



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

SHOW CONTACT INFORMATION

Dear Exhibitor:

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

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

Brittany Spargo
Email: brittany.spargo@spargoinc.com

All questions regarding shipping, storage, furniture, 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
Order online: [Vista online ordering](#)

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 - Tuxedo

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

Non-Official EAC Notification: **September 26, 2025**

Plush Carpet: **September 26, 2025**

Rental Exhibits, VCS Modular Units, Standard Counters & Graphics: **September 26, 2025**

Advance Receiving Begins: **September 26, 2025**

Vista Standard Furnishings Discount Deadline: **October 10, 2025**

Advance Freight Deadline (without surcharge): **October 17, 2025**

Direct to Show Site 1st day For Delivery: **October 26, 2025 at 12:00noon**

Outbound Driver Check In No Later Than: **October 30, 2025 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: [2025 SHOW SCHEDULE](#)

SHIPPING INFORMATION

ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #
TechNet INDO-Pacific 2025
Vista Convention Services
c/o ICS
1004 Makepono Street
Honolulu, HI 96819

DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #
TechNet INDO-Pacific 2025
c/o Vista Convention Services
Hawai'i Convention Center - Halls 1, 2 & 3
1801 Kalakaua Ave.
Honolulu, HI 96815

UTILITIES & SERVICES

For Booth Utilities and additional booth services, please follow this link: [2025 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.
- Credit Card refunds are subject to a 3% processing fee.

WIRE TRANSFER

- Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com
- Wire transfers must be initiated and confirmed at least two weeks before move-in.
- Wire transfers must include the show name, company name and booth number.
- Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista will charge the following fees:
 - ⇒ **Domestic incoming wire transfer fee: \$25.00**
 - ⇒ **International incoming wire transfer fee: \$35.00**

CANCELLATIONS & ADJUSTMENTS

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

TAX EXEMPTION

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

THIRD PARTY PAYMENT BILLING

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

MISCELLANEOUS

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



Signature	Title
-----------	-------



THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

You may arrange for a third party to handle your display and be billed for services. *Vista Convention Services* will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME: _____		BOOTH# _____
CONTACT PERSON: _____		SIGNATURE: _____
CHECK ITEMS TO BE BILLED TO THIRD PARTY:		
_____ All Services	_____ Booth Cleaning	_____ Material Handling/In and Out
_____ I&D Labor	_____ Rental Furniture & Carpet	_____ Signs Other (Please specify) _____

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION **Information must be provided**																					
<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> 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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CVV	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td> </tr> </table>																				
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: _____																				



**DISCOUNT
DEADLINE DATE:
OCTOBER 10, 2025**

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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT RATES STANDARD RATES AMT.

SEATING

_____	Padded Arm Chair - gray.....	\$85.00	\$110.50	_____
_____	Padded Side Chair - gray.....	70.00	91.00	_____
_____	Counter Stool - w/back.....	94.00	122.50	_____
_____	Swivel Chair - gray.....	94.00	122.50	_____

ACCESSORIES

_____	Round Pedestal Table (30"h x 30"rd).....	110.50	144.00	_____
_____	Round Pedestal Table (42"h x 30"rd).....	110.50	144.00	_____
_____	Wastebasket.....	31.00	40.50	_____
_____	Easel.....	59.00	77.00	_____
_____	Chrome Sign Frame (22" x 28").....	70.00	91.00	_____
_____	Bag Rack.....	73.00	95.00	_____
_____	Tack Board 8' x 4' (horizontal only).....	173.50	222.50	_____
_____	Garment Rack.....	304.50	396.00	_____
_____	Literature Rack.....	105.00	136.50	_____
_____	3' Black Stanchion/Pull out Tape.....	82.00	106.50	_____
				(7 1/2 ft. lengths)
_____	8' Special Background.....	27.00ft.	35.00ft.	_____
Circle color: Blue Black Burgundy Plum Gray Red Teal White Hunter Green				_____
_____	3' Special Siderails.....	23.50ft.	30.50ft.	_____
Circle color: Blue Black Burgundy Plum Gray Red Teal White Hunter Green				_____

12" TABLETOP RISERS

White Vinyl			
_____	4'	66.00	86.00
_____	6'	88.00	114.50

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".....	\$127.00	\$165.00	_____
_____	2' x 6' x 30".....	149.00	194.00	_____
_____	2' x 8' x 30".....	238.50	310.00	_____
_____	4th Side Drape.....	59.00	77.00	_____

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".....	163.50	212.50	_____
_____	2' x 6' x 42".....	190.00	247.00	_____
_____	2' x 8' x 42".....	216.50	281.50	_____
_____	4th Side Drape.....	59.00	77.00	_____

UNDRAPED DISPLAY TABLES - 30" HIGH

_____	2' x 4' x 30".....	65.00	84.50	_____
_____	2' x 6' x 30".....	81.00	105.50	_____
_____	2' x 8' x 30".....	94.00	122.00	_____

UNDRAPED DISPLAY TABLES - 42" HIGH

_____	2' x 4' x 42".....	94.00	122.00	_____
_____	2' x 6' x 42".....	109.00	142.00	_____
_____	2' x 8' x 42".....	124.00	161.00	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

Sub total \$ _____

Company Name _____ Booth # _____



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**DISCOUNT
DEADLINE DATE:
OCTOBER 10, 2025**

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'	196.50	255.50	_____
_____	10'x 20'	393.00	511.00	_____
_____	10'x 30'	589.50	766.50	_____
_____	10'x 40'	786.00	1022.00	_____

Circle color: Blue * Gray * Red * Black

****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL****

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

CUSTOM CUT
CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$5.50 sq.ft. \$7.25 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).....\$1.75 sq. ft. \$2.50 sq. ft. _____

Double Padding: _____ ft.x _____ ft. (100 sq. ft. minimum).....\$3.50 sq. ft. \$5.00 sq. ft. _____

VISQUEEN: _____ ft.x _____ ft. (100 sq. ft. minimum).\$1.75 sq. ft. \$2.50 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 **FRIDAY, SEPTEMBER 26th** to guarantee delivery. Orders received after the deadline date will be charged at the Standard Rate.

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

QTY _____

_____ Square feet (100 sq.ft. minimum).....\$7.00 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

Sub total \$ _____

Company Name _____ Booth # _____



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**DEADLINE DATE:
SEPTEMBER 26, 2025**

FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display..... Discount Rate Standard Rate
\$3267.00 \$4247.00



VCS F-20 / 20'w x 8'tall Full Graphic Display..... **\$4457.00 \$5794.00**



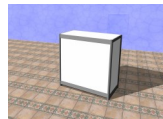
All labor to install & dismantle displays are included in rental price. Approved graphics **MUST** be received by the deadline date above.

RENTAL UNIT OPTIONAL ACCESSORIES:

	<u>Discount Rate</u>	<u>Standard Rate</u>
___ 10' Unit 2 lights	\$145.00	\$188.50
___ 20' Unit 4 lights	\$290.00	\$377.00
___ Monitor Mounts	\$275.00	\$357.50
___ 32" Monitor	\$595.00	\$773.50
___ 40" Monitor	\$767.50	\$998.00
___ 50" Monitor	\$912.50	\$1186.50

COUNTERS:

Qty.	<u>Discount Rate</u>	<u>Standard Rate</u>
___ 1 Meter Counter w/o graphics	\$364.50	\$474.00
___ 2 Meter Counter w/o graphics	\$456.50	\$593.50
___ 1 Meter Counter w/front graphic panel	\$602.50	\$783.00
___ 2 Meter Counter w/front graphic panel	\$980.50	\$1209.50



Graphic Dimensions provided upon request

Counter Colors: (*check one)
___ White ___ Black

***Power is NOT included in rental of lights.
Exhibitor must order basic power from Facility.**

****ALL Displays cancelled after orders have been received will be charged at 100% of original price.****
ORDERS RECEIVED AFTER THE DEADLINE DATE ARE SUBJECT TO AVAILABILITY AND STANDARD PRICING

Sub Total \$ _____

Company Name _____ Booth _____

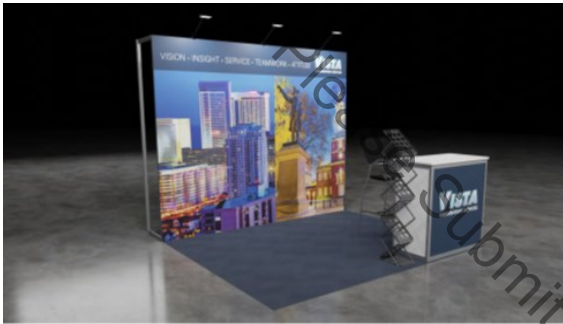


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**DEADLINE DATE:
SEPTEMBER 26, 2025**

VCS BACKWALL EXHIBITS

VCS 10' Backwall (Includes (3) lights)



Discount Rate: \$3,741.00 Standard Rate: \$4,863.50

***Note:**
Carpet, furnishings and counter are for display purposes only and are not included with the backwall.

Graphic dimensions and requirements provided upon receipt of order.

VCS 20' Backwall (Includes (6) lights)



Discount Rate: \$7,482.00 Standard Rate: \$9,729.50

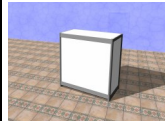
***Note:**
Carpet, furnishings and counter are for display purposes only and are not included with the backwall.

Graphic dimensions and requirements provided upon receipt of order.

Qty.		Discount Rate	Standard Rate	Total
_____	Monitor Mounts	\$275.00	\$357.50	_____
_____	32" Monitor	\$595.00	\$773.50	_____
_____	40" Monitor	\$767.50	\$998.00	_____
_____	50" Monitor	\$912.50	\$1186.50	_____

**Custom Graphics & Custom Units are available.
Please contact Vista Convention Services for available**

COUNTERS:			
Qty.		Discount Rate	Standard Rate
_____	1 Meter Counter w/o graphics	\$364.50	\$474.00
_____	2 Meter Counter w/o graphics	\$456.50	\$593.50
_____	1 Meter Counter w/front graphic panel	\$602.50	\$783.00
_____	2 Meter Counter w/front graphic panel	\$930.50	\$1209.50



Graphic Dimensions provided upon request

Counter Colors: (*check one)

_____ White _____ Black

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

Company Name _____ Booth # _____



**DISCOUNT
DEADLINE DATE:
SEPTEMBER 26, 2025**

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GRAPHICS

Quantity	Size	Discount Rate	Standard Rate	Amount
	11" x 14"	\$104.00	\$135.00	
	14" x 22"	\$137.00	\$178.00	
	22" x 28"	\$150.00	\$195.00	
	28" x 44"	\$218.50	\$284.00	

- 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 # _____



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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 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**

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

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 <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. Warehouse We will ship _____ lbs. @ \$170.00 per 100 lbs. (200 lb. minimum/\$340.00) Showsite We will ship _____ lbs. @ \$170.00 per 100 lbs. (200 lb. minimum/\$340.00)	\$ _____ \$ _____
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> Warehouse We will ship _____ lbs. @ \$229.50 per 100 lbs. (200 lb. minimum/\$459.00) Showsite We will ship _____ lbs. @ \$229.50 per 100 lbs. (200 lb. minimum/\$459.00)	\$ _____ \$ _____
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 17, 2025 or at show site prior to published move-in or after show opening, add an additional 35%. Additional transportation charges may apply.	
<div style="border: 1px solid black; padding: 10px; text-align: right;"> 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 #:
---------------	----------



6575 Delilah Road P: 609-485-2421
 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: 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



6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
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 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
c/o VISTA CONVENTION SERVICES
1801 KALAKAUA AVE.
HONOLULU, HI 96815**



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Pleasantville, NJ 08232
WWW.VISTACS.COM

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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WWW.VISTACS.COM

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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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.

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



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

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
Pleasantville, NJ 08232
WWW.VISTACS.COM

**DISCOUNT
DEADLINE DATE:
OCTOBER 10, 2025**

LABOR

DISPLAY LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

STRAIGHT TIME:	
Advance Rate	Standard Rate
\$116.00/hr.	\$151.00/hr.
one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday	

OVERTIME:	
Advance Rate	Standard Rate
\$174.00/hr.	\$226.50/hr.
one hour minimum per worker thereafter 1/2 hr. increments OT: 4:30 PM to 8:00 AM Monday through Friday and all hours on Saturday and Sunday & union holidays	

ALL LABOR ORDERS RECEIVED AFTER THE DEADLINE DATE OR PLACED AT SHOWSITE WILL BE CHARGED AT THE STANDARD RATE.

NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per 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 # _____



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**DISCOUNT
DEADLINE DATE:
OCTOBER 10, 2025**

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 8:00 AM, 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>
5K FORKLIFT	\$286.00 per hour	\$429.00 per hour	\$372.00 per hour	\$558.00 per hour
4-STAGE FORKLIFT	\$598.50 per hour	\$897.75 per hour	\$778.00 per hour	\$1167.00 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
SET-UP:						\$
DISMANTLE:						\$

Pieces to be spotted _____ **Heaviest Pieces** _____ **4-Stage Required** _____

Sub Total \$ _____

Company Name _____ Booth _____



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**DISCOUNT
DEADLINE DATE:
OCTOBER 10, 2025**

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
- * 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>
Straight Time 8:00 AM - 4:30 PM Monday through Friday	\$750.00 per hr. - 2 person crew & lift.	\$975.00 per hr. - 2 person crew & lift.
Overtime Before 8:00 AM and after 4:30 PM Monday thru Friday, & all hours on Saturday, Sunday & union holidays	\$1125.00 per hr. - 2 person crew & lift.	\$1462.50 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 _____

ADVANCE WAREHOUSE HANGING SIGN ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

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

**FOR HANGING SIGN ONLY
LATE TO WAREHOUSE CHARGES APPLY AFTER FRIDAY, OCTOBER 17, 2025**

ADVANCE WAREHOUSE HANGING SIGN ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**TECHNET INDO-PACIFIC 2025
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 2025
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

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

**DEADLINE DATE:
SEPTEMBER 26, 2025**

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: _____

PLEASE SUBMIT TO: TBRADLEY@VISTACS.COM



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	

INSURED	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		Make sure Effective Date is current.	Make sure Expiration Date is not expired.	EACH OCCURENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$1,000,000
							\$
A	<input type="checkbox"/>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____				COMBINED SINGLE LIMIT (Each Occurrence)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
A	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
A	<input type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ _____				EACH OCCURENCE	\$
						AGGREGATE	\$
							\$
							\$
							\$
A	<input checked="" type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below		Make sure Date is current	Make sure Date is not expired.	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$1,000,000
						E.L. DISEASE - POLICY LIMIT	\$1,000,000
	<input type="checkbox"/>	OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insured for TechNet Indo-Pacific 2025 - October 28-30, 2025 Hawai'i Convention Center, Honolulu, HI

AFCEA, Spargo, Inc., Hawai'i Convention Center

CERTIFICATE HOLDER

Vista Convention Services
6575 Delilah Rd.
Pleasantville, NJ 08232
Phone: 609.485.2421

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



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

**DISCOUNT
DEADLINE DATE:
OCTOBER 10, 2025**

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..... | \$2.50 per sq. ft. | \$3.25 per sq. ft. |
| <input type="checkbox"/> Once (1 day) - Vacuuming before initial opening | \$1.00 per sq. ft. | \$1.30 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 _____



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.