



## ***Complete Exhibitor Kit***



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NEW JERSEY  
DECEMBER 10-11, 2024**



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 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:

*TRIPLE PLAY 2024  
c/o NJ Realtors  
10 Hamilton Ave.  
Trenton, NJ 08611  
Tel: (888) 818-4922  
Email: [info@realtorstripleplay.com](mailto:info@realtorstripleplay.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](mailto:orders@vistacs.com)  
Order online: [Vista online ordering](#)*

All questions regarding electrical, cleaning, compressed air and water should be directed to:

*Atlantic City Convention Center  
(609) 449-2291  
Order online: [ACCC online ordering](#)*

All questions regarding wifi, internet and telephone should be directed to:

*Smart City Networks  
(888)446-6911  
Order online: [Smart City online ordering](#)*

All questions regarding audio visual should be directed to:

*Encore Global  
(609) 402-1530  
Order online: [Encore online ordering](#)*

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 / BLUE / GRAY / BLACK  
3' High Siderail - BLACK  
7" x 44" Booth ID Sign  
1 - 6' Draped Table - BLACK  
2 - Side Chairs  
1 - Wastebasket  
Aisle Carpet - GRAY

**NOTE: EXHIBIT FLOOR IS CONCRETE**

### INSTALLATION

Monday	December 9, 2024	8:00 am - 5:00 pm
Tuesday	December 10, 2024	8:00 am - 10:00 am

### EXHIBIT HOURS

Tuesday	December 10, 2024	10:00 am - 6:00 pm
Wednesday	December 11, 2024	9:00 am - 5:00 pm

### DISMANTLE

Wednesday	December 11, 2024	5:00 pm - 9:00 pm
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### IMPORTANT DATES

Vista Advance Order Discount Deadline: **November 25, 2024**  
Rental Exhibits, Fabric Backwall & Graphics Deadline: **November 18, 2024**  
Advance Freight Receiving Begins: **November 4, 2024**  
Advance Freight Deadline (without surcharge): **December 2, 2024**  
Direct to Show Site 1st day For Delivery: **December 9, 2024 at 8:00am**  
Outbound Driver Check In No Later Than: **December 11, 2024 by 7:00pm**

\*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 #  
**TRIPLE PLAY 2024**  
c/o Vista Convention Services  
300 Commerce Drive  
Egg Harbor Township, NJ 08234

#### DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #  
**TRIPLE PLAY 2024**  
c/o Vista Convention Services  
Atlantic City Convention Center  
Bacharach Blvd.  
Atlantic City, NJ 08401

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



Exhibitors are encouraged to use our, safe and secure, online ordering website to place orders and provide credit card information.

To log in, click the link below.

## [Online Ordering](#)

### **Existing Users**

If you have previously placed orders with us, enter your login name (your email address previously provided) and your password. If you have forgotten your password, press "Forgot Password" in the box to receive a new temporary password.

### **New Users**

Contact us for a username and password so you can begin ordering your exhibit booth needs.

If you have any questions, please contact (609) 485-2421 or [orders@vistacs.com](mailto:orders@vistacs.com)





promoting  
REALTOR®  
success



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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 .....	\$	_____
Estimated 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 # 

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Expiration Date 

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CVV 

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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](mailto: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](mailto: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.





**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

**DEADLINE DATE:  
NOVEMBER 25, 2024**

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

## 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 Other (Please specify) \_\_\_\_\_

**third party's credit card charge authorization \*\*Information must be provided\*\***

☐ MasterCard ☐ Visa ☐ American Express Expiration Date 

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Account Number 

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 CVV 

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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](mailto:orders@vistacs.com) before deadline date!**

**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
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**DISCOUNT  
DEADLINE DATE:  
NOVEMBER 25, 2024**

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www.vistacs.com

## STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT RATES STANDARD RATES AMT.

### SEATING

Side Chair (black only).....80.00 103.00  
Padded Stool (black only).....104.00 135.00

### ACCESSORIES

Round Pedestal Table (30"h x 30"rd)..... 144.00 187.00  
Round Pedestal Table (42"h x 30"rd).....173.00 225.00  
Wastebasket.....31.00 40.00  
Easel.....61.00 79.00  
Chrome Sign Frame (22" x 28").....115.00 150.00  
Bag Holder.....144.00 187.00  
8' Stanchion.....45.00 58.00  
Crossbar.....45.00 58.00  
Garment Rack.....125.00 162.00  
Literature Rack.....231.00 300.00  
3' Black Stanchion/Pull out Tape.....86.00 112.00  
(7 1/2 ft. lengths)  
8' Special Background.....19.00ft. 25.00ft.  
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green  
3' Special Siderails.....14.00ft. 17.00ft.  
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

### DRAPED RISERS

White Vinyl  
4' One Step.....70.00 91.00  
6' One Step.....82.00 107.00

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".....\$153.00 \$199.00  
2' x 6' x 30".....181.00 235.00  
2' x 8' x 30".....211.00 274.00  
4th Side Drape.....38.00 49.00

### 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".....202.00 263.00  
2' x 6' x 42".....232.00 302.00  
2' x 8' x 42".....275.00 357.00  
4th Side Drape.....38.00 49.00

### UNDRAPE DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....71.00 92.00  
2' x 6' x 30".....83.00 108.00  
2' x 8' x 30".....99.00 128.00

### UNDRAPE DISPLAY TABLES - 42" COUNTER HIGH

2' x 4' x 42".....92.00 118.00  
2' x 6' x 42".....103.00 133.00  
2' x 8' x 42".....118.00 154.00

**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!**





**ATLANTIC CITY CONVENTION CENTER  
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DECEMBER 10-11, 2024**

**DISCOUNT  
DEADLINE DATE:  
NOVEMBER 25, 2024**

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## 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' .....	221.00	288.00	_____
_____ 9'x 20' .....	442.00	576.00	_____
_____ 9'x 30' .....	663.00	864.00	_____
_____ 9'x 40' .....	884.00	1152.00	_____
_____ 9'x 50' .....	1105.00	1440.00	_____

**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).....\$5.00 sq. ft. \$6.50 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).....\$2.55 sq. ft. \$3.25 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).....\$7.00 sq. ft. \$9.00 sq. ft. \_\_\_\_\_

**Circle Color:** Charcoal Gray \* Beige \* White \* Red \* Navy \* Ivory \* Midway Blue \* 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





**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

**DISCOUNT DEADLINE  
DATE:  
NOVEMBER 18, 2024**

6575 Delilah Road; PO Box 3000  
Pleasantville, NJ 08232  
P: 609-485-2421; F: 609-485-2392  
E: orders@vistacs.com  
www.vistacs.com

## 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\*\***

### CUSTOM FURNISHINGS CATALOG

Item Number	Qty.		Dimensions	Standard	Discount	Total
<b>Blanc (Pg. 2)</b>						
18228-0847		Blanc Bright White Leather Sofa	75"W x 35"D x 35"H	1086.00	1412.00	
18167-0614		Blanc Bright White Leather Loveseat	54"W x 35"D x 35"H	1037.00	1347.00	
18284-0834		Blanc Bright White Leather Chair	33"W x 35"D x 35"H	866.00	1126.00	
18024-0072		Blanc Bright White Leather Bench Ottoman	48"W x 24"D x 18"H	520.00	676.00	
18184-0274		Blanc Bright White Leather Cube Ottoman	17"Square	182.00	237.00	
<b>Function (Pg. 2)</b>						
18284-0554		Function Bright White Leather Armless Chair	28"Square x 29"H	554.00	720.00	
18066-0016		Function Bright White Leather Corner	28"Square x 29"H	596.00	775.00	
<b>Continental (Pg. 3)</b>						
18303-0006		Continental Bright White Leather Curved Loveseat	82"W x 34"D x 31"H	1070.00	1391.00	
18304-0002		Continental Bright White Leather Reverse Curved Loveseat	72"W x 34"D x 31"H	1037.00	1347.00	
18296-0006		Continental Bright White Leather Wedge Ottoman	30"W x 34"D x 19"H	461.00	599.00	
18184-0283		Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	544.00	707.00	
18184-0284		Continental Bright White Leather Half Moon Ottoman	33"W x 19"D x 19"H	461.00	599.00	
<b>Sophistication (Pg. 3 &amp; 4)</b>						
18228-0674		Sophistication White Leather Sofa	72"W x 31"D x 48"H	1070.00	1391.00	
18167-0466		Sophistication White Leather Loveseat	48"W x 31"D x 48"H	723.00	940.00	
18284-0563		Sophistication White Leather Chair	27"W x 31"D x 48"H	544.00	707.00	
18066-0017		Sophistication White Leather Corner	31"Square x 48"H	544.00	707.00	
18184-0130		Sophistication White Leather Ottoman	31"Square x 19"H	409.00	531.00	
<b>Boca (Pg. 4)</b>						
18066-0026		Boca Black Leather Corner	27"W x 27"D x 30"H	596.00	775.00	
18284-0786		Boca Black Leather Armless	22"W x 27"D x 30"H	554.00	720.00	
<b>Metro (Pg. 4 &amp; 5)</b>						
18228-0602		Metro Black Leather Sofa	85"W x 35"D x 35"H	892.00	1160.00	
18167-0467		Metro Black Leather Loveseat	60"W x 35"D x 35"H	860.00	1118.00	
18284-0482		Metro Black Leather Chair	35"Square x 35"H	671.00	873.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	461.00	599.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	461.00	599.00	
<b>Suave Midnight (Pg. 5)</b>						
18228-0085		Suave Midnight Sofa	77"W x 36"D x 33"H	782.00	1016.00	
18167-0069		Suave Midnight Loveseat	54"W x 36"D x 33"H	679.00	883.00	
18284-0151		Suave Midnight Chair	32"W x 36"D x 33"H	510.00	663.00	
<b>Grammercy (Pg. 5 &amp; 6)</b>						
18228-0605		Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	994.00	1292.00	
18167-0469		Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	866.00	1126.00	
18284-0485		Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	554.00	720.00	
18066-0015		Grammercy Charcoal Leather Corner	36"Square x 36"H	637.00	829.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	461.00	599.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	461.00	599.00	
<b>Montana Mocha (Pg. 6)</b>						
18228-0784		Montana Mocha Sofa	79"W x 35"D x 34"H	840.00	1092.00	
18167-0573		Montana Mocha Loveseat	57"W x 35"D x 34"H	739.00	960.00	
18284-0704		Montana Mocha Chair	35"Square x 34"H	570.00	741.00	

**COMPANY NAME** \_\_\_\_\_

**BOOTH** \_\_\_\_\_

# CUSTOM FURNISHINGS ORDER FORM

Item Number	Qty.		Dimensions	Standard	Discount	Total
<b>Chandler (Pg. 6 &amp; 7)</b>						
18228-0795		Chandler Red Leather Sofa	76"W x 37"D x 35"H	892.00	1160.00	
18167-0581		Chandler Red Leather Loveseat	53"W x 37"D x 35"H	860.00	1118.00	
18284-0717		Chandler Red Leather Chair	31"W x 37"D x 35"H	671.00	873.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	461.00	599.00	
<b>Evoke (Pg. 7)</b>						
13229-0007		Evoke Sofa	81"W x 35"D x 27"H	1349.00	1753.00	
13041-0015		Evoke Chair	33"W x 35"D x 27"H	723.00	940.00	
13054-0011		Evoke Cocktail Table	48"W x 24"D x 18"H	461.00	599.00	
13110-0009		Evoke End Table	24"W x 28"D x 25"H	409.00	531.00	
13110-0008		Evoke Cube Table	18"Square	290.00	377.00	
<b>Jasper (Pg. 8)</b>						
18228-0892		Jasper Sofa	64"W x 24"D x 33"H	1000.00	1300.00	
18284-0902		Jasper Chair	30"W x 24"D x 33"H	649.00	844.00	
<b>Niko (Pg. 8)</b>						
18228-0858		Niko Sofa	81"W x 30"D x 38"H	1104.00	1435.00	
18167-0622		Niko Loveseat	58"W x 30"D x 38"H	1009.00	1312.00	
18284-0856		Niko Chair	31"W x 30"D x 38"H	840.00	1092.00	
<b>Cromwell (Pg. 8)</b>						
18228-0869		Cromwell Sofa	78"W x 32"D x 29"H	1255.00	1631.00	
18284-0873		Cromwell Chair	32"W x 32"D x 29"H	747.00	971.00	
<b>Stage Chairs (Pg. 9)</b>						
18284-0478		Midnight Stage Chair	25"W x 26"D x 37"H	333.00	433.00	
18284-0477		Chamois Stage Chair	25"W x 26"D x 37"H	333.00	433.00	
18284-0476		Buckskin Stage Chair	25"W x 26"D x 37"H	333.00	433.00	
18284-0876		Bianca Stage Chair - Frost	26"Square x 37"H	397.00	516.00	
18284-0621		Empire Chair - Black Leather	28"W x 32"D x 32"H	596.00	775.00	
18284-0564		Empire Chair - White Leather	28"W x 32"D x 32"H	596.00	775.00	
18284-0785		Monarch Chair	28"Square x 30"H	381.00	496.00	
<b>Ottomans &amp; Benches (Pg. 10)</b>						
18184-0283		Continental Bright White Leather Curved Bench	70"W x 26"D x 19"H	544.00	707.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	461.00	599.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	461.00	599.00	
18024-0008		Metro Black Leather Bench	60"W x 24"D x 17"H	461.00	599.00	
18024-0002		Grammercy Charcoal Leather Bench	60"W x 24"D x 17"H	461.00	599.00	
18024-0062		Chandler Red Leather Bench	60"W x 24"D x 17"H	461.00	599.00	
18184-0192		Essentials Storage Ottoman	48"W x 24"D x 20"H	637.00	829.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	461.00	599.00	
<b>Banquettes &amp; Turning Beds (Pg. 10)</b>						
18011-0011		Essentials White Leather Banquette (2 pcs)	60"Round x 48"H	1349.00	1753.00	
18011-0002		Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	1349.00	1753.00	
02082-0033		Essentials White Leather Turning Bed	96"W x 48"D x 34"H	1620.00	2106.00	
<b>Cube Ottomans (Pg. 11)</b>						
18184-0294		Rubix Cube - Cherry	17"Square x 18"H	186.00	242.00	
18184-0295		Rubix Cube - Cromwell	17"Square x 18"H	186.00	242.00	
18184-0296		Rubix Cube - Grape	17"Square x 18"H	186.00	242.00	
18184-0293		Rubix Cube - Lemon	17"Square x 18"H	186.00	242.00	
18184-0297		Rubix Cube - Lime	17"Square x 18"H	186.00	242.00	
18184-0298		Rubix Cube - Mango	17"Square x 18"H	186.00	242.00	
18184-0274		Blanc Bright White Leather Cube	17"Square x 17"H	182.00	237.00	
18184-0128		Metro Black Leather Cube Ottoman	18"Square x 18"H	182.00	237.00	
<b>Charged (Pg. 12)</b>						
22100-0001		Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	1797.00	2336.00	
22051-0001		Boca Bright White Corner - Charged	27"W x 27"D x 30"H	679.00	883.00	
22050-0001		Boca Bright White Armless - Charged	22"W x 27"D x 30"H	628.00	817.00	
22001-0001		Aspen Bar Table - Charged	72"W x 26"D x 42"H	1052.00	1368.00	
22002-0002		Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	596.00	775.00	
22200-0001		White Conference Table - Charged	96"W x 43"D x 30"H	1416.00	1841.00	
18284-0861		Patrice Tablet Chair	28"W x 30.5"D x 31"H	656.00	852.00	
22052-0001		Lincoln Bench - Charged	59"W x 39"D x 17"H	994.00	1292.00	

COMPANY NAME \_\_\_\_\_

BOOTH \_\_\_\_\_

# CUSTOM FURNISHINGS ORDER FORM

Item Number	Qty.		Dimensions	Standard	Discount	Total
Occasional Tables (Pg. 13-14)						
12108-0001-12304-0006		Aria Red End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0004		Aria Red Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0005		Aria Green End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0007		Aria Green Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0004		Aria Blue End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0005		Aria Blue Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0007		Aria Purple End Table	24"W x 20"D x 22"H	324.00	421.00	
12049-0001-12050-0006		Aria Purple Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0002		Aria White End Table	24"W x 20"D x 22"H	324.00	421.00	
12231-0001-12305-0002		Aria White Console Table	44"W x 20"D x 30"H	359.00	467.00	
12049-0001-12050-0003		Aria White Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12108-0001-12304-0001		Aria Charcoal End Table	24"W x 20"D x 22"H	324.00	421.00	
12231-0001-12305-0001		Aria Charcoal Console Table	44"W x 20"D x 30"H	359.00	467.00	
12049-0001-12050-0002		Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	341.00	443.00	
12107-0008		Tribeca End Table	24"W x 28"D x 22"H	324.00	421.00	
12230-0005		Tribeca Console Table	48"W x 18"D x 30"H	359.00	467.00	
12055-0008		Tribeca Cocktail Table	48"W x 28"D x 19"H	341.00	443.00	
18024-0010		Novel End Table	15"Square x 16"H	409.00	531.00	
18024-0011		Novel Cocktail Table	46"W x 15"D x 16"H	461.00	599.00	
12107-0467		Hylton Tablet Table	18"W x 12"D x 28"H	290.00	377.00	
12107-0512		Fuze End Table	24"Square x 23"H	350.00	455.00	
12230-0116		Fuze Console Table	60"W x 16"D x 34"H	426.00	553.00	
12055-0453		Fuze Cocktail Table	40"Square x 16"H	393.00	511.00	
12107-0493		London End Table	24"Square x 23"H	350.00	455.00	
12230-0110		London Console Table	60"W x 16"D x 34"H	426.00	553.00	
12055-0428		London Cocktail Table	40"Square x 16"H	393.00	511.00	
12107-0494		Brooklyn II Square End Table	22"W X 22"D X 20"H	299.00	389.00	
12107-0495		Brooklyn II Round End Table	20"Round X 20"H	299.00	389.00	
12055-0429		Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	333.00	433.00	
12055-0430		Brooklyn II Round Cocktail Table	30"Round X 16"H	333.00	433.00	
12107-0282		Vivid End Table	26"Square x 21"H	324.00	421.00	
12230-0081		Vivid Console Table	50"W x 24"D x 30"H	359.00	467.00	
12055-0273		Vivid Cocktail Table	50"W x 24"D x 16"H	341.00	443.00	
12107-0296		24" Cube End Table - Black	24"Square x 21"H	333.00	433.00	
12107-0297		24" Cube End Table - White	24"Square x 21"H	333.00	433.00	
12055-0285		24" Cube Cocktail Table - Black	24"Square x 16"H	324.00	421.00	
12055-0286		24" Cube Cocktail Table - White	24"Square x 16"H	324.00	421.00	
Bars & Bar Backs (Pg. 15)						
05012-0076		VIP Glow Bar 6'	72"W x 24"D x 42"H	1180.00	1533.00	
05012-0075		VIP Glow Bar 4'	48"W x 24"D x 42"H	994.00	1292.00	
05012-0053		Black Bar - 2 Shelf	48"W x 16"D x 42"H	544.00	707.00	
05012-0054		White Bar - 2 Shelf	48"W x 16"D x 42"H	544.00	707.00	
12112-0010		Blox Bar Back	30"W x 16"D x 86"H	679.00	883.00	
05001-0017		Piazza Bar Back - Black	44"W x 12"D x 80"H	637.00	829.00	
05001-0018		Piazza Bar Back - White	44"W x 12"D x 80"H	637.00	829.00	
Bar Stools (Pg. 16 & 17)						
05237-0264		Vienna Stool - Gray	17"Square x 39"H	341.00	443.00	
05237-0263		Vienna Stool - Orange	17"Square x 39"H	341.00	443.00	
05237-0262		Vienna Stool - Teal	17"Square x 39"H	341.00	443.00	
05237-0038		Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	306.00	398.00	
05237-0039		Criss Cross Bar Stool - White	15"W x 19"D x 41"H	306.00	398.00	
05237-0305		Colin Stool	20"W x 19"D x 46"H	257.00	333.00	
05237-0306-05033-0001-05034-0009		Milo Bar Stool - Black	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0007-05034-0012		Milo Bar Stool - California Wine	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0005-05034-0011		Milo Bar Stool - Chartreuse	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0013-05034-0015		Milo Bar Stool - Chocolate	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0011-05034-0014		Milo Bar Stool - Jade	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0009-05034-0013		Milo Bar Stool - Victory Blue	20"W x 21"D x 41"H	290.00	377.00	
05237-0306-05033-0002-05034-0010		Milo Bar Stool - White	20"W x 21"D x 41"H	290.00	377.00	
05237-0221		Euro Bar Stool - Black	22"W x 24"D x 42"H	290.00	377.00	
05237-0270		Hourglass Bar Stool - Black	18"W x 20"D x 43"H	316.00	411.00	
05237-0271		Hourglass Bar Stool - White	18"W x 20"D x 43"H	316.00	411.00	

COMPANY NAME \_\_\_\_\_

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# CUSTOM FURNISHINGS ORDER FORM

Item Number	Qty.		Dimensions	Standard	Discount	Total
<b>Bar Stools (Pg. 16 &amp; 17)</b>						
05237-0160		Equino Bar Stool - Black	15"W x 13"D x 35"H	316.00	411.00	
05237-0041		Equino Bar Stool - White	15"W x 13"D x 35"H	316.00	411.00	
05237-0298		Clara Stool	17"W x 21"D x 41"H	306.00	398.00	
05237-0215		Marcus Stool	18"Square x 29"H	232.00	301.00	
05237-0156		Regal Stool	19"W x 24"D x 45"H	316.00	411.00	
05237-0169		Caprice Stool	25"W x 26"D x 44"H	316.00	411.00	
05237-0042		Sonic Stool	22"W x 23"D x 42"H	257.00	333.00	
05237-0300		Nexus Stool	19"W x 20"D x 44"H	264.00	344.00	
<b>Café Chairs (Pg. 17, 18 &amp; 19)</b>						
05035-0032		Vienna Chair - Gray	21"Square x 32"H	216.00	281.00	
05035-0031		Vienna Chair - Orange	21"Square x 32"H	216.00	281.00	
05035-0030		Vienna Chair - Teal	21"Square x 32"H	216.00	281.00	
05035-0053-05033-0003-05034-0009		Milo Chair - Black	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0008-05034-0012		Milo Chair - California Wine	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0006-05034-0011		Milo Chair - Chartreuse	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0014-05034-0015		Milo Chair - Chocolate	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0012-05034-0014		Milo Chair - Jade	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0010-05034-0013		Milo Chair - Victory Blue	20"W x 22"D x 33"H	180.00	234.00	
05035-0053-05033-0004-05034-0010		Milo Chair - White	20"W x 22"D x 33"H	180.00	234.00	
05035-0051		Clara Chair	18"W x 21"D x 35"H	205.00	266.00	
05035-0008		Leslie Chair	17"W x 21"D x 31"H	163.00	212.00	
05035-0010		Criss Cross Chair - Espresso	17"W x 21"D x 35"H	205.00	266.00	
05035-0011		Criss Cross Chair - White	17"W x 21"D x 35"H	205.00	266.00	
05035-0023		Elio Chair	17"Square x 33"H	182.00	237.00	
14233-0025		Caprice Chair - Black	25"W x 24"D x 32"H	182.00	237.00	
14233-0005		Comet Stack Chair - Arms	23"W x 22"D x 32"H	249.00	323.00	
14233-0006		Comet Stack Chair - Armless	19"W x 22"D x 32"H	232.00	301.00	
05221-0039		Regal Dining Chair	19"W x 23"D x 38"H	257.00	333.00	
14233-0016		Sonic Chair	20"W x 21"D x 32"H	182.00	237.00	
05035-0050		Nexus Chair	19"W x 22"D x 32"H	216.00	281.00	
05035-0052		Colin Chair	22"W x 19"D x 33"H	182.00	237.00	
<b>Bar Tables (Pg. 18, 19 &amp; 20)</b>						
05246-0003-05036-0050		24" Square Bar Table - Cosmo/Chrome Base	24"Square x 42"H	341.00	443.00	
05246-0018-05036-0050		24" Square Bar Table - Cosmo/Black Base	24"Square x 42"H	341.00	443.00	
05246-0003-05036-0051		24" Square Bar Table - Emerald Tide/Chrome Base	24"Square x 42"H	341.00	443.00	
05246-0018-05036-0051		24" Square Bar Table - Emerald Tide/Black Base	24"Square x 42"H	341.00	443.00	
05246-0003-05036-0049		24" Square Bar Table - Icebreaker/Chrome Base	24"Square x 42"H	341.00	443.00	
05246-0018-05036-0049		24" Square Bar Table - Icebreaker/Black Base	24"Square x 42"H	341.00	443.00	
05246-0003-05036-0048		24" Square Bar Table - Sirona/Chrome Base	24"Square x 42"H	341.00	443.00	
05246-0018-05036-0048		24" Square Bar Table - Sirona/Black Base	24"Square x 42"H	341.00	443.00	
05246-0003-05036-0046		32" Round Bar Table - Cement/Chrome Base	32"Round x 42"H	449.00	584.00	
05246-0018-05036-0046		32" Round Bar Table - Cement/Black Base	32"Round x 42"H	449.00	584.00	
05246-0003-05036-0047		32" Round Bar Table - Yukon Gold/Chrome Base	32"Round x 42"H	449.00	584.00	
05246-0018-05036-0047		32" Round Bar Table - Yukon Gold/Black Base	32"Round x 42"H	449.00	584.00	
05246-0018-05036-0001		Euro Bar Table Black/Black 30" Round	30"Round x 42"H	324.00	421.00	
05246-0018-05036-0004		Euro Bar Table Black/Black 36" Round	36"Round x 42"H	333.00	433.00	
05246-0003-05036-0001		Silk Bar Table Black/Chrome 30" Round	30"Round x 42"H	324.00	421.00	
05246-0003-05036-0004		Silk Bar Table Black/Chrome 36" Round	36"Round x 42"H	333.00	433.00	
05246-0018-05036-0037		City Bar Table Maple/Black 30" Round	30"Round x 42"H	324.00	421.00	
05246-0018-05036-0038		City Bar Table Maple/Black 36" Round	36"Round x 42"H	333.00	433.00	
05246-0003-05036-0037		Park Ave Bar Table Maple/Chrome 30" Round	30"Round x 42"H	324.00	421.00	
05246-0003-05036-0038		Park Ave Bar Table Maple/Chrome 36" Round	36"Round x 42"H	333.00	433.00	
05246-0018-05036-0003		Summit Bar Table White/Black 30" Round	30"Round x 42"H	324.00	421.00	
05246-0018-05036-0006		Summit Bar Table White/Black 36" Round	36"Round x 42"H	333.00	433.00	
05246-0003-05036-0003		Blanco Bar Table White/Chrome 30" Round	30"Round x 42"H	324.00	421.00	
05246-0003-05036-0006		Blanco Bar Table White/Chrome 36" Round	36"Round x 42"H	333.00	433.00	
05036-0039-05246-0003		Fuze Bar Table	36"Square x 42"H	366.00	475.00	
05246-0003-05036-0008		Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	324.00	421.00	
05246-0003-05036-0009		Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	502.00	653.00	

COMPANY NAME \_\_\_\_\_

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# CUSTOM FURNISHINGS ORDER FORM

Item Number	Qty.		Dimensions	Standard	Discount	Total
Bar Tables (Pg. 18, 19 & 20)						
05246-0003-05036-0033		Spectrum Bar Table - Red	24"Square x 42"H	350.00	455.00	
05246-0003-05036-0034		Spectrum Bar Table - Blue	24"Square x 42"H	350.00	455.00	
05246-0003-05036-0035		Spectrum Bar Table - Purple	24"Square x 42"H	350.00	455.00	
05246-0003-05036-0036		Spectrum Bar Table - Green	24"Square x 42"H	350.00	455.00	
05202-0049		Zinc Bar Table	24"Round x 42"H	485.00	631.00	
05204-0001		Aspen Bar Table	72"W x 26"D x 42"H	900.00	1170.00	
Café Tables (Pg. 21, 22 & 23)						
05246-0002-05036-0050		24" Square Cafe Table - Cosmo/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0050		24" Square Cafe Table - Cosmo/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0051		24" Square Cafe Table - Emerald Tide/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0051		24" Square Cafe Table - Emerald Tide/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0049		24" Square Cafe Table - Icebreaker/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0049		24" Square Cafe Table - Icebreaker/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0048		24" Square Cafe Table - Sirona/Chrome Base	24"Square x 30"H	341.00	443.00	
05246-0017-05036-0048		24" Square Cafe Table - Sirona/Black Base	24"Square x 30"H	341.00	443.00	
05246-0002-05036-0046		32" Round Café Table - Cement/Chrome Base	32"Round x 30"H	461.00	599.00	
05246-0017-05036-0046		32" Round Café Table - Cement/Black Base	32"Round x 30"H	461.00	599.00	
05246-0002-05036-0047		32" Round Café Table - Yukon Gold/Chrome Base	32"Round x 30"H	461.00	599.00	
05246-0017-05036-0047		32" Round Café Table - Yukon Gold/Black Base	32"Round x 30"H	461.00	599.00	
05246-0018-05036-0001		Euro Café Table Black/Black 30" Round	30"Round x 30"H	324.00	421.00	
05246-0018-05036-0004		Euro Café Table Black/Black 36" Round	36"Round x 30"H	333.00	433.00	
05246-0003-05036-0001		Silk Café Table Black/Chrome 30" Round	30"Round x 30"H	324.00	421.00	
05246-0003-05036-0004		Silk Café Table Black/Chrome 36" Round	36"Round x 30"H	333.00	433.00	
05246-0018-05036-0037		Park Ave Café Table Maple/Chrome 30" Round	30"Round x 30"H	324.00	421.00	
05246-0018-05036-0038		Park Ave Café Table Maple/Chrome 36" Round	36"Round x 30"H	333.00	433.00	
05246-0003-05036-0037		City Café Table Maple/Black 30" Round	30"Round x 30"H	324.00	421.00	
05246-0003-05036-0038		City Café Table Maple/Black 36" Round	36"Round x 30"H	333.00	433.00	
05246-0018-05036-0003		Summit Café Table White/Black 30" Round	30"Round x 30"H	324.00	421.00	
05246-0018-05036-0006		Summit Café Table White/Black 36" Round	36"Round x 30"H	333.00	433.00	
05246-0003-05036-0003		Blanco Café Table White/Chrome 30" Round	30"Round x 30"H	324.00	421.00	
05246-0003-05036-0006		Blanco Café Table White/Chrome 36" Round	36"Round x 30"H	333.00	433.00	
05036-0039-05246-0002		Fuze Café Table	36"Square x 30	366.00	475.00	
05246-0002-05036-0008		Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	324.00	421.00	
05246-0002-05036-0009		Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	502.00	653.00	
05246-0002-05036-0033		Spectrum Café Table - Red	24"Square x 29"H	350.00	455.00	
05246-0002-05036-0034		Spectrum Café Table - Blue	24"Square x 29"H	350.00	455.00	
05246-0002-05036-0035		Spectrum Café Table - Purple	24"Square x 29"H	350.00	455.00	
05246-0002-05036-0036		Spectrum Café Table - Green	24"Square x 29"H	350.00	455.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	773.00	1004.00	
05088-0505		Brio Dining Table	96"W x 48"D x 30"H	1037.00	1347.00	
Office Seating (Pg. 24)						
14136-0002		Tamiri High Back Chair	25"W x 27"D x 45"H	409.00	531.00	
14176-0007		Tamiri Mid Back Chair	27"Square x 39"H	359.00	467.00	
14128-0002		Tamiri Guest Chair	25"W x 26"D x 37"H	333.00	433.00	
14136-0081		Accord High Back Chair - Black	25"Square x 44"H	510.00	663.00	
14136-0010		Accord High Back Chair - White	25"Square x 44"H	510.00	663.00	
14250-0013		Goal Task Chair - Arms	25"Square x 39"H	273.00	355.00	
14250-0014		Goal Task Chair Armless	21"W x 25"D x 39"H	249.00	323.00	
14307-0003		Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	303.00	394.00	
14307-0004		Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	273.00	355.00	
Conference Tables (Pg. 25)						
14062-0105		42" Round Conference Table - Black	42" Round x 29"H	452.00	587.00	
14062-0106		42" Round Conference Table - Mahogany	42" Round x 29"H	452.00	587.00	
14062-0297		Command Conference Table - 6' Black	72"W x 36"D x 31"H	806.00	1048.00	
14062-0303		Command Conference Table - 6' Sirona	72"W x 36"D x 31"H	806.00	1048.00	
14062-0300		Command Conference Table - 6' White	72"W x 36"D x 31"H	806.00	1048.00	
14062-0298		Command Conference Table - 8' Black	96"W x 48"D x 31"H	866.00	1126.00	
14062-0304		Command Conference Table - 8' Sirona	96"W x 48"D x 31"H	866.00	1126.00	
14062-0301		Command Conference Table - 8' White	96"W x 48"D x 31"H	866.00	1126.00	
14062-0299		Command Conference Table - 10' Black	120"W x 48"D x 31"H	994.00	1292.00	
14062-0305		Command Conference Table - 10' Sirona	120"W x 48"D x 31"H	994.00	1292.00	
14062-0302		Command Conference Table - 10' White	120"W x 48"D x 31"H	994.00	1292.00	

COMPANY NAME \_\_\_\_\_

BOOTH \_\_\_\_\_

# CUSTOM FURNISHINGS ORDER FORM

Item Number	Qty.		Dimensions	Standard	Discount	Total
Office Furniture (Pg. 25 & 26)						
14072-0108		Storage Credenza - Black	60"W x 20"D x 29"H	596.00	775.00	
14072-0038		Storage Credenza - Mahogany	60"W x 20"D x 29"H	596.00	775.00	
14083-0105		Jr Executive Desk - Black	60"W x 30"D x 29"H	679.00	883.00	
14083-0106		Jr Executive Desk - Mahogany	60"W x 30"D x 29"H	679.00	883.00	
14083-0324		Executive Desk - Black	72"W x 36"D x 29"H	705.00	916.00	
14083-0117		Executive Desk - Mahogany	72"W x 36"D x 29"H	705.00	916.00	
14029-0098		5 Shelf Bookcase - Black	36"W x 12"D x 72"H	637.00	829.00	
14029-0091		5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	637.00	829.00	
05088-0365		Vivid Café Table - Square	42"Square x 30"H	554.00	720.00	
05088-0364		Vivid Café Table - Rectangle	60"W x 36"D x 30"H	637.00	829.00	
05088-0498		Brooklyn II Rect Dining Table	60"W x 36"D x 30"H	663.00	862.00	
05088-0499		Brooklyn II Round Dining Table	42" Round x 30"H	520.00	676.00	
Metal File & Storage Cabinets (Pg. 27)						
14148-0001		2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	366.00	475.00	
14147-0001		2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	290.00	377.00	
14148-0002		4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	299.00	389.00	
14147-0002		4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	333.00	433.00	
14143-0006		2 Drawer Lateral File - Black	36"W x 18"D x 27"H	299.00	389.00	
14143-0008		4 Drawer Lateral File - Black	36"W x 18"D x 54"H	366.00	475.00	
14034-0015		Storage Cabinet - Black	36"W x 18"D x 72"H	366.00	475.00	
Pedestals (Pg. 28)						
12091-0023		Display Pedestal 14" x 42" Black	14"Square x 42"H	444.00	577.00	
12091-0004		Display Pedestal 24" x 42" Black	24"Square x 42"H	537.00	698.00	
12091-0002		Display Pedestal 18" x 42" Black	18"Square x 42"H	494.00	643.00	
12091-0030		Display Pedestal 14" x 42" White	14"Square x 42"H	444.00	577.00	
12091-0024		Display Pedestal 14" x 36" Black	14"Square x 36"H	376.00	489.00	
12091-0034		Display Pedestal 24" x 36" Black	24"Square x 36"H	537.00	698.00	
12091-0031		Display Pedestal 14" x 36" White	14"Square x 36"H	376.00	489.00	
12091-0033		Display Pedestal 24" x 36" White	24"Square x 36"H	537.00	698.00	
12091-0025		Display Pedestal 14" x 30" Black	14"Square x 30"H	350.00	455.00	
12091-0003		Display Pedestal 24" x 30" Black	24"Square x 30"H	510.00	663.00	
12091-0001		Display Pedestal 18" x 30" Black	18"Square x 30"H	359.00	467.00	
12091-0032		Display Pedestal 14" x 30" White	14"Square x 30"H	350.00	455.00	
14309-0001		Locking Pedestal Black	24"Square x 42"H	663.00	862.00	
14179-0005		Locking Pedestal White	24"Square x 42"H	663.00	862.00	
12091-0055		Fuze Pedestal	16"Square x 44"H	366.00	475.00	
12091-0043		London Pedestal	16"Square x 44"H	366.00	475.00	
Miscellaneous Items (Pg. 29)						
14189-0066		Stanchion Chrome	41"H	103.00	134.00	
11526-0001		Stanchion Rope - Red Velour	6' L	54.00	70.00	
14308-0009		Nero Literature Stand - Black	15"W x 12"D x 53.5"H	249.00	323.00	
14308-0010		Argento Literature Rack	15"W x 12"D x 53.5"H	249.00	323.00	
14308-0005		Alto Literature Rack	10.5"W x 9.5"D x 57"H	257.00	330.00	
01209-0003		Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	461.00	599.00	
Lighting (Pg. 29)						
09392-0019		Silo Grey Floor Lamp	70"H	227.00	295.00	
09417-0037		Silo Grey Table Lamp	25"H	166.00	215.00	
09392-0018		Silo White Floor Lamp	70"H	227.00	295.00	
09417-0036		Silo White Table Lamp	25"H	166.00	215.00	
09392-0001		Neutrino Steel Floor Lamp - Steel	67"H	232.00	301.00	

**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](mailto:Orders@vistacs.com) before deadline date!



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## **GRAPHIC GUIDELINES**

**DEADLINE DATE: NOVEMBER 18, 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.

**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

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## 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](mailto:orders@vistacs.com) before deadline date!**

**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

**DEADLINE DATE:  
NOVEMBER 18, 2024**

## VCS MODULAR RENTAL UNITS

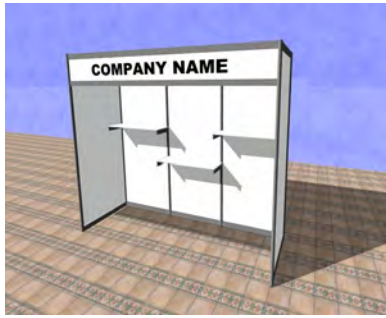
**□ VCS A-10 Unit contains:**

- (3) Shelves
- (6) Brackets

\* Check One

\_\_\_ White Panel  
\_\_\_ Blue  
\_\_\_ Gray

**Price: \$1680.00**



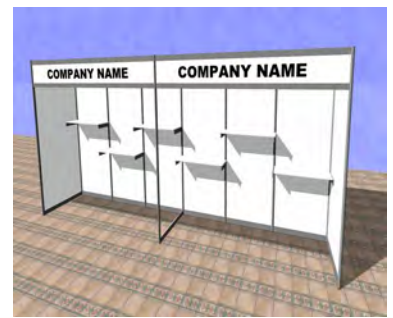
**□ VCS B-20 Unit contains:**

- (6) Shelves
- (12) Brackets

\* Check One

\_\_\_ White Panel  
\_\_\_ Blue  
\_\_\_ Gray

**Price: \$2940.00**



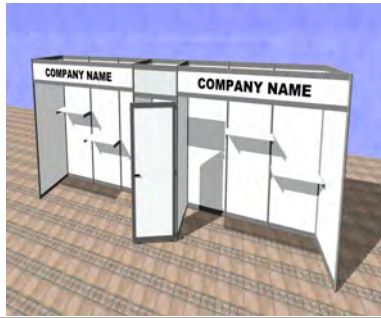
**□ VCS C-20 Unit contains:**

- Locking Storage Unit
- (4) Shelves
- (8) Brackets

\* Check One

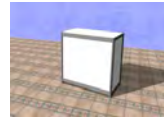
\_\_\_ White Panel  
\_\_\_ Blue  
\_\_\_ Gray

**Price: \$3570.00**



**COUNTERS:**

Qty.	Price	Total
___ 1 Meter Counter w/o graphics	<b>\$315.00</b>	___
___ 2 Meter Counter w/o graphics	<b>\$394.00</b>	___
___ 1 Meter Counter w/front graphic panel	<b>\$520.00</b>	___
___ 2 Meter Counter w/front graphic panel	<b>\$804.00</b>	___



Graphic Dimensions provided upon request

Counter Colors: (\*check one)  
\_\_\_ White \_\_\_ Blue \_\_\_ Gray

**OPTIONAL RENTAL ACCESSORIES:**

Extra Shelves  
(1) shelf & (2) brackets \_\_\_ **\$47.00** \_\_\_  
Side Rail (each) \_\_\_ **\$89.00** \_\_\_

**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:**

**All orders received after the deadline date will be charged a 30% late fee.**

**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!**



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

**DISCOUNT  
DEADLINE DATE:  
NOVEMBER 25, 2024**

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

**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](mailto: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, 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 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
- 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.



promoting  
REALTOR®  
success



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

**DISCOUNT  
DEADLINE DATE:  
NOVEMBER 25, 2024**

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

## 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
\$142.00/hr.	\$177.50/hr.	\$210.90/hr.	\$266.25/hr.	\$284.00/hr.	\$355.00/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 DT: 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 worker ordered, unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

☐ **PLAN A - EXHIBITOR'S SUPERVISION** All work performed must be under the supervision of the Exhibitor.

	# WORKERS	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

Estimated Labor
\$
\$

☐ **PLAN B - VISTA SUPERVISION** Hourly rate plus 35% Supervision Charge / Minimum \$60.00/\$70.00

Estimated Supervision
\$

Name of Carrier \_\_\_\_\_ # Crates \_\_\_\_\_ Cartons \_\_\_\_\_ Skids \_\_\_\_\_

Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet

**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!**



**ATLANTIC CITY CONVENTION CENTER  
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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*.



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

**DEADLINE DATE:  
NOVEMBER 25, 2024**

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Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## **PRIORITY EMPTY CONTAINER RETURN**

***PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER  
THE EMPTIES HAVE BEEN TAKEN TO STORAGE***

This service provides for the priority return of your empties to your booth after the close of the show and once all aisle carpet is rolled up. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return.....**\$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](mailto:orders@vistacs.com) before deadline date!**



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**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

## **MONTHLY LONG-TERM STORAGE**

### **MONTHLY LONGTERM STORAGE**

Vista Convention Services can provide monthly long term storage at the following rates - \$0.30 per cubic ft. per month.

- ***\$100.00 minimum per month***
- ***\$20.00 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](mailto:orders@vistacs.com) before deadline date!**





**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## **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](mailto:orders@vistacs.com) before deadline date!**



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

**WAREHOUSE  
DEADLINE DATE:  
DECEMBER 2, 2024**

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

## MATERIAL HANDLING RATES

**COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.**

### A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

These round trip rates apply to crated and/or floor load shipments that can be unloaded at the dock without additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments) required.

**Warehouse**

We will ship \_\_\_\_\_ lbs. @ \$104.00 per 100 lbs. (200 lb. minimum/\$208.00)

\$ \_\_\_\_\_

**Showsite**

We will ship \_\_\_\_\_ lbs. @ \$98.00 per 100 lbs. (200 lb. minimum/\$196.00)

\$ \_\_\_\_\_

### B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

These round trip rates 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).

**Showsite**

We will ship \_\_\_\_\_ lbs. @ \$136.00 per 100 lbs. (200 lb. minimum/\$272.00)

\$ \_\_\_\_\_

### 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.

\$ \_\_\_\_\_

**Delivery After Deadline Date:** Shipments received at the warehouse after 3:30pm or after DECEMBER 2, 2024 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*

**Sub Total \$** \_\_\_\_\_

*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](mailto:orders@vistacs.com) before deadline date!**



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

6575 Delilah Road P: 609-485-2421  
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Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## SHIPPING INSTRUCTIONS

### ***FREIGHT HANDLING SERVICES***

Vista Convention Services is prepared to receive your shipment either in advance at our local warehouse or directly at the show site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of shipments. **For rate information, see the MATERIAL HANDLING SERVICE AND RATES order form.** *Vista Convention Services must have payment before forwarding freight.*

### ***SHIPPING TO THE ADVANCE WAREHOUSE***

All advance shipments to the warehouse should be addressed/labeled as follows:

**TO: TRIPLE PLAY 2024  
(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 **Monday, November 4, 2024.**
- Shipments received after the deadline of **Monday, December 2, 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: TRIPLE PLAY 2024  
(Exhibiting Company's Name & Booth Number)  
Atlantic City Convention Center  
c/o Vista Convention Services  
Bacharach Blvd.  
Atlantic City, NJ 08401**

- Show site shipments will be received beginning **Monday, December 9, 2024 at 8:00am**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## **OUTBOUND SHIPPING INSTRUCTIONS**

### ***SHIPPING OUTBOUND FROM SHOW SITE***

- All outbound shipments **must** be accompanied by an official show bill-of-lading.
- You may obtain show bills-of-lading after reviewing your invoice at show site.
- When shipping to separate destinations, a separate bill-of-lading is required for each destination.
- All outbound shipments should be addressed/labeled as follows:

#### **Label each item as follows:**

**From:** (Your Company Name)  
**Booth #:**  
**Show Name:** TRIPLE PLAY 2024  
**Location:** ATLANTIC CITY CONVENTION CENTER  
**To:** (Shipping Address)

- Once your shipment is packed and labeled, **return your show bill-of-lading to the Vista Service Desk.** All bills-of-lading must be turned in no later than **7:00pm on Wednesday, December 11, 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 Wednesday, December 11, 2024.**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TRIPLE PLAY 2024  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TRIPLE PLAY 2024  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**FOR ADVANCE SHIPMENTS ONLY**  
**DELIVER NO LATER THAN **MONDAY, DECEMBER 2, 2024****  
**RECEIVING 8AM - 3:30PM, MONDAY-FRIDAY, CHECK-IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TRIPLE PLAY 2024  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**TRIPLE PLAY 2024  
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 2024  
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 2024  
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 2024  
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 2024  
c/o VISTA CONVENTION SERVICES  
ATLANTIC CITY CONVENTION CENTER  
BACHARACH BLVD.  
ATLANTIC CITY, NJ 08401**



**ATLANTIC CITY CONVENTION CENTER  
ATLANTIC CITY, NJ  
DECEMBER 10-11, 2024**

6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://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: NOVEMBER 25, 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](mailto: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.



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**email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)**  
**LAS VEGAS | TORONTO**





# LibertyCFS NV, Inc.

*A Veteran Owned Company  
Delivering Freedom*

[exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

[www.libertycfs.us](http://www.libertycfs.us)

Tel. (905) 338-3993

FREIGHT & CUSTOMS ORDER FORM

<b>1</b> 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 Only		Customs Only		Freight & Customs		Return Only		
PICK-UP LOCATION	<b>2a</b> Company Name _____			DELIVERY TO ADDRESS	<b>3</b> Exhibiting Company Name _____			Booth # _____
	Address1 _____				Show Name _____			
	Address2 _____				Address1 _____			
	City _____ State _____ ZipCode _____				Address2 _____			
	Contact _____ Phone # _____				City _____ State _____ ZipCode _____			
	Email _____ IRS/Tax ID# _____				Onsite Contact _____ Cell Phone # _____			
SERVICES	<b>2b</b> P/U Date _____ From _____ To _____			<b>4</b> Check Box if the Return address is the same as 2a <input type="checkbox"/>				
	Dlvy Date _____ Hours _____							
	Express Economy LTL 7-10 Days Int'l							
	Inside Liftgate Dock							
	Other _____							
PACKAGE INFO	<b>5</b> Carton(s)/Box _____			PCS	DIMENSIONS (L x W x H)		WGT	
	Vinyl Case(s)/Color _____							
	Wooden Crate(s) _____							
	Trunk(s) / On Wheels _____							
	Skid(s) - to contain # _____ of pieces							
VALUE	<b>6</b> <b>Declared Value for Carriage:</b> 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 8% per \$1000, Min \$80.							
	<b>Exclusion: Does not include TV(s)/Monitor(s)</b>			<b>DECLARED VALUE</b>				
PAYMENT	<b>7</b> Credit Card Information / Billing Address							
	Credit Card Number _____			Security Code _____		Exp. Date _____ / _____		
	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:	
<b>Order Online at <a href="http://www.accenter.com">www.accenter.com</a></b> <b>Deadline for advance rate is 15 days prior to show opening</b>			

ELECTRICAL SERVICE ORDER FORM				
QTY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
<b>120V LIGHTING &amp; UTILITY OUTLETS</b>				
	Up to 1000 watts	\$140.00	\$200.00	
	Up to 2000 watts	\$160.00	\$240.00	
<b>208V 1Ø MOTOR AND EQUIPMENT OUTLETS</b>				
	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	
<b>208V 3Ø MOTOR AND EQUIPMENT OUTLETS</b>				
	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	
<b>LIGHTS</b>				
	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	<b>Advance Rate 30¢/sq. ft.</b>	<b>Regular Rate 42¢/sq. ft.</b>
DAILY _____	Vacuum carpet before initial opening of event and daily thereafter	<b>Advance Rate 25¢/sq. ft.</b>	<b>Regular Rate 37¢/sq. ft.</b>
Exhibit Space _____ ft. (x) _____ ft. = _____ sq. ft. (x) days _____ (x) \$ _____ + Tax (6.625%) _____ = <b>TOTAL \$</b> _____			

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

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.







SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	
<p align="center"><b>Order Online at <a href="http://www.accenter.com">www.accenter.com</a></b></p> <p align="center"><b>Deadline for advance rate is 15 days prior to show opening.</b></p>			

### PLUMBING SERVICE ORDER FORM

QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
<b>COMPRESSED AIR LINES</b>				
	1/4" Air Line 15CFM	\$245.00	\$370.00	
	3/8" Air Line 30CFM	\$395.00	\$555.00	
	1/2" Air Line 50CFM	\$495.00	\$620.00	
	Add'l Connections	\$95.00	\$150.00	
<b>WATER LINES</b>				
	1/4" Water Line	\$160.00	\$245.00	
	3/8" Water Line	\$190.00	\$285.00	
	1/2" Water Line	\$215.00	\$295.00	
	3/4" Water Line	\$245.00	\$325.00	
	Add'l Connections	\$95.00	\$150.00	
<b>DRAIN LINES</b>				
	3/4" Drain Line	\$150.00	\$165.00	
	1" Drain Line	\$185.00	\$206.00	
	Add'l Connections	\$95.00	\$150.00	
<b>NATURAL GAS LINES</b>				
	1/2" Gas Line	\$495.00	\$740.00	
	3/4" Gas Line	\$615.00	\$925.00	
	1" Gas Line	\$770.00	\$1130.00	
	Add'l Connections	\$105.00	\$160.00	
<b>WATER FILL &amp; DRAIN</b>				
	Up to 100 Gallons	\$120.00	\$165.00	
	Add'l 100 Gallons	\$40.00	\$55.00	
			SUB TOTAL	\$
			SALES TAX 6.625%	\$
			TOTAL	\$

#### Atlantic City Convention Center

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

#### ALL CONNECTIONS

- Plumber to make all connections.
- One connection per line.
- Prices do not include labor.
- These charges will be applied to the card on file.
- Water Pressure may vary.
- If pressure is critical, a pressure regulator valve maybe installed.
- All Gas Lines are overhead.

**COMPRESSORS THAT ARE NOT AN  
INTERNAL/PERMANENT PART OF  
YOUR MACHINE WILL NOT BE  
PERMITTED IN FACILITY.**

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

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Holders Name \_\_\_\_\_ Card Holders Signature \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_



## PLUMBING LABOR

- 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.
- Plumber Labor Rates: \$85.00 per hour - Regular Time / \$170.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation labor. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Gas Lines and labor will be charged from point of attachment to inside of booth.
- Official Show Plumber will make all interconnections between exhibitor owned machines/equipment.
- All plumbing connections require labor. These charges will be applied to the card on file.

## COMPRESSED AIR

- The Official Show Plumber will not be responsible for moisture or water in air line. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber requires fifteen (15) days notice if special regulators and/or filters need to be ordered. Rental charges apply. Call for quote.
- Compressed air lines are 1/4", 1/2" and 3/8". Any other size is considered a special request. Call for quote.
- Air is available during show hours only. There will be an additional charge for use after hours. Call for quote.
- All connections must be made by the Official Show Plumber.
- **ANY COMPRESSOR THAT IS NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE IS NOT PERMITTED IN FACILITY.**

## WATER LINES AND DRAINS

- Water and drain lines are priced by the foot; depending on location of booth and distance from plumbing service. 25 feet of line is included in the initial cost. Additional footage may be necessary in order to reach your booth and to avoid crossing aisles.
- Standard water lines are 1/4", 3/8", 1/2" and 3/4". Any other size is considered a special request. Call for quote.
- Certain types of installations may require additional labor.
- Ramping will be available on a time and material basis.
- All connections must be made by The Official Show Plumber.
- **HAND CARRYING OF WATER IS PROHIBITED IN THE FACILITY.**

## PLUMBING TERMS AND CONDITIONS

- All equipment must comply with all Federal, State and local safety codes.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.
- All materials and equipment furnished by the Convention Center for this service shall remain the property of the Convention Center and shall be removed only by the Convention Center Plumbers at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Air and water pressures may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulation valve installed.
- Unless otherwise directed, Convention Center Plumbers are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for any services installed and not used.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.

INTERNET | TELEPHONE

*Atlantic City*  
CONVENTION CENTER

# ATLANTIC CITY

CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO  
A SUCCESSFUL EVENT





# Where TECHNOLOGY Meets HOSPITALITY

## EXPERTISE

WE HAVE DESIGNED & INSTALLED  
**MORE NETWORKS**  
FOR MAJOR TRADESHOWS  
THAN ANY OTHER ORGANIZATION

### FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

### KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

### REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

### 24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

A woman with blonde hair, wearing a black top and a headset, is sitting at a white desk in a modern office setting. She is looking at a laptop screen and holding a smartphone in her left hand. The background is a bright blue wall with large windows.

# INTERNET

A man in a white shirt and black tie is sitting at a desk, smiling and looking at a laptop screen. He is pointing at the screen with his right hand. The background is a light blue wall.

# TELEPHONE

# Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for  
**LIGHT INTERNET USAGE** such as  
web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	<b>\$895</b>	\$1,140	\$1,368
Additional Device	<b>\$185</b>	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	<b>\$185</b>	\$225	\$270
Patch Cables	<b>\$50</b>	\$62	\$74
Labor (Floor Work)	<b>\$125</b>	\$125	\$125

**\*NOT FOR STREAMING**

**\*\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

#### Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



# What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the  
**FASTEST AND MOST RELIABLE** way  
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	<b>\$3,495</b>	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	<b>\$5,900</b>	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	<b>\$7,850</b>	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	<b>\$11,700</b>	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	<b>\$19,250</b>	\$24,060	\$28,872

**\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

**Dedicated Services Include:**

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



# NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides  
**SIMPLE & SECURE WIRELESS**  
connectivity ideal for checking emails, browsing the web,  
processing payments, and light website demonstrations.

## STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE\*

DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	<b>\$2,339</b>	\$2,807	\$3,368
15 Device Limit	<b>\$4,133</b>	\$4,960	\$5,952
30 Device Limit	<b>\$6,762</b>	\$8,114	\$9,737
Additional Access Point Rental	<b>\$750</b>	\$750	\$750

\* **NOT FOR STREAMING.**

\*\* **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

# WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines  
**HIGH BANDWIDTH WIRELESS**  
with greater flexibility and customization options that generate  
smoother product demos, quicker remote connectivity and superior  
video streaming quality.

## PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	<b>\$8,800</b>	\$10,560	\$12,672
20 Mbps	6	4	N/A	<b>\$16,600</b>	\$19,920	\$23,904
30 Mbps	10	6	1	<b>\$24,200</b>	\$29,040	\$34,848
40 Mbps	13	8	1	<b>\$31,550</b>	\$37,860	\$45,434
50 Mbps	16	10	2	<b>\$39,050</b>	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	<b>\$750</b>	\$750	\$750

**\* ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



[orders.smartcitynetworks.com/wifi-splash-page-design](https://orders.smartcitynetworks.com/wifi-splash-page-design)

# NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	<b>\$275</b>	\$345	\$414
Multi Line Telephone	<b>\$415</b>	\$520	\$624
Polycom Speaker Phone	<b>\$465</b>	\$575	\$690

**\* ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

#### Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911



# FAQ

## Frequently Asked Questions

### DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

### WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

### WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

**TIP:** Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:  
[orders.smartcitynetworks.com](https://orders.smartcitynetworks.com)  
or call 888.446.6911

### DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

### WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

### CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

**Please Note:** Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

### HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

### WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

# ON-SITE WIRELESS SERVICES

## ATLANTIC CITY CONVENTION CENTER

### NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

#### EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

**1 day for \$79.99**  
**3 days for \$227.97**  
**5 days for \$359.95**

#### HOW TO CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

#### COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

#### HOW TO CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "AC Always On WIFI".

For questions regarding on-site wireless services, please call Smart City Networks at 609-449-3446. To order any other services we provide, please visit us online at: [orders.smartcitynetworks.com](http://orders.smartcitynetworks.com).



**ATLANTIC  
CITY**  
CONVENTION  
CENTER



Atlantic City Convention Center

## Exhibitor Marketing Kit





## Easy Ordering

As the exclusive Technology Provider of Atlantic City Convention Center, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

### Step 1

Visit [EventNow](#)

### Step 2

Browse our technology catalog

### Step 3

Select from a list of available products/product packages and service packages, then check out.\*

- EventNow is only available more than two days prior to event load in. If ordering within two days, contact your onsite team

# EventNow<sup>SM</sup>

**Offers a wide range of solutions for any exhibitor including:**

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Station
- LED Lighting
- Flipchart Packages

## We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment.



After the show, Encore picks up your rental equipment.



**Need assistance or products/solutions not offered in EventNow?**

**Call your on-site contact directly:**

Shakuwra Garrett

Sales Manager

[shakuwra.garrett@encoreglobal.com](mailto:shakuwra.garrett@encoreglobal.com)

M 609-402-1530

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

# What else can we do?

Experiential Exhibits



Led Walls



Lighting Solutions

Projection

Video Solutions

And More!

