



Hilton Hawaiian Village



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, 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

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 - Coral Ballroom - Blue & White / Coral Lobby - White
- 3' High Siderail - Coral Ballroom - Blue / Coral Lobby - White
- One-line Booth ID Sign w/Booth #

NOTE: THE EXHIBIT HALL IS CARPETED! Exhibitors may choose to rent carpet through Vista Convention Services using the Carpet Rental Form.

IMPORTANT DATES

- Non-Official EAC Notification - **March 18, 2022**
- Advance Freight Deadline (without surcharge) **April 1, 2022**
- Vista Advance Order Discount Deadline - **March 25, 2022**
- Direct to Show Site 1st day For Delivery - **April 10, 2022**

EXHIBIT SHOW SCHEDULE

Please follow this link for the most up-to-date schedule: <https://events.afcea.org/TIP21/CUSTOM/pdf/Schedule21.pdf>

Please be advised, it is highly recommended exhibitors ship to the ADVANCE WAREHOUSE. All shipments received on show site via FedEx or UPS and any shipment received prior to April 10th will be charged hotel receiving/storage fees in addition to material handling. ALL FedEx and UPS shipments are received by the Hilton Business Center. Once packages have been processed by the business center, Vista is notified to pick up show shipments for booth delivery. This process causes a significant delay in delivery to the exhibit hall. FedEx and UPS are not permitted to pickup from the Coral Ballroom. All outbound FedEx or UPS shipments must be taken to the hotel business center, located in the Diamond Head Tower, by the exhibitor.

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 #
TechNet INDO-Pacific 2022
Vista Convention Services
c/o ICS
2838 Kilihau Street
Honolulu, HI 96819

DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #
TechNet INDO-Pacific 2022
c/o Vista Convention Services
Hilton Hawaiian Village
2005 Kalia Road
Honolulu, HI 96815

UTILITIES & SERVICES

For Booth Utilities and additional booth services, please follow this link: <https://events.afcea.org/TIP21/Public/Content.aspx?ID=97500>



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**DISCOUNT
 DEADLINE DATE:
 MARCH 25, 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	\$	_____
*Booth Cleaning.....	\$	_____
*VCS Modular Rental Unit.....	\$	_____
*Fabric Backwall Display Rental.....	\$	_____
*Estimated Labor	\$	_____
*Priority Empty Container Return	\$	_____
*Estimated Material Handling.....	\$	_____
SUB TOTAL		\$ _____
*ADD 4.712% HI 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 _____
 (Print or Type)
 Cardholder's Address _____ City _____ State _____ Zip _____
 Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

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

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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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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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

Account Number

Expiration Date

CVV

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 before deadline date!



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**DISCOUNT
 DEADLINE DATE:
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CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

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

Qty.		Discount Rate	Standard Rate	Total
_____	10'x 10'	178.00	231.00	_____
_____	10'x 20'	356.00	462.00	_____
_____	10'x 30'	534.00	693.00	_____
_____	10'x 40'	712.00	924.00	_____

Circle color: Blue * Gray * Red * Black

****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. INDICATE OVERALL DIMENSIONS:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$5.00 sq.ft. \$6.00 sq. ft. _____

Circle color: Blue * Gray * Red * Black

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

CARPET PADDING

INDICATE OVERALL DIMENSION:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$1.00 sq. ft. \$2.00 sq. ft. _____

VISQUEEN _____ x _____ SQ. FT.\$1.00 sq. ft. \$2.00 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. \$9.00 sq. ft. _____

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

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 before deadline date!



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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT RATES STANDARD RATES AMT.

SEATING

___ Padded Arm Chair - gray.....	\$77.00	\$101.00	___
___ Padded Side Chair - gray.....	63.00	81.00	___
___ Counter Stool - w/back.....	85.00	110.00	___
___ Swivel Chair - gray.....	85.00	110.00	___

ACCESSORIES

___ Round Pedestal Table (30"h x 30"rd).....	100.00	130.00	___
___ Round Pedestal Table (42"h x 30"rd).....	100.00	130.00	___
___ Wastebasket.....	28.00	36.00	___
___ Easel.....	53.00	69.00	___
___ Chrome Sign Frame (22" x 28").....	63.00	81.00	___
___ Bag Rack.....	66.00	86.00	___
___ Tack Board 8' x 4' (horizontal only).....	157.00	203.00	___
___ 8' Stanchion.....	27.00	32.00	___
___ Crossbar.....	17.00	21.00	___
___ Garment Rack.....	276.00	359.00	___
___ Literature Rack.....	95.00	124.00	___
___ 3' Black Stanchion/Pull out Tape.....	74.00	92.00	___
(7 1/2 ft. lengths)			
___ 8' Special Background.....	24.00ft.	32.00ft.	___
Circle color: Blue Black Burgundy Plum Gray Red Teal White Hunter Green			
___ 3' Special Siderails.....	21.00ft.	27.00ft.	___
Circle color: Blue Black Burgundy Plum Gray Red Teal White Hunter Green			

12" TABLETOP RISERS

White Vinyl

___ 4'	60.00	78.00	___
___ 6'	80.00	104.00	___

QTY. DISCOUNT RATES STANDARD RATES AMT.

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides
 Circle color: Blue Black Burgundy Plum Gray Red Teal White Hunter Green
 IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL

___ 2' x 4' x 30".....	\$115.00	\$201.00	___
___ 2' x 6' x 30".....	135.00	176.00	___
___ 2' x 8' x 30".....	216.00	281.00	___
___ 4th Side Drape.....	53.00	69.00	___

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides
 Circle color: Blue Black Burgundy Plum Gray Red Teal White Hunter Green
 IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL

___ 2' x 4' x 42".....	148.00	192.00	___
___ 2' x 6' x 42".....	172.00	223.00	___
___ 2' x 8' x 42".....	196.00	255.00	___
___ 4th Side Drape.....	53.00	69.00	___

UNDRAPED DISPLAY TABLES - 30" HIGH

___ 2' x 4' x 30".....	59.00	76.00	___
___ 2' x 6' x 30".....	73.00	94.00	___
___ 2' x 8' x 30".....	85.00	110.00	___

UNDRAPED DISPLAY TABLES - 42" HIGH

___ 2' x 4' x 42".....	85.00	110.00	___
___ 2' x 6' x 42".....	99.00	129.00	___
___ 2' x 8' x 42".....	112.00	146.00	___

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!



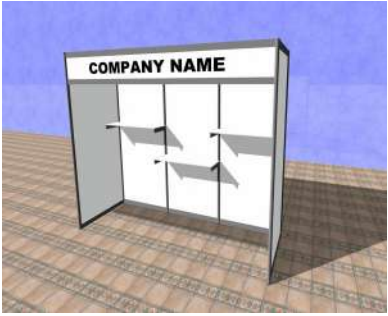
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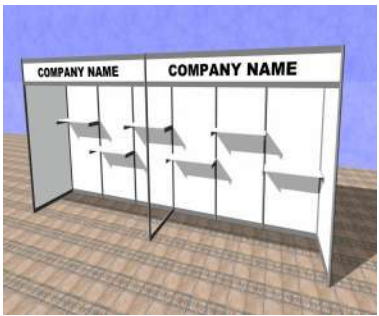
**DEADLINE DATE:
MARCH 25, 2022**

VCS MODULAR RENTAL UNITS

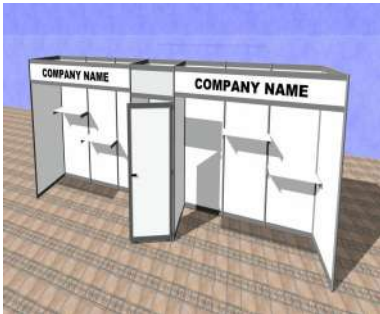
□ VCS A-10 Unit contains:
 - (3) Shelves
 - (6) Brackets
 * Check One
 ___ White Panel
 ___ Blue
 ___ Gray
Price: \$1728.00



□ VCS B-20 Unit contains:
 - (6) Shelves
 - (12) Brackets
 * Check One
 ___ White Panel
 ___ Blue
 ___ Gray
Price: \$3024.00



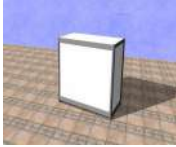
□ VCS C-20 Unit contains:
 - Locking Storage Unit
 - (4) Shelves
 - (8) Brackets
 * Check One
 ___ White Panel
 ___ Blue
 ___ Gray
Price: \$3672.00



COUNTERS:

	Qty.	Price	Total
40"L x 42" H x 22"W	___	\$297.00	___
80"L x 42" H x 22"W	___	\$378.00	___

Counter Colors: (*check one)
 ___ White ___ Blue ___ Gray



OPTIONAL RENTAL ACCESSORIES:

Side Rail (each) ___ **\$92.00** ___

Extra Shelves (1 shelf & 2) brackets ___ **\$49.00** ___

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:

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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GRAPHIC GUIDELINES

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services-Design/Graphics Department

Vista Convention Services
6575 Delilah Road
Egg Harbor Township, NJ 08234
E-mail: orders@vistacs.com

We can accept graphic files created with the following programs:

Adobe Acrobat Professional 8.0
Adobe Illustrator CS5
Photoshop CS5
Adobe InDesign CS5

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept: Whenever possible

artwork saved as vector files, which can be resized without losing resolution.

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 consult us before sending files

(*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.”

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

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 which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. If you have any questions, please contact us before sending your files



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**DEADLINE DATE:
MARCH 11, 2022**

FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$4500.00



VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$6000.00



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.

RENTAL UNIT OPTIONAL ACCESSORIES:

- | | |
|----------------------------------|--|
| 10' Unit 2 lights _____ \$65.00 | 1 Meter Counter w/front graphic panel _____ \$395.00 |
| 20' Unit 4 lights _____ \$125.00 | 2 Meter Counter w/front graphic panel _____ \$550.00 |

***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.**

Sub Total \$ _____

Company Name _____ Booth _____

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



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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.



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 609-485-2421
F: 609-485-2392

Hilton Hawaiian Village

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 Kilihau 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 APPLICABLE 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 <i>per 100 lbs.</i>
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 <i>round trip</i>
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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Hilton Hawaiian Village

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.



Hilton Hawaiian Village



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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!

AIRWAYS FREIGHT
LAND • AIR • SEA



SHIPPING INSTRUCTIONS

OFFICIAL AIR & EXPEDITED FREIGHT CARRIER

INBOUND: Just Call 800.643.3525 or go online to: www.airwaysfreight.com

Customer Service Reps available during entire move-in to assist with your Airways Freight needs.

OUTBOUND: Make it easy on yourself - do the paperwork

The General Contractor's Material Handling Agreement (MHA) available at the freight service desk must be completed, and **Airways Freight** must be shown as the carrier on the form. After your freight is packed and ready for shipping, and before leaving the show floor, this form must be returned to the freight service desk to signal that freight may be removed from the exhibit hall and loaded on the Airways truck.

Customer Service reps will pre-print your Airways bills of lading and labels at the Airways service desk.

Airways Freight 800.643.3525
TradeShowWo@airwaysfreight.com





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**DEADLINE DATE:
MARCH 25, 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.....**\$108.00 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.***

Sub Total \$ _____

Company Name _____ Booth _____

Submit orders to: ORDERS@VISTACS.COM before deadline date!



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LIMITS OF LIABILITY FOR MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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



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LABOR GUIDELINES HAWAII

INFORMATION FORM

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. 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 VISTA's 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

Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight labor, rigging labor, electricians and plumbers can be arranged by using the enclosed order forms. Exhibit labor claims jurisdiction for the installation, dismantling and initial cleaning of pre-fabricated exhibits and displays, when this work is done by persons other than company personnel. Exhibit labor may be employed by completing the labor forms enclosed in this manual. Labor is not required to put your product on display, open cartons containing your products, nor are they required to perform testing, maintenance and/or repairs on your products. However, if you hire any labor to assist you, the hiring must be done through the official contractor of the current trade Show.

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 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 VISTA 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 CONVENTION SERVICES.



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**DISCOUNT
 DEADLINE DATE:
 MARCH 25, 2022**

LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

STRAIGHT TIME:	
Advance Rate	Standard Rate
\$106.00/hr.	\$138.00/hr.
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
\$159.00/hr.	\$207.00/hr.
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. HOURS
SET-UP				
DISMANTLE				

Estimated Labor
\$
\$

PLAN B - VISTA SUPERVISION Hourly rate plus 35% 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!



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**DEADLINE DATE:
MARCH 18, 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: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Submit orders to: ORDERS@VISTACS.COM before deadling date!



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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 \$165.25 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.



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**DEADLINE DATE:
 MARCH 25, 2022**

BOOTH CLEANING ORDER FORM

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

INDICATE YOUR REQUIREMENTS:

- | | <u>ADVANCED</u> | <u>STANDARD</u> |
|---|-------------------|--------------------|
| <input type="checkbox"/> Daily (3 days) - Vacuuming | \$.67 per sq. ft. | \$.89 per sq. ft. |
| <input type="checkbox"/> Once (1 day) - Vacuuming before initial opening | \$.84 per sq. ft. | \$1.11 per sq. ft. |

Size of Booth _____ x _____ = _____ Sq. Ft. x Rate: _____ x No. of Days: _____ = \$ _____
 (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 before deadline date!



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**DISCOUNT
 DEADLINE DATE:
 MARCH 25, 2022**

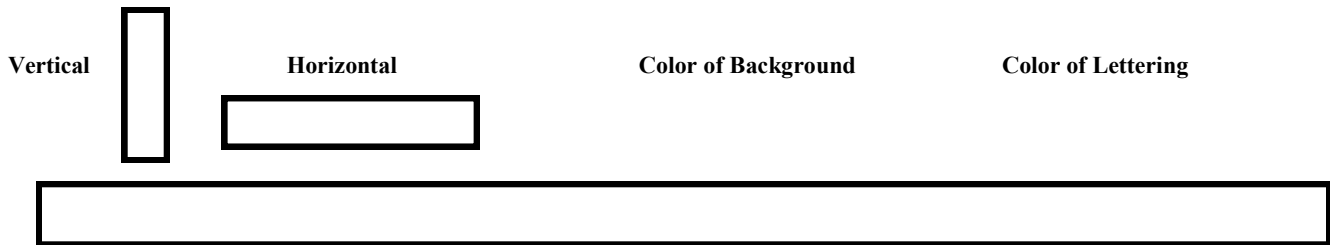
Hilton Hawaiian Village

GRAPHICS

Quantity	Size	Discount Rate	Standard Rate	Amount
	11" x 14"	103.60	134.70	
	14" x 22"	136.10	176.80	
	22" x 28"	150.10	195.00	
	28" x 44"	217.60	282.85	

SALES TAX WILL BE ADDED TO ALL SIGN PRICES (4.712%)

- 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.
- **All orders must be received (14) days before show opens. 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**



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

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.
CANCELLATION POLICY: *ALL signs cancelled after orders have been received will be charged at 100% of original price.*

Sub Total \$ _____

Company Name _____ Booth # _____

Submit orders to: ORDERS@VISTACS.COM before deadline date!



Hilton Hawaiian Village



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 609-485-2421
F: 609-485-2392

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.