

**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 6-7, 2016**

**WAREHOUSE  
DEADLINE DATE:  
NOVEMBER 28, 2016**

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

## MATERIAL HANDLING ORDER FORM

### RATES AND SHIPPING INSTRUCTIONS

- Vista Convention Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.
- ALL SHIPMENTS MUST BE SENT PREPAID** and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding by both parties.
- WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE NOT LATER THAN MONDAY, NOVEMBER 28, 2016. SHIPMENTS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO 35% SURCHARGE. SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE NOT EARLIER THAN MONDAY, DECEMBER 5, 2016.**
- WHERE TO SHIP:**

Address all shipments consigned to **WAREHOUSE** to:

Address all shipments consigned to **SHOWSITE** to:

Exhibitor's Name \_\_\_\_\_  
Booth No. \_\_\_\_\_

**TRIPLE PLAY 2016  
c/o Vista Convention Services  
300 Commerce Drive  
Egg Harbor Township, NJ 08234**

Exhibitor's Name \_\_\_\_\_  
Booth No. \_\_\_\_\_

**TRIPLE PLAY 2016  
c/o Vista Convention Services  
Atlantic City Convention Center  
Bacharach Blvd.  
Atlantic City, NJ 08401**

#### 5. RATE SCHEDULE: Warehouse Inquiries: (609) 485-2421

##### A. **WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS**

**ST Rate: \$78.00 per cwt. (100lbs.) - 200 lb. Minimum**

**The above rate includes the following:**

- \*Receive crated shipments only at our warehouse 30 days prior to Show.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.
- \*Shipments of loose or uncrated materials will not be received at warehouse.

##### B. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - CRATED MATERIALS**

**ST Rate: \$71.50 per cwt. (100lbs.) - 200 lb. Minimum**

**The above rate includes the following:**

- \*Receive shipments at showsite on move-in dates.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.

##### C. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - UNCRATED AND LOOSE MATERIALS**

**ST Rate: \$102.00 per cwt. (100lbs.) - 200 lb. Minimum**

**The above rate includes the following:**

- \*Receive shipments at showsite on move-in dates.
- \*Deliver to booth space.
- \*Removal, storage, return of empty containers.
- \*Pick-up at the booth and load onto outbound carrier.

##### D. **OVERTIME RATE: Add 25% if handled IN or OUT on overtime Add 50% if handled both IN & OUT on overtime**

All shipments handled on Saturday, Sunday and holidays and before 8:00 AM or checked in after 3:00 PM on weekdays will be charged at the overtime rate.

**ALL CHARGES SUBJECT TO NJ SALES TAX (7%)**

6. Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
7. 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.
8. 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.
9. Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material, 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.

#### **LIMITS OF LIABILITY AND RESPONSIBILITY**

10.
  - A. Vista Convention Services, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
  - B. Vista Convention Services, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
  - C. Vista Convention Services, Inc. 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, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
  - D. Vista Convention Services, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
  - E. Vista Convention Services, Inc. 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, Inc. 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.
  - F. Vista Convention Services, Inc. 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.
  - G. The consignment or delivery of a shipment to Vista Convention Services, Inc. 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.

#### **AUTHORIZATION TO PROVIDE MATERIAL HANDLING**

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. Instead, we agree to pay Vista for the full amount of the invoice for all such charges, and 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**

Company Name \_\_\_\_\_ Booth \_\_\_\_\_  
 Street Address \_\_\_\_\_ Phone # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_  
 Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Title \_\_\_\_\_

#### **PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE BEFORE FREIGHT CAN BE HANDLED.**

##### **Credit Card Information**

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

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**EXPIRATION DATE:** \_\_\_\_\_

**CUSTOMER CODE #:** \_\_\_\_\_

CARDHOLDERS SIGNATURE: \_\_\_\_\_ CARDHOLDERS NAME: \_\_\_\_\_

**MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (7%)**



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ATLANTIC CITY, NJ  
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**WAREHOUSE  
DEADLINE DATE:  
NOVEMBER 28, 2016**

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PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232 E: info@vistacs.com  
WWW.VISTACS.COM

## MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the MATERIAL HANDLING order form in this Exhibitor Service Manual.

<b>COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.</b>	
<b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b> <b>Warehouse</b> We will ship _____ lbs. @ <b>\$78.00</b> per 100 lbs. ( <i>200 lb. minimum/\$156.00</i> )	\$ _____
<b>B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b> <b>Showsite</b> We will ship _____ lbs. @ <b>\$71.50</b> per 100 lbs. ( <i>200 lb. minimum/\$143.00</i> )	\$ _____
<b>C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY)</b> <b>Showsite</b> We will ship _____ lbs. @ <b>\$102.00</b> per 100 lbs. ( <i>200 lb. minimum/\$204.00</i> )	\$ _____
<b>D. OVERTIME FEES</b> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>into or out of</b> your booth before 8:00 am or after 4:30 pm on weekdays, or anytime on Saturday, Sunday or holidays, will be a <b>35% surcharge</b> for each occurrence will apply in addition to the above rates.  <b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>Monday, November 28, 2016</b> and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.	
<b>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</b>	
<div style="text-align: right;"> <b>7% Sales Tax</b> \$ _____  <b>Payment Enclosed</b> \$ _____         </div>	

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.** If you have any questions about material handling, please contact Vista Convention Services.

Company Name:

Booth #:

MAIL OR FAX TO VISTA CONVENTION SERVICES



**ATLANTIC CITY CONVENTION CENTER'**  
**ATLANTIC CITY, NJ**  
**DECEMBER 6-7, 2016**

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PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232 E: [info@vistacs.com](mailto:info@vistacs.com)  
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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.

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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.

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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 \$275.00 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 \$16.00 per cwt. on straight time; \$20.00 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: **\$1.05** per linear foot, plus one-half hour minimum labor  
Shrink Wrap Skid: **\$60.00** per skid, labor included  
Clear Tape: **\$10.00** roll  
Double Face Tape: **\$30.00** roll

### UPS & FEDEX SHIPMENTS

A fee of \$75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TRIPLE PLAY 2016  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TRIPLE PLAY 2016  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**FOR ADVANCE SHIPMENTS ONLY**

**DELIVER NO LATER THAN **MONDAY, NOVEMBER 28, 2016**  
RECEIVING 8AM - 3:30PM, MONDAY-FRIDAY, CHECK-IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TRIPLE PLAY 2016  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TRIPLE PLAY 2016  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

TRIPLE PLAY 2016  
c/o VISTA CONVENTION SERVICES  
ATLANTIC CITY CONVENTION CENTER  
BACHARACH BLVD.  
ATLANTIC CITY, NJ 08401

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

TRIPLE PLAY 2016  
c/o VISTA CONVENTION SERVICES  
ATLANTIC CITY CONVENTION CENTER  
BACHARACH BLVD.  
ATLANTIC CITY, NJ 08401

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

TRIPLE PLAY 2016  
c/o VISTA CONVENTION SERVICES  
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BACHARACH BLVD.  
ATLANTIC CITY, NJ 08401

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

TRIPLE PLAY 2016  
c/o VISTA CONVENTION SERVICES  
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