 | After<br>9/15/17 | Total |
|---------------------------------|-----|---|---------------|-------------------------|------------------|-------|
| LCD Monitors(includes speakers) | Qty | Advanced Discount Rate                    | Standard Rate |                         |                  |       |
| 19" Monitor with Table Stand    |     | \$ 135.00                                 | \$ 160.00     |                         |                  |       |
| 32" Monitor with Table Stand    |     | \$ 250.00                                 | \$ 275.00     |                         |                  |       |
| 40" Monitor with Floor Stand    |     | \$ 385.00                                 | \$ 410.00     |                         |                  |       |
| 52" Monitor with Floor Stand    |     | \$ 535.00                                 | \$ 560.00     |                         |                  |       |

**We have 70", 80" & 90" LED monitors available. Please call us for a quote**

What source will be used with the monitor/ projector? Computer \_\_\_\_\_; DVD/VCR \_\_\_\_\_; Multiple \_\_\_\_\_; Flash Drive (.mp4/.mov) \_\_\_\_\_  
 MAC USERS: PSAV does not supply video display adaptors. Please be sure to bring your own.

| Additional items (Pricing is daily)                                   |        |          |           | Qty |           |           |  |
|---|--------|----------|-----------|-----|-----------|-----------|--|
| Wired Handheld Microphone (circle one)                                | Podium | Table    | Floor     |     | \$ 60.00  | \$ 85.00  |  |
| UHF Wireless Microphone   |        | Handheld | Lavaliere |     | \$ 175.00 | \$ 200.00 |  |
| Individual Self Powered Speaker with stand ( <i>up to 25 people</i> ) |        |          |           |     | \$ 125.00 | \$ 150.00 |  |
| 4 Channel Audio Mixer(more than one microphone)                       |        |          |           |     | \$ 65.00  | \$ 90.00  |  |
| DVD/Blu-Ray Disc Player   |        |          |           |     | \$ 75.00  | \$ 100.00 |  |
| Laptop Computer   |        |          |           |     | \$ 220.00 | \$ 245.00 |  |
| Wireless Mouse  |        |          |           |     | \$ 55.00  | \$ 80.00  |  |
| Digital Media Player  |        |          |           |     | \$ 50.00  | \$ 75.00  |  |

PSAV reserves the right to modify this form at any time.

### EQUIPMENT TOTAL

### Terms & Conditions

Please allow 72 hours to confirm your order. If you do not receive a confirmation from PSAV, your order has not been received.  
 PSAV will **NOT** deliver equipment to an unattended booth. An authorized representative must sign for all equipment.  
 Delivery & Pickup labor charges include drayage, delivery, setup, on-site service and pickup.

#### Damage Waiver

If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to **PSAV's Equipment Loss and Damage Acknowledgment**.  
 Sales taxes are estimated and are due on all equipment and labor.

**If you are tax exempt**, please provide us with a copy of the New Jersey State Tax Form

Delivery & Pickup Labor  
**(18 % OR \$125 Min)**

DAMAGE  
 WAIVER

SALES TAX **7%**

**Cancellations received within 24 hours of the scheduled delivery date are subject to 50% of the order total.**

**Grand Total**

*Please circle payment method: Check or Credit Card*

*Please allow PSAV to confirm total prior to submitting payment.*