



Complete Exhibitor Kit

**NEW JERSEY MUSIC
EDUCATORS ASSOCIATION**

**ATLANTIC CITY CONVENTION CENTER
HALL A
ATLANTIC CITY, NJ
FEBRUARY 22-23, 2024**

NEW JERSEY MUSIC EDUCATORS ASSOCIATION
ATLANTIC CITY CONVENTION CENTER
HALL A
ATLANTIC CITY, NJ
FEBRUARY 22-23, 2024



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 space assignments should be directed to:

NJMEA
Mr. William McDevitt
300 W. Somerdale Road
Suite C
Voorhees, NJ 08043
Tel: 856-433-8512
Email: wmcdevittnjmea@gmail.com

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
Tel: (609) 485-2421
Fax: (609) 485-2392
email: orders@vistacs.com

All questions regarding utility services, electric, audio visual or WIFI should be directed to:

Electric – Atlantic City Convention Center <https://meetac.boomerecommerce.com/Pages/Security/Login.aspx?ReturnUrl=%2f>
WIFI/Internet – Smart City <https://orders.smartcitynetworks.com/login?ReturnUrl=%2fcenter.aspx%3fcenter%3D018>
AV – [Encore EventNow](#) | [Audio Visual Solutions](#) | [Order Online \(encoreglobal.com\)](#)

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

Thank you!

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SHOW INFORMATION

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

BOOTH PACKAGE

8' High Backwall - Black / Gray
3' High Siderail - Black
7" x 44" Booth ID Sign
1 - 6' Draped Table - Black
2 - Side Chairs
1 - Wastebasket
Booth Carpet - Black
Aisle Carpet - Blue

NOTE: EXHIBIT FLOOR IS CARPETED!

INSTALLATION

Thursday February 22, 2024 9:00 am - 1:00 pm

EXHIBIT HOURS

Thursday February 22, 2024 1:00 pm - 8:30 pm
Friday February 23, 2024 8:30 am - 6:00 pm

DISMANTLE

Friday February 23, 2024 6:00 pm - 8:00 pm

IMPORTANT DATES

Vista Advance Order Discount Deadline - **February 8, 2024**

Rental Exhibits, Fabric Backwall & Graphics - **February 1, 2024**

Advance Freight Deadline (without surcharge) **February 15, 2024**

Direct to Show Site 1st day For Delivery - **February 22, 2024**

Outbound Driver Check In No Later Than: **Friday, February 23, 2024 by 7:00 PM**

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

SHIPPING INFORMATION

ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #
New Jersey Music Educators Association
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234

DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #
New Jersey Music Educators Association
c/o Vista Convention Services
Atlantic City Convention Center - Hall A
Bacharach Blvd.
Atlantic City, NJ 08401

Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense

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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 | \$ | _____ |
| Custom Furnishings..... | \$ | _____ |
| Carpet/Carpet Padding | \$ | _____ |
| VCS Modular Rental Unit..... | \$ | _____ |
| Fabric Backwall Display Rental..... | \$ | _____ |
| Showcases | \$ | _____ |
| Labor | \$ | _____ |
| Forklift Labor..... | \$ | _____ |
| Sign Hanging Labor | \$ | _____ |
| Monthly Long Term Storage..... | \$ | _____ |
| Priority Empty Container Return..... | \$ | _____ |
| Estimated Material Handling..... | \$ | _____ |
| | SUB TOTAL | \$ _____ |
| | *ADD 6.625% NJ SALES TAX | \$ _____ |
| | NET AMOUNT DUE VISTA | \$ _____ |

** Note: All Services are Taxable in the State of NJ.*

INDICATE PAYMENT METHOD:

Check # _____ Dated _____ Amount \$ _____

Charge to: MasterCard VISA American Express

Account #

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Expiration Date

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

CVV

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Cardholder's Name _____

Cardholder's Address _____ (Print or Type)
City _____ State _____ Zip _____

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____

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

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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
- 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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FEBRUARY 22-23, 2024



**DEADLINE DATE:
FEBRUARY 8, 2024**

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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: _____ |
| CHECK ITEMS TO BE BILLED TO THIRD PARTY: | |
| _____ All Services | _____ 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 | Expiration Date |
| Account Number | CVV |
| 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 before deadline date! | |

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**DISCOUNT
DEADLINE DATE:
FEBRUARY 8, 2024**

STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT RATES STANDARD RATES AMT.

SEATING

| | | | |
|---|---------|----------|-------|
| Upholstered Arm Chair (black only)..... | \$91.00 | \$119.00 | _____ |
| Side Chair (black only)..... | 76.00 | 98.00 | _____ |
| Padded Stool (black only)..... | 99.00 | 128.00 | _____ |

ACCESSORIES

| | | | |
|---|----------|---------------------|-------|
| Coffee Table (Rectangle-46"l x 24"w x 16"h)..... | 118.00 | 153.00 | _____ |
| Round Pedestal Table (30"h x 30"rd)..... | 137.00 | 178.00 | _____ |
| Round Pedestal Table (42"h x 30"rd)..... | 165.00 | 214.00 | _____ |
| Wastebasket..... | 29.00 | 38.00 | _____ |
| Easel..... | 58.00 | 75.00 | _____ |
| Chrome Sign Frame (22" x 28")..... | 109.00 | 142.00 | _____ |
| Bag Holder..... | 137.00 | 178.00 | _____ |
| 8' Stanchion..... | 43.00 | 55.00 | _____ |
| Crossbar..... | 43.00 | 55.00 | _____ |
| Garment Rack..... | 119.00 | 154.00 | _____ |
| Literature Rack..... | 220.00 | 286.00 | _____ |
| 3' Black Stanchion/Pull out Tape..... | 82.00 | 107.00 | _____ |
| | | (7 1/2 ft. lengths) | |
| 8' Special Background..... | 18.00ft. | 24.00ft. | _____ |
| Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green | | | |
| 3' Special Siderails..... | 13.00ft. | 16.00ft. | _____ |
| Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green | | | |

DRAPED RISERS

White Vinyl

| | | | |
|------------------|-------|--------|-------|
| 4' One Step..... | 66.00 | 86.00 | _____ |
| 6' One Step..... | 78.00 | 101.00 | _____ |

QTY. DISCOUNT RATES STANDARD RATES AMT.

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL****

| | | | |
|---------------------|----------|----------|-------|
| 2' x 4' x 30"..... | \$145.00 | \$189.00 | _____ |
| 2' x 6' x 30"..... | 172.00 | 223.00 | _____ |
| 2' x 8' x 30"..... | 201.00 | 261.00 | _____ |
| 4th Side Drape..... | 36.00 | 46.00 | _____ |

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL****

| | | | |
|---------------------|--------|--------|-------|
| 2' x 4' x 42"..... | 192.00 | 250.00 | _____ |
| 2' x 6' x 42"..... | 221.00 | 287.00 | _____ |
| 2' x 8' x 42"..... | 262.00 | 340.00 | _____ |
| 4th Side Drape..... | 36.00 | 46.00 | _____ |

UNDRAPE DISPLAY TABLES - 30" HIGH

| | | | |
|--------------------|-------|--------|-------|
| 2' x 4' x 30"..... | 67.00 | 87.00 | _____ |
| 2' x 6' x 30"..... | 79.00 | 103.00 | _____ |
| 2' x 8' x 30"..... | 94.00 | 122.00 | _____ |

UNDRAPE DISPLAY TABLES - 42" COUNTER HIGH

| | | | |
|--------------------|--------|--------|-------|
| 2' x 4' x 42"..... | 87.00 | 112.00 | _____ |
| 2' x 6' x 42"..... | 98.00 | 126.00 | _____ |
| 2' x 8' x 42"..... | 112.00 | 146.00 | _____ |

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 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 before deadline date!

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**DISCOUNT
DEADLINE DATE:
FEBRUARY 8, 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 |
|-------|---------------|---------------|---------------|-------|
| _____ | 9'x 10' | 210.00 | 274.00 | _____ |
| _____ | 9'x 20' | 420.00 | 548.00 | _____ |
| _____ | 9'x 30' | 630.00 | 822.00 | _____ |
| _____ | 9'x 40' | 840.00 | 1096.00 | _____ |
| _____ | 9'x 50' | 1050.00 | 1370.00 | _____ |

Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper

****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 CARPET

Price includes installation to fit booth space, protective covering, and edges taped.
INDICATE OVERALL DIMENSIONS:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$4.75 sq. ft. \$6.30 sq. ft. _____

Circle color: Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper

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

CARPET PADDING

INDICATE OVERALL DIMENSION:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$2.40 sq. ft. \$3.00 sq. ft. _____

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

PLUSH CARPET - 28 OZ.

PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

Orders MUST be received by the Deadline Date above to guarantee delivery. Orders received after the deadline date will be charged at the Standard Rate.

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

QTY

_____ Square feet (100 sq.ft. minimum).....\$6.60 sq. ft. \$8.50 sq. ft. _____

Circle Color: Charcoal Gray * French Beige * White * Red * Colony Blue * Cream * Navy * Black

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

Sub Total \$ _____

Company Name _____ Booth # _____

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



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Standard Carpet Inventory



Plush Booth Carpet—28oz



Table Skirt Colors



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**DISCOUNT DEADLINE
DATE:
FEBRUARY 8, 2024**

CUSTOM FURNISHINGS ORDER FORM

****SHOW SITE ORDERS WILL BE SUBJECT TO A 30% SURCHARGE ON STANDARD RATES**
SHOW SITE ORDERS WILL BE BASED ON AVAILABILITY**

| Item Number | Qty. | | Dimensions | Discount | Standard | Total |
|------------------------------------|------|--|--------------------|----------|------------|-------|
| Blanc (Pg. 2) | | | | | | |
| 18228-0847 | | Blanc Bright White Leather Sofa | 75"W x 35"D x 35"H | \$984.00 | \$1,277.00 | |
| 18167-0614 | | Blanc Bright White Leather Loveseat | 54"W x 35"D x 35"H | \$940.00 | \$1,220.00 | |
| 18284-0834 | | Blanc Bright White Leather Chair | 33"W x 35"D x 35"H | \$785.00 | \$1,020.00 | |
| 18024-0072 | | Blanc Bright White Leather Bench Ottoman | 48"W x 24"D x 18"H | \$470.00 | \$611.00 | |
| 18184-0274 | | Blanc Bright White Leather Cube Ottoman | 17"Square | \$163.00 | \$212.00 | |
| Whisper (Pg. 2 & 3) | | | | | | |
| 18228-0607 | | Whisper White Leather Sofa | 87"W x 37"D x 35"H | \$938.00 | \$1,220.00 | |
| 18167-0471 | | Whisper White Leather Loveseat | 61"W x 37"D x 35"H | \$900.00 | \$1,171.00 | |
| 18284-0487 | | Whisper White Leather Chair | 35"W x 37"D x 35"H | \$745.00 | \$969.00 | |
| 18024-0003 | | Whisper White Leather Bench Ottoman | 60"W x 24"D x 17"H | \$416.00 | \$540.00 | |
| 18184-0034 | | Whisper White Leather Square Ottoman | 40"Square x 17"H | \$416.00 | \$540.00 | |
| 18184-0038 | | Whisper White Leather Round Ottoman | 46"Round x 17"H | \$416.00 | \$540.00 | |
| Function (Pg. 3) | | | | | | |
| 18284-0554 | | Function Bright White Leather Armless Chair | 28"Square x 29"H | \$502.00 | \$651.00 | |
| 18066-0016 | | Function Bright White Leather Corner | 28"Square x 29"H | \$538.00 | \$700.00 | |
| Continental (Pg. 3 & 4) | | | | | | |
| 18303-0006 | | Continental Bright White Leather Curved Loveseat | 82"W x 34"D x 31"H | \$968.00 | \$1,257.00 | |
| 18304-0002 | | Continental Bright White Leather Reverse Curved Loveseat | 72"W x 34"D x 31"H | \$939.00 | \$1,220.00 | |
| 18296-0006 | | Continental Bright White Leather Wedge Ottoman | 30"W x 34"D x 19"H | \$416.00 | \$541.00 | |
| 18184-0283 | | Continental Bright White Leather Curved Bench | 70"W x 26"D x 19"H | \$493.00 | \$640.00 | |
| 18184-0284 | | Continental Bright White Leather Half Moon Ottoman | 33"W x 19"D x 19"H | \$416.00 | \$540.00 | |
| Sophistication (Pg. 4) | | | | | | |
| 18228-0674 | | Sophistication White Leather Sofa | 72"W x 31"D x 48"H | \$968.00 | \$1,257.00 | |
| 18167-0466 | | Sophistication White Leather Loveseat | 48"W x 31"D x 48"H | \$654.00 | \$850.00 | |
| 18284-0563 | | Sophistication White Leather Chair | 27"W x 31"D x 48"H | \$492.00 | \$640.00 | |
| 18066-0017 | | Sophistication White Leather Corner | 31"Square x 48"H | \$493.00 | \$640.00 | |
| 18184-0130 | | Sophistication White Leather Ottoman | 31"Square x 19"H | \$370.00 | \$481.00 | |
| Boca (Pg. 5) | | | | | | |
| 18066-0026 | | Boca Black Leather Corner | 27"W x 27"D x 30"H | \$538.00 | \$700.00 | |
| 18284-0786 | | Boca Black Leather Armless | 22"W x 27"D x 30"H | \$502.00 | \$652.00 | |
| Metro (Pg. 5) | | | | | | |
| 18228-0602 | | Metro Black Leather Sofa | 85"W x 35"D x 35"H | \$808.00 | \$1,050.00 | |
| 18167-0467 | | Metro Black Leather Loveseat | 60"W x 35"D x 35"H | \$778.00 | \$1,011.00 | |
| 18284-0482 | | Metro Black Leather Chair | 35"Square x 35"H | \$607.00 | \$790.00 | |
| 18184-0179 | | Metro Black Leather Square Ottoman | 40"Square x 17"H | \$416.00 | \$540.00 | |
| 18024-0008 | | Metro Black Leather Bench Ottoman | 60"W x 24"D x 17"H | \$416.00 | \$540.00 | |

COMPANY NAME _____

BOOTH _____

Custom Furnishings Order Form Continued

| Item Number | Qty | Description | Dimensions | Discount | Standard | Total |
|---------------------------------------|-----|---|--------------------|------------|------------|-------|
| Suave Midnight (Pg. 6) | | | | | | |
| 18228-0085 | | Suave Midnight Sofa | 77"W x 36"D x 33"H | \$707.00 | \$920.00 | |
| 18167-0069 | | Suave Midnight Loveseat | 54"W x 36"D x 33"H | \$614.00 | \$798.00 | |
| 18284-0151 | | Suave Midnight Chair | 32"W x 36"D x 33"H | \$461.00 | \$600.00 | |
| Grammercy (Pg. 6) | | | | | | |
| 18228-0605 | | Grammercy Charcoal Leather Sofa | 82"W x 36"D x 36"H | \$900.00 | \$1,171.00 | |
| 18167-0469 | | Grammercy Charcoal Leather Loveseat | 57"W x 36"D x 36"H | \$784.00 | \$1,020.00 | |
| 18284-0485 | | Grammercy Charcoal Leather Chair | 28"W x 36"D x 36"H | \$502.00 | \$651.00 | |
| 18066-0015 | | Grammercy Charcoal Leather Corner | 36"Square x 36"H | \$577.00 | \$750.00 | |
| 18184-0036 | | Grammercy Charcoal Leather Round Ottoman | 46"Round x 17"H | \$416.00 | \$540.00 | |
| 18184-0033 | | Grammercy Charcoal Leather Square Ottoman | 40"Square x 17"H | \$416.00 | \$540.00 | |
| Parma (Pg. 7) | | | | | | |
| 18228-0789 | | Parma Brown Leather Sofa | 79"W x 37"D x 36"H | \$811.00 | \$1,050.00 | |
| 18167-0577 | | Parma Brown Leather Loveseat | 56"W x 37"D x 36"H | \$778.00 | \$1,011.00 | |
| 18284-0710 | | Parma Brown Leather Chair | 33"W x 37"D x 36"H | \$607.00 | \$790.00 | |
| 18024-0061 | | Parma Brown Leather Bench Ottoman | 60"W x 24"D x 17"H | \$416.00 | \$540.00 | |
| Montana Mocha (Pg. 7) | | | | | | |
| 18228-0784 | | Montana Mocha Sofa | 79"W x 35"D x 34"H | \$760.00 | \$988.00 | |
| 18167-0573 | | Montana Mocha Loveseat | 57"W x 35"D x 34"H | \$668.00 | \$868.00 | |
| 18284-0704 | | Montana Mocha Chair | 35"Square x 34"H | \$515.00 | \$670.00 | |
| Madison (Pg. 8) | | | | | | |
| 18228-0823 | | Madison Sofa | 86"W x 34"D x 34"H | \$938.00 | \$1,220.00 | |
| 18284-0794 | | Madison Chair | 33"W x 34"D x 34"H | \$547.00 | \$711.00 | |
| 18184-0256 | | Madison Sky Bench | 4"W x 24"D x 17"H | \$386.00 | \$502.00 | |
| 18184-0252 | | Madison Ottoman - Willow | 24"Square x 17"H | \$247.00 | \$320.00 | |
| 18184-0253 | | Madison Ottoman - Sand Dollar | 24"Square x 17"H | \$247.00 | \$320.00 | |
| 18184-0254 | | Madison Ottoman - Apricot | 24"Square x 17"H | \$247.00 | \$320.00 | |
| 18184-0255 | | Madison Ottoman - Sunflower | 24"Square x 17"H | \$247.00 | \$320.00 | |
| Chandler(Pg. 9) | | | | | | |
| 18228-0795 | | Chandler Red Leather Sofa | 76"W x 37"D x 35"H | \$808.00 | \$1,050.00 | |
| 18167-0581 | | Chandler Red Leather Loveseat | 53"W x 37"D x 35"H | \$778.00 | \$1,011.00 | |
| 18284-0717 | | Chandler Red Leather Chair | 31"W x 37"D x 35"H | \$607.00 | \$790.00 | |
| 18024-0062 | | Chandler Red Leather Bench Ottoman | 60"W x 24"D x 17"H | \$416.00 | \$540.00 | |
| Evoke (Pg. 9 & 10) | | | | | | |
| 13229-0007 | | Evoke Sofa | 81"W x 35"D x 27"H | \$1,221.00 | \$1,587.00 | |
| 13041-0015 | | Evoke Chair | 33"W x 35"D x 27"H | \$654.00 | \$850.00 | |
| 13054-0011 | | Evoke Cocktail Table | 48"W x 24"D x 18"H | \$416.00 | \$540.00 | |
| 13110-0009 | | Evoke End Table | 24"W x 28"D x 25"H | \$370.00 | \$481.00 | |
| 13110-0008 | | Evoke Cube Table | 18"Square | \$262.00 | \$341.00 | |
| Niko (Pg. 10) | | | | | | |
| 18228-0858 | | Niko Sofa | 81"W x 30"D x 38"H | \$999.00 | \$1,298.00 | |
| 18167-0622 | | Niko Loveseat | 58"W x 30"D x 38"H | \$914.00 | \$1,187.00 | |
| 18284-0856 | | Niko Chair | 31"W x 30"D x 38"H | \$760.00 | \$988.00 | |
| Stage Chairs (Pg. 10 & 11) | | | | | | |
| 18284-0478 | | Midnight Stage Chair | 25"W x 26"D x 37"H | \$300.00 | \$391.00 | |
| 18284-0477 | | Chamois Stage Chair | 25"W x 26"D x 37"H | \$300.00 | \$391.00 | |
| 18284-0476 | | Buckskin Stage Chair | 25"W x 26"D x 37"H | \$300.00 | \$391.00 | |
| 18284-0621 | | Empire Chair - Black Leather | 28"W x 32"D x 32"H | \$538.00 | \$700.00 | |
| 18284-0564 | | Empire Chair - White Leather | 28"W x 32"D x 32"H | \$538.00 | \$700.00 | |
| 18284-0785 | | Monarch Chair | 28"Square x 30"H | \$344.00 | \$447.00 | |

COMPANY NAME _____

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Custom Furnishings Order Form Continued

| Item Number | Qty | Description | Dimensions | Discount | Standard | Total |
|---|-----|--|----------------------|------------|------------|-------|
| Ottomans & Benches (Pg. 11 & 12) | | | | | | |
| 18184-0283 | | Continental Bright White Leather Curved Bench | 70"W x 26"D x 19"H | \$493.00 | \$640.00 | |
| 18184-0179 | | Metro Black Leather Square Ottoman | 40"Square x 17"H | \$416.00 | \$540.00 | |
| 18184-0034 | | Whisper White Leather Square Ottoman | 40"Square x 17"H | \$416.00 | \$540.00 | |
| 18184-0033 | | Grammercy Charcoal Leather Square Ottoman | 40"Square x 17"H | \$416.00 | \$540.00 | |
| 18024-0008 | | Metro Black Leather Bench Ottoman | 60"W x 24"D x 17"H | \$416.00 | \$540.00 | |
| 18024-0003 | | Whisper White Leather Bench Ottoman | 60"W x 24"D x 17"H | \$416.00 | \$540.00 | |
| 18024-0062 | | Chandler Red Leather Bench Ottoman | 60"W x 24"D x 17"H | \$416.00 | \$540.00 | |
| 18024-0002 | | Grammercy Charcoal Leather Bench Ottoman | 60"W x 24"D x 17"H | \$416.00 | \$540.00 | |
| 18024-0061 | | Parma Brown Leather Bench Ottoman | 60"W x 24"D x 17"H | \$416.00 | \$540.00 | |
| 18184-0192 | | Essentials Storage Ottoman | 48"W x 24"D x 20"H | \$577.00 | \$750.00 | |
| 18184-0036 | | Grammercy Charcoal Leather Round Ottoman | 46"Round x 17"H | \$416.00 | \$540.00 | |
| 18184-0038 | | Whisper White Leather Round Ottoman | 46"Round x 17"H | \$416.00 | \$540.00 | |
| 18184-0028 | | Grammercy Charcoal Leather 1/4 Round Ottoman | 34"W x 19"D x 17"H | \$255.00 | \$331.00 | |
| 18184-0030 | | Whisper White Leather White 1/4 Round Ottoman | 34"W x 19"D x 17"H | \$255.00 | \$331.00 | |
| 18184-0256 | | Madison Sky Bench | 4"W x 24"D x 17"H | \$386.00 | \$502.00 | |
| 18184-0252 | | Madison Ottoman - Willow | 24"Square x 17"H | \$247.00 | \$320.00 | |
| 18184-0253 | | Madison Ottoman - Sand Dollar | 24"Square x 17"H | \$247.00 | \$320.00 | |
| 18184-0254 | | Madison Ottoman - Apricot | 24"Square x 17"H | \$247.00 | \$320.00 | |
| 18184-0255 | | Madison Ottoman - Sunflower | 24"Square x 17"H | \$247.00 | \$320.00 | |
| Banquettes & Turning Beds (Pg. 12) | | | | | | |
| 18011-0011 | | Essentials White Leather Banquette (2 pcs) | 60"Round x 48"H | \$1,221.00 | \$1,587.00 | |
| 18011-0001 | | Whisper White Leather Banquette (2 pcs) | 59"Round x 38"H | \$1,221.00 | \$1,587.00 | |
| 18011-0002 | | Grammercy Charcoal Leather Banquette (2 pcs) | 59"Round x 38"H | \$1,221.00 | \$1,587.00 | |
| 02082-0033 | | Essentials White Leather Turning Bed | 96"W x 48"D x 34"H | \$1,468.00 | \$1,908.00 | |
| Cube Ottomans (Pg. 13) | | | | | | |
| 18184-0294 | | Rubix Cube - Cherry | 17"Square x 18"H | \$170.00 | \$221.00 | |
| 18184-0295 | | Rubix Cube - Cromwell | 17"Square x 18"H | \$170.00 | \$221.00 | |
| 18184-0296 | | Rubix Cube - Grape | 17"Square x 18"H | \$170.00 | \$221.00 | |
| 18184-0293 | | Rubix Cube - Lemon | 17"Square x 18"H | \$170.00 | \$221.00 | |
| 18184-0297 | | Rubix Cube - Lime | 17"Square x 18"H | \$170.00 | \$221.00 | |
| 18184-0298 | | Rubix Cube - Mango | 17"Square x 18"H | \$170.00 | \$221.00 | |
| 18184-0274 | | Blanc Bright White Leather Cube | 17"Square x 17"H | \$163.00 | \$212.00 | |
| 18184-0129 | | Whisper White Leather Cube Ottoman | 18"Square x 18"H | \$163.00 | \$212.00 | |
| 18184-0128 | | Metro Black Leather Cube Ottoman | 18"Square x 18"H | \$163.00 | \$212.00 | |
| Charged (Pg. 14) | | | | | | |
| 22100-0001 | | Essentials Turning Bed w/Charging Station Insert | 96"W x 48"D x 19"H | \$1,627.00 | \$2,115.00 | |
| 22051-0001 | | Boca Bright White Corner - Charged | 27"W x 27"D x 30"H | \$614.00 | \$798.00 | |
| 22050-0001 | | Boca Bright White Armless - Charged | 22"W x 27"D x 30"H | \$569.00 | \$740.00 | |
| 22001-0001 | | Aspen Bar Table - Charged | 72"W x 26"D x 42"H | \$953.00 | \$1,240.00 | |
| 22002-0002 | | Aspen Cocktail Table - Charged | 48"W x 24"D x 18"H | \$538.00 | \$700.00 | |
| 22200-0001 | | White Conference Table - Charged | 96"W x 43"D x 30"H | \$1,283.00 | \$1,667.00 | |
| 18284-0861 | | Patrice Tablet Chair | 28"W x 30.5"D x 31"H | \$593.00 | \$770.00 | |
| 22052-0001 | | Lincoln Bench - Charged | 59"W x 39"D x 17"H | \$900.00 | \$1,171.00 | |
| Occasional Tables (Pg. 15 & 16) | | | | | | |
| 12107-0008 | | Tribeca End Table | 24"W x 28"D x 22"H | \$293.00 | \$380.00 | |
| 12230-0005 | | Tribeca Console Table | 48"W x 18"D x 30"H | \$325.00 | \$422.00 | |
| 12055-0008 | | Tribeca Cocktail Table | 48"W x 28"D x 19"H | \$307.00 | \$400.00 | |

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Custom Furnishings Order Form Continued

| Item Number | Qty | Description | Dimensions | Discount | Standard | Total |
|--------------------------------------|-----|----------------------------------|--------------------|------------|------------|-------|
| 18024-0011 | | Novel Cocktail Table | 46"W x 15"D x 16"H | \$370.00 | \$481.00 | |
| 99-12304-05 | | Aria Red End Table | 24"W x 20"D x 22"H | \$293.00 | \$380.00 | |
| 99-12050-05 | | Aria Red Cocktail Table | 44"W x 20"D x 18"H | \$307.00 | \$400.00 | |
| 99-12304-03 | | Aria Green End Table | 24"W x 20"D x 22"H | \$293.00 | \$380.00 | |
| 99-12050-03 | | Aria Green Cocktail Table | 44"W x 20"D x 18"H | \$307.00 | \$400.00 | |
| 99-12304-06 | | Aria Blue End Table | 24"W x 20"D x 22"H | \$293.00 | \$380.00 | |
| 99-12050-06 | | Aria Blue Cocktail Table | 44"W x 20"D x 18"H | \$307.00 | \$400.00 | |
| 99-12304-04 | | Aria Purple End Table | 24"W x 20"D x 22"H | \$293.00 | \$380.00 | |
| 99-12050-04 | | Aria Purple Cocktail Table | 44"W x 20"D x 18"H | \$307.00 | \$400.00 | |
| 99-12304-01 | | Aria White End Table | 24"W x 20"D x 22"H | \$293.00 | \$380.00 | |
| 99-12305-01 | | Aria White Console Table | 44"W x 20"D x 30"H | \$325.00 | \$422.00 | |
| 99-12050-01 | | Aria White Cocktail Table | 44"W x 20"D x 18"H | \$307.00 | \$400.00 | |
| 99-12304-02 | | Aria Charcoal End Table | 24"W x 20"D x 22"H | \$293.00 | \$380.00 | |
| 99-12305-02 | | Aria Charcoal Console Table | 44"W x 20"D x 30"H | \$325.00 | \$422.00 | |
| 99-12050-02 | | Aria Charcoal Cocktail Table | 44"W x 20"D x 18"H | \$307.00 | \$400.00 | |
| 12107-0512 | | Fuze End Table | 24"Square x 23"H | \$317.00 | \$412.00 | |
| 12230-0116 | | Fuze Console Table | 60"W x 16"D x 34"H | \$386.00 | \$502.00 | |
| 12055-0453 | | Fuze Cocktail Table | 40"Square x 16"H | \$354.00 | \$461.00 | |
| 12107-0493 | | London End Table | 24"Square x 23"H | \$317.00 | \$412.00 | |
| 12230-0110 | | London Console Table | 60"W x 16"D x 34"H | \$386.00 | \$502.00 | |
| 12055-0428 | | London Cocktail Table | 40"Square x 16"H | \$354.00 | \$461.00 | |
| 12107-0494 | | Brooklyn II Square End Table | 22"W X 22"D X 20"H | \$270.00 | \$350.00 | |
| 12107-0495 | | Brooklyn II Round End Table | 20"Round X 20"H | \$270.00 | \$350.00 | |
| 12055-0429 | | Brooklyn II Rect Cocktail Table | 42"W X 24"D X 16"H | \$300.00 | \$391.00 | |
| 12055-0430 | | Brooklyn II Round Cocktail Table | 30"Round X 16"H | \$300.00 | \$391.00 | |
| 12107-0282 | | Vivid End Table | 26"Square x 21"H | \$293.00 | \$380.00 | |
| 12230-0081 | | Vivid Console Table | 50"W x 24"D x 30"H | \$325.00 | \$421.00 | |
| 12055-0273 | | Vivid Cocktail Table | 50"W x 24"D x 16"H | \$307.00 | \$400.00 | |
| 12003-0038 | | Rose Table | 17"Round x 17"H | \$325.00 | \$421.00 | |
| 12003-0039 | | Zanzibar Table | 17"Square | \$325.00 | \$421.00 | |
| 12107-0296 | | 24" Cube End Table - Black | 24"Square x 21"H | \$300.00 | \$391.00 | |
| 12107-0297 | | 24" Cube End Table - White | 24"Square x 21"H | \$300.00 | \$391.00 | |
| 12055-0285 | | 24" Cube Cocktail Table - Black | 24"Square x 16"H | \$293.00 | \$380.00 | |
| 12055-0286 | | 24" Cube Cocktail Table - White | 24"Square x 16"H | \$293.00 | \$380.00 | |
| 12107-0467 | | Hylton Tablet Table | 18"W x 12"D x 28"H | \$262.00 | \$341.00 | |
| Bars & Bar Backs (Pg. 17) | | | | | | |
| 05012-0076 | | VIP Glow Bar 6' | 72"W x 24"D x 42"H | \$1,149.00 | \$1,494.00 | |
| 05012-0075 | | VIP Glow Bar 4' | 48"W x 24"D x 42"H | \$969.00 | \$1,259.00 | |
| 05012-0053 | | Black Bar - 2 Shelf | 48"W x 16"D x 42"H | \$492.00 | \$634.00 | |
| 05012-0054 | | White Bar - 2 Shelf | 48"W x 16"D x 42"H | \$492.00 | \$634.00 | |
| 12112-0010 | | Blox Bar Back | 30"W x 16"D x 86"H | \$614.00 | \$798.00 | |
| 05001-0017 | | Piazza Bar Back - Black | 44"W x 12"D x 80"H | \$578.00 | \$751.00 | |
| 05001-0018 | | Piazza Bar Back - White | 44"W x 12"D x 80"H | \$578.00 | \$751.00 | |
| Bar Stools (Pg. 18 & 19) | | | | | | |
| 05237-0264 | | Vienna Stool - Gray | 17"Square x 39"H | \$307.00 | \$400.00 | |
| 05237-0263 | | Vienna Stool - Orange | 17"Square x 39"H | \$307.00 | \$400.00 | |
| 05237-0262 | | Vienna Stool - Teal | 17"Square x 39"H | \$307.00 | \$400.00 | |
| 05237-0038 | | Criss Cross Bar Stool - Espresso | 15"W x 19"D x 41"H | \$276.00 | \$360.00 | |
| 05237-0039 | | Criss Cross Bar Stool - White | 15"W x 19"D x 41"H | \$276.00 | \$360.00 | |
| 05237-0305 | | Colin Stool | 20"W x 19"D x 46"H | \$231.00 | \$300.00 | |
| 99-05237-01 | | Silk Back Bar Stool - Black | 17"W x 18"D x 42"H | \$262.00 | \$341.00 | |
| 99-05237-02 | | Silk Back Bar Stool - White | 17"W x 18"D x 42"H | \$262.00 | \$341.00 | |
| 99-05237-06 | | Silk Back Bar Stool - Blue | 17"W x 18"D x 42"H | \$262.00 | \$341.00 | |
| 99-05237-03 | | Silk Back Bar Stool - Green | 17"W x 18"D x 42"H | \$262.00 | \$341.00 | |
| 99-05237-04 | | Silk Back Bar Stool - Purple | 17"W x 18"D x 42"H | \$262.00 | \$341.00 | |
| 99-05237-05 | | Silk Back Bar Stool - Red | 17"W x 18"D x 42"H | \$262.00 | \$341.00 | |
| 05237-0221 | | Euro Bar Stool - Black | 22"W x 24"D x 42"H | \$276.00 | \$360.00 | |
| 05237-0270 | | Hourglass Bar Stool - Black | 18"W x 20"D x 43"H | \$285.00 | \$371.00 | |

COMPANY NAME _____ **BOOTH** _____

Custom Furnishings Order Form Continued

| Item Number | Qty | Description | Dimensions | Discount | Standard | Total |
|--|-----|---|--------------------|----------|------------|-------|
| 05237-0271 | | Hourglass Bar Stool - White | 18"W x 20"D x 43"H | \$285.00 | \$371.00 | |
| 05237-0160 | | Equino Bar Stool - Black | 15"W x 13"D x 35"H | \$285.00 | \$371.00 | |
| 05237-0041 | | Equino Bar Stool - White | 15"W x 13"D x 35"H | \$285.00 | \$371.00 | |
| 05237-0298 | | Clara Stool | 17"W x 21"D x 41"H | \$291.00 | \$377.00 | |
| 05237-0215 | | Marcus Stool | 18"Square x 29"H | \$209.00 | \$272.00 | |
| 05237-0156 | | Regal Stool | 19"W x 24"D x 45"H | \$285.00 | \$371.00 | |
| 05237-0169 | | Caprice Stool | 25"W x 26"D x 44"H | \$285.00 | \$371.00 | |
| 05237-0042 | | Sonic Stool | 22"W x 23"D x 42"H | \$254.00 | \$330.00 | |
| 05237-0300 | | Nexus Stool | 19"W x 20"D x 44"H | \$239.00 | \$310.00 | |
| Café Chairs (Pg. 19, 20, 21) | | | | | | |
| 05035-0032 | | Vienna Chair - Gray | 21"Square x 32"H | \$194.00 | \$252.00 | |
| 05035-0031 | | Vienna Chair - Orange | 21"Square x 32"H | \$194.00 | \$252.00 | |
| 05035-0030 | | Vienna Chair - Teal | 21"Square x 32"H | \$194.00 | \$252.00 | |
| 99-05035-10 | | Silk Back Armless Chair - Black | 17"W x 18"D x 34"H | \$163.00 | \$212.00 | |
| 99-05035-11 | | Silk Back Armless Chair - White | 17"W x 18"D x 34"H | \$163.00 | \$212.00 | |
| 99-05035-15 | | Silk Back Armless Chair - Blue | 17"W x 18"D x 34"H | \$163.00 | \$212.00 | |
| 99-05035-12 | | Silk Back Armless Chair - Green | 17"W x 18"D x 34"H | \$163.00 | \$212.00 | |
| 99-05035-13 | | Silk Back Armless Chair - Purple | 17"W x 18"D x 34"H | \$163.00 | \$212.00 | |
| 99-05035-14 | | Silk Back Armless Chair - Red | 17"W x 18"D x 34"H | \$163.00 | \$212.00 | |
| 05035-0051 | | Clara Chair | 18"W x 21"D x 35"H | \$185.00 | \$240.00 | |
| 05035-0008 | | Leslie Chair | 17"W x 21"D x 31"H | \$146.00 | \$190.00 | |
| 05035-0010 | | Criss Cross Chair - Espresso | 17"W x 21"D x 35"H | \$185.00 | \$240.00 | |
| 05035-0011 | | Criss Cross Chair - White | 17"W x 21"D x 35"H | \$185.00 | \$240.00 | |
| 05035-0023 | | Elio Chair | 17"Square x 33"H | \$163.00 | \$212.00 | |
| 14233-0025 | | Caprice Chair - Black | 25"W x 24"D x 32"H | \$163.00 | \$212.00 | |
| 14233-0005 | | Comet Stack Chair - Arms | 23"W x 22"D x 32"H | \$225.00 | \$292.00 | |
| 14233-0006 | | Comet Stack Chair - Armless | 19"W x 22"D x 32"H | \$209.00 | \$272.00 | |
| 05221-0039 | | Regal Dining Chair | 19"W x 23"D x 38"H | \$231.00 | \$300.00 | |
| 14233-0016 | | Sonic Chair | 20"W x 21"D x 32"H | \$163.00 | \$212.00 | |
| 05035-0050 | | Nexus Chair | 19"W x 22"D x 32"H | \$194.00 | \$252.00 | |
| 05035-0052 | | Colin Chair | 22"W x 19"D x 33"H | \$163.00 | \$212.00 | |
| Bar Tables (Pg. 21, 22, 23) | | | | | | |
| 99-05245-01 | | Euro Bar Table Black/Black 30" Round | 30"Round x 42"H | \$293.00 | \$380.00 | |
| 99-05245-02 | | Euro Bar Table Black/Black 36" Round | 36"Round x 42"H | \$300.00 | \$391.00 | |
| 99-05245-04 | | Silk Bar Table Black/Chrome 30" Round | 30"Round x 42"H | \$293.00 | \$380.00 | |
| 99-05245-05 | | Silk Bar Table Black/Chrome 36" Round | 36"Round x 42"H | \$300.00 | \$391.00 | |
| 99-05245-14 | | City Bar Table Maple/Black 30" Round | 30"Round x 42"H | \$293.00 | \$380.00 | |
| 99-05245-15 | | City Bar Table Maple/Black 36" Round | 36"Round x 42"H | \$300.00 | \$391.00 | |
| 99-05245-07 | | Park Ave Bar Table Maple/Chrome 30" Round | 30"Round x 42"H | \$293.00 | \$380.00 | |
| 99-05245-08 | | Park Ave Bar Table Maple/Chrome 36" Round | 36"Round x 42"H | \$300.00 | \$391.00 | |
| 99-05245-16 | | Summit Bar Table White/Black 30" Round | 30"Round x 42"H | \$293.00 | \$380.00 | |
| 99-05245-17 | | Summit Bar Table White/Black 36" Round | 36"Round x 42"H | \$300.00 | \$391.00 | |
| 99-05245-10 | | Blanco Bar Table White/Chrome 30" Round | 30"Round x 42"H | \$293.00 | \$380.00 | |
| 99-05245-11 | | Blanco Bar Table White/Chrome 36" Round | 36"Round x 42"H | \$300.00 | \$391.00 | |
| 99-05245-22 | | Fuze Bar Table | 36"Square x 42"H | \$330.00 | \$430.00 | |
| 99-05245-12 | | Blanco Bar Table - White/Chrome 24"Square | 24"Square x 42"H | \$293.00 | \$380.00 | |
| 99-05245-13 | | Blanco Rectangle Bar Table - White/Chrome | 72"W x 24"D x 42"H | \$453.00 | \$590.00 | |
| 99-05245-20 | | Spectrum Bar Table - Red | 24"Square x 42"H | \$317.00 | \$412.00 | |
| 99-05245-21 | | Spectrum Bar Table - Blue | 24"Square x 42"H | \$317.00 | \$412.00 | |
| 99-05245-18 | | Spectrum Bar Table - Purple | 24"Square x 42"H | \$317.00 | \$412.00 | |
| 99-05245-19 | | Spectrum Bar Table - Green | 24"Square x 42"H | \$317.00 | \$412.00 | |
| 05202-0049 | | Zinc Bar Table | 24"Round x 42"H | \$439.00 | \$571.00 | |
| 05204-0001 | | Aspen Bar Table | 72"W x 26"D x 42"H | \$814.00 | \$1,060.00 | |
| Café Tables (Pg. 23 & 24) | | | | | | |
| 99-05036-01 | | Euro Café Table Black/Black 30" Round | 30"Round x 30"H | \$293.00 | \$380.00 | |
| 99-05036-02 | | Euro Café Table Black/Black 36" Round | 36"Round x 30"H | \$300.00 | \$391.00 | |

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Custom Furnishings Order Form Continued

| Item Number | Qty | Description | Dimensions | Discount | Standard | Total |
|-----------------------------------|-----|--|---------------------|----------|------------|-------|
| 99-05036-04 | | Silk Café Table Black/Chrome 30" Round | 30"Round x 30"H | \$293.00 | \$380.00 | |
| 99-05036-05 | | Silk Café Table Black/Chrome 36" Round | 36"Round x 30"H | \$300.00 | \$391.00 | |
| 99-05036-07 | | Park Ave Café Table Maple/Chrome 30" Round | 30"Round x 30"H | \$293.00 | \$380.00 | |
| 99-05036-08 | | Park Ave Café Table Maple/Chrome 36" Round | 36"Round x 30"H | \$300.00 | \$391.00 | |
| 99-05036-14 | | City Café Table Maple/Black 30" Round | 30"Round x 30"H | \$293.00 | \$380.00 | |
| 99-05036-15 | | City Café Table Maple/Black 36" Round | 36"Round x 30"H | \$300.00 | \$391.00 | |
| 99-05036-16 | | Summit Café Table White/Black 30" Round | 30"Round x 30"H | \$293.00 | \$380.00 | |
| 99-05036-17 | | Summit Café Table White/Black 36" Round | 36"Round x 30"H | \$300.00 | \$391.00 | |
| 99-05036-10 | | Blanco Café Table White/Chrome 30" Round | 30"Round x 30"H | \$293.00 | \$380.00 | |
| 99-05036-11 | | Blanco Café Table White/Chrome 36" Round | 36"Round x 30"H | \$300.00 | \$391.00 | |
| 99-05036-22 | | Fuze Café Table | 36"Square x 30 | \$330.00 | \$430.00 | |
| 99-05036-12 | | Blanco Café Table White/Chrome 24"Square | 24"Square x 30"H | \$293.00 | \$380.00 | |
| 99-05036-13 | | Blanco Café Table White/Chrome Rectangle | 72"W x 24"D x 30"H | \$453.00 | \$590.00 | |
| 99-05036-20 | | Spectrum Café Table - Red | 24"Square x 29"H | \$317.00 | \$412.00 | |
| 99-05036-21 | | Spectrum Café Table - Blue | 24"Square x 29"H | \$317.00 | \$412.00 | |
| 99-05036-18 | | Spectrum Café Table - Purple | 24"Square x 29"H | \$317.00 | \$412.00 | |
| 99-05036-19 | | Spectrum Café Table - Green | 24"Square x 29"H | \$317.00 | \$412.00 | |
| 05090-0001 | | Aspen Dining Table | 72"W x 30"D x 30"H | \$699.00 | \$909.00 | |
| 05088-0505 | | Brio Dining Table | 96"W x 48"D x 30"H | \$939.00 | \$1,220.00 | |
| Office Seating (Pg. 25 & 26) | | | | | | |
| 14136-0002 | | Tamiri High Back Chair | 25"W x 27"D x 45"H | \$379.00 | \$481.00 | |
| 14176-0007 | | Tamiri Mid Back Chair | 27"Square x 39"H | \$325.00 | \$422.00 | |
| 14128-0002 | | Tamiri Guest Chair | 25"W x 26"D x 37"H | \$300.00 | \$391.00 | |
| 14136-0081 | | Accord High Back Chair - Black | 25"Square x 44"H | \$485.00 | \$631.00 | |
| 14136-0010 | | Accord High Back Chair - White | 25"Square x 44"H | \$485.00 | \$631.00 | |
| 14250-0013 | | Goal Task Chair - Arms | 25"Square x 39"H | \$247.00 | \$320.00 | |
| 14250-0014 | | Goal Task Chair Armless | 21"W x 25"D x 39"H | \$225.00 | \$292.00 | |
| 14136-0080 | | Enterprise High Back Conference Chair | 25"W x 27"D x 45"H | \$324.00 | \$420.00 | |
| 14176-0046 | | Enterprise Mid Back Conference Chair | 24"W x 26"D x 39"H | \$300.00 | \$391.00 | |
| 14128-0096 | | Enterprise Guest Chair | 25"W x 27"D x 37"H | \$290.00 | \$380.00 | |
| 14307-0003 | | Goal Black Drafting Stool - Arms | 25"W x 24"D x 48"H | \$262.00 | \$341.00 | |
| 14307-0004 | | Goal Black Drafting Stool - Armless | 21"W x 24"D x 48"H | \$247.00 | \$320.00 | |
| Conference Tables (Pg. 26) | | | | | | |
| 14062-0105 | | 42" Round Conference Table - Black | 42" Round x 29"H | \$408.00 | \$531.00 | |
| 14062-0106 | | 42" Round Conference Table - Mahogany | 42" Round x 29"H | \$408.00 | \$531.00 | |
| 14062-0297 | | Command Conference Table - 6' Black | 72"W x 36"D x 31"H | \$750.00 | \$975.00 | |
| 14062-0303 | | Command Conference Table - 6' Sirona | 72"W x 36"D x 31"H | \$750.00 | \$975.00 | |
| 14062-0300 | | Command Conference Table - 6' White | 72"W x 36"D x 31"H | \$750.00 | \$975.00 | |
| 14062-0298 | | Command Conference Table - 8' Black | 96"W x 48"D x 31"H | \$784.00 | \$1,020.00 | |
| 14062-0304 | | Command Conference Table - 8' Sirona | 96"W x 48"D x 31"H | \$784.00 | \$1,020.00 | |
| 14062-0301 | | Command Conference Table - 8' White | 96"W x 48"D x 31"H | \$784.00 | \$1,020.00 | |
| 14062-0299 | | Command Conference Table - 10' Black | 120"W x 48"D x 31"H | \$900.00 | \$1,171.00 | |
| 14062-0305 | | Command Conference Table - 10' Sirona | 120"W x 48"D x 31"H | \$900.00 | \$1,171.00 | |
| 14062-0302 | | Command Conference Table - 10' White | 120"W x 48"D x 31"H | \$900.00 | \$1,171.00 | |
| Office Furniture (Pg. 27 & 28) | | | | | | |
| 14309-0001 | | Computer Kiosk - Black | 24"Square x 42"H | \$600.00 | \$780.00 | |
| 14179-0005 | | Computer Kiosk - White | 24"Square x 42"H | \$600.00 | \$780.00 | |
| 14072-0108 | | Black Credenza | 60"W x 20"D x 29"H | \$538.00 | \$700.00 | |
| 14083-0105 | | Black Double Pedestal Desk | 60"W x 30"D x 29"H | \$614.00 | \$598.00 | |
| 14029-0098 | | 5 Shelf Bookcase - Black | 36"W x 12"D x 72"H | \$577.00 | \$750.00 | |
| 14029-0091 | | 5 Shelf Bookcase - Mahogany | 36"W x 12"D x 72"H | \$577.00 | \$750.00 | |
| 14072-0039 | | Genoa Kneespace Credenza | 66"W x 20"D x 29"H | \$538.00 | \$700.00 | |
| 14083-0117 | | Genoa Executive Desk | 72"W x 36"D x 29"H | \$638.00 | \$830.00 | |
| 14072-0038 | | Genoa Storage Credenza | 66"W x 20"D x 29"H | \$538.00 | \$700.00 | |
| 05088-0365 | | Vivid Café Table - Square | 42"Square x 30"H | \$502.00 | \$651.00 | |

COMPANY NAME _____

BOOTH _____

Custom Furnishings Order Form Continued

| Item Number | Qty | Description | Dimensions | Discount | Standard | Total |
|---|-----|--|-----------------------|----------|------------|-------|
| 05088-0364 | | Vivid Café Table - Rectangle | 60"W x 36"D x 30"H | \$577.00 | \$749.00 | |
| 05088-0498 | | Brooklyn II Rect Dining Table | 60"W x 36"D x 30"H | \$600.00 | \$780.00 | |
| 05088-0499 | | Brooklyn II Round Dining Table | 42" Round x 30"H | \$470.00 | \$611.00 | |
| 05090-0001 | | Aspen Dining Table | 72"W x 30"D x 30"H | \$699.00 | \$909.00 | |
| 05088-0505 | | Brio Dining Table | 96"W x 48"D x 30"H | \$939.00 | \$1,220.00 | |
| Metal File & Storage Cabinets (Pg. 29) | | | | | | |
| 14148-0001 | | 2 Drawer Vertical File - Letter Size Black | 15"W x 25"D x 29"H | \$202.00 | \$261.00 | |
| 14147-0001 | | 2 Drawer Vertical File - Legal Size Black | 18"W x 25"D x 29"H | \$262.00 | \$341.00 | |
| 14148-0002 | | 4 Drawer Vertical File - Letter Size Black | 15"W x 25"D x 52"H | \$271.00 | \$351.00 | |
| 14147-0002 | | 4 Drawer Vertical File - Legal Size Black | 18"W x 25"D x 52"H | \$301.00 | \$391.00 | |
| 14143-0006 | | 2 Drawer Lateral File - Black | 36"W x 18"D x 27"H | \$271.00 | \$351.00 | |
| 14143-0144 | | 2 Drawer Lateral File - Black | 36"W x 20"D x 29"H | \$271.00 | \$351.00 | |
| 14143-0008 | | 4 Drawer Lateral File - Black | 36"W x 18"D x 54"H | \$330.00 | \$430.00 | |
| 14034-0015 | | Storage Cabinet - Black | 36"W x 18"D x 72"H | \$330.00 | \$430.00 | |
| Pedestals (Pg. 30) | | | | | | |
| 12091-0023 | | Display Pedestal 14" x 42" Black | 14"Square x 42"H | \$400.00 | \$520.00 | |
| 12091-0004 | | Display Pedestal 24" x 42" Black | 24"Square x 42"H | \$485.00 | \$631.00 | |
| 12091-0002 | | Display Pedestal 18" x 42" Black | 18"Square x 42"H | \$446.00 | \$580.00 | |
| 12091-0030 | | Display Pedestal 14" x 42" White | 14"Square x 42"H | \$400.00 | \$520.00 | |
| 12091-0024 | | Display Pedestal 14" x 36" Black | 14"Square x 36"H | \$339.00 | \$440.00 | |
| 12091-0034 | | Display Pedestal 24" x 36" Black | 24"Square x 36"H | \$485.00 | \$631.00 | |
| 12091-0031 | | Display Pedestal 14" x 36" White | 14"Square x 36"H | \$339.00 | \$440.00 | |
| 12091-0033 | | Display Pedestal 24" x 36" White | 24"Square x 36"H | \$485.00 | \$631.00 | |
| 12091-0025 | | Display Pedestal 14" x 30" Black | 14"Square x 30"H | \$317.00 | \$412.00 | |
| 12091-0003 | | Display Pedestal 24" x 30" Black | 24"Square x 30"H | \$461.00 | \$600.00 | |
| 12091-0001 | | Display Pedestal 18" x 30" Black | 18"Square x 30"H | \$324.00 | \$420.00 | |
| 12091-0032 | | Display Pedestal 14" x 30" White | 14"Square x 30"H | \$317.00 | \$412.00 | |
| 14309-0001 | | Locking Pedestal Black | 24"Square x 42"H | \$600.00 | \$780.00 | |
| 14179-0005 | | Locking Pedestal White | 24"Square x 42"H | \$600.00 | \$780.00 | |
| 12091-0055 | | Fuze Pedestal | 16"Square x 44"H | \$330.00 | \$430.00 | |
| 12091-0043 | | London Pedestal | 16"Square x 44"H | \$330.00 | \$430.00 | |
| Miscellaneous Items (Pg. 31) | | | | | | |
| 14189-0066 | | Stanchion Chrome | 41"H | \$94.00 | \$121.00 | |
| 11526-0001 | | Stanchion Rope - Red Velour | 6' L | \$48.00 | \$62.00 | |
| 14308-0009 | | Nero Literature Stand - Black | 15"W x 12"D x 53.5"H | \$225.00 | \$292.00 | |
| 14308-0010 | | Argento Literature Rack | 15"W x 12"D x 53.5"H | \$225.00 | \$292.00 | |
| 14308-0005 | | Alto Literature Rack | 10.5"W x 9.5"D x 57"H | \$231.00 | \$301.00 | |
| 01209-0003 | | Compact Refrigerator Black - 4.0 Cu Ft | 21"W x 22"D x 32"H | \$416.00 | \$541.00 | |
| Lighting (Pg. 31) | | | | | | |
| 09392-0019 | | Silo Grey Floor Lamp | 70"H | \$220.00 | \$286.00 | |
| 09417-0037 | | Silo Grey Table Lamp | 25"H | \$160.00 | \$208.00 | |
| 09392-0018 | | Silo White Floor Lamp | 70"H | \$220.00 | \$286.00 | |
| 09417-0036 | | Silo White Table Lamp | 25"H | \$160.00 | \$208.00 | |
| 09392-0001 | | Neutrino Steel Floor Lamp - Steel | 67"H | \$225.00 | \$292.00 | |

SUBTOTAL: \$ _____

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.**

COMPANY NAME _____ **BOOTH** _____

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

NEW JERSEY MUSIC EDUCATORS ASSOCIATION
ATLANTIC CITY CONVENTION CENTER
HALL A
ATLANTIC CITY, NJ
FEBRUARY 22-23, 2024



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

**DEADLINE DATE:
FEBRUARY 1, 2024**

FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$2965.00



VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$4043.00



All labor to install & dismantle displays are included in rental price. Approved graphics *MUST* be received 30 days prior to first day of set-up.

RENTAL UNIT OPTIONAL ACCESSORIES:

10' Unit 2 lights _____\$137.00

1 Meter Counter w/front graphic panel _____\$520.00

20' Unit 4 lights _____\$273.00

2 Meter Counter w/front graphic panel _____\$804.00

***Power is NOT included in rental of lights. Exhibitor must order basic power from Facility.
ALL Displays cancelled after orders have been received will be charged at 100% of original price.**

Sub Total \$ _____

Company Name _____ Booth _____

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

**NEW JERSEY MUSIC EDUCATORS ASSOCIATION
ATLANTIC CITY CONVENTION CENTER
HALL A
ATLANTIC CITY, NJ
FEBRUARY 22-23, 2024**

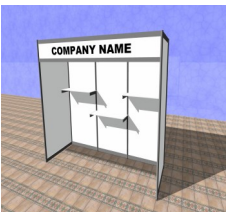


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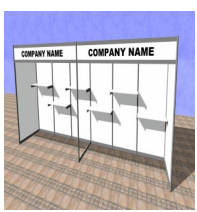
**DEADLINE DATE:
FEBRUARY 1, 2024**

VCS MODULAR RENTAL UNITS

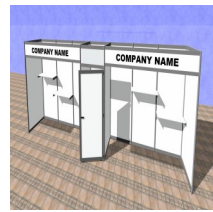
VCS A-10 Unit contains:
 - (3) Shelves
 - (6) Brackets
 * **Check One**
 White Panel
 Blue
 Gray
Price: \$1680.00



VCS B-20 Unit contains:
 - (6) Shelves
 - (12) Brackets
 * **Check One**
 White Panel
 Blue
 Gray
Price: \$2940.00



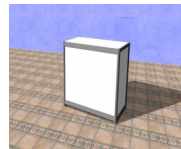
VCS C-20 Unit contains:
 - Locking Storage Unit
 - (4) Shelves
 - (8) Brackets
 * **Check One**
 White Panel
 Blue
 Gray
Price: \$3570.00



COUNTERS:

| | Qty. | Price | Total |
|---------------------|-------|-----------------|-------|
| 40"L x 42" H x 22"W | _____ | \$315.00 | _____ |
| 80"L x 42" H x 22"W | _____ | \$394.00 | _____ |

Counter Colors: (*check one)
 White Blue Gray



OPTIONAL RENTAL ACCESSORIES:

| | | | |
|---|-------|----------------|-------|
| Side Rail (each) | _____ | \$89.00 | _____ |
| Extra Shelves (1) shelf & (2) brackets | _____ | \$47.00 | _____ |

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:

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 before deadline date!

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GRAPHIC GUIDELINES

DEADLINE DATE: FEBRUARY 1, 2024

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.

**NEW JERSEY MUSIC EDUCATORS ASSOCIATION
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HALL A
ATLANTIC CITY, NJ
FEBRUARY 22-23, 2024**



**DISCOUNT
DEADLINE DATE:
FEBRUARY 8, 2024**

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

SHOWCASE ORDER FORM

RENTAL PRICE INCLUDES DELIVERY TO & REMOVAL FROM YOUR BOOTH SPACE.



FULL VISION



HALF VISION



QUARTER VISION

The above (3) cases are 38" high, 20" deep, lights & locks, White Finish
(Electrical Outlet NOT included)

SEE THRU WALL CASE REGULAR WALL CASE



The above (2) cases are both 84" high and 18" deep.
Adjustable glass shelves, glass sliding doors & lights.
(Electrical Outlet NOT included)

All Electrical Orders must be placed with THE ATLANTIC CITY CONVENTION CENTER

| Description | Quantity | Discount Rate | Standard Rate | Amount |
|-----------------------|----------|---------------|---------------|--------|
| 6' FULL VISION | | \$541.00 | \$703.00 | |
| 6' HALF VISION | | 541.00 | 703.00 | |
| 6' QUARTER VISION | | 541.00 | 703.00 | |
| 6' REGULAR WALL CASE | | 646.00 | 840.00 | |
| 6' SEE-THRU WALL CASE | | 735.00 | 956.00 | |

IMPORTANT: To ensure that your selection will be available you must place your order before the deadline date. No guarantee on choice after deadline date. Vista is not liable for contents, damages or breakage after cases have been delivered.

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 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 before deadline date!

**NEW JERSEY MUSIC EDUCATORS ASSOCIATION
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**DISCOUNT
DEADLINE DATE:
FEBRUARY 8, 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: _____
Signature: _____
Full Name of Non-Official Contractor: _____
Address: _____
City, State: _____ Zip Code: _____
Phone Number: _____ Email: _____
Non-Official Contractor “Show Site” Representative: _____
Type of Service to Be Performed: _____

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

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**DISCOUNT
 DEADLINE DATE:
 FEBRUARY 8, 2024**

LABOR ORDER FORM

CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS
 Carpenter Rates:

| STRAIGHT TIME: | | OVERTIME: | | DOUBLE TIME: | |
|--|---------------|--|---------------|---|---------------|
| Advance Rate | Standard Rate | Advance Rate | Standard Rate | Advance Rate | Standard Rate |
| \$145.00/hr. | \$180.00/hr. | \$217.50/hr. | \$270.00/hr. | \$290.00/hr. | \$360.00/hr. |
| one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday | | one hour minimum per worker thereafter 1/2 hr. increments OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday | | one hour minimum per worker thereafter 1/2 hr. increments OT: All 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 man 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.

| | # MEN | 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

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!

**NEW JERSEY MUSIC EDUCATORS ASSOCIATION
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**DEADLINE DATE:
FEBRUARY 8, 2024**

FORKLIFT LABOR ORDER FORM

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 before 8:00 AM and after 4:30 PM weekdays and all hours on Saturday and Sunday, and double time on holidays. | | | | | | |
| | <u>STRAIGHT TIME</u> | <u>OVERTIME</u> | <u>DOUBLE TIME</u> | | | |
| RIGGER | \$128.00 per hour | \$192.00 per hour | \$256.00 per hour | | | |
| FORKLIFT | \$216.00 per hour | \$324.00 per hour | \$432.00 per hour | | | |
| w/OPERATOR - (up to 5,000 lbs. capacity) | | | | | | |
| <i>Larger forklift and/or crane service is available by advance request.</i> | | | | | | |
| FORKLIFT LABOR REQUEST | | | | | | |
| | <i>5,000 lbs. forklift w/operator</i> | <i>helper/spotter 1 or 2</i> | <i>Date</i> | <i>Time</i> | <i>Approx. Hours</i> | Estimated Forklift |
| SET-UP: | | | | | | \$ |
| DISMANTLE: | | | | | | \$ |
| # Pieces to be spotted _____ Heaviest Pieces _____ | | | | | | |

Sub Total \$ _____

Company Name _____ Booth _____

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

EXHIBITOR RIGHTS

TEAMSTERS UNION

Teamsters handle freight in the exhibit hall. They unload all trucks or vehicles. In addition, they deliver freight to exhibitors' booth(s) after it has been unloaded and handle the reverse movement of this freight at the conclusion of the show. They also deliver furniture and floor covering. Teamsters also install rental carpet and handle all empty containers. **Any exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, Contractor owned hand trucks or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they must unload their vehicles (POV's) in an area designated by the show contractor.**

CARPENTERS UNION

Carpenters handle the set-up and dismantling of displays and exhibit booths and hang all exhibitor ceiling signs. This includes all display work. Carpenters also un-skid, re-skid, uncrate and re-crate machinery. Carpenters also install all exhibitor owned floor covering, including carpeting, wood flooring and rubber mats. The only exception being where the exhibit flooring is actually manufactured by the exhibitor and is being installed by full time company employees.

DECORATORS UNION

Decorators handle installation of all drape, table skirting, floor marking and other items of a decorative nature. Decorators also hang signs from drape.

Full time Exhibitor personnel have the right to perform the following work (Please see separate rules and regulations for the Electrical Union further below)

Unload their own vehicle in an area specified by the show contractor for the unloading of privately owned vehicles provided:

- They utilize the space designated by the ACCC for said purpose.
- They provide their own hand trucks.
- They utilize no motorized lift equipment.
- The vehicle is no larger than a van.

Hand carry exhibit materials through public doorways, provided:

- They do not utilize material handling equipment other than personal luggage carriers.

Set up their own display in Exhibit Booths that are no larger than 400 net square feet:

- The installation can be accomplished by full time company employees.
- Set up and handle their own product; including but not limited to the installation, interconnection, calibration, and operation of equipment.

The following work shall be performed by Union Labor:

- In-Line booths larger than a 10'x 40'
- Island booths larger than a 20'x 20'
- Installation of Display
- Laying Exhibitor owned carpet
- Crating & uncrating of show materials
- All electrical work (*see note below*)

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth(s), connecting equipment to the proper outlets and installing any signs or headers that are lighted. Please refer to the Electrical Order Forms for Rates & Union Work Jurisdictions.

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ATLANTIC CITY CONVENTION CENTER
HALL A
ATLANTIC CITY, NJ
FEBRUARY 22-23, 2024



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

**DISCOUNT
DEADLINE DATE:
FEBRUARY 8, 2024**

HANGING OF CEILING SIGNS ORDER FORM

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

- * All signs must be approved by Show Management and 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 the standard rate. Orders received at the Service Desk are subject to availability and a 50% surcharge.
- * Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. Any materials used for the hanging of signs, will be invoiced accordingly.

There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required

| | <u>Discount Rate</u> | <u>Standard Rate</u> |
|---|--------------------------------------|---------------------------------------|
| Straight Time 8:00 AM - 4:30 PM Monday through Friday | \$488.00 per hr. - 2 man crew & lift | \$610.00 per hr. - 2 man crew & lift |
| Overtime Before 8:00 AM and after 4:30 PM Monday thru Friday, and all hours on Saturday and Sunday | \$732.00 per hr. - 2 man crew & lift | \$915.00 per hr. - 2 man crew & lift |
| Double Time All Holidays | \$976.00 per hr. - 2 man crew & lift | \$1220.00 per hr. - 2 man 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 _____

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 before deadline date!

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LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. *Vista Convention Services* and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. *Vista Convention Services* and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by *Vista Convention Services* or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by *Vista Convention Services* or its subcontractor.
3. *Vista Convention Services* and its subcontractors 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, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to *Vista Convention Services* within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against *Vista Convention Services* or its subcontractors more than one year after the accrual of the cause of action.
5. *Vista Convention Services* will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. *Vista Convention Services* will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.
8. If granted permission for early move-in (off-target move-in) by show management and *Vista Convention Services*, the exhibitor is required to use *Vista Convention Services* labor for booth installation.

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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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**WAREHOUSE
DEADLINE DATE:
FEBRUARY 15, 2024**

SHIPPING & 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. @ \$132.00 per 100 lbs. (200 lb. minimum/\$264.00) \$ _____</p> <p>Showsite We will ship _____ lbs. @ \$132.00 per 100 lbs. (200 lb. minimum/\$264.00) \$ _____</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. @ \$189.00 per 100 lbs. (200 lb. minimum/\$378.00) \$ _____</p> <p>Showsite We will ship _____ lbs. @ \$189.00 per 100 lbs. (200 lb. minimum/\$378.00) \$ _____</p> | |
| <p>C. OVERTIME FEES All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved into or out of your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be a 35% surcharge for each occurrence will apply in addition to the above rates.</p> | \$ _____ |
| <p>D. SMALL PACKAGE SHIPMENTS Cartons and envelopes received at show site without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p> <p>FIRST PACKAGE @ \$55.00 \$ _____</p> <p>EACH ADDITIONAL PACKAGE @ \$40.00 \$ _____</p> | |
| <p>Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after Thursday, February 15, 2024 and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.</p> <p><i>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</i></p> | |
| <p>Sub Total \$ _____</p> | |

*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 before deadline date!

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MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: **\$20** per carton and **\$30** 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 **\$289.00** round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of **\$18.00** per cwt. on straight time; **\$22.00** per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding: **\$1.10** per linear foot, plus one-half hour minimum labor
Shrink Wrap Skid: **\$65.00** per skid, labor included
Clear Tape: **\$15.00** roll
Double Face Tape: **\$35.00** roll

UPS & FEDEX SHIPMENTS

A fee of **\$100.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

Sub Total \$ _____

COMPANY NAME _____ BOOTH # _____

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

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MONTHLY LONG-TERM STORAGE

MONTHLY LONGTERM STORAGE

Vista Convention Services can provide monthly long term storage at the following rates - \$0.15 per cubic ft. per month.

- **\$50.00 minimum per month**
- **\$15.00 per cwt. handling charge one way**
- **PLEASE CONTACT VISTA'S CUSTOMER SERVICE DEPARTMENT @ 609-485-2421 IF YOU ARE INTERESTED IN LONG TERM STORAGE**

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. We further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Sub Total \$ _____

Company Name _____ Booth _____

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

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**DEADLINE DATE:
FEBRUARY 8, 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.....**\$100.00 per container**

Estimated Number of Pieces....._____

****PLEASE NOTE** Special Empty Container Labels are required for this service.
Labels must be picked up at Vista's Service Desk.**

| |
|--------------------|
| Sub Total \$ _____ |
|--------------------|

COMPANY NAME: _____ BOOTH # _____

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

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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.

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SHIPPING 101

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage", is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

WHAT IS DRAYAGE?

Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage.

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?

In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in this Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

HOW ARE DRAYAGE RATES DETERMINED?

Since union labor is used to move freight, Vista Convention Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

HOW CAN I SAVE MY COMPANY MONEY?

Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, that means an additional surcharge. Vista Convention Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

SHIP IN QUANTITY. Because service contractors usually enforce a 200 pound minimum per shipment, it is best to send your freight as one big shipment. We realize this is not always possible, but if you send 40 and 50 pound packages separately, you will be charged the minimum weight on each shipment. This expense can add up, but can be avoided with a little planning and organization. If possible, make sure your product is crated. Crated shipments are the easiest to unload, therefore, they incur the least drayage charge. Loose, pad wrapped and/or uncrated freight takes longer to unload and will be charged at higher rates. It may be worth the time and money to have crates built for your display. In addition, crates will help protect your materials during shipment.

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?

When possible, ship in advance to the warehouse. Even though the drayage charges are typically 25% higher, there are benefits. You can confirm receipt of your shipment with Vista Convention Services before the show, adding to your peace of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting up your exhibit as soon as you arrive, which can save you time and labor during set-up. It is worth the added expense in order to reduce problems at show site.

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SHIPPING INFORMATION

WHAT YOU SHOULD KNOW:

- *As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- *Please prepay all shipping charges. Vista Convention Services cannot accept or be responsible for collect shipments. All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista for such shipments. Shipments without certified weight documents will be estimated by Vista. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- *Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at show site only. Uncrated shipments received at show site are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.*
- *Separate mixed van shipments between crated and uncrated, and clearly identify the weights of each on the bill of lading. Otherwise, Vista Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust charges later.
- *Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- *All shipments for the show received either in advance or at show site will be charged material handling by Vista Convention Services. Refer to the **MATERIAL HANDLING SERVICE AND RATES** form in this manual.
- *All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the **MATERIAL HANDLING SERVICE AND RATES** form in this manual.
- *If granted permission for early move-in (off-target move-in) by show management and Vista, the exhibitor is required to use Vista Convention Services' labor for booth installation.

MATERIAL HANDLING INCLUDES:

- *Storing your booth in our warehouse for up to 30 days in advance of the show. (*Advance shipments only*)
- *Delivering materials to your booth at show site.
- *Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.
- *Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your show site bill of lading.

MATERIAL HANDLING DOES NOT INCLUDE:

- *Labor and/or equipment for uncrating, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed.
- *Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).

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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: NJ Music Educators Association
(Exhibiting Company's Name & Booth Number)
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234**

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

- Shipments will be received beginning ***Thursday, January 25, 2024.***
- Shipments received after the deadline of ***Thursday, February 15, 2024*** will be charged an additional 35% surcharge.
- Shipments received after **3:30 p.m.** will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m. to 3:30 p.m.**
Carriers checking in after **3:30 p.m.** 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: NJ Music Educators Association
(Exhibiting Company's Name & Booth Number)
Atlantic City Convention Center - Hall A
c/o Vista Convention Services
Bacharach Blvd.
Atlantic City, NJ 08401**

- Show site shipments will be received beginning ***Thursday, February 22, 2024 at 9:00 am.***
- Shipments arriving at show site prior to this date and time may be ***REFUSED*** or charged an overtime rate.

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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: | NJ Music Educators Association |
| Location: | Atlantic City Convention Center - Hall A |
| 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 **7:00pm on Friday, February 23, 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, LibertyCFS.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **LibertyCFS**) must be checked in **no later** than **7:00pm on Friday, February 23, 2024.**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ MUSIC EDUCATORS ASSOCIATION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ MUSIC EDUCATORS ASSOCIATION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Thursday, February 15, 2024 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ MUSIC EDUCATORS ASSOCIATION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NJ MUSIC EDUCATORS ASSOCIATION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NJ MUSIC EDUCATORS ASSOCIATION
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
HALL A
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NJ MUSIC EDUCATORS ASSOCIATION
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
HALL A
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NJ MUSIC EDUCATORS ASSOCIATION
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
HALL A
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**NJ MUSIC EDUCATORS ASSOCIATION
c/o VISTA CONVENTION SERVICES
ATLANTIC CITY CONVENTION CENTER
HALL A
BACHARACH BLVD.
ATLANTIC CITY, NJ 08401**

NEW JERSEY MUSIC EDUCATORS ASSOCIATION
ATLANTIC CITY CONVENTION CENTER
HALL A
ATLANTIC CITY, NJ
FEBRUARY 22-23, 2024



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

OUTBOUND BILL OF LADING REQUEST

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. BOL's and labels will be available for pick-up at the Vista Service Desk.

REQUESTS SHOULD BE SUBMITTED BY: FEBRUARY 8, 2024

Outbound Shipping Information

Ship to (Company): _____
Attention: _____
Destination (Street Address): _____
City: _____ State: _____ Zip: _____
Phone: _____

Shipping Method

LibertyCFS (Preferred Carrier) Other _____
 FedEx (Express or Ground) UPS (ground)

****Exhibitors using FedEx or UPS must provide pre-printed labels with their account number****

Freight Charges Guaranteed By

Company/Exhibitor: _____
Attention: _____
Permanent Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Shipping Labels Request

of Shipping Labels Requested: _____
Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

Notes

- Please complete one form per shipment.
 - Do not leave Bills of Lading in your booth.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.

Company Name: _____ Booth # _____

Submit request to: orders@vistacs.com before the deadline date!



"Delivering Freedom®"



MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

Dedicated to delivering safely and on time every time.

100% satisfaction guaranteed or your money back. That's the Liberty CFS promise.



**Call Toll Free 1-866-938-1092 or 1.905.338.3993 Fax: 1.905.338.1092
email: exhibitorservices@libertycfs.us - www.libertycfs.us**

LAS VEGAS | TORONTO





LibertyCFS NV, Inc.

A Veteran Owned Company
Delivering Freedom


exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993 Fax: (905) 338-1092

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.

Adobe Acrobat Reader DC may be required for completion of form. Click image to download 

Freight & Customs Freight Only Customs Only Return Only

2a **PICK-UP LOCATION**

Company Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 Email _____ IRS/Tax ID# _____

3 **DELIVERY TO ADDRESS**

Exhibiting Company Name _____ Booth # _____
 Show Name _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Onsite Contact _____ Cell Phone # _____

2b **SERVICES**

P/U Date _____ Hours _____ From _____ To _____
 Dlv Date _____ Hours _____

| | | |
|---------|-------------------------|-------|
| Express | Economy LTL 7 - 10 Days | Int'l |
| Inside | Liftgate | Dock |
| Other | _____ | |

4 **RETURN TO**

Check Box if the Return address is the same as 2a

Shipper _____
 Address1 _____
 Address2 _____
 City _____ State _____ ZipCode _____
 Contact _____ Phone # _____
 PU Date _____ Arrive by _____

5 **PACKAGE INFO**

| | PCS | DIMENSIONS (L x H x W) | WGT |
|--|---------------------|------------------------|-----|
| Carton(s)/Box | | | |
| Vinyl Case(s)/Color | | | |
| Wooden Crate(s) | | | |
| Trunk(s) / On Wheels | | | |
| Skid(s) - to contain # _____ of pieces | | | |
| | TOTAL PIECES | TOTAL WEIGHT | |




6 **VALUE** **Declared Value for Carriage:** The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 4% per \$1000, Min \$40.

Exclusion: Does not include TV(s)/Monitor(s)

DECLARED VALUE

7 **PAYMENT**

Credit Card Information / Billing Address

Credit Card Number _____ Security Code _____ Exp. Date MM / YYYY _____

I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.

Address _____ Signature _____
 City _____ State _____ ZipCode _____
 Phone _____ Email _____

Comments: Include any additional comments that will be helpful for the movement of freight and contents



| | | | |
|--|--|-------------|--|
| SHOW: | | BOOTH # | |
| COMPANY: | | BOOTH SIZE: | |
| Order Online at www.accenter.com Deadline for advance rate is 15 days prior to show opening | | | |

| ELECTRICAL SERVICE ORDER FORM | | | | |
|--|--------------------|--------------|---------------------|-------|
| QTY NON-24 HR | DESCRIPTION | ADVANCE RATE | REGULAR RATE | TOTAL |
| 120V LIGHTING & UTILITY OUTLETS | | | | |
| | Up to 1000 watts | \$140.00 | \$200.00 | |
| | Up to 2000 watts | \$160.00 | \$240.00 | |
| 208V 1ϕ MOTOR AND EQUIPMENT OUTLETS | | | | |
| | 20 Amp | \$320.00 | \$480.00 | |
| | 30 Amp | \$390.00 | \$585.00 | |
| | 60 Amp | \$680.00 | \$1020.00 | |
| | 100 Amp | \$845.00 | \$1270.00 | |
| | 200 Amp | \$1320.00 | \$1990.00 | |
| 208V 3ϕ MOTOR AND EQUIPMENT OUTLETS | | | | |
| | 20 Amp | \$395.00 | \$590.00 | |
| | 30 Amp | \$465.00 | \$690.00 | |
| | 60 Amp | \$745.00 | \$1100.00 | |
| | 100 Amp | \$895.00 | \$1300.00 | |
| | 200 Amp | \$1550.00 | \$1950.00 | |
| LIGHTS | | | | |
| | Stem Lights | \$100.00 | \$130.00 | |
| | Single 120 W Flood | \$105.00 | \$150.00 | |
| | Double 120 W Flood | \$135.00 | \$205.00 | |
| | Overhead Quartz | \$355.00 | \$540.00 | |
| Specialty Lighting Available. Call for details. | | | 1. SUB TOTAL | \$ |
| | | | 2. SALES TAX 6.625% | \$ |
| | | | 3. TOTAL | \$ |

Atlantic City Convention Center
 1 Convention Boulevard
 Atlantic City, NJ 08401
 Phone: 609-449-2291
 Fax: 609-449-2464

120 V CONNECTIONS

- Two outlets per connection.
- If you require 24 hour power please note with an (*). Please add 50% to the total.

208 V CONNECTIONS

- Requires labor. Please submit a floor plan indicating location in booth.
- Maximum of one connection per outlet.
- Please call for 480 V connections.

LIGHTS

- Price includes outlet and labor.
- Placement of floodlights is at the front corner(s) of your in-line booth.
- Any other location(s) or installation time may require an additional labor charge.

**BY RETURNING THIS FORM
 CUSTOMER AGREES TO ALL
 TERMS AND CONDITIONS.
 (See terms and conditions.)**

| VACUUMING SERVICE ORDER FORM | | All Rates are based on the total square footage of your exhibit space (100 sq. ft. minimum) | |
|---|--|---|---------------------------------|
| ONE TIME _____ | Vacuum carpet before initial opening of event | Advance Rate 30¢/sq. ft. | Regular Rate 42¢/sq. ft. |
| DAILY _____ | Vacuum carpet before initial opening of event and daily thereafter | Advance Rate 25¢/sq. ft. | Regular Rate 37¢/sq. ft. |
| Exhibit Space _____ ft. (x) _____ ft. = _____ sq. ft. (x) days _____ (x) \$ _____ + Tax (6.625%) _____ = TOTAL \$ _____ | | | |

| PORTER SERVICE ORDER FORM | | Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours. | |
|---|--|---|------------------------------|
| | | Advance Rate \$99.00 | Regular Rate \$140.00 |
| Please check preference: ONE TIME _____ DAILY _____ | | | |
| Specify Day: _____ Date: _____ | Porter Service: _____ days (x) amt. per day \$ _____ + Tax(6.625%)= TOTAL \$ _____ | | |

| | |
|-------------------------|----------------------------------|
| Company Name _____ | Phone Number _____ |
| Credit Card # _____ | Exp. Date _____ Sec. Code _____ |
| Billing Address _____ | City _____ State _____ Zip _____ |
| Card Holders Name _____ | Card Holders Signature _____ |
| Contact Name _____ | Email _____ |

ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with National Electrical Code, all Federal, State and local safety codes.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center Electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
- No credits will be issued on unused services installed as ordered.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.

ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: \$110.00 per hour - Regular Time / \$220.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of total installation time. This service will be billed at the tear out rate of \$163.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus \$275.00 lift rental.
- Boom Lift Rental: Prevailing Labor Rates (one hour minimum) plus \$500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of In-Line and Peninsula Booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTION

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc. The distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wired connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect pre-wired equipment plugged into our system.

