



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





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

SHOW CONTACT INFORMATION

Dear *Exhibitor*:

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

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

Brittany Spargo
Email: brittany.spargo@spargoinc.com

All questions regarding shipping & furniture should be directed to:

Customer Service
VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
Tel: (609) 485-2421
Fax: (609) 485-2392
email: orders@vistacs.com
Order online: Vista online ordering

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 Table-Top space is equipped with the following inventory.

TABLE-TOP PACKAGE

7"x 44" Company ID Sign
1 - 6' Draped Table - Blue
2 - Side Chairs
1 - Wastebasket
Electrical Outlet

NOTE: With the exception of a side chair, additional furnishings are NOT permitted.

IMPORTANT DATES

Vista Advance Order Discount Deadline: **June 7, 2024**

Pull-Up Banner: **May 31, 2024**

Advance Receiving Begins: **May 24, 2024**

Advance Freight Deadline (without surcharge): **June 14, 2024**

Outbound Driver Check In No Later Than: **June 27, 2024 at 6:00pm**

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

EXHIBIT SHOW SCHEDULE

Please follow the following link for show schedule: [**SCHEDULE**](#)

SHIPPING INFORMATION

ADVANCE TO WAREHOUSE

Exhibiting Company Name & Table #

FED ID 2024

Vista Convention Services

c/o ABF

6720 Washington Blvd.

Elkridge, MD 21075

****All shipments must be sent to the advance warehouse****

UTILITIES & SERVICES

For Utilities and additional services, please follow this link: [**ADDITIONAL SERVICES & UTILITIES**](#)



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PAYMENT POLICIES

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

WIRE TRANSFER

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

CANCELLATIONS & ADJUSTMENTS

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

TAX EXEMPTION

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

THIRD PARTY PAYMENT BILLING

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

MISCELLANEOUS

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



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PAYMENT & CREDIT CARD AUTHORIZATION

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.

*Seating.....\$
 *Pull-Up Banner.....\$
 Estimated Material Handling.....\$
 SUB TOTAL \$
 *ADD 6% MD SALES TAX \$
 NET AMOUNT DUE VISTA \$

INDICATE PAYMENT METHOD:

Check # _____ Dated _____ Amount \$ _____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

--	--	--	--	--	--

CVV

--	--	--	--

Cardholder's Name _____

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

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

Company Name _____ Table # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

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



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**DISCOUNT
DEADLINE DATE:
JUNE 7, 2024**

STANDARD BOOTH FURNISHINGS & ACCESSORIES

QTY.	DISCOUNT RATE	STANDARD RATE	AMT.
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SEATING

Side Chair - black	\$78.25	\$102.00	
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Sub total \$ _____

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

Company Name _____ Table # _____

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



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PULL-UP BANNERS

Submit this form if you wish to order Pull-Up Banners from VISTA.

Enter the total below on Order Summary / Payment form.

Orders received without full payment or credit card information will not be processed.

Pull-Up Banner orders and graphic files must be received by: May 31, 2024

Qty	Item	Price	Subtotal
_____	Pull-Up Banner	\$613.00	\$ _____

***Graphic size: 33"w x 78"h**

***Minimum 150 DPI**

***Accepted formats: PDF, JPG, AI, PSD, EPS, TIFF**

***All files need to be flattened (no layers)**

Please send artwork to: tbradley@vistacs.com

- Pull-up banner orders cancelled will be charged 100% of the original price.
- A credit card on file is required when using VISTA CONVENTION SERVICES.

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

COMPANY NAME _____ **TABLE #** _____

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



**WAREHOUSE
DEADLINE DATE:
JUNE 14, 2024**

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MATERIAL HANDLING RATES

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required. Warehouse We will ship _____ lbs. @ \$180.00 per 100 lbs. (200 lb. minimum/\$360.00)	\$ _____
B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING 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 without certified weight tickets). <u>Fed-EX and UPS are included in this category due to their delivery procedures and documentation.</u> Warehouse We will ship _____ lbs. @ \$269.00 per 100 lbs. (200 lb. minimum/\$538.00)	\$ _____
C. SMALL PACKAGE SHIPMENTS Cartons and envelopes received at the warehouse without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs. FIRST PACKAGE @ \$75.00 EACH ADDITIONAL PACKAGE @ \$35.00	\$ _____ \$ _____
Delivery After Deadline Date: Shipments received at the warehouse after JUNE 14, 2024 will be charged 35% in addition to the above rates.	
<div style="border: 1px solid black; padding: 10px; text-align: right;"> Sub Total \$ _____ </div>	

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to table-top space, handle empty containers to & from storage & remove shipment from table-top space 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:	Table #:
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Submit order with payment to: 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. 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: Fed ID 2024
(Exhibiting Company's Name & Table Number)
ABF
c/o Vista Convention Services
6720 Washington Blvd.
Elkridge, MD 21075**

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

- Shipments will be received beginning ***Friday, May 24, 2024.***
- Shipments received after the deadline of ***Friday, June 14, 2024*** will be charged an additional 35% surcharge.
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m. to 3:30 p.m.**
Carriers checking in after **3:30 p.m.** Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (TABLE #)

**FED ID 2024
VISTA CONVENTION SERVICES
c/o ABF
6720 WASHINGTON BLVD.
ELKRIDGE, MD 21075**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (TABLE #)

**FED ID 2024
VISTA CONVENTION SERVICES
c/o ABF
6720 WASHINGTON BLVD.
ELKRIDGE, MD 21075**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Friday, June 14, 2024 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (TABLE #)

**FED ID 2024
VISTA CONVENTION SERVICES
c/o ABF
6720 WASHINGTON BLVD.
ELKRIDGE, MD 21075**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (TABLE #)

**FED ID 2024
VISTA CONVENTION SERVICES
c/o ABF
6720 WASHINGTON BLVD.
ELKRIDGE, MD 21075**



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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)
Table#:
Show Fed ID 2024
Name: Baltimore Convention Center - Camden Lobby
Location: (Shipping Address)
To:

- 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 **:00pm on Thursday, June 27, 2024.**

DO NOT LEAVE BILLS OF LADING IN YOUR TABLE!!

- 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 & Airways.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **ABF & Airways**) must be checked in **no later** than **:00pm on Thursday, June 27, 2024.**



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OUTBOUND 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 space at show site.

Requests should be submitted by: JUNE 7, 2024

Outbound Shipping Information

Ship to (Company): _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____ Phone: _____

Shipping Method

Ground: ☐ ABF ☐ Other Ground _____

Air: ☐ Airways ☐ 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 space.

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

Company Name: _____ **TABLE #** _____

Submit request to: orders@vistacs.com before deadline date!