



ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 4-5, 2018

**DISCOUNT  
DEADLINE DATE:  
NOVEMBER 16, 2018**

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

**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.**

Exhibiting Firm: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Name & Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Full Name of Non-Official Contractor: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Non-Official Contractor "Show Site" Representative: \_\_\_\_\_

Type of Service to Be Performed: \_\_\_\_\_

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

*Retain one copy for your files.*

## 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, 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.

### ***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.

### ***Full-time Exhibitor personnel have the right to perform the following work:***

#### ***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 dollies or 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