



Hilton Hawaiian Village



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

EXHIBITOR HOTEL SHIPPING INFORMATION

Dear Exhibitor,

We strongly recommend that all exhibitors ship advance to the warehouse using the labels provided in this service manual.

Exhibitor shipments sent to the Hilton Hawaiian Village c/o VISTA or shipments sent “Hold for Guest” will incur hotel surcharges which will be in addition to VISTA’s material handling charges. Exhibitors may avoid these additional fees by shipping to the advance warehouse.

As a reminder, all FedEx and UPS shipments are first received by the Hilton. Once packages have been processed at the business center, VISTA is notified to pick up show shipments. This process causes significant delays in delivery.

FedEx and UPS are not permitted to pickup from the Coral Ballroom. All outbound FedEx and UPS shipments must be taken to the Hilton Business Center, located in the Diamond head Tower, by the exhibitor. Additional hotel handling fees will apply.



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MATERIAL HANDLING INFORMATION - ADVANCE SHIPMENTS

ADVANCED SHIPMENTS

Exhibitors may choose to ship freight to the advance warehouse. VISTA will receive and manage your materials shipped in advance and when brought to show site. Material handling fees are paid to VISTA, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing.

Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees.

For detailed information regarding advance material handling services provided by VISTA and the associated charges, please see below. Please make your show site representative aware of the following information.

SHIPMENT TO WAREHOUSE

- Receiving begins **30 days prior to exhibitor move-in**.
- Shipments received at the warehouse after **APRIL 1, 2022** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused.
- Uncrated, pad wrapped, specialized equipment or hazardous materials will not be accepted at the warehouse.

ADVANTAGES:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

ADVANCE WAREHOUSE RATES

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact VISTA for assistance in estimating your material handling charges, based upon your specific needs.

RATES INCLUDE:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site, unloading and delivery to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the VISTA Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

CRATED OR SKIDDED RATE

Shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required.

Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING RATE:

Shipments that are crated van line shipments, or are packed in such a manner as to require special handling, such as ground unloading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

SMALL PACKAGE RATE

Cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

OVERTIME CHARGES

Inbound:

- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.

Outbound:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.



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MATERIAL HANDLING INFORMATION - DIRECT SHIPMENTS

DIRECT SHIPMENTS

Exhibitors may choose to ship freight direct to show site. VISTA will receive and manage freight on show site as described in the following pages. Material handling fees are paid to VISTA, and are separate from and independent of freight transportation charges, which are paid to freight carriers such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choice, arranging freight transportation to and from the event, and all associated fees. For detailed information regarding direct material handling services provided by VISTA and the associated charges, please see below. Please make your show site representative aware of the following information.

DIRECT SHIPMENTS TO SHOWSITE

- Do not ship to the facility prior to **APRIL 10, 2022**. Early shipments to show site may be refused.
- VISTA Convention Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted.

DIRECT TO SHOWSITE RATES

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees. All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact VISTA for assistance in estimating your material handling charges, based upon your specific needs.

RATES INCLUDES:

- Receiving exhibitor shipment, unloading at loading dock and delivery to booth.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the VISTA Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier at the loading dock.

CRATED OR SKIDDED RATE

Shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING RATE

Shipments that are crated van line shipments, or are packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments, and shipments from any carrier without certified weight tickets or delivery receipts, such as FedEx, UPS, POVs (personally owned vehicles).

UNCRATED, UNSKIDDED, OR WRAPPED RATE

Shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

SMALL PACKAGE RATE

Cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

OVERTIME CHARGES

Inbound:

- Your shipment is delivered to your booth before 8:00 am or after 4:00 pm on weekdays, anytime on a Saturday, Sunday and/or observed union holidays, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.

Outbound:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or observed union holidays.



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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: TechNet INDO-Pacific 2022

VISTA CONVENTION SERVICES

c/o ICS

2838 Kiliha Street

Honolulu, HI 96819

- 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 9:00 am to 3:00 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: **APRIL 1, 2022**

Direct to Show Site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: TechNet INDO-Pacific 2022

c/o VISTA CONVENTION SERVICES

Hilton Hawaiian Village

2005 Kalia Road

Honolulu, HI 96815

- 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:
APRIL 10, 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.



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**WAREHOUSE
DEADLINE DATE:
APRIL 1, 2022**

Material Handling Rate Schedule

*For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.

*All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Vista for assistance in estimating your material handling charges, based upon your specific needs.

A 200 lb. minimum charge per shipment applies	MATERIAL HANDLING RATE RATES BELOW INCLUDE ANY APPLI- CABLE OT CHARGES PER 100 LBS.
Advance to Warehouse: Crated	\$156.50
Direct to Show Site: Crated	\$156.50
Advance to Warehouse: Special Handling	\$211.50
Direct to Show Site: Special Handling	\$211.50
Direct to Show Site: Uncrated, Unskidded, or Wrapped	\$211.50
Advance to Warehouse/Direct to Show Site: Small Packages	\$60.00 1st package; \$25.00 ea. additional package

Additional Services

Late shipments, off-target shipments & site shipments received before published move-in or after show opening.

Freight received at the warehouse after **APRIL 1, 2022** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.

\$54.75
per 100 lbs.

Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a spotting fee.

Vehicles not moved in under their own power will be unloaded and charged based on weight.

\$303.00
round trip

Special Services. Shipments returned to warehouse will be charged \$15.00 per 100 lbs. with a \$255.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are \$1.30 per 100 lbs. per day with a \$35.70 minimum. On-site container storage for freight brought in by exhibitors is \$30.60 per piece.

MATERIAL HANDLING RATE SCHEDULE ☐ Advance ☐ Direct

Carrier(s)	Tracking# or Shipped From	Date of Arrival	# Pieces	Est. Weight CWT	Rate per CWT	Estimated Cost 200 lb minimum

Transfer this total to the payment Authorization Order Form

Sub total estimate \$ _____

COMPANY NAME _____ BOOTH # _____



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MATERIAL HANDLING TIPS

Shipping Inbound:

- **Advance To Warehouse** - ensure your shipment arrives by the deadline date **APRIL 1, 2022** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **APRIL 10, 2022** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **TechNet INDO-Pacific 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 if 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.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL



Rush to:

**c/o ICS
2838 Kilihau St.
Honolulu, HI 96819**

TechNet INDO-Pacific 2022

*Hilton Hawaiian Village
Honolulu, HI
April 11-13, 2022*

Exhibitor _____

Booth _____

**Late to warehouse charges apply after:
April 1, 2022**

ADVANCE WAREHOUSE

EXHIBIT MATERIAL



Rush to:

**c/o ICS
2838 Kilihau St.
Honolulu, HI 96819**

TechNet INDO-Pacific 2022

*Hilton Hawaiian Village
Honolulu, HI
April 11-13, 2022*

Exhibitor _____

Booth _____

**Late to warehouse charges apply after:
April 1, 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:

**Hilton Hawaiian Village
2005 Kalia Rd.
Honolulu, HI 96815**

TechNet INDO-Pacific 2022

*Hilton Hawaiian Village
Honolulu, HI
April 11-13, 2022*

Exhibitor _____

Booth _____

**Do not deliver prior to:
April 10, 2022**

DIRECT TO SHOW SITE

EXHIBIT MATERIAL



Rush to:

**Hilton Hawaiian Village
2005 Kalia Rd.
Honolulu, HI 96815**

TechNet INDO-Pacific 2022

*Hilton Hawaiian Village
Honolulu, HI
April 11-13, 2022*

Exhibitor _____

Booth _____

**Do not deliver prior to:
April 10, 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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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.

Requests should be submitted by: MARCH 25, 2022

Outbound Shipping Information

Ship to (Company): _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____

Shipping Method

Ocean/Ground: ☐ YRC ☐ Other Ground _____
(min. 2 weeks to Mainland)
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 booth.

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

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