



ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022



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

## SHOW CONTACT INFORMATION

Dear Exhibitor:

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

*All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:*

**Brittany Spargo**  
**Email: [brittany.spargo@spargoinc.com](mailto:brittany.spargo@spargoinc.com)**

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

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

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

*Thank you!*



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## SHOW INFORMATION

Your 10' booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

### BOOTH PACKAGE

8' High Backwall - Black & White  
3' High Siderail - White  
One-line Booth ID Sign w/booth #  
6' x 30" skirted table-Black  
2 side chairs

**NOTE: THE EXHIBIT HALL IS CARPETED!**

### IMPORTANT DATES

Non-Official EAC Notification - **August 9, 2022** Advance Freight Deadline (without surcharge) **August 30, 2022**  
Vista Advance Order Discount Deadline - **August 23, 2022** Direct to Show Site 1st day For Delivery - **September 6, 2022**  
Rental Exhibits, Fabric Backwall & Graphics - **August 16, 2022**

### EXHIBIT SHOW SCHEDULE

Please follow this link for the most up-to-date schedule: <https://events.afcea.org/FedID22/CUSTOM/pdf/Schedule22.pdf>

Driver Check In No Later Than: **Thursday, September 8, 2022 - 7:00 PM**

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

### SHIPPING INFORMATION

#### ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #  
**FedID 2022**  
Vista Convention Services  
c/o ABF  
1165 Wilburn Rd.  
Conley, GA 30288

#### DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #  
**FedID 2022**  
c/o Vista Convention Services  
Atlanta Marriott Marquis - International Ballroom  
265 Peachtree Center Ave.  
Atlanta, GA 30303

### UTILITIES & SERVICES

For Booth Utilities and additional booth services, please follow this link: <https://events.afcea.org/FedID22/Public/Content.aspx?ID=98042>



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DISCOUNT  
DEADLINE DATE:  
AUGUST 23, 2022

PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

*Standard Booth Furnishings & Accessories .....	\$	_____
*Carpet/Carpet Padding .....	\$	_____
*Custom Furnishings.....	\$	_____
*VCS Modular Rental Unit.....	\$	_____
*Fabric Backwall Display Rental.....	\$	_____
*Graphics .....	\$	_____
Booth Cleaning.....	\$	_____
Estimated Labor .....	\$	_____
Priority Empty Container Return.....	\$	_____
Material Handling Special Services .....	\$	_____
Estimated Material Handling.....	\$	_____
SUB TOTAL		\$ _____
*ADD 8% GA SALES TAX		\$ _____
NET AMOUNT DUE VISTA		\$ _____

INDICATE PAYMENT METHOD:

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

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account # 

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Expiration Date 

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CVV 

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

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

Signature \_\_\_\_\_

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

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

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

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

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

Signature \_\_\_\_\_

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



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

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



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**DISCOUNT  
DEADLINE DATE:  
AUGUST 23, 2022**

## **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 \_\_\_\_\_ Booth Cleaning \_\_\_\_\_ Material Handling/In and Out  
\_\_\_\_\_ I&D Labor \_\_\_\_\_ Rental Furniture & Carpet \_\_\_\_\_ Signs \_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION \*\*INFORMATION MUST BE PROVIDED\*\***

☐ MasterCard ☐ Visa ☐ American Express Expiration Date 

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Account Number 

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 CVV 

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

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

Third party name: \_\_\_\_\_

Contact person: \_\_\_\_\_ signature: \_\_\_\_\_

Show site representative: \_\_\_\_\_

Phone number: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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





# ATLANTA MARRIOTT MARQUIS ATLANTA, GA SEPTEMBER 6-8, 2022



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**DISCOUNT  
DEADLINE DATE:  
AUGUST 23, 2022**

## STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT STANDARD AMT.  
RATES RATES

### SEATING

_____ Padded Arm Chair - gray.....	\$96.00	\$125.00	_____
_____ Padded Side Chair - gray.....	\$71.00	\$92.00	_____
_____ Counter Stool w/Back - gray.....	\$116.00	\$150.00	_____
_____ Swivel Chair - gray.....	\$107.00	\$140.00	_____

### ACCESSORIES

_____ Round Pedestal Table (30"h x 30"rd).....	\$112.00	\$145.00	_____
_____ Round Pedestal Table (42"h x 30"rd).....	\$116.00	\$151.00	_____
_____ Wastebasket.....	\$31.00	\$40.00	_____
_____ Easel.....	\$63.00	\$82.00	_____
_____ Chrome Sign Frame (22" x 28").....	\$72.00	\$93.00	_____
_____ Bag Rack.....	\$162.00	\$210.00	_____
_____ Waterfall Rack.....	\$162.00	\$210.00	_____
_____ Tack Board 8' x 4' (horizontal only).....	\$186.00	\$242.00	_____
_____ 8' Stanchion.....	\$28.00	\$33.00	_____
_____ Crossbar.....	\$18.00	\$21.00	_____
_____ Garment Rack.....	\$256.00	\$333.00	_____
_____ Literature Rack.....	\$297.00	\$321.00	_____
_____ 3' Black Stanchion/Pull out Tape.....	\$75.00	\$94.00	_____
(7 1/2 ft. lengths)			
_____ 8' Special Background.....	\$29.00ft.	\$38.00ft.	_____
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
_____ 3' Special Siderails.....	\$25.00ft.	\$32.00ft.	_____
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			

### 12" TABLETOP RISERS

#### White Vinyl

_____ 4' .....	\$72.00	\$93.00	_____
_____ 6' .....	\$96.00	\$125.00	_____

QTY. DISCOUNT STANDARD AMT.  
RATES RATES

### 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".....	\$144.00	\$187.00	_____
_____ 2' x 6' x 30".....	\$163.00	\$212.00	_____
_____ 2' x 8' x 30".....	\$201.00	\$261.00	_____
_____ 4th Side Drape.....	\$62.00	\$81.00	_____

### 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".....	\$185.00	\$240.00	_____
_____ 2' x 6' x 42".....	\$218.00	\$283.00	_____
_____ 2' x 8' x 42".....	\$240.00	\$311.00	_____
_____ 4th Side Drape.....	\$62.00	\$81.00	_____

### UNDRAPE DISPLAY TABLES - 30" HIGH

_____ 2' x 4' x 30".....	\$68.00	\$89.00	_____
_____ 2' x 6' x 30".....	\$87.00	\$113.00	_____
_____ 2' x 8' x 30".....	\$91.00	\$118.00	_____

### UNDRAPE DISPLAY TABLES - 42" HIGH

_____ 2' x 4' x 42".....	\$106.00	\$138.00	_____
_____ 2' x 6' x 42".....	\$123.00	\$160.00	_____
_____ 2' x 8' x 42".....	\$137.00	\$177.00	_____

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

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

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

**Submit order with payment to: ORDERS@VISTACS.COM before deadline date!**



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**DISCOUNT  
DEADLINE DATE:  
AUGUST 23, 2022**

## CARPET / CARPET PADDING ORDER FORM

### STANDARD CARPET

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

Qty.		Discount Rate	Standard Rate	Total
_____	10'x 10' .....	\$203.00	\$264.00	_____
_____	10'x 20' .....	\$406.00	\$528.00	_____
_____	10'x 30' .....	\$609.00	\$792.00	_____
_____	10'x 40' .....	\$812.00	\$1056.00	_____

**Circle color:** Blue \* Burgundy \* Gray \* Teal \* Red \* Plum \* Black \* Forest Green \*

**\*\*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 CUT CARPET

Price includes installation to fit booth space, protective covering, and edges taped for 20'x20' & larger.  
**INDICATE OVERALL DIMENSIONS:**

\_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$4.50 sq.ft. \$6.00 sq. ft. \_\_\_\_\_

**Circle color:** Blue \* Burgundy \* Gray \* Teal \* Red \* Plum \* Black \* Forest Green \*

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

### CARPET PADDING

**INDICATE OVERALL DIMENSION:**

Single Padding: \_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$1.50 sq. ft. \$2.00 sq. ft. \_\_\_\_\_

Double Padding: \_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$3.00 sq. ft. \$4.00 sq. ft. \_\_\_\_\_

VISQUEEN: \_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$1.00 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).....\$6.00 sq. ft. \$8.00 sq. ft. \_\_\_\_\_

**Circle Color:** Charcoal Gray \* Beige \* White \* Red \* Royal Blue \* Silver Cloud \* Navy \* Emerald Green \* Black \* Burgundy \* Nu Blue \*

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

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

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

**Submit order with payment to: [ORDERS@VISTACS.COM](mailto:ORDERS@VISTACS.COM) before deadline date!**





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## Standard Carpet Inventory



## Plush Booth Carpet—28oz



## Table Skirt Colors





**DISCOUNT  
DEADLINE DATE:  
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Custom Furniture Brochure

## CUSTOM FURNISHINGS ORDER FORM

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

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

**COMPANY NAME:** \_\_\_\_\_

**BOOTH NUMBER:** \_\_\_\_\_

# Custom Furnishings Order Form Continued

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

COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

# Custom Furnishings Order Form Continued

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

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# Custom Furnishings Order Form Continued

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

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# Custom Furnishings Order Form Continued

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

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# Custom Furnishings Order Form Continued

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

COMPANY NAME: \_\_\_\_\_

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# Custom Furnishings Order Form Continued

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

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# Custom Furnishings Order Form Continued

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

COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

## Custom Furnishings Order Form Continued

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

[Custom Furniture Brochure](#)

SUBTOTAL: \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

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





**ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022**



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

**DEADLINE DATE:  
AUGUST 16, 2022**

## VCS MODULAR RENTAL UNITS

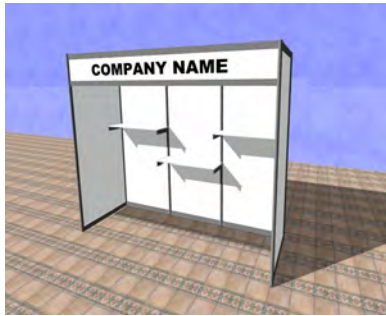
### □ VCS A-10 Unit contains:

- (3) Shelves
- (6) Brackets

\* Check One

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

**Price: \$1600.00**



### □ VCS B-20 Unit contains:

- (6) Shelves
- (12) Brackets

\* Check One

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

**Price: \$2800.00**



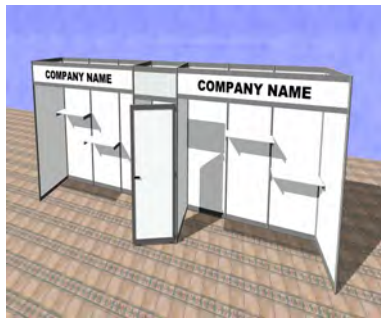
### □ VCS C-20 Unit contains:

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

\* Check One

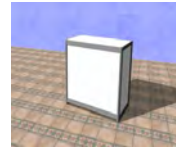
\_\_\_ White Panel  
\_\_\_ Blue  
\_\_\_ Gray

**Price: \$3400.00**



### COUNTERS:

	Qty.	Price	Total
40"L x 42" H x 22"W	___	<b>\$275.00</b>	___
80"L x 42" H x 22"W	___	<b>\$350.00</b>	___



Counter Colors: (\*check one)

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

### OPTIONAL RENTAL ACCESSORIES:

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

### ALL UNITS INCLUDE:

\*STANDARD HEADER COPY

\*LIGHTS (Does NOT include outlet)

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

### HEADER COPY:

**All orders received after the deadline date will be charged a 30% late fee.**

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

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

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

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



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ATLANTA, GA  
SEPTEMBER 6-8, 2022



6575 Delilah Road  
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F: 609-485-2392

WWW.VISTACS.COM

DEADLINE DATE:  
AUGUST 16, 2022

## FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$2625.00



VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$3550.00



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

### FABRIC RENTAL UNIT OPTIONAL ACCESSORIES:

10' Unit 2 lights \_\_\_\_\_\$130.00

1 Meter Counter w/front graphic panel \_\_\_\_\_\$470.00

20' Unit 4 lights \_\_\_\_\_\$260.00

2 Meter Counter w/front graphic panel \_\_\_\_\_\$740.00

**\*Power is NOT included in rental of lights. Exhibitor must order basic power from Facility.**  
**\*\*ALL Displays cancelled after orders have been received will be charged at 100% of original price.\*\***  
**Orders received after the deadline date will be charged a 30% late fee.**

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

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

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



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ATLANTA, GA  
SEPTEMBER 6-8, 2022**



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WWW.VISTACS.COM

**DISCOUNT  
DEADLINE DATE:  
AUGUST 16, 2022**

## GRAPHICS

Quantity	Size	Discount Rate	Standard Rate	Amount
	11" x 14"	\$94.00	\$141.00	
	14" x 22"	\$124.00	\$186.00	
	22" x 28"	\$136.00	\$204.00	
	28" x 44"	\$198.00	\$297.00	
	1M Kick Panel	\$195.00	\$292.50	
	2M Kick Panel	\$390.00	\$585.00	

- Easel back applied to sign quoted upon request.
- All prices are for single-sided, double-sided quoted upon request.
- Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
- **Orders after Deadline Date will be subject to an additional 50% fee.**
- Please utilize one of the following programs: Adobe Acrobat Professional 8.0, Adobe Illustrator EPS, Tiff, Photoshop, PDF with 300 DPI minimum

Vertical



Horizontal



Color of Background

Color of Lettering

Please type desired copy below or attached a separate sheet

***ALL ADVANCE SIGN ORDERS WILL BE AVAILABLE FOR CUSTOMER PICK UP AT SHOWSITE SERVICE DESK***

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

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

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

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



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## GRAPHIC GUIDELINES

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

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

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

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

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

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

**(\*No bleeds needed on printable files)**

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

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

#### **Color Matching**

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

#### **Sending Files**

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



ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022



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Pleasantville, NJ 08232  
WWW.VISTACS.COM

DEADLINE DATE:  
AUGUST 23, 2022

## BOOTH CLEANING ORDER FORM

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

### INDICATE YOUR REQUIREMENTS:

- ☐ Daily - Vacuuming (3 days).....\$1.50 per sq. ft.
- ☐ Once - Vacuuming before initial opening.....\$.55 per sq. ft.

SIZE OF BOOTH \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ. FT. x RATE: \_\_\_\_\_ = \$ \_\_\_\_\_  
(MINIMUM CHARGE: 100 SQ. FT. PER DAY)

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All Charges payable in U.S. funds only. Check, Cash, Traveler's Checks, VISA, MasterCard, and American Express are accepted.

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

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

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

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





**ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022**



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

#### **LABOR GUIDELINES**

*We have provided these definitions to acquaint you with specific guidelines for labor. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to VISTA CONVENTION SERVICES.*

## **MATERIAL HANDLING**

VISTA CONVENTION SERVICES has the responsibility of receiving and handling all the exhibit materials and empty containers. It is our responsibility to manage the docks and schedule vehicles for the smooth and efficient move in/move-out of the trade show. VISTA will not be responsible for any material it does not handle. Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense. The fire marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with VISTA to store empty containers.

## **BOOTH LABOR**

Since Georgia is a "right-to-work" state; exhibitor personnel may set up their own exhibits if so desired. Union Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight, and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms. Union exhibit labor claims jurisdiction for the installation, dismantling, and initial cleaning of prefabricated exhibits and displays when this work is done by persons other than the company personnel. They may be employed by submitting the Labor/Forklift order form enclosed in this manual. They are not required to put your products on display, to open cartons containing your products, or to perform testing maintenance or repairs on your products. If, however you hire any labor to assist you, it must be through the Official Contractor or a contractor that meets all of the regulations as an Exhibitor Appointed Contractor.

## **SAFETY**

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. VISTA cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed Labor/Forklift order form and the necessary ladders and tools will be provided.

## **GRATUITIES**

VISTA CONVENTION SERVICES requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a VISTA supervisor. Employees of VISTA are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees.

## **IN GENERAL**

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to VISTA management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of VISTA.



**ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022**



6575 Delilah Road P: 609-485-2421  
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Pleasantville, NJ 08232  
WWW.VISTACS.COM

**DISCOUNT  
DEADLINE DATE:  
AUGUST 23, 2022**

## LABOR ORDER FORM

### LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Straight Time:	
Advance Rate	Standard Rate
<b>\$104.00/hr.</b>	<b>\$135.00/hr.</b>
one hour minimum per worker thereafter 1/2 hr. increments	
ST: 8:00 AM to 4:30 PM	
Monday through Friday	

OverTime:	
Advance Rate	Standard Rate
<b>\$156.00/hr.</b>	<b>\$203.00/hr.</b>
one hour minimum per worker thereafter 1/2 hr. increments	
OT: 4:30 PM to 8:00 AM	
Monday through Friday	
and all hours on Saturday and Sunday & union holidays	

**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. HRS.
SET-UP				
DISMANTLE				

Estimated Labor
\$
\$

☐ **PLAN B - VISTA SUPERVISION** Hourly rate plus 30% Supervision Charge / Minimum \$50.00/\$60.00

Estimated Supervision
\$

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

Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet  
☐ Blueprints/Instructions ☐ Attached ☐ With Display  
☐ Electrical under carpet ☐ yes ☐ no

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

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

VIA \_\_\_\_\_

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

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

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

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



**ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022**



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## **ACCESSIBLE STORAGE**

*Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.*

***This is NOT an order form. This service must be ordered on-site.***

### **Notes**

- You must sign up for this service and pick up your labels at the VISTA Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

### **Storage Rates**

- The rate for accessible storage is **\$150.00** per skid, plus access rates.

### **Access Rates**

- There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.



ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022



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Pleasantville, NJ 08232  
WWW.VISTACS.COM

DISCOUNT  
DEADLINE DATE:  
AUGUST 9, 2022

## INTENT TO USE NON-OFFICIAL CONTRACTORS

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

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

**NOTIFICATION DEADLINE DATE: See Above.**

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

Contact Person: \_\_\_\_\_

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

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

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

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



**ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022**



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## **FIRE REGULATIONS**

### **BOOTH CONSTRUCTION**

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

### **PERMITS**

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

### **OBSTRUCTIONS**

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

### **FLAME RETARDANT TREATMENT**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame retardant, therefore their use is prohibited.

### **COMBUSTIBLES**

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

***Storage behind booth backwall is strictly prohibited.***





**ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022**



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

### **EXHIBITOR MOVE-IN INFORMATION**

Exhibitor shipments sent to the Atlanta Marriott Marquis, International Ballroom 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: Tuesday, September 6, 2022**



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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*.



ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022



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DEADLINE DATE:  
AUGUST 23, 2022

## PRIORITY EMPTY CONTAINER RETURN

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

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

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

Estimated Number of Pieces.....

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

**\*\*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!**



ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022



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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.

### SHIPMENTS RETURNED TO WAREHOUSE

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

### SPECIAL RATES AND SERVICES

Steel banding: **\$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!**



## ATLANTA MARRIOTT MARQUIS ATLANTA, GA SEPTEMBER 6-8, 2022



6575 Delilah Road  
PO Box 3000  
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P: 609-485-2421  
F: 609-485-2392

### MATERIAL HANDLING DOCUMENTATION

#### Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by VISTA for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by VISTA. This weight will prevail.

#### Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: FedID 2022

VISTA CONVENTION SERVICES

c/o ABF

1165 Wilburn Road

Conley, GA 30288

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 am to 4:00 pm.
- All shipments must be prepaid: collect shipments will be refused.
- VISTA does not accept shipments that are not consigned to VISTA. Such shipments will be refused.
- All shipments to the Advance Warehouse must arrive by: **AUGUST 30, 2022**

#### Direct to Show Site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: FedID 2022

c/o VISTA CONVENTION SERVICES

Atlanta Marriott Marquis

International Ballroom

265 Peachtree Center Ave.

Atlanta, GA 30303

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show Site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- VISTA does not accept shipments that are not consigned to VISTA. Such shipments will be refused.
- Shipments will be received at the facility no sooner than: **September 6, 2022 during move-in hours.**

#### Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the VISTA Service Desk. Affixing the labels is the sole responsibility of the exhibitor. VISTA assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is considered a fire hazard.

#### Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the VISTA Service Desk: *do not leave outbound Bills of Lading in your booth.* Exhibitors who choose to ship outbound materials via any carrier other than the official show carrier must advise carrier to be checked in at the VISTA Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, VISTA reserves the right to re-route the shipment via the official show carrier as necessary, at the **exhibitor's** expense.





**ATLANTA MARRIOTT MARQUIS  
ATLANTA, GA  
SEPTEMBER 6-8, 2022**



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Pleasantville, NJ 08232  
WWW.VISTACS.COM

**WAREHOUSE  
DEADLINE DATE:  
AUGUST 30, 2022**

## MATERIAL HANDLING RATES

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

### A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

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

#### Warehouse

We will ship \_\_\_\_\_ lbs. @ \$175.00 per 100 lbs. (200 lb. minimum/\$350.00)

\$ \_\_\_\_\_

#### Showsite

We will ship \_\_\_\_\_ lbs. @ \$140.00 per 100 lbs. (200 lb. minimum/\$280.00)

\$ \_\_\_\_\_

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

These round trip rates apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading, stacked shipments or shipments received without certified weight tickets).

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

#### Warehouse

We will ship \_\_\_\_\_ lbs. @ \$236.25 per 100 lbs. (200 lb. minimum/\$472.50)

\$ \_\_\_\_\_

#### Showsite

We will ship \_\_\_\_\_ lbs. @ \$189.00 per 100 lbs. (200 lb. minimum/\$378.00)

\$ \_\_\_\_\_

### D. SMALL PACKAGE SHIPMENTS

Cartons and envelopes received at **warehouse & showsite** without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 25 lbs.

**FIRST PACKAGE** @ \$60.00

\$ \_\_\_\_\_

**EACH ADDITIONAL PACKAGE** @ \$25.00

\$ \_\_\_\_\_

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

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

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

**PLEASE NOTE: 200 lb. minimum for this service.**

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

Company Name:

Booth #:

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



ADVANCE WAREHOUSE

EXHIBIT MATERIAL



Rush to:

c/o ABF

1165 Wilburn Road

Conley, GA 30288

**FedID 2022**

Atlanta Marriott Marquis

Atlanta, GA

September 6-8, 2022

Exhibitor

Booth

Late to warehouse charges apply after:

**August 30, 2022**

ADVANCE WAREHOUSE

EXHIBIT MATERIAL



Rush to:

c/o ABF

1165 Wilburn Road

Conley, GA 30288

**FedID 2022**

Atlanta Marriott Marquis

Atlanta, GA

September 6-8, 2022

Exhibitor

Booth

Late to warehouse charges apply after:

**August 30, 2022**

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL



Rush to:

**Atlanta Marriott Marquis  
International Ballroom  
265 Peachtree Center Ave.  
Atlanta, GA 30303**

**FedID 2022**

**Atlanta Marriott Marquis  
Atlanta, GA  
September 6-8, 2022**

Exhibitor

Booth

Do not deliver prior to:  
**September 6, 2022**

DIRECT TO SHOW SITE

EXHIBIT MATERIAL



Rush to:

**Atlanta Marriott Marquis  
International Ballroom  
265 Peachtree Center Ave.  
Atlanta, GA 30303**

**FedID 2022**

**Atlanta Marriott Marquis  
Atlanta, GA  
September 6-8, 2022**

Exhibitor

Booth

Do not deliver prior to:  
**September 6, 2022**

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

*Important note: Hazardous materials will not be accepted at show site.*



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ATLANTA, GA  
SEPTEMBER 6-8, 2022**



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## **MATERIAL HANDLING TIPS**

### **Shipping Inbound:**

- **Advance To Warehouse** - ensure your shipment arrives by the deadline date **August 30, 2022** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **September 6, 2022** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and FedID 2022 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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## **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: \_\_\_\_\_

### **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.

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

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



# **Official Transportation Provider**

*via the ABF Freight® Network*

Federal Identity Forum and Expo  
September 6-9, 2022  
Marriott Marquis  
Atlanta, GA

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

For personalized quotes, please call

**800-654-7019**

## **Our Services Include:**

*Priority  
handling of  
your inbound  
and outbound  
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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

