



Complete Exhibitor Kit

**2016 NJAA 21st ANNUAL EAST
COAST VARIETY SHOW**

**GOLDEN NUGGET
ATLANTIC CITY, NEW JERSEY
FEBRUARY 18-19, 2016**

**2016 NJAA 21st ANNUAL EAST COAST VARIETY SHOW
GOLDEN NUGGET
ATLANTIC CITY, NEW JERSEY
FEBRUARY 18-19, 2016**



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

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:

***NJ AMUSEMENT ASSOCIATION
Ms. Kim Samarelli
PO Box 178
Seaside Heights, NJ 08751
Tel: (732) 904-0580***

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: info@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 FORMATION

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

BOOTH PACKAGE

8' High Backwall - Blue / White
3' High Siderail - Blue
7" x 44" Booth ID Sign
1 - 8' Draped Table - Blue
2 - Side Chairs
1 - Wastebasket

NOTE: EXHIBIT FLOOR IS CARPETED

SET-UP

Wednesday	February 17, 2016	9:00 am - 4:00 pm
Thursday	February 18, 2016	7:00 am - 9:00 am

EXHIBIT HOURS

Thursday	February 18, 2016	11:00 am - 7:00 pm
Friday	February 19, 2016	10:00 am - 3:00 pm

DISMANTLE

Friday	February 19, 2016	3:00 pm - 6:00 pm
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Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense

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**DISCOUNT
DEADLINE DATE:
FEBRUARY 1, 2016**

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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 Order Form\$ _____
Carpet/Carpet Padding Order Form\$ _____
Booth Cleaning Order Form\$ _____
Perfboard & Grid Walls Order Form\$ _____
VCS Modular Rental Unit Order Form\$ _____
Estimated Labor Order Form\$ _____
Priority Empty Container Return Order Form.....\$ _____
Estimated Material Handling Order Form.....\$ _____

SUB TOTAL \$ _____

*ADD 7% 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

Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

--	--	--	--	--	--

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

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 _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

MAIL OR FAX TO VISTA CONVENTION SERVICES 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
- 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.

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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 ____ Air Freight ____ Audiovisual ____ Booth Cleaning ____ Material Handling/In and Out
____ I&D Labor ____ Rental Furniture & Carpet ____ Signs Other (Please specify) _____

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION **Information must be provided**

☐ MasterCard ☐ Visa ☐ American Express Expiration Date _____ ☐ Corporate ☐ Personal

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Signature _____ Print Name _____

Cardholder's Billing Address _____ City _____ State _____ Zip Country _____

THIRD PARTY NAME: _____

CONTACT PERSON: _____ SIGNATURE: _____

SHOW SITE REPRESENTATIVE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD AUTHORIZATION form.

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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT STANDARD AMT.
RATES RATES

SEATING

____ Upholstered Arm Chair (black only).....\$65.05 \$81.40 ____
____ Side Chair (black only).....53.60 65.05 ____
____ Padded Stool (black only).....69.90 85.90 ____

ACCESSORIES

____ Cocktail Table (18" h x 24" rd).....64.55 81.40 ____
____ Round Pedestal Table (30" h x 30" rd).....97.70 121.40 ____
____ Round Pedestal Table (42" h x 30" rd).....117.50 146.00 ____
____ Wastebasket.....20.35 24.50 ____
____ Easel.....41.05 48.70 ____
____ Chrome Sign Frame (22" x 28").....77.70 97.45 ____
____ Bag Holder.....97.45 121.95 ____
____ 8' Stanchion.....30.20 37.75 ____
____ Crossbar.....30.20 37.75 ____
____ Garment Rack.....84.80 105.00 ____
____ Literature Rack.....157.15 181.10 ____
____ 3' Black Stanchion/Pull out Tape.....58.75 75.45 ____
____ (7 1/2 ft. lengths)
____ 8' Special Background.....15.00ft. 20.00ft. ____
____ Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
____ 3' Special Siderails.....10.00ft. 15.00ft. ____
____ Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

DRAPED RISERS

White Vinyl
____ 4' One Step47.40 57.50 ____
____ 6' One Step56.10 69.60 ____

QTY. DISCOUNT STANDARD AMT.
RATES RATES

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL

____ 2' x 4' x 30".....\$103.95 \$129.60 ____
____ 2' x 6' x 30".....122.80 153.50 ____
____ 2' x 8' x 30".....143.90 179.65 ____
____ 4th Side Drape.....30.00 40.00 ____

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".....137.50 165.60 ____
____ 2' x 6' x 42".....157.65 188.05 ____
____ 2' x 8' x 42".....169.20 211.45 ____
____ 4th Side Drape.....30.00 40.00 ____

UNDRAPE DISPLAY TABLES - 30" HIGH

____ 2' x 4' x 30".....47.80 59.45 ____
____ 2' x 6' x 30".....56.35 69.85 ____
____ 2' x 8' x 30".....67.30 81.70 ____

UNDRAPE DISPLAY TABLES - 42" HIGH

____ 2' x 4' x 42".....61.70 74.95 ____
____ 2' x 6' x 42".....69.30 85.90 ____
____ 2' x 8' x 42".....80.30 98.10 ____

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.**

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

Price includes installation & taping front edge. **NO** guarantee of color match when ordering multiple carpets.

Qty.		Discount Rate	Standard Rate	Total
_____	9'x 10'	149.25	182.70	_____
_____	9'x 20'	298.50	365.40	_____
_____	9'x 30'	447.75	548.10	_____
_____	9'x 40'	597.00	730.80	_____
_____	9'x 50'	746.25	913.50	_____

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).....\$3.15sq.ft. \$4.20 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).....\$1.45 sq. ft. \$1.80 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**).....\$4.25 sq. ft. \$5.50 sq. ft. _____

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

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

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

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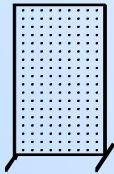
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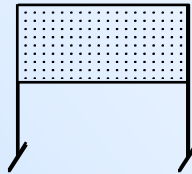
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PERFBOARD & GRID WALLS ORDER FORM

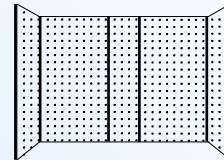
PERFBOARD



STYLE A



STYLE B



STYLE C

Complete Coverage
10' Wide booth space
2' Side Wings
Requires 2 - 4' x 8', 3 - 2' x 8'

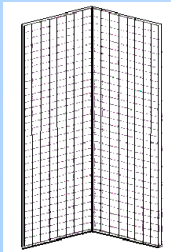
Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

INDICATE STYLE REQUIRED: ☐ A - Vertical ☐ B - Horizontal ☐ C - Complete Booth Coverage - Number of panels required depends on booth size.

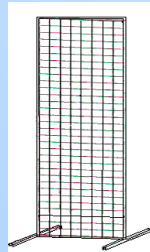
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.

QUANTITY OF FRAMED PANELS REQUIRED:	DISCOUNT RATE	STANDARD RATE	AMOUNT
____ 4' x 8' Panel (white).....	\$155.45	\$192.05	_____
____ 2' x 8' Panel (white).....	109.25	136.80	_____
Perfboard Shelving - 8" Wide			
____ 4' Long (hardware supplied).....	41.80	51.85	_____

GRID WALLS



STYLE A: 2' x 8'



STYLE B: 2' x 6'

STYLE A:

ORDER 2'x8' GRIDS IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.
MINIMUM ORDER 2 GRIDS

STYLE B:

ORDER 2'x6' GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

NOTE: NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR

QTY		DISCOUNT RATE	STANDARD RATE	AMOUNT
____ Style A	2' x 8' Grid (Minimum order (2) Grids).....	\$63.35	\$78.60	_____
____ Style B	2' x 6' Grid (w/feet).....	74.40	94.55	_____

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

SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

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VCS MODULAR RENTAL UNITS

□ VCS Table-Top Unit contains:

- lighted header
- 1 - 8' draped table
- DRAPES COLOR:** BLUE BLACK BURGUNDY PURPLE
GRAY RED TEAL WHITE HUNTER GREEN

*** Check One**

___ **White Panel**
___ **Blue**
___ **Gray**

Price: \$575.00



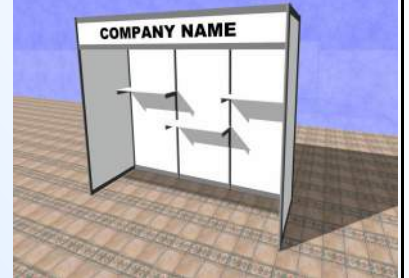
□ VCS A-10 Unit contains:

- (3) Shelves
- (6) Brackets

*** Check One**

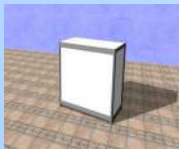
___ **White Panel**
___ **Blue**
___ **Gray**

Price: \$1600.00



COUNTERS:

	Qty.	Price	Total
40"L x 42" H x 22"W	___	\$275.00	___
80"L x 42" H x 22"W	___	\$350.00	___



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.**

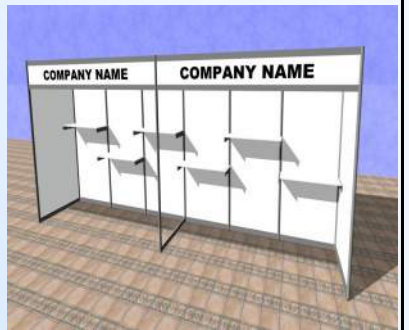
□ VCS B-20 Unit contains:

- (6) Shelves
- (12) Brackets

*** Check One**

___ **White Panel**
___ **Blue**
___ **Gray**

Price: \$2800.00



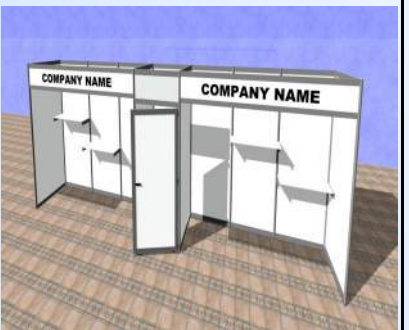
□ VCS C-20 Unit contains:

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

*** Check One**

___ **White Panel**
___ **Blue**
___ **Gray**

Price: \$3400.00



HEADER COPY:

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

SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

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BOOTH CLEANING ORDER FORM

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

INDICATE YOUR REQUIREMENTS:

- ☐ **Daily - Vacuuming**\$.38 per sq. ft.
- ☐ **Once - Vacuuming before initial opening**\$.40 per sq. ft.
- ☐ **Shampoo - One Time**\$.60 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.**

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

2016 NJAA 21st ANNUAL EAST COAST VARIETY SHOW
GOLDEN NUGGET
ATLANTIC CITY, NEW JERSEY
FEBRUARY 18-19, 2016



**DISCOUNT
DEADLINE DATE:
FEBRUARY 1, 2016**

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

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.
3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.
4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

NOTIFICATION DEADLINE DATE: See Above.

Exhibiting Firm: _____ Booth #: _____

Authorized Name & Title: _____

Authorized Signature: _____

Full Name of Non-Official Contractor: _____

Complete Address: _____

City, State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Email: _____

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

Retain one copy for your files.

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**DISCOUNT
DEADLINE DATE:
FEBRUARY 1, 2016**

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
\$105.00/hr.	\$131.25/hr.	\$157.50/hr.	\$196.90/hr.	\$210.00/hr.	\$262.50/hr.
one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday		one hour minimum per worker thereafter 1/2 hr. increments OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday		one hour minimum per worker thereafter 1/2 hr. increments 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				

☐ **PLAN B - VISTA SUPERVISION** Hourly rate plus 35% Supervision Charge / Minimum \$40.00 / \$46.00

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.

Company Name _____ Booth _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____ Fax# _____

Ordered by (Print or Type) _____ E-Mail _____

Signature _____ Title _____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

EXPIRATION DATE: _____

CUSTOMER CODE #: _____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARDHOLDERS SIGNATURE: _____ CARDHOLDERS NAME: _____

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

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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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DEADLINE DATE:
 FEBRUARY 1, 2016

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, as soon as 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.**

Company Name_____Booth _____
 Street Address_____Phone # _____
 City_____State_____Zip_____Fax# _____
 Ordered by (Print or Type)_____E-Mail _____
 Signature_____Title _____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR THIS SERVICE

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRATION DATE:_____

CUSTOMER CODE #:_____

CARDHOLDERS SIGNATURE:_____CARDHOLDERS NAME:_____

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

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**WAREHOUSE
DEADLINE DATE:
FEBRUARY 8, 2016**

MATERIAL HANDLING SERVICE & RATES

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 and from storage and remove shipment from booth for reloading onto outbound carriers. **PLEASE NOTE: 200 lb. minimum for this service.**

Per CWT (100 lbs.)

Minimum charge (200 lbs.)

Warehouse Rate **\$88.00**

Show Site Rate **\$88.00**

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.

Per CWT (100 lbs.)

Minimum charge (200 lbs.)

Warehouse Rate **\$108.00**

Show Site Rate **\$108.00**

UNCRTATED, UNSKIDDED, WRAPPED SHIPMENTS AND 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.

Per CWT (100 lbs.)

A 35% surcharge, for each occurrence, will apply in addition to the above rates.

OVERTIME RATES

All rates quoted above are straight time rates. All freight received at the warehouse and/or show site that must be moved in or out of the booth before 8 a.m. or after 4:30 p.m. on weekdays or all day on Saturdays, Sundays or holidays, will be charged in addition to the above rates.

Per CWT (100 lbs.)

A 35% surcharge for each occurrence, will apply in addition to the above rates

DELIVERIES TO WAREHOUSE AFTER DEADLINE DATE

Shipments received at the warehouse after 3:30 p.m. or after the deadline date of **Monday, February 8, 2016** will be charged in addition to the above rates.

***FIRST PACKAGE**

\$36.10

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.

****Each additional package \$20.55**

***MATERIAL HANDLING SERVICE & RATES ARE SUBJECT TO NJ SALES TAX (7%)**

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**WAREHOUSE
DEADLINE DATE:
FEBRUARY 8, 2016**

SHIPPING & MATERIAL HANDLING RECAP

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

COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.	
A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS Warehouse We will ship _____ lbs. @ \$88.00 per 100 lbs. (200 lb. minimum/\$176.00) Showsite We will ship _____ lbs. @ \$88.00 per 100 lbs. (200 lb. minimum/\$176.00)	\$ _____ \$ _____
B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING 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)	\$ _____ \$ _____
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 that applies in addition to the above rates. Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after Monday, February 8, 2016 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 <div style="text-align: right;"> 7% Sales Tax \$ _____ Payment Enclosed \$ _____ </div>	

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. **Adjustments must be paid at show site.** If you have any questions about material handling, please contact Vista Convention Services.

Company Name:

Booth #:

MAIL OR FAX TO VISTA CONVENTION SERVICES

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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**.

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MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to **hand-carry in one trip** items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: \$20 per carton and \$30 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

MOBILE UNIT SPOTTING

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of \$275.00 round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of \$16.00 per cwt. on straight time; \$20.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding: **\$1.05** per linear foot, plus one-half hour minimum labor
Shrink Wrap Skid: **\$60.00** per skid, labor included
Clear Tape: **\$10.00** roll
Double Face Tape: **\$30.00** roll

UPS & FEDEX SHIPMENTS

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

ALL CHARGES SUBJECT TO NJ SALES TAX (7%)

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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.

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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).

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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: 2016 NJAA 21st ANNUAL EAST COAST VARIETY SHOW
(Exhibiting Company's Name & Booth Number)
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234**

To trace your shipment, please contact our Warehouse at (609) 485-2421.

- Shipments will be received beginning **Monday, January 18, 2016.**
- Shipments received after the deadline of **Monday, February 1, 2016** 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: 2016 NJAA 21st ANNUAL EAST COAST VARIETY SHOW
(Exhibiting Company's Name & Booth Number)
Golden Nugget
c/o Vista Convention Services
Huron Ave. & Brigantine Blvd.
Atlantic City, NJ 08401**

- Show site shipments will be received beginning **Wednesday, February 17, 2016 at 9:00 am.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.

**2016 NJAA 21st ANNUAL EAST COAST VARIETY SHOW
GOLDEN NUGGET
ATLANTIC CITY, NEW JERSEY
FEBRUARY 18-19, 2016**



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

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: 2016 NJAA 21st ANNUAL EAST COAST VARIETY SHOW
Location: (GOLDEN NUGGET)
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 **5:00 pm on Friday, February 19, 2016.**

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.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC Freight**) must be checked in **no later** than **5:00 pm on Friday, February 19, 2016.**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**2016 NJAA 21st ANNUAL EAST COAST
VARIETY SHOW
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**2016 NJAA 21st ANNUAL EAST COAST
VARIETY SHOW
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Monday, February 8, 2016 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**2016 NJAA 21st ANNUAL EAST COAST
VARIETY SHOW
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**2016 NJAA 21st ANNUAL EAST COAST
VARIETY SHOW
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**2016 NJAA 21st ANNUAL EAST COAST
VARIETY SHOW
c/o VISTA CONVENTION SERVICES
GOLDEN NUGGET
HURON AVE. & BRIGANTINE BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**2016 NJAA 21st ANNUAL EAST COAST
VARIETY SHOW
c/o VISTA CONVENTION SERVICES
GOLDEN NUGGET
HURON AVE. & BRIGANTINE BLVD.
ATLANTIC CITY, NJ 08401**

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**2016 NJAA 21st ANNUAL EAST COAST
VARIETY SHOW
c/o VISTA CONVENTION SERVICES
GOLDEN NUGGET
HURON AVE. & BRIGANTINE BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____

(EXHIBITOR NAME)

(BOOTH #)

**2016 NJAA 21st ANNUAL EAST COAST
VARIETY SHOW
c/o VISTA CONVENTION SERVICES
GOLDEN NUGGET
HURON AVE. & BRIGANTINE BLVD.
ATLANTIC CITY, NJ 08401**



PLEASE RETURN TO:

Catering Department
Golden Nugget Atlantic City
Huron Avenue & Brigantine Blvd
Atlantic City, NJ 08401
(609) 441-8330 FAX: (609) 345-4091

APPLICATION FOR ELECTRICAL SERVICE

Convention Group Name:

Dates:

Firm:

Booth No.

Phone No:

Cell No:

Street:

City:

State:

Zip

Authorized By:

Title

Date:

Method of Payment:

() Credit Card #

Exp Date:

() Check Enclosed

Show location of outlet

L
E
F
T

BACK WALL

R
I
G
H
T

DEPARTMENT USE ONLY:

Connection Date:

Disconnect Date:

Department Code:

Please indicate location of

8' x 10' (x) Mark outlets with symbol

CONVENTION LABOR & MATERIAL RATES

All Mechanical Labor charged @ \$20.00 per hour 8:00 am – 4:30 pm
Double Time after 4:30 pm, Sundays & Holidays

Standard Power equals (1) 110V, 330 W, 3 Amps
Power requests are subject to availability
Any application received two weeks prior to the show may
be charged a late fee

Volts	Phase	Watts	Amps	Normal	*Late
110		300	3	\$25.00	\$50.00
110		1500	15	\$30.00	\$60.00
208	1	1500	15	\$70.00	\$125.00
208	3	1500	15	\$80.00	\$150.00

*****IMPORTANT*****

These rates include providing power lines to the booth and primary connection to the equipment. Should additional wiring be required, such wiring can be completed by the Hotel at a rate based on time and materials.

It is advisable that small motors to 1 hp be universal. Each motor of 1 hp or more must be equipped with a fusible switch.

To avoid delay of installation, all equipment must be tagged with full information as to the current voltage, phase, cycle, horsepower, etc.

Golden Nugget Atlantic City assumes not responsibility for damage or misuse of any vendor's equipment.

PLEASE RETURN THIS ORDER WITH FULL PAYMENT TWO WEEKS PRIOR TO EVENT TO INSURE TIMELY INSTALLATION.