



## ***Complete Exhibitor Kit***



**HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
ATLANTIC CITY, NEW JERSEY  
MARCH 30, 2023**



**HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
ATLANTIC CITY, NEW JERSEY  
MARCH 30, 2023**



6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232  
[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

P: 609-485-2421  
F: 609-485-2392

## **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:**

*School Transportation Supervisors of New Jersey  
Vendor Show Committee  
PO Box 66  
Raritan, NJ 08869  
Tel: (908) 252-1991  
Fax: (908) 575-7373  
Email: [dtodd@wtschools.org](mailto:dtodd@wtschools.org)*

**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)*

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 / WHITE**  
**3' High Siderail - BLACK**  
**7" x 44" Booth ID Sign**  
**1 - 6' Draped Table - BLACK**  
**2 - Side Chairs**  
**1 - Wastebasket**

**NOTE: EXHIBIT FLOOR IS CARPETED!**

### **INSTALLATION**

**Wednesday                      March 29, 2023                      3:00 pm - 6:00 pm**

### **EXHIBIT HOURS**

**Thursday                      March 30, 2023                      11:00 am - 7:00 pm**

### **DISMANTLE**

**Thursday                      March 30, 2023                      7:00 pm - 8:00 pm**

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



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## PAYMENT & CREDIT CARD AUTHORIZATION FORM

Please complete the information requested & return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however; **WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH VISTA CONVENTION SERVICES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

Standard Booth Furnishings & Accessories .....	\$	_____
Custom Furnishings.....	\$	_____
Carpet/Carpet Padding .....	\$	_____
Booth Cleaning.....	\$	_____
VCS Modular Rental Unit.....	\$	_____
Fabric Backwall Display Rental.....	\$	_____
Personal Protective Equipment.....	\$	_____
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 & CREDIT CARD AUTHORIZATION LIMITS OF LIABILITY & RESPONSIBILITY**

1. **Vista Convention Services** shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. **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.
3. **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.
4. **Vista Convention Services** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. **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.
6. **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.
7. The consignment or delivery of a shipment to **Vista Convention Services** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



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## **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.



**HARD ROCK HOTEL CASINO  
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**DISCOUNT  
DEADLINE DATE:  
MARCH 15, 2023**

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## THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

You may arrange for a third party to handle your display and be billed for services. *Vista Convention Services* will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH# \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**CHECK ITEMS TO BE BILLED TO THIRD PARTY:**

\_\_\_\_ All Services      \_\_\_\_ Booth Cleaning      \_\_\_\_ 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!**



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## STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
<b>SEATING</b>				
_____	Upholstered Arm Chair (black only).....	\$87.00	\$113.00	_____
_____	Side Chair (black only).....	72.00	93.00	_____
_____	Padded Stool (black only).....	94.00	122.00	_____

### ACCESSORIES

_____	Coffee Table (Rectangle-46"l x 24"w x 16"h).....	112.00	146.00	_____
_____	Round Pedestal Table (30"h x 30"rd).....	130.00	169.00	_____
_____	Round Pedestal Table (42"h x 30"rd).....	157.00	204.00	_____
_____	Wastebasket.....	27.00	36.00	_____
_____	Easel.....	55.00	71.00	_____
_____	Chrome Sign Frame (22" x 28").....	104.00	135.00	_____
_____	Bag Holder.....	130.00	169.00	_____
_____	8' Stanchion.....	41.00	52.00	_____
_____	Crossbar.....	41.00	52.00	_____
_____	Garment Rack.....	113.00	147.00	_____
_____	Literature Rack.....	209.00	272.00	_____
_____	3' Black Stanchion/Pull out Tape.....	78.00	102.00	_____
_____	8' Special Background.....	17.00ft.	23.00ft.	_____
_____	3' Special Siderails.....	12.00ft.	15.00ft.	_____

Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green  
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

### DRAPED RISERS

<b>White Vinyl</b>				
_____	4' One Step .....	63.00	82.00	_____
_____	6' One Step .....	74.00	96.00	_____

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>				
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".....	\$138.00	\$180.00	_____
_____	2' x 6' x 30".....	164.00	212.00	_____
_____	2' x 8' x 30".....	191.00	248.00	_____
_____	4th Side Drape.....	34.00	44.00	_____

### 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".....	183.00	238.00	_____
_____	2' x 6' x 42".....	210.00	273.00	_____
_____	2' x 8' x 42".....	249.00	324.00	_____
_____	4th Side Drape.....	34.00	44.00	_____

### UNDRAPE DISPLAY TABLES - 30" HIGH

_____	2' x 4' x 30".....	64.00	83.00	_____
_____	2' x 6' x 30".....	75.00	98.00	_____
_____	2' x 8' x 30".....	89.00	116.00	_____

### UNDRAPE DISPLAY TABLES - 42" COUNTER HIGH

_____	2' x 4' x 42".....	83.00	107.00	_____
_____	2' x 6' x 42".....	93.00	120.00	_____
_____	2' x 8' x 42".....	107.00	139.00	_____

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

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

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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



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**DISCOUNT  
DEADLINE DATE:  
MARCH 15, 2023**

## 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' .....	200.00	261.00	_____
_____ 9'x 20' .....	400.00	522.00	_____
_____ 9'x 30' .....	600.00	783.00	_____
_____ 9'x 40' .....	800.00	1044.00	_____
_____ 9'x 50' .....	1000.00	1305.00	_____

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

**\*\*IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL\*\***

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

### CUSTOM CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

\_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$4.50 sq. ft. \$6.00 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).....\$2.25 sq. ft. \$2.80 sq. ft. \_\_\_\_\_

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

### PLUSH CARPET - 28 OZ.

**PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING**

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

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

**QTY**

\_\_\_\_\_ Square feet (100 sq.ft. minimum).....\$6.25 sq. ft. \$8.10 sq. ft. \_\_\_\_\_

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

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

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

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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## Standard Carpet Inventory



## Plush Booth Carpet—28oz



## Table Skirt Colors







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

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

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

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

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

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

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

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# Custom Furnishings Order Form Continued

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

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# Custom Furnishings Order Form Continued

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

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# Custom Furnishings Order Form Continued

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

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

BOOTH \_\_\_\_\_



# Custom Furnishings Order Form Continued

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

**SUBTOTAL: \$** \_\_\_\_\_

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.

**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

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

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

Submit order with payment to: [Orders@vistacs.com](mailto:Orders@vistacs.com) before deadline date!



**HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
ATLANTIC CITY, NEW JERSEY  
MARCH 30, 2023**



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

**DISCOUNT  
DEADLINE DATE:  
MARCH 15, 2023**

**PERSONAL PROTECTIVE EQUIPMENT ORDER FORM**

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

**Individual PPE Booth Safety Items**

Qty	Item Description	Advance Rate	Standard Price	Amount
_____	25ct. Pack of 3 Ply Face Masks	\$15.00	\$20.00	\$_____
_____	100ct. Packs of Sanitizing Wipes	\$15.00	\$20.00	\$_____
_____	20ct. Pack of Sanitizing Wipes	\$8.00	\$12.00	\$_____
_____	20" Sq. Social Distancing Floor Stickers	\$75.00	*advance order only*	\$_____
_____	Hand Sanitizing Single Station	\$275.00	*advance order only*	\$_____
_____	Table Top Hand Sanitizing Station	\$245.00	*advance order only*	\$_____
_____	Hand Sanitizer Station Refill	\$60.00/ Reservoir	\$75.00/ Reservoir	\$_____
_____	Individual 2oz. bottle of Hand Sanitizer	\$5.00	\$6.50	\$_____
_____	Add logo to Hand Sanitizing Station	\$35.00/ Logo	*advance order only*	\$_____
_____	Plexi-Glass Partition for 30" round tables	\$100.00	\$150.00	\$_____
_____	Plexi-Glass Partition for 6' & 8' tables	\$200.00	\$250.00	\$_____
_____	8' High Vinyl Curtain partitions w/ Supports	\$150.00	\$200.00	\$_____
_____	Stand alone 1m x 8' High Plexi Panels	\$275.00/ panel	*advance order only*	\$_____
_____	Plexi Glass Room or Partition Wall	\$325.00/ panel	*advance order only*	\$_____

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



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DEADLINE DATE:  
MARCH 15, 2023

## BOOTH CLEANING ORDER FORM

*Price is based on total square footage of your booth space.*

### INDICATE YOUR REQUIREMENTS:

☐ Once - Vacuuming before initial opening.....\$.55 per sq. ft.

SIZE OF BOOTH \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ. FT. x RATE: \_\_\_\_\_ x NO. OF DAYS: \_\_\_\_\_ = \$ \_\_\_\_\_  
(MINIMUM CHARGE: 100 SQ. FT. PER DAY)

Porter Service.....Rates on Request

**PAYMENT POLICY:** Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders 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. All Charges payable in U.S. funds only. Check, Cash, Traveler's Checks, VISA, MasterCard, and American Express are 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](mailto:orders@vistacs.com) before deadline date!**



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## GRAPHIC GUIDELINES

### **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.



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DEADLINE DATE:  
MARCH 8, 2023

## FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$2825.00



VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$3850.00



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 \_\_\_\_\_\$130.00

1 Meter Counter w/front graphic panel \_\_\_\_\_\$495.00

20' Unit 4 lights \_\_\_\_\_\$260.00

2 Meter Counter w/front graphic panel \_\_\_\_\_\$765.00

**\*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!**



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**DEADLINE DATE:  
MARCH 8, 2023**

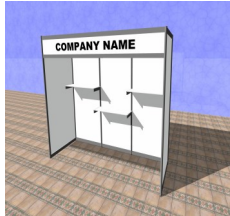
## VCS MODULAR RENTAL UNITS

### ☐ VCS A-10 Unit contains:

- (3) Shelves
- (6) Brackets

\* Check One  
\_\_\_ White Panel  
\_\_\_ Blue  
\_\_\_ Gray

**Price: \$1600.00**

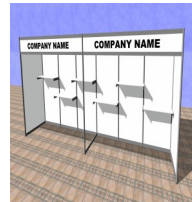


### ☐ VCS B-20 Unit contains:

- (6) Shelves
- (12) Brackets

\* Check One  
\_\_\_ White Panel  
\_\_\_ Blue  
\_\_\_ Gray

**Price: \$2800.00**

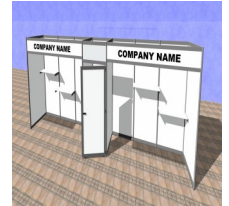


### ☐ VCS C-20 Unit contains:

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

\* Check One  
\_\_\_ White Panel  
\_\_\_ Blue  
\_\_\_ Gray

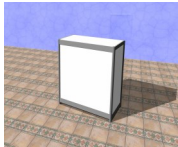
**Price: \$3400.00**



### COUNTERS:

Qty. Price Total

40"L x 42" H x 22"W \_\_\_ **\$300.00** \_\_\_  
80"L x 42" H x 22"W \_\_\_ **\$375.00** \_\_\_



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

### OPTIONAL RENTAL ACCESSORIES:

Side Rail (each) \_\_\_ **\$85.00** \_\_\_  
Extra Shelves \_\_\_  
(1) shelf & (2) brackets \_\_\_ **\$45.00** \_\_\_

ALL UNITS INCLUDE:  
\*STANDARD HEADER COPY  
\*LIGHTS (Does NOT include outlet)

**Custom Graphics & Custom Units are available!  
Please call Vista Convention Services for pricing.**

### HEADER COPY:

**CANCELLATION POLICY: ALL Units cancelled after orders have been received will be charged at 100% of original price.**

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

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

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





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**DISCOUNT  
DEADLINE DATE:  
MARCH 15, 2023**

## **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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



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**DISCOUNT  
DEADLINE DATE:  
MARCH 15, 2023**

## 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
<b>\$138.00/hr.</b>	<b>\$172.00/hr.</b>	<b>\$207.00/hr.</b>	<b>\$258.00/hr.</b>	<b>\$276.00/hr.</b>	<b>\$344.00/hr.</b>
one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday		one hour minimum per worker thereafter 1/2 hr. increments OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday		one hour minimum per worker thereafter 1/2 hr. increments OT: All Holidays	

**ALL LABOR ORDERS RECEIVED AFTER THE DEADLINE DATE OR PLACED AT SHOWSITE WILL BE CHARGED AT THE STANDARD RATE.**

**NOTE:** 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

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

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

Estimated Labor
\$
\$

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

Estimated Supervision
\$

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

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

**Please include Set-up Plans with Order**

After Dismantle Return Display To: \_\_\_\_\_

VIA

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

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

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_

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



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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*.



**HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
ATLANTIC CITY, NEW JERSEY  
MARCH 30, 2023**



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

**WAREHOUSE  
DEADLINE DATE:  
MARCH 22, 2023**

## SHIPPING & 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. @ \$108.00 per 100 lbs. (200 lb. minimum/\$216.00)

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

#### Showsite

We will ship \_\_\_\_\_ lbs. @ \$108.00 per 100 lbs. (200 lb. minimum/\$216.00)

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

### 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).

**Fed-EX and UPS are included in this category due to their delivery procedures and documentation.**

#### Warehouse

We will ship \_\_\_\_\_ lbs. @ \$133.75 per 100 lbs. (200 lb. minimum/\$267.50)

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

#### Showsite

We will ship \_\_\_\_\_ lbs. @ \$133.75 per 100 lbs. (200 lb. minimum/\$267.50)

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

### 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.

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

### D. SMALL PACKAGE SHIPMENTS

Cartons and envelopes received at **show site** without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.

FIRST PACKAGE @ \$50.00

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

EACH ADDITIONAL PACKAGE @ \$35.00

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

**Delivery After Deadline Date:** Shipments received at the warehouse after 3:30pm or after Wednesday, March 22, 2023 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!**



HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
ATLANTIC CITY, NEW JERSEY  
MARCH 30, 2023



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

DEADLINE DATE:  
MARCH 15, 2023

## 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!**





**HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
ATLANTIC CITY, NEW JERSEY  
MARCH 30, 2023**



6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232

P: 609-485-2421  
F: 609-485-2392

[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 **\$275.00** round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

### **SHIPMENTS RETURNED TO WAREHOUSE**

At the close of show, for re-forwarding or storage, there will be an additional charge of **\$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!**



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MARCH 30, 2023



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## MONTHLY LONG-TERM STORAGE

### MONTHLY LONGTERM STORAGE

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

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

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

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

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

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

Company Name \_\_\_\_\_ Booth \_\_\_\_\_

**Submit order with payment to: [orders@vistacs.com](mailto:orders@vistacs.com) before deadline date!**



HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
ATLANTIC CITY, NEW JERSEY  
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## IMPORTANT FREIGHT INFORMATION

### DEFINITION OF SPECIAL HANDLING:

**“Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver”.**

**Vista Convention Services uses the following definitions in assessing Special Handling surcharges for material handling:**

- ⇒ **Ground load/unload**-vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.
- ⇒ **Side door load/unload**-shipments that cannot be accessed from the rear of the trailer.
- ⇒ **Constricted space load/unload**-trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).
- ⇒ **Designated piece load**-driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.
- ⇒ **Stacked shipments**-shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute Special Handling.
- ⇒ **Mixed shipments**-multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, USPS.
- ⇒ **Improper delivery receipts**-shipments that arrive without individual bills of lading, such as UPS, FedEx, USPS.



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## SHIPPING 101

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

### ***WHAT IS DRAYAGE?***

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

### ***CAN MATERIALS BE HAND CARRIED TO MY BOOTH?***

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

### ***HOW ARE DRAYAGE RATES DETERMINED?***

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

### ***HOW CAN I SAVE MY COMPANY MONEY?***

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

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

### ***SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?***

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



**HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
ATLANTIC CITY, NEW JERSEY  
MARCH 30, 2023**



6575 Delilah Road  
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P: 609-485-2421  
F: 609-485-2392

[WWW.VISTACS.COM](http://WWW.VISTACS.COM)

## SHIPPING INFORMATION

### WHAT YOU SHOULD KNOW:

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

### MATERIAL HANDLING INCLUDES:

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

### MATERIAL HANDLING DOES NOT INCLUDE:

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





ATLANTIC CITY

LOVE ALL. SERVE ALL.

## **Hard Rock Atlantic City Notice Direct Shipments to Show**

Hard Rock Hotel & Casino Atlantic City strongly recommends exhibitor's ship to the Vista Advance Warehouse utilizing the warehouse shipping labels provided in this service manual.

Hard Rock Hotel & Casino Atlantic City is not contracted to receive your items since we are not a general drayage contractor and have no storage facilities to receive or safely secure your items prior to the show move in date.

All shipments that circumvent Vista and are sent to or received by the hotel will incur substantial fees from Hard Rock Hotel & Casino Atlantic City in addition to Vista material handling charges.

No freight will be released without immediate payment for both charges.

Hard Rock Hotel & Casino Atlantic City also reserves the right to refuse any shipments sent directly to the property.

Again, to expedite the process of shipping your materials and delivery to the hotel - please work directly with Vista and utilize their warehouse shipping labels.



**HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
ATLANTIC CITY, NEW JERSEY  
MARCH 30, 2023**



6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
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: SCHOOL TRANSPORTATION SUPERVISORS  
OF NEW JERSEY  
(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 **Wednesday, March 1, 2023.**
- Shipments received after the deadline of **Wednesday, March 22, 2023** 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: SCHOOL TRANSPORTATION SUPERVISORS OF NEW JERSEY  
(Exhibiting Company's Name & Booth Number)  
Hard Rock Hotel Casino - Seminole Ballroom  
c/o Vista Convention Services  
Pennsylvania Ave. & the Boardwalk  
Atlantic City, NJ 08401**

- Show site shipments will be received beginning **Wednesday, March 29, 2023 at 3:00 pm - 6:00 pm.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.



**HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
ATLANTIC CITY, NEW JERSEY  
MARCH 30, 2023**



6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232 E: info@vistacs.com  
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:** School Transportation Supervisors of New Jersey  
**Location:** Hard Rock Hotel Casino - Seminole Ballroom  
**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 **7:30 pm on Thursday, March 30, 2023.**

### **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, YRC.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC**) must be checked in **no later** than **7:30 pm on Thursday, March 30, 2023.**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**SCHOOL TRANSPORTATION SUPERVISORS  
OF NEW JERSEY  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**SCHOOL TRANSPORTATION SUPERVISORS  
OF NEW JERSEY  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**FOR ADVANCE SHIPMENTS ONLY**

**Deliver NO LATER than Wednesday, March 22, 2023 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**SCHOOL TRANSPORTATION SUPERVISORS  
OF NEW JERSEY  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**SCHOOL TRANSPORTATION SUPERVISORS  
OF NEW JERSEY  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**SCHOOL TRANSPORTATION SUPERVISORS  
OF NEW JERSEY  
c/o VISTA CONVENTION SERVICES  
HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
PENNSYLVANIA AVE. & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**SCHOOL TRANSPORTATION SUPERVISORS  
OF NEW JERSEY  
c/o VISTA CONVENTION SERVICES  
HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
PENNSYLVANIA AVE. & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**SCHOOL TRANSPORTATION SUPERVISORS  
OF NEW JERSEY  
c/o VISTA CONVENTION SERVICES  
HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
PENNSYLVANIA AVE. & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

TO: \_\_\_\_\_

(EXHIBITOR NAME)

(BOOTH #)

**SCHOOL TRANSPORTATION SUPERVISORS  
OF NEW JERSEY  
c/o VISTA CONVENTION SERVICES  
HARD ROCK HOTEL CASINO  
SEMINOLE BALLROOM  
PENNSYLVANIA AVE. & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**



BOOTH NUMBER: \_\_\_\_\_

## CREDIT CARD AUTHORIZATION FORM

PLEASE FAX THIS FORM TO 609-449-5015

Convention: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

I hereby authorize Hard Rock Hotel & Casino Atlantic City to charge the provided credit card for the requested services.

Card Type:	Credit Card Number:	Expiration:	CCV
AMEX			
DISCOVER			
MASTERCARD			
VISA			
CARD HOLDER NAME:			

Cardholder Signature: \_\_\_\_\_

The above authorized signature(s) is authorized to bill the above-named company for the charges incurred at Hard Rock Hotel & Casino Atlantic City.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name/Title \_\_\_\_\_

Date of Arrival \_\_\_\_\_





BOOTH NUMBER: \_\_\_\_\_

## CATERING SERVICES ORDER FORM

Convention: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_  
 Exhibiting Company: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Qty.		Item	Price	Total
	DOZEN	Assorted Mini Breakfast Pastries	\$36.00	\$0.00
	DOZEN	Assorted House-Made Muffins	\$42.00	\$0.00
	DOZEN	Assorted Large House-Made Cookies	\$36.00	\$0.00
	DOZEN	House-Made Brownies + Blondies	\$36.00	\$0.00
	DOZEN	Assorted Mini Desserts	\$42.00	\$0.00
	DOZEN	Soft Philly Pretzels w/ Mustard	\$48.00	\$0.00
	BOWL	Whole Seasonal Fruit (serves 15)	\$50.00	\$0.00
	BAG(s)	Assorted Chips   Popcorn   Pretzels	\$4.00	\$0.00
	BAG(s)	Individual Bags of Trail Mix or Nuts	\$5.00	\$0.00
	POUND(s)	Potato Chips   Pretzels   Popcorn   Tortilla Chips   Vegetable Chips	\$25.00	\$0.00
	QUART	French Onion Dip   Salsa   Guacamole   Blue Cheese Dip	\$20.00	\$0.00
	EACH	Soft Drinks (Assorted Pepsi Products)	\$3.50	\$0.00
	EACH	Bottled Spring Water	\$3.50	\$0.00
	GALLON	Coffee   Decaffeinated Coffee   Tea	\$60.00	\$0.00
	GALLON	Iced Tea   Lemonade	\$40.00	\$0.00
	PLATTER	Imported + Domestic Artisan Cheese Platter (serves 25)	\$325.00	\$0.00
	PLATTER	Crudit� - Seasonal Vegetable Platter (serves 25)	\$200.00	\$0.00
	TRAY	Assorted Sliced Fresh Fruit Tray (serves 25)	\$225.00	\$0.00
SUB-TOTAL				\$0.00
21% Service Charge				\$0.00
6.625% Sales Tax				\$0.00
TOTAL				\$0.00

Please return this completed and signed form along with the credit card authorization form to 609-449-5015  
 No checks accepted | Credit card payments only | Must be paid in advance  
 A 72 hour cancellation policy is applicable.

Customer Signature

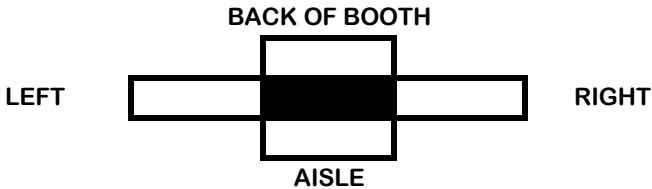
Date



BOOTH NUMBER: \_\_\_\_\_

## APPLICATION FOR ELECTRICAL SERVICE

Convention: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_  
 Exhibiting Company: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



<-- <-- PLEASE INDICATE LOCATION OF ELECTRICAL SERVICE

ADVANCE  
PAYMENT

DAY OF LOAD IN  
PAYMENT

Item	QTY.	Price	QTY.	Price	Total
<b>STEP 1: SELECT ELECTRICAL SERVICE</b>					
120 Volt, 500W Maximum Single Receptacle <i>suitable for laptop, phone charger or single TV</i>		\$100.00		\$150.00	\$0.00
120 Volt, 1800W Maximum Single Receptacle <i>OK</i> <i>for a few electronic devices or single small appliance</i>		\$150.00		\$200.00	\$0.00
120/208 Volt 6 Circuit Drop w/ 6, 20A Edison Outlets		\$800.00		\$850.00	\$0.00
120 Volt Distro Box w/ 9, 20 Amp Circuits		\$1,000.00		\$1,100.00	\$0.00
120/208 Volt Disconnect, 20-30 Amps		\$275.00		\$375.00	\$0.00
120/208 Volt Disconnect, 31-60 Amps		\$320.00		\$420.00	\$0.00
120/208 Volt 30 amp L21-30 Connection		\$390.00		\$490.00	\$0.00
120/208 Volt Three Phase Service, 100 Amps		\$450.00		N/A	\$0.00
120/208 Volt Three Phase Service, 200 Amps		\$775.00		N/A	\$0.00
Hard Line Internet (Please Call Before Ordering)		\$300.00		\$350.00	\$0.00
<i>ADVANCE ORDERS MUST BE PLACED NO LATER THAN 2 WEEKS PRIOR TO THE CONVENTION SET-UP DATE</i>					
<b>STEP 2: ADDITIONAL RENTAL ITEMS</b> (you must select electrical service above to rent the items below)					
10' Extension Cord		\$15.00		\$35.00	\$0.00
25' Extension Cord		\$37.50		\$57.50	\$0.00
50' Extension Cord		\$75.00		\$95.00	\$0.00
20 Amp Quad Box <i>(4 single edison outlets)</i>		\$30.00		\$50.00	\$0.00
Multi Outlet Power Strip		\$35.00		\$55.00	\$0.00
<b>STEP 3: LABOR</b> (required if 100/200 Amps of services are ordered)					
Electrician per Hour		\$75.00		\$75.00	\$0.00
Material & Services Total					\$0.00
Labor Total					\$0.00
21% Service Charge (material & service only)					\$0.00
6.625% Sales Tax					\$0.00
<b>TOTAL</b>					<b>\$0.00</b>

Please return this completed and signed form along with the credit card authorization form to 609-449-5015

Customer Signature

Date



## **ATLANTIC CITY**

### **NOTICE TO EXHIBITORS**

Hard Rock Hotel & Casino Atlantic City, its contractors and subcontractors are not responsible for voltage fluctuations or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Hard Rock Electrical should make installation of all electrical service. Hard Rock will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call (609) 449-5141 or email [richard.petkevis@hrhcac.com](mailto:richard.petkevis@hrhcac.com) for additional services that are not listed on this order form, or for custom quotes for large orders.

Dedicated & 24-hour power will be at 2x the listed price. Please indicate these requirements below if needed.

Installation cannot begin until order is finalized, and payment method has been received.

- No exhibitor shall make any electrical installation, nor shall they make any electrical connection of any appliance or equipment to the building electrical system.

- Wall, column, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise.

- Surge Protectors are recommended for computers and other sensitive equipment.

- All flexible cords shall be 3-wire unless the cord is a component part of an assembly which is specifically approved.

- Electrical code requires that any extension cord in a booth have mechanical protection from abrasion. If such protection is not supplied by the Exhibitor, it can be provided at an additional charge.

- Exhibitors may not run electrical cords under carpets.

- Prices subject to change without notice.

- Pricing is based on a 3-day show, additional days will require a 25% per day charge

- All island booths and additional services require electrical labor.

- Labor rates: Straight time - \$75.00 per hour / Overtime - \$112.50 per hour

- Minimum 1 hour labor install, and minimum ½-hour labor dismantle

- Labor: labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and holidays

will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed to proceed for orders with multiple outlet locations and/or island booths.

•Setup/disconnect labor dates/times are based on the load-in schedule (and space availability) for your event. Hard Rock does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

•Hard Rock Hotel & Casino Atlantic City reserves the right to refuse hookup of any equipment that it deems to be electrically unsound.

•Credit will not be given for electrical service installed and not used.

•AT&T Wireless Internet Access is available in all Exhibit and Meeting Space.

•FAX FORMS to: 609-449-5015

#### **STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS**

**NON-FLAMMABLE MATERIALS:** Flammable or other dangerous fluids, substances, materials, equipment, or other items are prohibited.

All materials used in the Exhibit Hall, Ballrooms, Meeting Rooms, or any other room of the Hard Rock Hotel & Casino Atlantic City **MUST** comply with the Fire Regulations and any other laws and regulations of the State of New Jersey and the City of Atlantic City.

Exhibitors **MUST** have available for inspection a "Certificate of Flame-proofing" for all fabrics, decoration, and other applicable materials.

Electrical wiring and equipment must conform to the National Electrical Code and the Electrical Code of Atlantic City.

Material not conforming with such regulations will be removed immediately at the Exhibitor's expense. Engines, motors, and similar equipment may be operated only with the consent of the Hard Rock Hotel & Casino Atlantic City Manager.

All electrical equipment or appliance connected to the building electrical system or extension thereto in booths or displays shall be: (1) listed and labeled by a Nationally Recognized Standard Testing Laboratory, (2) specifically approved by the Electrical Inspection Section, and (3) all equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

Hard Rock will not be responsible for voltage fluctuations or power failure.

**RIGGING:** Any hanging of signs, banners, or other materials which require attachment to the building, may only be done by Hard Rock personnel and with the consent of the Hard Rock Hotel & Casino Atlantic City Manager.

**FOOD AND BEVERAGE GIVEAWAYS:** Hard Rock Hotel & Casino Atlantic City must be notified of any food or beverage dispensed or given away at individual exhibit booths.

Food and beverage may be purchased directly from the Catering Department with notice.

**LIABILITY AND INSURANCE-** Hard Rock Hotel & Casino Atlantic City and its officers and employees are not responsible for the safety of the property of the exhibitors from theft, damage by fire, accident or other causes.

Exhibitors are advised to consult their insurance broker for proper coverage on displays. Neither Hard Rock Hotel & Casino Atlantic City nor any of its owners, officers, Directors, managers, members, agents, affiliates, representatives, subsidiaries, successors and assigns and its employees shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or any property of the Exhibitor or any of its officers, agents, employees or other representative resulting from theft, fire, water, accident of any or any other cause, and Hard Rock Hotel & Casino Atlantic City is not

required to obtain insurance against any such damage, loss, harm, or injury.

All property destroyed or damaged by Exhibitors must be replaced to its original condition by the Exhibitor or at the Exhibitor's expense.

**INDEMNIFICATION:** Exhibitor shall defend, indemnify, and hold Hard Rock Hotel & Casino Atlantic City and its respective owners, officers, directors, managers, members, agents, affiliates, representatives, subsidiaries, successors and assigns, and employees harmless from any claim(s), injuries, losses, damages, and expenses arising out of or related to the Exhibitor's exhibit and/or breach of any of obligations hereunder.

**MOVE-IN / MOVE-OUT:** All exhibitors are required to load-in and out exhibits through the Pennsylvania Avenue Loading Dock. Under no circumstances will the exhibitor be allowed to move in or out through the Hotel Lobby or Porte Cochere area.

**ALL BOOTH FURNITURE - I.E. CHAIRS, TABLES, ETC., MUST BE ORDERED THROUGH THE OFFICIAL EXHIBIT DECORATOR.**

**HARD ROCK HOTEL & CASINO ATLANTIC CITY RESERVES THE RIGHT TO IMMEDIATELY CLOSE ANY EXHIBIT THAT IS NOT IN CONFORMANCE WITH THESE CONDITIONS.**



ATLANTIC CITY

BOOTH NUMBER: \_\_\_\_\_

## LABOR | ICE | EQUIPMENT ORDER FORM

Convention: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Qty.	Service Required	Price	Total
	Chef to Prepare Product	\$200.00	\$0.00
	Bartender to Pour Product	\$200.00	\$0.00
	Server to Assist Serving Product	\$150.00	\$0.00
	Steward to Assist Running Product from Kitchen to Booth / Refilling Ice	\$150.00	\$0.00
	Bus Tub of Ice w/ Scoop	\$25.00	\$0.00
	Serving Utensil (pricing is based on each)	\$5.00	\$0.00
	Type:		
	Platter	\$5.00	\$0.00
	Dishes	\$5.00	\$0.00
	Bowls	\$5.00	\$0.00
	Plastic Knives (per 100)	\$5.00	\$0.00
	Plastic Forks (per 100)	\$5.00	\$0.00
	Plastic Spoons (per 100)	\$5.00	\$0.00
	Plastic Tasting Cups (per 100)	\$5.00	\$0.00
	Paper Beverage Napkins (per 100)	\$5.00	\$0.00
SUB-TOTAL			\$0.00
21% Service Charge			\$0.00
6.625% Sales Tax			\$0.00
TOTAL			\$0.00

Please return this completed and signed form along with the credit card authorization form to 609-449-5015

No checks accepted | Credit card payments only | Must be paid in advance

A 72 hour cancellation policy is applicable

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date





BOOTH NUMBER: \_\_\_\_\_

**RIGGING + HANGING REQUEST FORM**

Convention: \_\_\_\_\_  
Event Dates: \_\_\_\_\_  
Exhibiting Company: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

COSTS			
	QTY.	Price	Total
Chain Hoist Includes Motor Rental - Includes All Rigging Hardware + Material (Labor is NOT Included)		\$100.00	\$0.00
LABOR			
Company Banners   Logos   Inflatables   Misc. Scenic Flats Under 105lbs --- \$225 / hour = 3 Techs @ \$75 / hour (1 Hour Minimum)		\$225.00	\$0.00
AISLE SIGNS			
Flat Rate Charge for Numbered Convention Aisle Signs		\$1,000.00	\$0.00
SUB-TOTAL			\$0.00
21% Service Charge			\$0.00
6.625% Sales Tax			\$0.00
TOTAL			\$0.00

**NOTE:** All rigging hung from catwalks and accessible i-beams, heavy signage requiring specific point locations may require the rental of a high reach lift at an additional charge. Advance notice is required and charges quoted on a per job basis.

**SPECIAL REQUIREMENTS**

Please return this completed and signed form along with the credit card authorization form to 609-449-5015

\_\_\_\_\_  
Customer Signature\_\_\_\_\_  
Date

## **NOTICE TO EXHIBITORS**

1. Under no circumstances shall anyone other than HARD ROCK ENTERTAINMENT RIGGING technicians may rig any equipment & material in venue
2. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors to be used by exhibitors
3. HARD ROCK ATLANTIC CITY reserves the right to refuse rigging of any unsound equipment
4. Wireless Internet Access is available in all Exhibit & Meeting Space
5. Labor rates: Straight time - \$75.00 per hour / Overtime - \$112.50 per hour
  - Minimum 1 hour labor install, and minimum ½-hour labor dismantle
  - Labor: labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

## **STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS**

**NON -FLAMMABLE MATERIALS:** All materials used in the Exhibit Hall, Ballrooms, Meeting Rooms, or any other room of the Hotel MUST be non-flammable to conform with the Fire Regulations of the State of New Jersey and the City of Atlantic City. Exhibitors having said materials MUST have available for inspection a "Certificate of Flame-proofing" while attending the trade show. Electrical wiring and equipment must conform to the National Electrical Code and the Electrical Code of Atlantic City. Material not conforming with such regulations will be removed immediately at the Exhibitor's expense. Engines, motors, or any kind of equipment may be operated only with the consent of the HARD ROCK ENTERTAINMENT PRODUCTION MANAGER.

- **RIGGING:** Any hanging of signs, banners, or other materials which require attachment to the Building, must be done by HARD ROCK personnel.
- **FOOD AND BEVERAGE GIVEAWAYS:** The HARD ROCK ATLANTIC CITY must be notified of any food or beverage dispensed or given away at individual exhibit booths. Food and beverage may be purchased directly from the Catering Department with notice.
- **SPECIAL NOTICES:** No nails or bracing wires used in erection of displays may be attached to the building without the written consent of the HARD ROCK Production Manager. All property destroyed or damaged by Exhibitors must be replaced to its original condition by the Exhibitor or at the Exhibitor's expense.
- **MOVE-IN / MOVE-OUT:** All exhibitors are required to load-in and out exhibits through the Pennsylvania Avenue Loading Dock. Under no circumstances will the exhibitor be allowed to move in or out through the Hotel Lobby or Porte Cochere area.
- **LIABILITY:** Hard Rock Atlantic City will not be responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's employees or property, or to any other person, prior, during, or subsequent to the period covered by the exhibit contract; providing said injury, loss, or damage is not caused by the willful negligence or wrongful act of any employee of the Hotel. Each Exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.
- **INSURANCE:** Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.
- **STORAGE:** The Hotel has no facilities for the storage of exhibits.

**ALL BOOTH FURNITURE - I.E. CHAIRS, TABLES, ETC., MUST BE ORDERED THROUGH THE OFFICIAL EXHIBIT DECORATOR. THE HOTEL RESERVES THE RIGHT TO IMMEDIATELY CLOSE ANY EXHIBIT THAT IS NOT IN CONFORMANCE WITH THESE REGULATIONS.**



ATLANTIC CITY

BOOTH NUMBER: \_\_\_\_\_

## APPLICATION FOR TELEVISIONS

Convention: \_\_\_\_\_  
Event Dates: \_\_\_\_\_  
Exhibiting Company: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
Point of Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

### ADVANCE PAYMENT

Item	QTY.	Price	Total
<b>STEP 1: SELECT SCREEN SIZE</b>			
32"		\$75.00	\$0.00
42"		\$100.00	\$0.00
50"		\$200.00	\$0.00
55"		\$250.00	\$0.00
60"		\$300.00	\$0.00
75"		\$350.00	\$0.00

### STEP 2: SELET RENTAL ITEMS

25' HDMI Cable	\$15.00	\$0.00
50' HDMI Cable	\$30.00	\$0.00
6 Outlet Power Strip	\$35.00	\$0.00
Television Rolling Stand	\$40.00	\$0.00

SUB-TOTAL	\$0.00
21% Service Charge	\$0.00
6.625% Sales Tax	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

Please return this completed and signed form along with the credit card authorization form to 609-449-5015

**YOU MUST PURCHASE ELECTRICAL SERVICE IN ADDITION TO THE TELEVISION**

Please refer to the Electrical Form for pricing

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



BOOTH NUMBER: \_\_\_\_\_

## APPLICATION FOR WATER + DRAINAGE SERVICE

Convention: \_\_\_\_\_

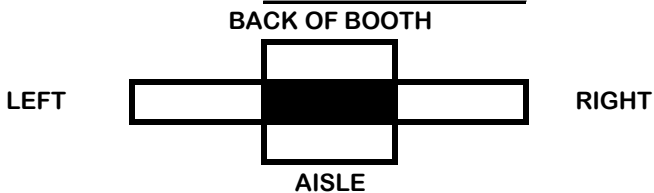
Event Dates: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



<-- <-- PLEASE INDICATE LOCATION OF WATER + DRAINAGE

ADVANCE  
PAYMENT

DAY OF LOAD IN  
PAYMENT

Item	QTY.	Price	QTY.	Price	Total
WATER (cold)		\$100.00		\$150.00	\$0.00
DRAINAGE		\$100.00		\$150.00	\$0.00

SUB-TOTAL	\$0.00
21% Service Charge	\$0.00
6.625% Sales Tax	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**NOTE:** CONNECTION CHARGES LISTED COVER RUNNING SERVICE FROM MAIN LINES TO BOOTH ONLY. ALL WORK PERFORMED WITHIN THE BOOTH IN ATTACHING LINES TO EQUIPMENT WILL BE CHARGED ON A TIME AND MATERIAL BASIS. A SEPARATE CHARGE WILL BE MADE FOR EACH PIECE OF EQUIPMENT USING CONNECTED SERVICES, WHETHER CONNECTED OR OTHERWISE.

Please return this completed and signed form along with the credit card authorization form to 609-449-5015

### SPECIAL REQUIREMENTS:

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date