



ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 5-6, 2017

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

LIMITS OF LIABILITY FOR MATERIAL HANDLING

Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by *Vista Convention Services* to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lock-outs or work stoppages of any kind or to any causes beyond its control.

Vista Convention Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, *Vista Convention Services'* maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment; whichever is less.

Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment to *Vista Convention Services* by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. *Vista* assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. *Vista* will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, *Vista* reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by *Vista*.



**ATLANTIC CITY CONVENTION CENTER
ATLANTIC CITY, NJ
DECEMBER 5-6, 2017**

**WAREHOUSE
DEADLINE DATE:
NOVEMBER 24, 2017**

6575 Delilah Road P: 609-485-2421
PO Box 3000 F: 609-485-2392
Pleasantville, NJ 08232 E: info@vistacs.com
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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 FRIDAY, NOVEMBER 24, 2017. 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 4, 2017.**
- WHERE TO SHIP:**

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

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

Exhibitor's Name _____
Booth No. _____
TRIPLE PLAY 2017
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234

Exhibitor's Name _____
Booth No. _____
TRIPLE PLAY 2017
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: \$80.00 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: \$73.50 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: \$105.00 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.



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 DECEMBER 5-6, 2017**

**WAREHOUSE
 DEADLINE DATE:
 NOVEMBER 24, 2017**

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.

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS Warehouse We will ship _____ lbs. @ \$80.00 per 100 lbs. (<i>200 lb. minimum/\$160.00</i>)	\$ _____
B. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS Showsite We will ship _____ lbs. @ \$73.50 per 100 lbs. (<i>200 lb. minimum/\$147.00</i>)	\$ _____
C. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS (SHOWSITE SHIPMENTS ONLY) Showsite We will ship _____ lbs. @ \$105.00 per 100 lbs. (<i>200 lb. minimum/\$210.00</i>)	\$ _____
D. 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 am or after 4:30 pm on weekdays, or anytime on Saturday, Sunday or holidays, will be a 25% surcharge for each occurrence will apply in addition to the above rates. Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after Friday, November 24, 2017 and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.	
Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied	
	6.875% Sales Tax \$ _____
	Payment Enclosed \$ _____

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 #:
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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 2017
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**TRIPLE PLAY 2017
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

FOR ADVANCE SHIPMENTS ONLY
DELIVER NO LATER THAN **FRIDAY, NOVEMBER 24, 2017**
RECEIVING 8AM - 3:30PM, MONDAY-FRIDAY, CHECK-IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**TRIPLE PLAY 2017
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**TRIPLE PLAY 2017
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 2017
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 2017
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 2017
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 2017
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