



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

Hilton Hawaiian Village

## 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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## MATERIAL HANDLING TIPS

### Shipping Inbound:

- Advance To Warehouse - ensure your shipment arrives by the deadline date OCTOBER 27, 2023 to avoid additional surcharges.
- Direct to Show Site - shipments will be received starting NOVEMBER 5, 2023 during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and TechNet INDO-Pacific 2023 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.



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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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**WAREHOUSE  
DEADLINE DATE:  
OCTOBER 27, 2023**

## MATERIAL HANDLING RATES

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

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

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

**Warehouse**

We will ship \_\_\_\_\_ lbs. @ \$159.50 per 100 lbs. (200 lb. minimum/\$319.00)

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

**Showsite**

We will ship \_\_\_\_\_ lbs. @ \$159.50 per 100 lbs. (200 lb. minimum/\$319.00)

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

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

These round trip rates apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments).

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

**Warehouse**

We will ship \_\_\_\_\_ lbs. @ \$215.00 per 100 lbs. (200 lb. minimum/\$430.00)

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

**Showsite**

We will ship \_\_\_\_\_ lbs. @ \$215.00 per 100 lbs. (200 lb. minimum/\$430.00)

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

### C. SMALL PACKAGE SHIPMENTS

Cartons and envelopes received at **warehouse & show site** without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.

**FIRST PACKAGE @ \$75.00; EACH ADD'L PACKAGE @ \$35.00**

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

### D. LATE SHIPMENTS, OFF-TARGET SHIPMENTS & SITE SHIPMENTS RECEIVED BEFORE PUBLISHED MOVE-IN OR AFTER SHOW OPENING

Freight received at the warehouse after **Friday, October 27, 2023** or at show site prior to published move-in or after show opening, add an additional 35%. Additional transportation charges may apply.

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

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

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

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

Company Name:

Booth #:

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



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## MATERIAL HANDLING SPECIAL SERVICES

### EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: **\$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.

### MOBILE UNIT SPOTTING

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.

### SHIPMENTS RETURNED TO WAREHOUSE

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.

### SPECIAL RATES AND SERVICES

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

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

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





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## SHIPPING INSTRUCTIONS

### ***FREIGHT HANDLING SERVICES***

Vista Convention Services is prepared to receive your shipment either in advance at our local warehouse 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:

TO: TechNet INDO-Pacific 2023  
(Exhibiting Company's Name & Booth Number)  
ICS  
c/o Vista Convention Services  
1004 Makepono Street  
Honolulu, HI 96819

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

- Shipments will be received beginning **Friday, October 6, 2023.**
- Shipments received after the deadline of **Friday, October 27, 2023** 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:

TO: TechNet INDO-Pacific 2023  
(Exhibiting Company's Name & Booth Number)  
Hilton Hawaiian Village - Coral Ballroom  
c/o Vista Convention Services  
2005 Kalia Road  
Honolulu, HI 96815

- Show site shipments will be received beginning **Sunday, November 5, 2023 at 12:00 noon.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2023  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2023  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**

**FOR ADVANCE SHIPMENTS ONLY**

**Deliver NO LATER than October 27, 2023 / Receiving Hours: 9am - 3:00pm, Monday through Friday, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2023  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2023  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**

**ON-SITE DIRECT SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2023  
HILTON HAWAIIAN VILLAGE  
CORAL BALLROOM  
c/o VISTA CONVENTION SERVICES  
2005 KALIA ROAD  
HONOLULU, HI 96815**

**ON-SITE DIRECT SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2023  
HILTON HAWAIIAN VILLAGE  
CORAL BALLROOM  
c/o VISTA CONVENTION SERVICES  
2005 KALIA ROAD  
HONOLULU, HI 96815**

**FOR ON-SITE DIRECT SHIPMENTS ONLY  
*DO NOT DELIVER PRIOR TO NOVEMBER 5, 2023***

**ON-SITE DIRECT SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2023  
HILTON HAWAIIAN VILLAGE  
CORAL BALLROOM  
c/o VISTA CONVENTION SERVICES  
2005 KALIA ROAD  
HONOLULU, HI 96815**

**ON-SITE DIRECT SHIPMENTS ONLY**

FROM: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2023  
HILTON HAWAIIAN VILLAGE  
CORAL BALLROOM  
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**DEADLINE DATE:  
OCTOBER 20, 2023**

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



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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: October 20, 2023**

### 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: \_\_\_\_\_

### 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 #** \_\_\_\_\_



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## OUTBOUND SHIPPING INSTRUCTIONS

### *SHIPPING OUTBOUND FROM SHOW SITE*

- All outbound shipments **must** be accompanied by an official show bill-of-lading.
- You may obtain show bills-of-lading after reviewing your invoice at show site.
- When shipping to separate destinations, a separate bill-of-lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

#### **Label each item as follows:**

**From:** (Your Company Name)  
**Booth #:**  
**Show Name:** TechNet INDO-Pacific 2023  
**Location:** Hilton Hawaiian Village - Coral Ballroom  
**To:** (Shipping Address)

- 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 9, 2023.**

### **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 9, 2023.**





**TechNet**  
indo-pacific

November 7–9, 2023 • Honolulu, HI

# SHIPPING INSTRUCTIONS

## OFFICIAL FREIGHT CARRIER

**INBOUND:** Just Call **800.643.3525** or go online to: **[www.airwaysfreight.com](http://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®