



## ***Complete Exhibitor Kit***

**Greater New Jersey Motorcoach Association  
2022 Group Leader Marketplace**

**RESORTS CASINO HOTEL  
OCEAN BALLROOM  
ATLANTIC CITY, NEW JERSEY  
SEPTEMBER 29, 2022**

**Greater New Jersey Motorcoach Association  
2022 Group Leader Marketplace  
RESORTS CASINO HOTEL  
OCEAN BALLROOM  
ATLANTIC CITY, NEW JERSEY  
SEPTEMBER 29, 2022**



**6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08060**

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

## SHOW 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!

**Questions regarding the convention space assignments should be directed to:**

*GNJMA  
Patty Cowley, Executive Director  
PO Box 186  
Washington, NJ 07882  
Tel: 908-750-4538  
Email: [pcowley@gnjma.com](mailto:pcowley@gnjma.com)*

Questions regarding shipping, storage, furniture, & 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.

**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 - 6' Draped Table - BLUE  
2 - Side Chairs  
1 - Wastebasket**

## **NOTE: EXHIBIT FLOOR IS CARPETED**

## INSTALLATION

<b>WEDNESDAY</b>	<b>SEPTEMBER 28, 2022</b>	<b>4:00 PM - 6:00 PM</b>
<b>THURSDAY</b>	<b>SEPTEMBER 29, 2022</b>	<b>8:00 AM - 10:00 AM</b>

## EXHIBIT HOURS

**THURSDAY**                    **SEPTEMBER 29, 2022**                    **10:00 AM - 1:00 PM**

## DISMANTLE

**THURSDAY** **SEPTEMBER 29, 2022** **1:00 PM - 2:00 PM**

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

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

**DISCOUNT  
DEADLINE DATE:  
SEPTEMBER 16, 2022**

**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 .....\$  
Carpet/Carpet Padding .....\$  
Booth Cleaning .....\$  
VCS Modular Rental Unit .....\$  
Fabric Backwall Display Rental .....\$  
Personal Protective Equipment .....\$  
Estimated Labor .....\$  
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 #

Expiration Date

CVV

Cardholder's Name \_\_\_\_\_ (Print or Type) \_\_\_\_\_

Cardholder's Address \_\_\_\_\_ 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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WWW.VI

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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.

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**STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM**

QTY.	DISCOUNT RATES	STANDARD RATES	AMT.	QTY.	DISCOUNT RATES	STANDARD RATES	AMT.
<b>SEATING</b>							
—	Upholstered Arm Chair (black only).....	\$82.50	\$107.50	—			
—	Side Chair (black only).....	68.00	88.50	—			
—	Padded Stool (black only).....	89.00	115.75	—			
<b>ACCESSORIES</b>							
—	Coffee Table (Rectangle-46"l x 24"w x 16"b).....	107.00	139.00	—			
—	Round Pedestal Table (30"l x 30"rd).....	123.50	160.50	—			
—	Round Pedestal Table (42"l x 30"rd).....	149.00	193.75	—			
—	Wastebasket.....	26.00	34.00	—			
—	Easel.....	52.00	67.50	—			
—	Chrome Sign Frame (22" x 28").....	98.50	128.00	—			
—	Bag Holder.....	123.50	160.50	—			
—	8' Stanchion.....	38.50	50.00	—			
—	Crossbar.....	38.50	50.00	—			
—	Garment Rack.....	107.50	139.75	—			
—	Literature Rack.....	199.00	258.75	—			
—	3' Black Stanchion/Pull out Tape.....	74.50	97.00	(7 1/2 ft. lengths)			
—	8' Special Background.....	16.50ft.	21.50ft.				
<b>Circle color:</b> Blue Black Burgundy Purple Gray Red Teal White Hunter Green							
—	3' Special Siderails.....	11.00ft.	14.50ft.				
<b>Circle color:</b> Blue Black Burgundy Purple Gray Red Teal White Hunter Green							
<b>DRAPED RISERS</b>							
<b>White Vinyl</b>							
—	4' One Step .....	60.00	78.00	—			
—	6' One Step.....	70.00	91.00	—			
<b>DRAPED DISPLAY TABLES - 30" HIGH</b>							
Price includes white vinyl top & 3 sides							
<b>Circle color:</b> Blue Black Burgundy Purple Gray Red Teal White Hunter Green							
<b>**IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL**</b>							
—	2' x 4' x 30".....		\$131.50	\$171.00	—		
—	2' x 6' x 30".....		155.50	202.00	—		
—	2' x 8' x 30".....		182.00	236.50	—		
—	4th Side Drape.....		32.00	42.00	—		
<b>DRAPED DISPLAY TABLES - 42" COUNTER HIGH</b>							
Price includes white vinyl top & 3 sides							
<b>Circle color:</b> Blue Black Burgundy Purple Gray Red Teal White Hunter Green							
<b>**IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL**</b>							
—	2' x 4' x 42".....		174.00	226.25	—		
—	2' x 6' x 42".....		200.00	260.00	—		
—	2' x 8' x 42".....		237.50	308.75	—		
—	4th Side Drape.....		32.00	42.00	—		
<b>UNDRAPE DISPLAY TABLES - 30" HIGH</b>							
—	2' x 4' x 30".....		60.50	78.75	—		
—	2' x 6' x 30".....		71.50	93.00	—		
—	2' x 8' x 30".....		85.00	110.50	—		
<b>UNDRAPE DISPLAY TABLES - 42" COUNTER HIGH</b>							
—	2' x 4' x 42".....		78.50	102.00	—		
—	2' x 6' x 42".....		88.00	114.50	—		
—	2' x 8' x 42".....		101.50	132.00	—		

**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 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](mailto:orders@vistacs.com) 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'	191.00	248.50	
9'x 20'	382.00	497.00	
9'x 30'	573.00	745.50	
9'x 40'	764.00	994.00	
9'x 50'	955.00	1242.50	

**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).....\$4.30 sq. ft. \$5.60 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).....\$2.05 sq. ft. \$2.65 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).....\$5.90 sq. ft. \$7.70 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 # \_\_\_\_\_

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



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### Standard Carpet Inventory



### Plush Booth Carpet—28oz



### Table Skirt Colors



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**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*	\$_____

Daily - Sanitization with Quaternary Ammonium .....\$1.00 per sq. ft.

Please calculate your total below:

Size of booth: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x rate: \_\_\_\_\_ x No. of Days: \_\_\_\_\_ = \$ \_\_\_\_\_

(Minimum charge: 100 Sq. Ft. Per Day)

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

**NOTE:** All rental items are delivered clean and disinfected to your booth space. However, during set-up and throughout the event, your space may become contaminated. We suggest all exhibitors partake in the daily disinfecting of their spaces.

**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:  
SEPTEMBER 9, 2022

## FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$2625.00



VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$3550.00



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 \_\_\_\_ \$65.00

1 Meter Counter w/front graphic panel \_\_\_\_ \$395.00

20' Unit 4 lights \_\_\_\_ \$125.00

2 Meter Counter w/front graphic panel \_\_\_\_ \$550.00

\*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 \_\_\_\_\_

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## GRAPHIC GUIDELINES

**DEADLINE DATE: SEPTEMBER 9, 2022**

# **GUIDELINES FOR SUBMITTING GRAPHICS**

## **Vista Convention Services-Design/Graphics Department**

**Vista Convention Services**  
6575 Delilah Road  
Egg Harbor Township, NJ 08234  
E-mail: [orders@vistacs.com](mailto:orders@vistacs.com)

We can accept graphic files created with the following programs:

**Adobe Acrobat Professional 8.0  
Adobe Illustrator CS5  
Photoshop CS5  
Adobe InDesign CS5**

We prefer to work with Adobe Acrobat high resolution PDF files. However we will also accept: Whenever possible

artwork saved as vector files, which can be resized without losing resolution.

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 300dpis on a half size graphic or actual size graphic at 90-120 dpis. If uncertain as to requirements please consult us before sending files

(\*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.”

We are not responsible for spelling mistakes on text or low resolution images sent by clients. A fee applies for replacing the sign.

## 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 which are not overly large can be sent by e-mail. If you have a FTP site we could download the file if you send the information we need. Otherwise we would prefer files sent on a CD. If you have any questions, please contact us before sending your files

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## **BOOTH CLEANING ORDER FORM**

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

### **INDICATE YOUR REQUIREMENTS:**

- Daily - Vacuuming** ..... \$ .50 per sq. ft.
- 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

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**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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**LABOR ORDER FORM**

**CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS**  
Carpenter Rates:

**STRAIGHT TIME:**

Advance Rate      Standard Rate  
\$133.00/hr.      \$166.00/hr.

one hour minimum per worker  
thereafter 1/2 hr. increments  
ST: 8:00 AM to 4:30 PM  
Monday through Friday

**OVERTIME:**

Advance Rate      Standard Rate  
\$199.50/hr.      \$249.00/hr.  
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

**DOUBLE TIME:**

Advance Rate      Standard Rate  
\$266.00/hr.      \$332.00/hr.  
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
\$
\$

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

**Greater New Jersey Motorcoach Association  
2022 Group Leader Marketplace  
RESORTS CASINO HOTEL  
OCEAN BALLROOM  
ATLANTIC CITY, NEW JERSEY  
SEPTEMBER 29, 2022**



## 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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**DISCOUNT  
DEADLINE DATE:  
SEPTEMBER 16, 2022**

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

**THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS**

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

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

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

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

All Services  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

Account Number            CVV

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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## **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 **\$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 **\$90.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

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

COMPANAY NAME **BOOTH #**

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

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

DEADLINE DATE:  
SEPTEMBER 16, 2022

## 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!**



## 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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[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).

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Pleasantville, NJ 08232  
P: 609-485-2421  
F: 609-485-2392  
WWW.VISTACS.COM

**WAREHOUSE  
DEADLINE DATE:  
SEPTEMBER 21, 2022**

## **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 **\$116.00**

**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 **\$152.00**

**UNCRATED, 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 **Wednesday, September 21, 2022** will be charged in addition to the above rates.

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

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**WAREHOUSE  
DEADLINE DATE:  
SEPTEMBER 21, 2022**

## **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.

<b>COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.</b>	
<b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>	
<b>Warehouse</b> We will ship _____ lbs. @ \$116.00 per 100 lbs. (200 lb. minimum/\$232.00)	\$ _____
<b>B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS &amp; CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>	
<b>Warehouse</b> We will ship _____ lbs. @ \$152.00 per 100 lbs. (200 lb. minimum/\$304.00) <b>**THESE RATES APPLY TO ALL FED-EX &amp; UPS SHIPMENTS**</b>	\$ _____
<b>C. OVERTIME FEES</b> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>into or out of</b> 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 <b>35%</b> surcharge for each occurrence will apply in addition to the above rates.	
<b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>Wednesday, September 21, 2022</b> and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.	
<b>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</b>	
<b>Sub Total \$ _____</b>	

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 #:
---------------	----------

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

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**Pleasantville, NJ 08232**  
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## SHIPPING INSTRUCTIONS

## ***FREIGHT HANDLING SERVICES***

Vista Convention Services is prepared to receive your shipment in advance at our local warehouse. 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/labelled as follows:

**TO: GNJMA  
(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, August 31, 2022.***
- Shipments received after the deadline of ***Wednesday, September 21, 2022 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.

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# 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:** GNJMA  
**Location:** RESORTS CASINO  
**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 1:30 pm on Thursday, September 29, 2022.

**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 **1:30 pm on Thursday, September 29, 2022**.

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**FOR ADVANCE SHIPMENTS ONLY**

Deliver NO LATER than Wednesday, September 21, 2022 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

## REQUEST FOR ELECTRICAL CONNECTIONS AND CURRENTS

These rates include only the bringing in of power lines to the booth and the primary connections of these lines to a piece of equipment that is already wired in the booth. Should wiring or connections beyond the primary connections listed be required to permit operation and demonstration of equipment, such wiring can be completed by Resorts at a rate based on time and material. It is advisable that all small motors up to 1 horsepower should be of the universal type. Each motor of 1 horsepower or more must be equipped with a fusible switch. To avoid delay in installation, all equipment should be tagged and wired with full information as to kind of current, voltage phase, cycle, etc. and ready for connection. There will be a late fee of \$50.00 for requests received within 3 business days of the conference.

Name of Representative Ordering:		Day of Exhibit Contact Info	
Email:		Name:	
Phone Number:		Cell Phone:	
Company:		Email:	
Company Address:		Credit Card Authorization Information	
Convention Name & Date:		Booth #:	Credit Card Holder Name:
			Address, City, State, Zip:
Qty	Equipment	Cost	
	One 110 Quad Box	\$ 25.00	Phone Number:
	Add'l Outlet up to 300 Watts	\$ 35.00	Credit Card Number:
	One Outlet 300-1000 Watts of One Motor Up to 1 Horsepower	\$ 50.00	Expiration & Card Security Code:
	Each added outlet or motor not in excess of 1000 Watts or 1 Horsepower	\$ 45.00	I, the above stated Credit Card Holder, am authorizing the payment on my credit card account for our Exhibit. I also understand that in the event my credit card is declined for payment, I will be responsible to provide updated credit card information, or other form of payment.  Initial:
	Furnishing & Installing spotlight or floodlight 150 Watt capacity complete w. lamps & current	\$ 30.00	
	208 Volt Single Phase Line Installed by Special Request	\$ 95.00	

Note: ALL ELECTRICAL REQUESTS RECEIVED WITHIN 3 BUSINESS DAYS OF THE CONFERENCE WILL BE SUBJECT TO A \$50.00 LATE FEE. IN ADDITION, ALL REQUESTS ARE SUBJECT TO 6.625% NEW JERSEY STATE SALES TAX.

SUBTOTAL	\$ -
TAX	\$ -
TOTAL	\$ -
LATE FEE	
GRAND TOTAL	\$ -

Signature

Comments

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Please return completed forms to: EObedoza@resortsac.com. If you have any questions or concerns, please call the Banquets & Catering office at 609-340-6826 or email to EObedoza@resortsac.com.

