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!_
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** - October 7, 2022
- **Advance Freight Deadline (without surcharge)** - October 21, 2022
- **Vista Advance Order Discount Deadline** - October 14, 2022
- **Direct to Show Site 1st day For Delivery** - October 30, 2022
- **Rental Exhibits, Fabric Backwall & Graphics** - October 7, 2022

### EXHIBIT SHOW SCHEDULE

Please follow this link for the most up-to-date schedule: [https://events.afcea.org/TIP22/CUSTOM/pdf/Schedule22.pdf](https://events.afcea.org/TIP22/CUSTOM/pdf/Schedule22.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 October 30th 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 FALL 2022
Vista Convention Services
c/o ICS
1004 Makepono Street
Honolulu, HI 96819

#### DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #
TechNet INDO-Pacific FALL 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/TIP22/Public/Content.aspx?ID=96402](https://events.afcea.org/TIP22/Public/Content.aspx?ID=96402)
**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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Standard Booth Furnishings &amp; Accessories</td>
<td>$</td>
</tr>
<tr>
<td>*Carpet/Carpet Padding</td>
<td>$</td>
</tr>
<tr>
<td>*Booth Cleaning</td>
<td>$</td>
</tr>
<tr>
<td>*VCS Modular Rental Unit</td>
<td>$</td>
</tr>
<tr>
<td>*Fabric Backwall Display Rental</td>
<td>$</td>
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<tr>
<td>*Estimated Labor</td>
<td>$</td>
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<tr>
<td>*Priority Empty Container Return</td>
<td>$</td>
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<tr>
<td>*Estimated Material Handling</td>
<td>$</td>
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<tr>
<td><strong>SUB TOTAL</strong></td>
<td>$</td>
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<tr>
<td><strong>ADD 4.712% HI SALES TAX</strong></td>
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<tr>
<td><strong>NET AMOUNT DUE VISTA</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**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!
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.
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.
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.**

**THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS**

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: __________________________


THIRD PARTY NAME: __________________________

CONTACT PERSON: __________________________ SIGNATURE: __________________________

SHOW SITE REPRESENTATIVE: __________________________

PHONE NUMBER: __________________________ EMAIL: __________________________

Submit order with payment to: orders@vistacs.com before deadline date!
## Hilton Hawaiian Village

### STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

**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%.

**DISCOUNT DEADLINE DATE:** OCTOBER 14, 2022

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### SEATING

<table>
<thead>
<tr>
<th>QTY.</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
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### ACCESSORIES

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### 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**

<table>
<thead>
<tr>
<th>QTY.</th>
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### 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**

<table>
<thead>
<tr>
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### UNDRAPED DISPLAY TABLES - 30" HIGH

<table>
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<th>QTY.</th>
<th>DISCOUNT RATES</th>
<th>STANDARD RATES</th>
<th>AMT.</th>
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### UNDRAPED DISPLAY TABLES - 42" HIGH

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<th>AMT.</th>
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### SUBTOTAL

**Sub total $__________**

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Company Name ____________________________ Booth # ____________________________

Submit order with payment to: orders@vistacs.com before deadline date!
Price includes installation & taping front edge. NO guarantee of color match when ordering multiple carpets.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10’ x 10’</td>
<td>178.00</td>
<td>231.00</td>
<td>_____</td>
</tr>
<tr>
<td>10’ x 20’</td>
<td>356.00</td>
<td>462.00</td>
<td>_____</td>
</tr>
<tr>
<td>10’ x 30’</td>
<td>534.00</td>
<td>693.00</td>
<td>_____</td>
</tr>
<tr>
<td>10’ x 40’</td>
<td>712.00</td>
<td>924.00</td>
<td>_____</td>
</tr>
</tbody>
</table>

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

INDICATE OVERALL DIMENSIONS:

Circle color: Blue * Gray * Red * Black
**SEE CANCELLATION POLICY UNDER “PLUSH CARPET”**

INDICATE OVERALL DIMENSION:

CANCELLATION POLICY: Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE

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. _____


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

Sub total $ _______
Hilton Hawaiian Village

VCS MODULAR RENTAL UNITS

COUNTERS:

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>40”L x 42” H x 22”W</td>
<td>$297.00</td>
<td></td>
</tr>
<tr>
<td>80”L x 42” H x 22”W</td>
<td>$378.00</td>
<td></td>
</tr>
</tbody>
</table>

Counter Colors: (*check one)

- White
- 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

OPTIONAL RENTAL ACCESSORIES:

- Side Rail (each) $92.00
- Extra Shelves $49.00

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.

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

**GRAPHICS**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Size</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>11” x 14”</td>
<td>$94.00</td>
<td>$141.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14” x 22”</td>
<td>$124.00</td>
<td>$186.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22” x 28”</td>
<td>$136.00</td>
<td>$204.00</td>
<td></td>
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<tr>
<td>28” x 44”</td>
<td>$198.00</td>
<td>$297.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1M Kick Panel</td>
<td>$195.00</td>
<td>$292.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2M Kick Panel</td>
<td>$390.00</td>
<td>$585.00</td>
<td></td>
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</tr>
</tbody>
</table>

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

Please type desired copy below or attached a separate sheet

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

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

Sub Total $__________

Company Name ________________________________________________________  Booth # __________

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

DEADLINE DATE: OCTOBER 7, 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______$492.00
20’ Unit 4 lights_____ $125.00  2 Meter Counter w_FRONT graphic panel______$768.00

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

PLEASE NOTE: 200 lb. minimum for this service.

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

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

SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

Vista Convention Services is prepared to receive your shipment either in advance at our local warehouse or directly at the show site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form. Vista Convention Services must have payment before forwarding freight.

SHIPPING TO THE ADVANCE WAREHOUSE

All advance shipments to the warehouse should be addressed/labeled as follows:

<table>
<thead>
<tr>
<th>TO:</th>
<th>TechNet INDO-Pacific FALL 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Exhibiting Company’s Name &amp; Booth Number)</td>
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<tr>
<td></td>
<td>ICS</td>
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<td></td>
<td>c/o Vista Convention Services</td>
</tr>
<tr>
<td></td>
<td>1004 Makepono Street</td>
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<td>Honolulu, HI 96819</td>
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</tbody>
</table>

To trace your shipment, please contact our Warehouse at (609) 485-2421.

- Shipments will be received beginning **Friday, September 30, 2022**.
- Shipments received after the deadline of **Friday, October 21, 2022** will be charged an additional 35% surcharge.
- Advance warehouse receiving hours are Monday through Friday, 9:00 am to 3:00 pm. Carriers checking in after 3:00 pm, Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOW SITE

All direct shipments to show site should be addressed/labeled as follows:

<table>
<thead>
<tr>
<th>TO:</th>
<th>TechNet INDO-Pacific FALL 2022</th>
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<tbody>
<tr>
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<td>(Exhibiting Company’s Name &amp; Booth Number)</td>
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<td>Hilton Hawaiian Village</td>
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<td>c/o Vista Convention Services</td>
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<td></td>
<td>2005 Kalia Road</td>
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</tbody>
</table>

- Show site shipments will be received beginning **Sunday, October 30, 2022 at 12:00 noon**.
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.
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:

<table>
<thead>
<tr>
<th>Label each item as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: (Your Company Name)</td>
</tr>
<tr>
<td>Booth #:</td>
</tr>
<tr>
<td>Show Name: TechNet INDO-Pacific FALL 2022</td>
</tr>
<tr>
<td>Location: Hilton Hawaiian Village</td>
</tr>
<tr>
<td>To: (Shipping Address)</td>
</tr>
</tbody>
</table>

• 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 5:00pm on Thursday, November 3, 2022.

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!

• Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, Airways Freight.

• Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than Airways Freight) must be checked in no later than 5:00pm on Thursday, November 3, 2022.
Those exhibitors who elect to hand-carry in one trip items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: **$40.00** per piece. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing.

**EMPTY STORAGE**

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of **$303.00** round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

**MOBILE UNIT SPOTTING**

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 **$1.25** per 100 lbs. per day with a **$35.70** minimum.

**SHIPMENTS RETURNED TO WAREHOUSE**

Steel banding: **$1.10** per linear foot, plus one-half hour minimum labor
Shrink Wrap Skid: **$85.00** per skid, labor included

**SPECIAL RATES AND SERVICES**

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

- **Advance To Warehouse** - ensure your shipment arrives by the deadline date **OCTOBER 21, 2022** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **OCTOBER 30, 2022** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and TechNet INDO-Pacific FALL 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.
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.
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.
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: October 14, 2022

Outbound Shipping Information

Ship to (Company): ____________________________________________________

Attention: __________________________________________________________

Destination (Street Address): __________________________________________

City: ____________________________ State: _______ Zip: ______

Shipping Method

Ocean/Ground: ___AIRWAYS ___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.

Company Name_____________________________________ Booth #______
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
LAND • AIR • SEA
Delivering Performance
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 order with payment to: ORDERS@VISTACS.COM before deadline date!
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_.

_Hilton Hawaiian Village_
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.
**DISPLAY LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS**

<table>
<thead>
<tr>
<th>STRAIGHT TIME:</th>
<th>Advance Rate</th>
<th>$106.00/hr.</th>
<th>Standard Rate</th>
<th>$138.00/hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>one hour minimum per worker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>thereafter 1/2 hr. increments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ST: 8:00 AM to 4:30 PM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday through Friday</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OVERTIME:</th>
<th>Advance Rate</th>
<th>$159.00/hr.</th>
<th>Standard Rate</th>
<th>$207.00/hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>one hour minimum per worker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>thereafter 1/2 hr. increments</td>
<td></td>
<td>me</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OT: 4:30 PM to 8:00 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday through Friday</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>and all hours on Saturday and Sunday &amp; union holidays</td>
<td></td>
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</tr>
</tbody>
</table>

**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:

1. **PLAN A - EXHIBITOR’S SUPERVISION**  
   All work performed must be under the supervision of the Exhibitor.

<table>
<thead>
<tr>
<th># MEN</th>
<th>DATE</th>
<th>TIME</th>
<th>APPROX. HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

2. **PLAN B - VISTA SUPERVISION**  
   Hourly rate plus 35% Supervision Charge / Minimum $50.00/$60.00

   Estimated Labor
   $ __________
   $ __________

   Estimated Supervision
   $ __________

**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!
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!
**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 $165.00 per skid, plus access rates.

**Access Rates**
- There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
Price is based on total square footage of your booth space.

INDICATE YOUR REQUIREMENTS:

- Daily (3 days) - Vacuuming $2.00 per sq. ft.
- Once (1 day) - Vacuuming before initial opening $0.84 per sq. ft.

Size of Booth _______ x _______ = _______ sq. ft.

Rates:

- ADVANCED $2.00 per sq. ft.
- STANDARD $2.70 per sq. ft.
- $1.11 per sq. ft.

Sub Total $ ________________

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.

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