



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





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

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 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: **\$150.00** per skid, labor included
- Clear Tape: **\$15.00** roll
- Double Face Tape: **\$35.00** roll

Sub Total \$ _____

COMPANY NAME _____ BOOTH # _____



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IMPORTANT FREIGHT INFORMATION

DEFINITION OF SPECIAL HANDLING:

“Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver”.

Vista Convention Services uses the following definitions in assessing Special Handling surcharges for material handling:

- ⇒ **Ground load/unload**-vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side door load/unload**-shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted space load/unload**-trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated piece load**-driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked shipments**-shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute Special Handling.
- ⇒ **Mixed shipments**-multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, USPS.
- ⇒ **Improper delivery receipts**-shipments that arrive without individual bills of lading, such as UPS, FedEx, USPS and shipments without certified weight tickets.



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MATERIAL HANDLING TIPS

Shipping Inbound:

- **Advance To Warehouse** - ensure your shipment arrives by the deadline date **OCTOBER 17, 2025** to avoid additional surcharges.
- **Direct to Show Site** - shipments will be received starting **OCTOBER 26, 2025** during posted Exhibitor Move-in hours.
- Clearly mark your company name, booth number and **TechNet INDO-Pacific 2025** 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 17, 2025**

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MATERIAL HANDLING RATES

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
<p>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS 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>Warehouse We will ship _____ lbs. @ \$170.00 per 100 lbs. (200 lb. minimum/\$340.00) \$ _____</p> <p>Showsite We will ship _____ lbs. @ \$170.00 per 100 lbs. (200 lb. minimum/\$340.00) \$ _____</p>	
<p>B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING 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>Fed-EX and UPS are included in this category due to their delivery procedures and documentation.</u></p> <p>Warehouse We will ship _____ lbs. @ \$229.50 per 100 lbs. (200 lb. minimum/\$459.00) \$ _____</p> <p>Showsite We will ship _____ lbs. @ \$229.50 per 100 lbs. (200 lb. minimum/\$459.00) \$ _____</p>	
<p>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</p>	\$ _____
<p>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 17, 2025 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="border: 1px solid black; padding: 5px; display: inline-block;"> Sub Total \$ _____ </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 #:
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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: SEPTEMBER 26, 2025

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 FORM TO: TBRADLEY@VISTACS.COM



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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 2025
(Exhibiting Company's Name & Booth Number)
ICS
c/o Vista Convention Services
1004 Makepono Street
Honolulu, HI 96819**

- Shipments will be received beginning ***Friday, September 26, 2025.***
- Shipments received after the deadline of ***Friday, October 17, 2025*** 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 2025
(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 26, 2025 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 2025
ICS
c/o VISTA CONVENTION SERVICES
1004 MAKEPONO STREET
HONOLULU, HI 96819**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2025
ICS
c/o VISTA CONVENTION SERVICES
1004 MAKEPONO STREET
HONOLULU, HI 96819**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than October 17, 2025 / Receiving Hours: 9am - 3:00pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2025
ICS
c/o VISTA CONVENTION SERVICES
1004 MAKEPONO STREET
HONOLULU, HI 96819**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2025
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 2025
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 2025
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 26, 2025**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2025
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 2025
HAWAI'I CONVENTION CENTER
HALLS 1, 2 &3
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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.....\$115.50 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 _____



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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 2025
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 30, 2025**.

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 30, 2025**.



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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.

PLEASE SUBMIT BY: OCTOBER 17, 2025

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 #** _____



Sword & Shield: Ensuring a Secure, Free, and Prosperous Indo-Pacific

October 28-30, 2025 ♦ Hawai'i Convention Center

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