



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

To log in, click the link below.

## [Online Ordering](#)

### **Existing Users**

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

### **New Users**

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

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





6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## 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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## EXHIBITOR MOVE-IN INFORMATION

Exhibitor shipments sent to the Augusta Convention Center c/o Vista, prior to the first day of move-in, will incur additional hotel handling and Vista off-target fees. Due to the move-in schedule is highly recommended you ship to the advance warehouse. Direct to show site shipments should not arrive prior to the first day of move-in.

### Exhibitor Move-in: Sunday August 18, 2024

Small packages, less than 25lbs, sent to the Augusta Marriott as "Hold for Guest" will not be handled by Vista and will need to be picked up from the hotel.



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**WAREHOUSE  
 DEADLINE DATE:  
 AUGUST 9, 2024**

**MATERIAL HANDLING RATES**

<b>COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.</b>	
<p><b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>          These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</p> <p><b>Warehouse</b>          We will ship _____ lbs. @ \$160.00 per 100 lbs. (200 lb. minimum/\$320.00) \$ _____</p> <p><b>Showsite</b>          We will ship _____ lbs. @ \$125.00 per 100 lbs. (200 lb. minimum/\$250.00) \$ _____</p>	
<p><b>B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS &amp; CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>          These <u>round trip rates</u> 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, stacked shipments or shipments received without certified weight tickets).  <u><i>Fed-EX and UPS are included in this category due to their delivery procedures and documentation.</i></u></p> <p><b>Warehouse</b>          We will ship _____ lbs. @ \$216.00 per 100 lbs. (200 lb. minimum/\$432.00) \$ _____</p> <p><b>Showsite</b>          We will ship _____ lbs. @ \$170.00 per 100 lbs. (200 lb. minimum/\$340.00) \$ _____</p>	
<p><b>D. SMALL PACKAGE SHIPMENTS</b>          Cartons and envelopes received at <b>warehouse &amp; showsite</b> without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p> <p><b>FIRST PACKAGE</b> @ \$75.00 \$ _____</p> <p><b>EACH ADDITIONAL PACKAGE</b> @ \$35.00 \$ _____</p>	
<p><b>Delivery After Deadline Date:</b> Shipments received at the warehouse after <b>August 9, 2024</b> and any shipment received at showsite outside exhibitor move-in hours will be charged 35% in addition to the above rates.</p>	
<div style="border: 2px solid black; padding: 5px; display: inline-block;"> <b>Sub Total \$ _____</b> </div>	

*Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to & from storage & remove shipment from booth for reloading onto outbound carriers.*  
**PLEASE NOTE: 200 lb. minimum for this service.**

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

Company Name:	Booth #:
---------------	----------

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**



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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: TechNet Augusta  
(Exhibiting Company's Name & Booth Number)  
ABF  
c/o Vista Convention Services  
118 Revco Road  
Beech Island, SC 29842**

*To trace your shipment, please contact our Warehouse at (410) 365-8215*

- Shipments will be received beginning **July 24, 2024**.
- Shipments received after the deadline of **August 9, 2024** will be charged an additional 35% surcharge.
- Shipments received after **3:30 p.m.** will be charged an overtime rate.
- 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: TechNet Augusta  
(Exhibiting Company's Name & Booth Number)  
Augusta Convention Center  
c/o Vista Convention Services  
901 Reynolds Street  
Augusta, GA 30901**

- Show site shipments will be received beginning **August 18, 2024**.
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an off target rate.

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**TECHNET AUGUSTA  
c/o VISTA CONVENTION SERVICES  
ABF  
118 REVCO ROAD  
BEECH ISLAND, SC 29842**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**TECHNET AUGUSTA  
c/o VISTA CONVENTION SERVICES  
ABF  
118 REVCO ROAD  
BEECH ISLAND, SC 29842**

**FOR ADVANCE SHIPMENTS ONLY**

**Deliver NO LATER than August 9, 2024 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**TECHNET AUGUSTA  
c/o VISTA CONVENTION SERVICES  
ABF  
118 REVCO ROAD  
BEECH ISLAND, SC 29842**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**TECHNET AUGUSTA  
c/o VISTA CONVENTION SERVICES  
ABF  
118 REVCO ROAD  
BEECH ISLAND, SC 29842**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

(EXHIBITOR NAME)

(BOOTH #)

**TECHNET AUGUSTA  
c/o VISTA CONVENTION SERVICES  
AUGUSTA CONVENTION CENTER  
901 REYNOLDS STREET  
AUGUSTA, GA 30901**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

(EXHIBITOR NAME)

(BOOTH #)

**TECHNET AUGUSTA  
c/o VISTA CONVENTION SERVICES  
AUGUSTA CONVENTION CENTER  
901 REYNOLDS STREET  
AUGUSTA, GA 30901**

**FOR ON-SITE DIRECT SHIPMENTS ONLY  
DO NOT DELIVER PRIOR TO AUGUST 18, 2024**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

(EXHIBITOR NAME)

(BOOTH #)

**TECHNET AUGUSTA  
c/o VISTA CONVENTION SERVICES  
AUGUSTA CONVENTION CENTER  
901 REYNOLDS STREET  
AUGUSTA, GA 30901**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

(EXHIBITOR NAME)

(BOOTH #)

**TECHNET AUGUSTA  
c/o VISTA CONVENTION SERVICES  
AUGUSTA CONVENTION CENTER  
901 REYNOLDS STREET  
AUGUSTA, GA 30901**





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**MOBILE EQUIPMENT**

Submit this form if you will display a vehicle at show site. This form must be received by VISTA prior to vehicles being received.  
 Enter the Total below on Payment Authorization/Order Summary form.  
 Orders received without full payment or credit card information will not be processed.

**Advance Order Discount Deadline: AUGUST 2, 2024**

**Fire Regulations**

- Vehicles may only be displayed in accordance with local fire regulations.
- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

**Vehicle Delivery**

Day	Date	Time

**Rate / Calculate**

# Vehicles		Round Trip Spotting Fee		Subtotal
	x	\$375.00	=	\$

**Notes**

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call VISTA for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by VISTA unless documentation is provided.

**Terms / Order Estimate**

Sub Total \$ _____
--------------------

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

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





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**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.....\$110.00 per container

Estimated Number of Pieces.....\_\_\_\_\_

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

**\*\*NO REFUNDS FOR THIS SERVICE AFTER MOVE-IN BEGINS\*\***

Sub Total \$ \_\_\_\_\_

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

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**



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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: **\$25** per carton and **\$35** 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 **\$350.00** 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.

### SPECIAL RATES AND SERVICES

- Steel banding: **\$2.00** per linear foot, plus one-half hour minimum labor
- Shrink Wrap Skid: **\$150.00** per skid, labor included
- Clear Tape: **\$20.00** roll
- Double Face Tape: **\$40.00** roll

Sub Total \$ \_\_\_\_\_

COMPANAY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**



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## MATERIAL HANDLING TIPS

### Shipping Inbound:

- **Advance To Warehouse** - ensure your shipment arrives by the deadline date **August 9, 2024** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **August 18, 2024** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and TechNet Augusta on all labels.
- Material Handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Vista receiving multiple shipments.
- Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

### Storing Empty Containers:

- Pickup empty labels at the Vista Service Desk.
- Place a label on each container with your company name and booth number.
- Labeled containers will be picked up periodically and stored during the show.
- Once containers are placed in empty storage there will be no access to those containers.
- At the close of the show, the empty containers will be returned to your booth in random order.

### Shipping Outbound:

- Schedule your carrier for pickup at the appropriate time of you are not shipping via the show carrier.
- Each individual shipment destination must have a completed Bill of Lading.
- Each piece must be individually labeled. Pre-printed shipping labels are available at the Vista Service desk.
- When materials are packed, labeled and ready to be shipped, bring the completed Bill of Lading to the Vista Service Desk.

### Consolidate Your Shipment:

- Separate shipments received by Vista will not be combined. The minimum 200 lb. charge applies to each shipment received.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

#### **SAMPLE:**

1 piece weighing 36 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 62 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

1 piece weighing 54 lbs. charged @ 200 lb. minimum x \$100.00 per CWT = \$200.00

**TOTAL cost of three shipments arriving *separately*: \$600.00**

**OR**

3 pieces totaling 152 lbs @ 200 lb minimum x \$100.00 per CWT = \$200.00

**TOTAL cost of one *consolidated* shipment: \$200.00 *Savings of \$400.00***

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Vista receiving multiple shipments.



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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:** TECHNET AUGUSTA  
**Location:** AUGUSTA 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 **6:00pm on Thursday, August 22, 2024.**

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

- Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, ABF.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than ABF) must be checked in **no later** than **6:00pm on Thursday, August 22, 2024.**



**DEADLINE  
DATE:  
AUGUST 2, 2024**

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

## **BILL OF LADING REQUEST**

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

### **Outbound Shipping Information**

Ship to (Company): \_\_\_\_\_

Attention: \_\_\_\_\_

Destination (Street Address): \_\_\_\_\_

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

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

### **Shipping Method**

Ground:  ABF       Other Ground \_\_\_\_\_

Air:  ABF       Other Air \_\_\_\_\_

Next Day     2nd Day     Deferred

### **Freight Charges Guaranteed By**

Company/Exhibitor: \_\_\_\_\_

Attention: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

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

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

### **Shipping Labels Request**

# of Shipping Labels Requested: \_\_\_\_\_

Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

### **Notes**

- Please complete one form per shipment.
- Do not leave Bills of Lading in your booth.

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.



# **Official Transportation Provider** *via the ABF Freight® Network*

**Let ArcBest® make your next trade show the easiest you have ever attended!**

We have over **100** years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

**800-654-7019**

## **Our Services Include:**

*Priority handling of your inbound and outbound shipments*

*Guaranteed expedited air and ground services*

*LTL Ground Transportation*

*International Transportation*

*Trust your important trade show shipment to the leader in exhibition transportation services.*

**ArcBest®**  
*More Than Logistics™*



# REQUEST FOR INFORMATION

## ArcBest® Trade Show Services

Exhibiting Company \_\_\_\_\_ Contact Name \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### SHIPPER INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Pickup Date/Time \_\_\_\_\_

### FREIGHT INFORMATION

Piece Count and Type \_\_\_\_\_

Total Weight \_\_\_\_\_

Dimensions (L) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

SHIP TO: Warehouse  Show Site

Show Name \_\_\_\_\_

Booth No. \_\_\_\_\_

Contractor \_\_\_\_\_

Show Dates \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Delivery Date \_\_\_\_\_

### ADDITIONAL INFORMATION

Residential Pickup  Inside Pickup

Liftgate  Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?  YES  NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

**800-654-7019**

**tradeshow@arcb.com | arcb.com**

8401 McClure Drive • Fort Smith, AR • 72916

