



Exhibitors are encouraged to use our, safe and secure, online ordering website to place orders and provide credit card information.

To log in, click the link below.

## [Online Ordering](#)

### Existing Users

If you have previously placed orders with us, enter your login name (your email address previously provided) and your password. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

### New Users

Contact us for a username and password so you can begin ordering your exhibit booth needs.

If you have any questions, please contact (609) 418-3405 or [tbradley@vistacs.com](mailto:tbradley@vistacs.com)





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

## SHOW CONTACT INFORMATION

Dear Exhibitor:

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

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

*Brittany Spargo*  
*Email: [brittany.spargo@spargoinc.com](mailto:brittany.spargo@spargoinc.com)*

*All questions regarding shipping, storage, furniture, cleaning 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](mailto:orders@vistacs.com)*  
*Order online: Vista online ordering*

Included in this service kit are order forms for various items you may require for your exhibit. *The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.* Please analyze and submit your order forms as early as possible.

*Thank you!*



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## SHOW INFORMATION

Each 10' space is equipped with the following inventory. Additional equipment is available on the forms enclosed:

### BOOTH PACKAGE

8' High Backwall - Blue / White  
3' High Siderail - White  
One-line Booth ID Sign  
Aisle Carpet - Blue Jay

**NOTE: THE EXHIBIT HALL IS NOT CARPETED!** Carpet or flooring is required for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Vista Convention Services using the Carpet Rental Form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

### IMPORTANT DATES

Plush Carpet Orders: **September 17, 2024**  
Non-Official EAC Notification: **September 20, 2024**  
Vista Advance Order Discount Deadline: **October 4, 2024**  
Rental Exhibits, VCS Modular Units & Graphics: **September 20, 2024**  
Advance Receiving Begins: **September 20, 2024**  
Advance Freight Deadline (without surcharge): **October 11, 2024**  
Direct to Show Site 1st day For Delivery: **October 20, 2024 at 12:00noon**  
Outbound Driver Check In No Later Than: **October 24, 2024 at 5:00pm**

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

### EXHIBIT SHOW SCHEDULE

Please follow the following link for show schedule: [2024 SHOW SCHEDULE](#)

### SHIPPING INFORMATION

#### ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #  
TechNet INDO-Pacific 2024  
Vista Convention Services  
c/o ICS  
1004 Makepono Street  
Honolulu, HI 96819

#### DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #  
TechNet INDO-Pacific 2024  
c/o Vista Convention Services  
Hawai'i Convention Center - Halls 1, 2 & 3  
180 Kalakaua Ave.  
Honolulu, HI 96815

### UTILITIES & SERVICES

For Booth Utilities and additional booth services, please follow this link: [2024 RESOURCE CENTER](#)



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

### CANCELLATIONS & ADJUSTMENTS

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

### TAX EXEMPTION

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

### THIRD PARTY PAYMENT BILLING

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

### MISCELLANEOUS

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



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**PAYMENT & CREDIT CARD AUTHORIZATION 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 .....	\$	_____
*Graphics .....	\$	_____
*Booth Cleaning.....	\$	_____
*VCS Modular Rental Unit.....	\$	_____
*Estimated Labor .....	\$	_____
*Estimated Forklift Labor.....	\$	_____
*Estimated Sign Hanging 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 \_\_\_\_\_  
 Cardholder's Address \_\_\_\_\_  
 Signature \_\_\_\_\_

(Print or Type)  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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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### 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: _____
<b>CHECK ITEMS TO BE BILLED TO THIRD PARTY:</b>	
<input type="checkbox"/> All Services <input type="checkbox"/> Booth Cleaning <input type="checkbox"/> Material Handling/In and Out	
<input type="checkbox"/> I&D Labor <input type="checkbox"/> Rental Furniture & Carpet <input type="checkbox"/> Signs         Other (Please specify) _____	

**THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION \*\*Information must be provided\*\***

MasterCard
  Visa
  American Express

Account Number	<table border="1" style="width: 100%; height: 20px;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				
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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](mailto:orders@vistacs.com) before deadline date!



**DISCOUNT DEADLINE DATE: OCTOBER 4, 2024**

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**STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM**

QTY. DISCOUNT RATES STANDARD RATES AMT.

**SEATING**

___ Padded Arm Chair - gray.....	\$81.00	\$105.50	___
___ Padded Side Chair - gray.....	66.50	86.50	___
___ Counter Stool - w/back.....	89.50	128.00	___
___ Swivel Chair - gray.....	89.50	128.00	___

**ACCESSORIES**

___ Round Pedestal Table (30"h x 30"rd).....	105.00	136.50	___
___ Round Pedestal Table (42"h x 30"rd).....	105.00	136.50	___
___ Wastebasket.....	29.50	38.50	___
___ Easel.....	56.00	73.00	___
___ Chrome Sign Frame (22" x 28").....	66.50	86.50	___
___ Bag Rack.....	69.50	90.50	___
___ Tack Board 8' x 4' (horizontal only).....	165.00	214.50	___
___ Garment Rack.....	290.00	377.00	___
___ Literature Rack.....	100.00	130.00	___
___ 3' Black Stanchion/Pull out Tape.....	78.00	101.50	___
		(7 1/2 ft. lengths)	
___ 8' Special Background.....	25.50ft.	33.50ft.	___
<b>Circle color:</b> Blue Black Burgundy Plum Gray Red Teal White Hunter Green			
___ 3' Special Siderails.....	22.50ft.	29.50ft.	___
<b>Circle color:</b> Blue Black Burgundy Plum Gray Red Teal White Hunter Green			

**12" TABLETOP RISERS**

<b>White Vinyl</b>			
___ 4'.....	63.00	82.00	___
___ 6'.....	84.00	109.50	___

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".....	\$121.00	\$157.50	___
___ 2' x 6' x 30".....	142.00	185.00	___
___ 2' x 8' x 30".....	227.00	295.50	___
___ 4th Side Drape.....	56.00	73.00	___

**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".....	155.50	202.50	___
___ 2' x 6' x 42".....	181.00	235.50	___
___ 2' x 8' x 42".....	206.00	268.00	___
___ 4th Side Drape.....	56.00	73.00	___

**UNDRAPED DISPLAY TABLES - 30" HIGH**

___ 2' x 4' x 30".....	62.00	81.00	___
___ 2' x 6' x 30".....	77.00	100.50	___
___ 2' x 8' x 30".....	89.50	128.50	___

**UNDRAPED DISPLAY TABLES - 42" HIGH**

___ 2' x 4' x 42".....	89.50	116.50	___
___ 2' x 6' x 42".....	104.00	135.50	___
___ 2' x 8' x 42".....	118.00	153.50	___

**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](mailto:orders@vistacs.com) before deadline date!**



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**DISCOUNT  
 DEADLINE DATE:  
 OCTOBER 4, 2024**

**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' .....	187.00	243.50	_____
_____	10'x 20' .....	374.00	486.50	_____
_____	10'x 30' .....	561.00	729.50	_____
_____	10'x 40' .....	748.00	972.50	_____

**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 and edges taped.

INDICATE OVERALL DIMENSIONS:

\_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$5.25 sq.ft. \$6.50 sq. ft. \_\_\_\_\_

**Circle color:** Blue \* Gray \* Red \* Black

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

**CARPET PADDING**

INDICATE OVERALL DIMENSION:

**Single Padding:** \_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$1.25 sq. ft. \$2.25 sq. ft. \_\_\_\_\_

**Double Padding:** \_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$2.50 sq. ft. \$4.50 sq. ft. \_\_\_\_\_

**VISQUEEN:** \_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum). ....\$1.25 sq. ft. \$2.25 sq. ft. \_\_\_\_\_

**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 September 17th to guarantee delivery. Orders received after the deadline date will be charged at the Standard Rate and are subject to limited availability.**

Carpet Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ (calculate to the next full foot, 100 sq. ft. minimum)

**QTY**

\_\_\_\_\_ Square feet (100 sq.ft. minimum).....\$6.50 sq. ft. \$9.50 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*

**PLUSH CARPET - 28 OZ.**

Sub total \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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





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**DEADLINE DATE:  
 SEPTEMBER 20, 2024**

**VCS MODULAR RENTAL UNITS**

☐ VCS A-10 Unit contains:  
 - (3) Shelves  
 - (6) Brackets  
 \* Check One  
 \_\_\_ White Panel  
 \_\_\_ Blue  
 \_\_\_ Gray  
**Price: \$1764.00**

☐ VCS B-20 Unit contains:  
 - (6) Shelves  
 - (12) Brackets  
 \* Check One  
 \_\_\_ White Panel  
 \_\_\_ Blue  
 \_\_\_ Gray  
**Price: \$3087.00**

☐ VCS C-20 Unit contains:  
 - Locking Storage Unit  
 - (4) Shelves  
 - (8) Brackets  
 \* Check One  
 \_\_\_ White Panel  
 \_\_\_ Blue  
 \_\_\_ Gray  
**Price: \$3748.50**

**COUNTERS:**

Qty.	Price	Total
___ 1 Meter Counter w/o graphics	<b>\$347.50</b>	___
___ 2 Meter Counter w/o graphics	<b>\$434.50</b>	___
___ 1 Meter Counter w/front graphic panel	<b>\$573.50</b>	___
___ 2 Meter Counter w/front graphic panel	<b>\$886.50</b>	___

**Graphic Dimensions provided upon request**

Counter Colors: (\*check one)  
 \_\_\_ White \_\_\_ Blue \_\_\_ Gray

**OPTIONAL RENTAL ACCESSORIES:**

Extra Shelves  
 (1) shelf & (2) brackets \_\_\_ **\$49.50** \_\_\_  
 Side Rail (each) \_\_\_ **\$93.50** \_\_\_

**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:**

**All orders received after the deadline date will be charged a 30% late fee.**

**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](mailto:orders@vistacs.com) before deadline date!**



**DISCOUNT  
DEADLINE DATE:  
SEPTEMBER 20, 2024**

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## GRAPHICS

Quantity	Size	Discount Rate	Standard Rate	Amount
	11" x 14"	\$99.00	\$129.00	
	14" x 22"	\$130.50	\$170.00	
	22" x 28"	\$143.00	\$186.00	
	28" x 44"	\$208.00	\$270.50	

- 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**

Vertical  Horizontal  Color of Background \_\_\_\_\_ Color of Lettering \_\_\_\_\_

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](mailto: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 can accept graphic files created with the following programs:

**Adobe Acrobat Professional CC**  
**Adobe Illustrator CC**  
**Photoshop CC**  
**Adobe InDesign CC**

While Adobe Acrobat high resolution PDF files are preferred, vector files, which can be resized without losing resolution, are also acceptable.

**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 call Vista to consult with our Graphic Designer.

**(\*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.**

Vista is not responsible for spelling errors or low resolution images sent by clients. Additional fees will apply if correction/replacement is necessary.

### **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 less than 30 MG may be sent by via e-mail. Vista Drop Box information is available upon request.



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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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## MATERIAL HANDLING TIPS

### Shipping Inbound:

- Advance To Warehouse - ensure your shipment arrives by the deadline date OCTOBER 11, 2024 to avoid additional surcharges.
- Direct to Show Site - shipments will be received starting OCTOBER 20, 2024 during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and TechNet INDO-Pacific 2024 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 of 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.



**WAREHOUSE  
DEADLINE DATE:  
OCTOBER 11, 2024**

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

## MATERIAL HANDLING RATES

<b>COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.</b>	
<p><b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>            These <u>round trip rates</u> apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.</p> <p><b>Warehouse</b>            We will ship _____ lbs. @ <b>\$165.00</b> per 100 lbs. (200 lb. minimum/\$330.00) \$ _____</p> <p><b>Showsite</b>            We will ship _____ lbs. @ <b>\$165.00</b> per 100 lbs. (200 lb. minimum/\$330.00) \$ _____</p>	
<p><b>B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS &amp; CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>            These <u>round trip rates</u> apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments).  <u><b>Fed-EX and UPS are included in this category due to their delivery procedures and documentation.</b></u></p> <p><b>Warehouse</b>            We will ship _____ lbs. @ <b>\$222.75</b> per 100 lbs. (200 lb. minimum/\$445.50) \$ _____</p> <p><b>Showsite</b>            We will ship _____ lbs. @ <b>\$222.75</b> per 100 lbs. (200 lb. minimum/\$445.50) \$ _____</p>	
<p><b>C. SMALL PACKAGE SHIPMENTS</b>            Cartons and envelopes received at <b>warehouse &amp; show site</b> without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p> <p><b>FIRST PACKAGE @ \$75.00; EACH ADD'L PACKAGE @ \$35.00</b> \$ _____</p>	
<p><b>D. LATE SHIPMENTS, OFF-TARGET SHIPMENTS &amp; SITE SHIPMENTS RECEIVED BEFORE PUBLISHED MOVE-IN OR AFTER SHOW OPENING</b>            Freight received at the warehouse after <b>Friday, October 11, 2024</b> or at show site prior to published move-in or after show opening, add an additional 35%. Additional transportation charges may apply.</p> <div style="text-align: right; margin-top: 20px;"> <div style="border: 2px solid black; padding: 10px; display: inline-block;"> <b>Sub Total \$ _____</b> </div> </div>	

*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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 PO Box 3000 F: 609-485-2392  
 Pleasantville, NJ 08232  
 WWW.VISTACS.COM

**MOBILE EQUIPMENT**

Submit this form if you will display a vehicle at show site. This form must be received by VISTA prior to vehicles being received. Enter the Total below on Payment Authorization/Order Summary form. Orders received without full payment or credit card information will not be processed.

**Advance Order Deadline: OCTOBER 4, 2024**

**FIRE REGULATIONS**

- Vehicles may only be displayed in accordance with local fire regulations.
- Fuel supplies in vehicles shall not exceed 1/4 of a tank of gas.
- All motor vehicle tanks containing fuel shall be furnished with locking type caps or sealed with tape.

**VEHICLE DELIVERY**

**Please contact Tarri Bradley, tbradley@vistacs.com to confirm appointment**

Day	Date	Time

**RATE / CALCULATE**

# Vehicles		Round Trip Spotting Fee		Subtotal
	x	\$425.00	=	\$

**NOTES**

- The Mobile Equipment rate applies to motorized vehicles only.
- If your equipment does not move under its own power, please call VISTA for a price quote.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by VISTA unless documentation is provided.

**TERMS / ORDER ESTIMATE**

Transfer this total to the Payment Authorization/Order Summary form.

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

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

**Submit order with payment to: ORDERS@VISTACS.COM before deadline date!**



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Pleasantville, NJ 08232 WWW.VISTACS.COM

## 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: **\$25** per carton and **\$50** per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

### 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 **\$425.00** 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.

### SPECIAL RATES AND SERVICES

- Steel banding: **\$1.50** per linear foot, plus one-half hour minimum labor
- Shrink Wrap Skid: **\$125.00** per skid, labor included
- Clear Tape: **\$15.00** roll
- Double Face Tape: **\$35.00** roll

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

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

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





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Pleasantville, NJ 08232  
WWW.VISTACS.COM

## 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 2024  
(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, September 20, 2024.***
- Shipments received after the deadline of ***Friday, October 11, 2024*** 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 2024  
(Exhibiting Company's Name & Booth Number)  
Hawai'i Convention Center-Halls 1, 2 & 3  
c/o Vista Convention Services  
1801 Kalakaua Ave.  
Honolulu, HI 96815**

- Show site shipments will be received beginning ***Sunday, October 20, 2024 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 2024  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TECHNET INDO-PACIFIC 2024  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**

**FOR ADVANCE SHIPMENTS ONLY**

**Deliver NO LATER than October 11, 2024 / Receiving Hours: 9am - 3:00pm, Monday through Friday, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TECHNET INDO-PACIFIC 2024  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TECHNET INDO-PACIFIC 2024  
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 2024  
HAWAI'I CONVENTION CENTER  
HALLS 1, 2 &3  
c/o VISTA CONVENTION SERVICES  
1801 KALAKAUA AVE.  
HONOLULU, HI 96815**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

**TECHNET INDO-PACIFIC 2024  
HAWAI'I CONVENTION CENTER  
HALLS 1, 2 &3  
c/o VISTA CONVENTION SERVICES  
1801 KALAKAUA AVE.  
HONOLULU, HI 96815**

**FOR ON-SITE DIRECT SHIPMENTS ONLY  
DO NOT DELIVER PRIOR TO OCTOBER 20, 2024**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

**TECHNET INDO-PACIFIC 2024  
HAWAI'I CONVENTION CENTER  
HALLS 1, 2 &3  
c/o VISTA CONVENTION SERVICES  
1801 KALAKAUA AVE.  
HONOLULU, HI 96815**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

**TECHNET INDO-PACIFIC 2024  
HAWAI'I CONVENTION CENTER  
HALLS 1, 2 &3  
c/o VISTA CONVENTION SERVICES  
1801 KALAKAUA AVE.  
HONOLULU, HI 96815**



6575 Delilah Road P: 609-485-2421  
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Pleasantville, NJ 08232  
WWW.VISTACS.COM

**DEADLINE DATE:  
OCTOBER 4, 2024**

**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.....\$112.50 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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## 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 2024  
**Location:** Hawai'i Convention Center  
**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, October 24, 2024.**

### 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, October 24, 2024.**



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 PO Box 3000 F: 609-485-2392  
 Pleasantville, NJ 08232  
 WWW.VISTACS.COM

**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 4, 2024**

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



**TechNet**  
indo-pacific

FREE - OPEN - SECURE

October 22-24, 2024 ♦ Hawai'i Convention Center



# SHIPPING INSTRUCTIONS

## OFFICIAL AIR & EXPEDITED 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<sup>®</sup>



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Pleasantville, NJ 08232  
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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.





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

**DISCOUNT  
 DEADLINE DATE:  
 OCTOBER 4, 2024**

**LABOR**

**DISPLAY LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS**

**STRAIGHT TIME:**

<b>Advance Rate</b>	<b>Standard Rate</b>
<b>\$110.00/hr.</b>	<b>\$143.00/hr.</b>

one hour minimum per worker  
 thereafter 1/2 hr. increments  
 ST: 8:00 AM to 4:30 PM  
 Monday through Friday

**OVERTIME:**

<b>Advance Rate</b>	<b>Standard Rate</b>
<b>\$165.00/hr.</b>	<b>\$214.50/hr.</b>

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 worker 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.

	# WORKERS	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

Estimated Labor
\$
\$

**PLAN B - VISTA SUPERVISION** Hourly rate plus 35% Supervision Charge / Minimum \$60.00/\$70.00

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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**DISCOUNT  
 DEADLINE DATE:  
 OCTOBER 4, 2024**

**FORKLIFT LABOR**

Order forklift labor *only* if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

**PLEASE NOTE:** Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order a forklift for this function. However, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00AM, will be assigned after finishing earlier requests.

Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for forklift labor or material handling equipment must be at least 24 hours in advance.

**Forklift crew consists of:**                      **Forklift w/Operator**

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM - 4:30 PM weekdays, overtime 4:30 PM to 8:00 AM weekdays and all hours on Saturday and Sunday and union holidays.

	<u>Advance Rate-ST</u>	<u>Advance Rate-OT</u>	<u>Standard Rate-ST</u>	<u>Standard Rate-OT</u>
<b>5K FORKLIFT</b>	\$273.00 per hour	\$409.50 per hour	\$355.00 per hour	\$532.50 per hour
<b>4-STAGE FORKLIFT</b>	\$570.00 per hour	\$855.00 per hour	\$741.00 per hour	\$1111.50 per hour

w/OPERATOR - (up to 5,000 lbs. capacity)  
*Larger forklift and/or crane service is available by advance request.*

**FORKLIFT LABOR REQUEST**

	5,000 lbs. forklift w/operator	helper/spotter 1 or 2	Date	Time	Approx. Hours	Estimated Forklift
<b>SET-UP:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<b>DISMANTLE:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

**# Pieces to be spotted** \_\_\_\_\_ **Heaviest Pieces** \_\_\_\_\_ **4-Stage Required** \_\_\_\_\_

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

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

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



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**DISCOUNT  
 DEADLINE DATE:  
 OCTOBER 4, 2024**

## HANGING OF CEILING SIGNS

VISTA Convention Services reserves the right to assemble, install, and dismantle Hanging Signs with approved devices and type of cable to safely hang sign.

- \* Signs over 50lbs and/or signs that require truss or chain motors must be hung by the convention center rigging contactor, Onstage Hawai'i. Please contact Kalani Rodrigues, [kalani@onstagehi.com](mailto:kalani@onstagehi.com)
- \* All signs must be approved by Vista Convention Services, prior to hanging.
- \* **All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.**
- \* Rigging plans must be provided to VISTA Convention Services with the completed Sign Hanging Order Form.
- \* Signs requiring assembly or dismantle work will be done on a time and material basis. Sign hanging materials will be invoiced accordingly.

**There will be a minimum charge of (2) hrs. per crew on Installation & (1) hr. minimum charge per crew on Dismantle.**

**HIGH LIFT AND CARPENTERS - Two (2) Person Crew Required**

	<u>Advance Rate</u>	<u>Standard Rate</u>
<b>Straight Time</b> 8:00 AM - 4:30 PM Monday through Friday	\$640.50 per hr. - 2 person crew & lift.	\$833.00 per hr. - 2 person crew & lift.
<b>Overtime</b> Before 8:00 AM and after 4:30 PM Monday thru Friday, & all hours on Saturday, Sunday & union holidays	\$960.75 per hr. - 2 person crew & lift.	\$1249.00 per hr. - 2 person crew & lift.

**THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:**

DATE REQUIRED \_\_\_\_\_ TIME \_\_\_\_\_ ESTIMATED HOURS \_\_\_\_\_

TYPE OF SIGN:  Wood  Metal  Cloth Banner  Other \_\_\_\_\_

SIZE OF SIGN: Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

SHAPE OF SIGN:  Square  Rectangle  Circle  Triangle  Other \_\_\_\_\_

CENTER OVER BOOTH

NUMBER OF FEET FROM FLOOR TO TOP OF SIGN \_\_\_\_\_

NUMBER OF FEET IN FROM FRONT OF BOOTH \_\_\_\_\_

NUMBER OF FEET IN FROM LEFT EDGE OF SIGN \_\_\_\_\_

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

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

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

**ADVANCE WAREHOUSE HANGING SIGN ONLY**

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

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**TECHNET INDO-PACIFIC 2024  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**

**ADVANCE WAREHOUSE HANGING SIGN ONLY**

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

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**TECHNET INDO-PACIFIC 2024  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**

**FOR HANGING SIGN ONLY**  
**LATE TO WAREHOUSE CHARGES APPLY AFTER FRIDAY, OCTOBER 11, 2024**

**ADVANCE WAREHOUSE HANGING SIGN ONLY**

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

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**TECHNET INDO-PACIFIC 2024  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**

**ADVANCE WAREHOUSE HANGING SIGN ONLY**

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

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**TECHNET INDO-PACIFIC 2024  
ICS  
c/o VISTA CONVENTION SERVICES  
1004 MAKEPONO STREET  
HONOLULU, HI 96819**



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

**DEADLINE DATE:  
SEPTEMBER 20, 2024**

## 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](mailto:ORDERS@VISTACS.COM) before deadling date!**



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Pleasantville, NJ 08232  
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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.

### Storage Rates

- The rate for accessible storage is \$175.00 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.



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**DISCOUNT  
 DEADLINE DATE:  
 OCTOBER 4, 2024**

## 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.....                      | \$2.25 per sq. ft. | \$2.95 per sq. ft. |
| <input type="checkbox"/> Once (1 day) - Vacuuming before initial opening .... | \$.90 per sq. ft.  | \$1.20 per sq. ft. |

Size of Booth \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. x Rate: \_\_\_\_\_ = \$ \_\_\_\_\_  
 (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](mailto:orders@vistacs.com) before deadline date!**



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.*