



Complete Exhibitor Kit



**HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NEW JERSEY
MAY 6-8, 2025**



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

SHOW CONTACT INFORMATION

Dear Exhibitor:

Vista Convention Services is honored to have been selected as the Official Show Service Contractor for this Exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you!

All questions regarding the convention space assignments should be directed to:

*Mr. Rick Eustace
Conference Manager
New Jersey Water Environment Association
PO Box 737
Woodland Park, NJ 07424
Tel: (973) 239-9200
Fax: (973) 239-9239
Email: reustace@njwea.org
Website: www.njwea.org*

All questions regarding shipping, storage, furniture, and labor should be directed to:

*Customer Service
VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
Tel: (609) 485-2421
Fax: (609) 485-2392
email: orders@vistacs.com
Order online: [Vista online ordering](#)*

All questions regarding internet, electric and audio visual should be directed to:

*Encore
Janice Brittin
Email: Janice.brittin@encoreglobal.com
Order here: [Encore online ordering](#)*

Included in this service kit are order forms for various items you may require for your exhibit. **The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service.** Please analyze and submit your order forms as early as possible.

Thank you!



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SHOW INFORMATION

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

BOOTH PACKAGE

8' High Backwall - Red / White / Black
3' High Siderail - Red
7" x 44" Booth ID Sign
1 - 6' Draped Table - White
2 - Side Chairs
1 - Wastebasket

NOTE: EXHIBIT FLOOR IS CARPETED!

INSTALLATION

Monday	May 5, 2025	12:00noon - 9:00pm
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EXHIBIT HOURS

Tuesday	May 6, 2025	9:00am - 5:30pm
Wednesday	May 7, 2025	9:00am - 5:30pm
Thursday	May 8, 2025	10:00am - 2:00pm

DISMANTLE

Thursday	May 8, 2025	2:00pm - 4:00pm
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IMPORTANT DATES

Vista Advance Order Discount Deadline - **April 21, 2025**
Rental Exhibits, Fabric Backwall & Graphics - **April 14, 2025**
Advance Receiving Begins - **April 7, 2025**
Advance Freight Deadline (without surcharge) **April 28, 2025**
Direct to Show Site 1st day For Delivery - **Monday, May 5, 2025 @12:00noon**
Outbound Driver Check In No Later Than: **Thursday, May 8, 2025 by 3:00pm**

***Vista reserves the right to re-route shipments if your carrier fails to show or refuses a shipment.**

SHIPPING INFORMATION

ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #
NJ Water Environment Association
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234

DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #
NJ Water Environment Association
c/o Vista Convention Services
Harrah's Waterfront Conference Center - Wildwood Ballroom
777 Harrah's Blvd.
Atlantic City, NJ 08401

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



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

To log in, click the link below.

[Online Ordering](#)

Existing Users

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

New Users

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

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





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PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

Standard Booth Furnishings & Accessories	\$	_____
Custom Furnishings.....	\$	_____
Carpet/Carpet Padding	\$	_____
Booth Cleaning.....	\$	_____
VCS Modular Rental Unit.....	\$	_____
Fabric Backwall Display Rental.....	\$	_____
Estimated Labor	\$	_____
Monthly Long Term Storage	\$	_____
Priority Empty Container Return.....	\$	_____
Estimated Material Handling.....	\$	_____
SUB TOTAL		\$
*ADD 6.625% NJ SALES TAX		\$
NET AMOUNT DUE VISTA		\$

** Note: All Services are Taxable in the State of NJ.*

INDICATE PAYMENT METHOD:

Check # _____ Dated _____ Amount \$ _____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account #

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

Expiration Date

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

CVV

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Cardholder's Name _____

Cardholder's Address _____ (Print or Type) _____ City _____ State _____ Zip _____

Signature _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

Company Name _____ Booth # _____

Street Address _____ Phone # _____

City _____ State _____ Zip _____

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

Signature _____

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



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PAYMENT POLICIES

- Orders received without full payment or credit card information will **NOT** be processed.
- A credit card on file is **required** when using Vista Convention Services
- All charges **must** be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.

WIRE TRANSFER

- Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com
- 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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**DISCOUNT
DEADLINE DATE:
APRIL 21, 2025**

THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

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

EXHIBITING COMPANY NAME: _____ BOOTH# _____

CONTACT PERSON: _____ SIGNATURE: _____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

____ All Services ____ Booth Cleaning ____ Material Handling/In and Out
____ I&D Labor ____ Rental Furniture & Carpet Other (Please specify) _____

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

☐ MasterCard ☐ Visa ☐ American Express Expiration Date

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Account Number

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 CVV

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Cardholder's Signature _____ Print Name _____

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

THIRD PARTY NAME: _____

CONTACT PERSON: _____ SIGNATURE: _____

SHOW SITE REPRESENTATIVE: _____

PHONE NUMBER: _____ EMAIL: _____

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



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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
SEATING				
_____	Side Chair (black only).....	80.00	103.00	_____
_____	Padded Stool (black only).....	104.00	135.00	_____

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

DRAPED RISERS				
White Vinyl				
_____	4' One Step	70.00	91.00	_____
_____	6' One Step	82.00	107.00	_____

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
DRAPED DISPLAY TABLES - 30" HIGH				
Price includes white vinyl top & 3 sides				
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL				
_____	2' x 4' x 30".....	\$153.00	\$199.00	_____
_____	2' x 6' x 30".....	181.00	235.00	_____
_____	2' x 8' x 30".....	211.00	274.00	_____
_____	4th Side Drape.....	38.00	49.00	_____

DRAPED DISPLAY TABLES - 42" COUNTER HIGH				
Price includes white vinyl top & 3 sides				
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL				
_____	2' x 4' x 42".....	202.00	263.00	_____
_____	2' x 6' x 42".....	232.00	302.00	_____
_____	2' x 8' x 42".....	275.00	357.00	_____
_____	4th Side Drape.....	38.00	49.00	_____

UNDRAPE DISPLAY TABLES - 30" HIGH				
_____	2' x 4' x 30".....	71.00	92.00	_____
_____	2' x 6' x 30".....	83.00	108.00	_____
_____	2' x 8' x 30".....	99.00	128.00	_____

UNDRAPE DISPLAY TABLES - 42" COUNTER HIGH				
_____	2' x 4' x 42".....	92.00	118.00	_____
_____	2' x 6' x 42".....	103.00	133.00	_____
_____	2' x 8' x 42".....	118.00	154.00	_____

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

Sub Total \$ _____

Company Name _____ Booth # _____

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



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

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

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

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

**CUSTOM
CARPET**

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

INDICATE OVERALL DIMENSIONS:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$5.00 sq. ft. \$6.50 sq. ft. _____

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

****SEE CANCELLATION POLICY UNDER "PLUSH CARPET"*****

**CARPET
PADDING**

INDICATE OVERALL DIMENSION:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$2.55 sq. ft. \$3.25 sq. ft. _____

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

PLUSH CARPET - 28 OZ.

PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

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

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

QTY

_____ Square feet (100 sq.ft. minimum).....\$7.00 sq. ft. \$9.00 sq. ft. _____

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

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

Sub Total \$ _____

Company Name _____ Booth # _____

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



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Standard Carpet Inventory



Plush Booth Carpet—28oz



Table Skirt Colors





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CUSTOM FURNISHINGS ORDER FORM

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

****SHOW SITE ORDERS WILL BE BASED ON AVAILABILITY****

CUSTOM FURNISHINGS CATALOG

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

COMPANY NAME _____

BOOTH _____

CUSTOM FURNISHINGS ORDER FORM

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

COMPANY NAME _____

BOOTH _____

CUSTOM FURNISHINGS ORDER FORM

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

COMPANY NAME _____

BOOTH _____

CUSTOM FURNISHINGS ORDER FORM

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

COMPANY NAME _____

BOOTH _____

CUSTOM FURNISHINGS ORDER FORM

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

COMPANY NAME _____

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CUSTOM FURNISHINGS ORDER FORM

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

SUBTOTAL: \$ _____

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

COMPANY NAME _____ **BOOTH** _____

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



HARRAH'S WATERFRONT
CONFERENCE CENTER
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MAY 6-8, 2025



6575 Delilah Road
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Pleasantville, NJ 08232

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

WWW.VISTACS.COM

DEADLINE DATE:
APRIL 14, 2025

FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

VCS F-10 / 10'w x 8'tall Full Graphic Display.....\$2965.00



VCS F-20 / 20'w x 8'tall Full Graphic Display.....\$4043.00



All labor to install & dismantle displays are included in rental price. Approved graphics **MUST** be received by the deadline date above.

RENTAL UNIT OPTIONAL ACCESSORIES:

10' Unit 2 lights _____ \$137.00

1 Meter Counter w/front graphic panel _____ \$520.00

20' Unit 4 lights _____ \$273.00

2 Meter Counter w/front graphic panel _____ \$804.00

***Power is NOT included in rental of lights. Exhibitor must order basic power from Facility.**

****ALL Displays cancelled after orders have been received will be charged at 100% of original price.****

****ORDERS RECEIVED AFTER THE DEADLINE DATE ARE SUBJECT TO AVAILABILITY AND A 30% LATE SURCHARGE****

Sub Total \$ _____

Company Name _____ Booth _____

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



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DEADLINE DATE:
APRIL 14, 2025

VCS MODULAR RENTAL UNITS

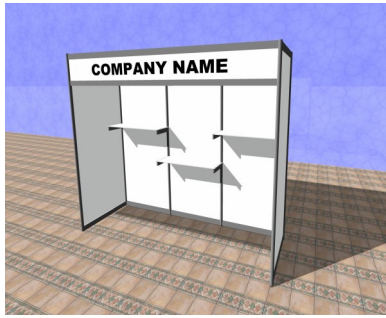
□ VCS A-10 Unit contains:

- (3) Shelves
- (6) Brackets

* Check One

___ White Panel
___ Blue
___ Gray

Price: \$1680.00



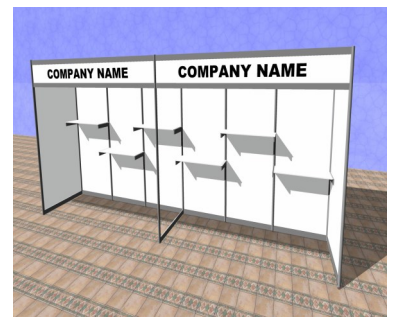
□ VCS B-20 Unit contains:

- (6) Shelves
- (12) Brackets

* Check One

___ White Panel
___ Blue
___ Gray

Price: \$2940.00



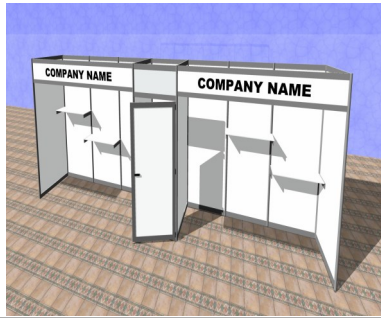
□ VCS C-20 Unit contains:

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

* Check One

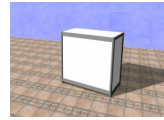
___ White Panel
___ Blue
___ Gray

Price: \$3570.00



COUNTERS:

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



Graphic Dimensions provided upon request

Counter Colors: (*check one)
___ White ___ Blue ___ Gray

OPTIONAL RENTAL ACCESSORIES:

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

ALL UNITS INCLUDE:

- *STANDARD HEADER COPY
- *LIGHTS (Does NOT include outlet)

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

HEADER COPY:

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

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

Sub Total \$ _____

Company Name _____ Booth # _____

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



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GRAPHIC GUIDELINES

DEADLINE DATE: APRIL 14, 2025

GUIDELINES FOR SUBMITTING GRAPHICS **Vista Convention Services-Design/Graphics Department**

Vista Convention Services can accept graphic files created with the following programs:

Adobe Acrobat Professional CC
Adobe Illustrator CC
Photoshop CC
Adobe InDesign CC

While Adobe Acrobat high resolution PDF files are preferred, vector files, which can be resized without losing resolution, are also acceptable.

ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions. Resolution should be 300dpi on a half size graphic or actual size graphic at 90-120 dpi. If uncertain as to requirements please call Vista to consult with our Graphic Designer.

(*No bleeds needed on printable files)

Files which have been created for web publication, or logos which are scanned from letterheads are NOT accepted for large format digital printing.

Vista is not responsible for spelling errors or low resolution images sent by clients. Additional fees will apply if correction/replacement is necessary.

Color Matching

Please provide a method for us to accurately reproduce the colors you require for your graphics. Colors specified using the Pantone ® color matching system is the preferred method.

Sending Files

Files less than 30 MG may be sent by via e-mail. Vista Drop Box information is available upon request.



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DEADLINE DATE:
APRIL 21, 2025

BOOTH CLEANING ORDER FORM

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

INDICATE YOUR REQUIREMENTS:

- ☐ Daily - Vacuuming (3 DAYS)\$.60 per sq. ft.
- ☐ Once - Vacuuming before initial opening.....\$.65 per sq. ft.

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

Porter Service.....Rates on Request

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All Charges payable in U.S. funds only. Check, Cash, Traveler's Checks, VISA, MasterCard, and American Express are accepted.

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

Sub Total \$ _____

Company Name _____ Booth _____

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



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**DISCOUNT
DEADLINE DATE:
APRIL 21, 2025**

INTENT TO USE NON-OFFICIAL CONTRACTORS

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

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

NOTIFICATION DEADLINE DATE: See Above.

Company Name: _____ **Booth #:** _____

Contact Person: _____

Signature: _____

Full Name of Non-Official Contractor: _____

Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Email:** _____

Non-Official Contractor "Show Site" Representative: _____

Type of Service to Be Performed: _____

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



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LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by ***Vista Convention Services*** or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by ***Vista Convention Services*** or its subcontractor.
3. ***Vista Convention Services*** and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to ***Vista Convention Services*** within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against ***Vista Convention Services*** or its subcontractors more than one year after the accrual of the cause of action.
5. ***Vista Convention Services*** will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.
6. ***Vista Convention Services*** will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.
8. If granted permission for early move-in (off-target move-in) by show management and ***Vista Convention Services***, the exhibitor is required to use ***Vista Convention Services*** labor for booth installation.



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**DISCOUNT
DEADLINE DATE:
APRIL 21, 2025**

LABOR ORDER FORM

CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Carpenter Rates:

STRAIGHT TIME:

Advance Rate Standard Rate
\$140.00/hr. \$175.00/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
\$210.00/hr. \$262.50/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

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

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

PLEASE INDICATE SERVICE REQUIRED:

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

SET-UP
DISMANTLE

# WORKERS	DATE	TIME	APPROX. HOURS

Estimated Labor
\$
\$

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

Estimated Supervision
\$

Name of Carrier _____ # Crates _____ Cartons _____ Skids _____

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

Please include Set-up Plans with Order

After Dismantle Return Display To: _____

VIA _____

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

Sub Total \$ _____

COMPANY NAME: _____ BOOTH # _____

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



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LIMITS OF LIABILITY 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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**WAREHOUSE
DEADLINE DATE:
APRIL 28, 2025**

MATERIAL HANDLING RATES

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

A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

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

Warehouse

We will ship _____ lbs. @ \$135.00 per 100 lbs. (200 lb. minimum/\$270.00)

\$ _____

Showsite

We will ship _____ lbs. @ \$135.00 per 100 lbs. (200 lb. minimum/\$270.00)

\$ _____

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

These round trip rates apply to uncrated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments).

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

Warehouse

We will ship _____ lbs. @ \$175.75 per 100 lbs. (200 lb. minimum/\$351.50)

\$ _____

Showsite

We will ship _____ lbs. @ \$175.75 per 100 lbs. (200 lb. minimum/\$351.50)

\$ _____

C. OVERTIME FEES

All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved **into or out of** your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be a **35%** surcharge for each occurrence will apply in addition to the above rates.

\$ _____

D. SMALL PACKAGE SHIPMENTS

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

FIRST PACKAGE @ \$58.00

\$ _____

EACH ADDITIONAL PACKAGE @ \$42.00

\$ _____

Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after APRIL 28, 2025 and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.

Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied

Sub Total \$ _____

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to & from storage & remove shipment from booth for reloading onto outbound carriers.

PLEASE NOTE: 200 lb. minimum for this service.

We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. **Adjustments must be paid at show site.**

Company Name:

Booth #:

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



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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: **\$30** per carton and **\$40** 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 **\$305.00** 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 **\$19.00** per cwt. on straight time; **\$23.00** 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: **\$1.50** per linear foot, plus one-half hour minimum labor
Shrink Wrap Skid: **\$70.00** per skid, labor included
Clear Tape: **\$15.00** roll
Double Face Tape: **\$35.00** roll

UPS & FEDEX SHIPMENTS

A fee of **\$110.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

Sub Total \$ _____

COMPANY NAME _____ BOOTH # _____

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



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DEADLINE DATE:
APRIL 21, 2025

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.....\$110.00 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 before deadline date!



HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NEW JERSEY
MAY 6-8, 2025



6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

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

WWW.VISTACS.COM

MONTHLY LONG-TERM STORAGE

MONTHLY LONGTERM STORAGE

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

- ***\$100.00 minimum per month***
- ***\$20.00 per cwt. handling charge one way***
- ***PLEASE CONTACT VISTA'S CUSTOMER SERVICE DEPARTMENT @ 609-485-2421 IF YOU ARE INTERESTED IN LONG TERM STORAGE***

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

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

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

Sub Total \$ _____

Company Name _____ Booth _____

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



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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 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 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.

Direct Shipments to Showsite Harrah's Waterfront Conference Center

Vista strongly recommends exhibitor's ship to our ***Advance Warehouse*** utilizing the warehouse shipping labels provided in this service manual.

Harrah's Waterfront Conference Center is not contracted to receive your items. They are not the general contractor and have no storage facilities for items received prior to show move-in. All shipments to the Conference Center can be refused or may be turned over to Vista.

All shipments received at the hotel will incur substantial fees from Harrah's in addition to Vista's material handling charges. No freight will be released without payment for both charges. Vista will obtain freight from Harrah's and bill exhibitors accordingly.

*****Avoid additional fees by shipping to Vista's Advance Warehouse*****

Personally Owned Vehicle Unloading/Loading

Harrah's Waterfront Conference Center

All POV's (car, vans, and pickup trucks) are welcome to unload themselves at the drive up ramp next to the Waterfront Conference Center dock. Exhibitors are not permitted to unload at the Porte-cochere in the front.

There is a limit of 2 cart loads or 15 minutes per vehicle as space on the ramp is limited. **You must provide your own cart for self-unloading.** All dock height trucks or materials requiring forklifts or pallet jacks must be unloaded by union labor. Please refer to the material handling section of the kit for fees.

Directions to Waterfront Conference Center

Drive up Ramp





**HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NEW JERSEY
MAY 6-8, 2025**



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

SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

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

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

SHIPPING TO THE ADVANCE WAREHOUSE

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

**TO: NEW JERSEY WATER ENVIRONMENT ASSOCIATION
(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, April 7, 2025.**
- Shipments received after the deadline of **Monday, April 28, 2025 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: NEW JERSEY WATER ENVIRONMENT ASSOCIATION
(Exhibiting Company's Name & Booth Number)
Harrah's Waterfront Conference Center - Wildwood BR
c/o Vista Convention Services
777 Harrah's Blvd.
Atlantic City, NJ 08401**

- Show site shipments will be received beginning **Monday, May 5, 2025 at 12:00 Noon.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.



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MAY 6-8, 2025**



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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: NEW JERSEY WATER ENVIRONMENT ASSOCIATION
Location: Harrah's Waterfront Conference Center - Wildwood BR
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 **3:00 pm on Thursday, May 8, 2025.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!

- Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, **LibertyCFS.**
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **LibertyCFS**) must be checked in **no later** than **3:00 pm on Thursday, May 8, 2025.**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY WATER ENVIRONMENT
ASSOCIATION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY WATER ENVIRONMENT
ASSOCIATION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Monday, April 28, 2025 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY WATER ENVIRONMENT
ASSOCIATION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY WATER ENVIRONMENT
ASSOCIATION
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY WATER ENVIRONMENT ASSOCIATION
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY WATER ENVIRONMENT ASSOCIATION
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401**

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY WATER ENVIRONMENT ASSOCIATION
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401**

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

**NEW JERSEY WATER ENVIRONMENT ASSOCIATION
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401**



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MAY 6-8, 2025**



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Pleasantville, NJ 08232
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OUTBOUND BILL OF LADING REQUEST

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. BOL's and labels will be available for pick-up at the Vista Service Desk.

REQUESTS SHOULD BE SUBMITTED BY: APRIL 21, 2025

Outbound Shipping Information

Ship to (Company): _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Phone: _____

Shipping Method

___ LibertyCFS (Preferred Carrier) ___ Other _____

___ FedEx (Express or Ground) ___ UPS (ground)

****Exhibitors using FedEx or UPS must provide pre-printed labels with their account number****

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Shipping Labels Request

of Shipping Labels Requested: _____

Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

Notes

- Please complete one form per shipment.
- Do not leave Bills of Lading in your booth.

Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.

Company Name: _____ Booth # _____

Submit request to: orders@vistacs.com before the deadline date!



"Delivering Freedom®"



MOVE YOUR EXHIBIT WITH PEACE OF MIND

**THE FREIGHT & CUSTOMS PARTNER YOU CAN RELY ON
FULLY DEDICATED TO YOUR CONVENTION AND TRADE SHOW SUCCESS**

Putting service first and leveraging our 42 years of freight & customs experience



Transportation Services

- Ground Freight (LTL)
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LAS VEGAS | TORONTO





LibertyCFS NV, Inc.

*A Veteran Owned Company
Delivering Freedom*

exhibitorservices@libertycfs.us

www.libertycfs.us

Tel. (905) 338-3993

FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.				Adobe Acrobat Reader DC may be required for completion of form. Click image to download				
Freight Only		Customs Only		Freight & Customs		Return Only		
PICK-UP LOCATION	2a Company Name _____			DELIVERY TO ADDRESS	3 Exhibiting Company Name _____			Booth # _____
	Address1 _____				Show Name _____			
	Address2 _____				Address1 _____			
	City _____ State _____ ZipCode _____				Address2 _____			
	Contact _____ Phone # _____				City _____ State _____ ZipCode _____			
	Email _____ IRS/Tax ID# _____				Onsite Contact _____ Cell Phone # _____			
SERVICES	2b P/U Date _____ From _____ To _____			4 Check Box if the Return address is the same as 2a <input type="checkbox"/>				
	Dlvy Date _____ Hours _____							
	Express Economy LTL 7-10 Days Int'l							
	Inside Liftgate Dock							
	Other _____							
PACKAGE INFO	5 Carton(s)/Box _____			PCS	DIMENSIONS (L x W x H)		WGT	
	Vinyl Case(s)/Color _____							
Wooden Crate(s) _____								
Trunk(s) / On Wheels _____								
Skid(s) - to contain # _____ of pieces								
			TOTAL PIECES		TOTAL WEIGHT			
VALUE	6 Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 8% per \$1000, Min \$80.							
	Exclusion: Does not include TV(s)/Monitor(s)			DECLARED VALUE				
PAYMENT	7 Credit Card Information / Billing Address							
	Credit Card Number _____			Security Code _____		Exp. Date _____ / _____		
	I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.							
	Address _____			Signature _____				
	City _____			State _____		ZipCode _____		
	Phone _____			Email _____				

Comments: Include any additional comments that will be helpful for the movement of freight and contents