



Complete Exhibitor Kit



**HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NEW JERSEY
MAY 12-14, 2026**



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CONFERENCE CENTER
WILDWOOD BALLROOM
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MAY 12-14, 2026**



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](#)
Use Coupon Code: **NJWEA20** for 20% off your order!*

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 11, 2026	12:00noon - 9:00pm
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EXHIBIT HOURS

Tuesday	May 12, 2026	9:00am - 5:30pm
Wednesday	May 13, 2026	9:00am - 5:30pm
Thursday	May 14, 2026	10:00am - 2:00pm

DISMANTLE

Thursday	May 14, 2026	2:00pm - 4:00pm
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IMPORTANT DATES

Vista Advance Order Discount Deadline - **April 27, 2026**

Rental Exhibits, Fabric Backwall & Graphics - **April 20, 2026**

Advance Receiving Begins - **April 13, 2026**

Advance Freight Deadline (without surcharge) **May 4, 2026**

Direct to Show Site 1st day For Delivery - **Monday, May 11, 2026 at 12:00noon**

Outbound Driver Check In No Later Than: **Thursday, May 14, 2026 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.....	\$	_____
Fabric Backwall Display Rental.....	\$	_____
Estimated Labor	\$	_____
Monthly Long Term Storage	\$	_____
Priority Empty Container Return.....	\$	_____
Estimated Material Handling.....	\$	_____
	SUB TOTAL	\$ _____
	*ADD 6.625% NJ SALES TAX	\$ _____
	NET AMOUNT DUE VISTA	\$ _____

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

INDICATE PAYMENT METHOD:

Check # _____ Dated _____ Amount \$ _____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account #

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Expiration Date

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

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 _____



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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.
- Credit Card refunds are subject to a 3% processing fee.

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 27, 2026**

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THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

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

EXHIBITING COMPANY NAME: _____ BOOTH# _____

CONTACT PERSON: _____ SIGNATURE: _____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

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

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

☐ MasterCard ☐ Visa ☐ American Express Expiration Date

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Account Number

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 CVV

--	--	--	--

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: _____



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**DISCOUNT
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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT STANDARD AMT.
RATES RATES

SEATING

Side Chair (black only).....84.00 109.00
Padded Stool (black only).....110.00 142.00

ACCESSORIES

Round Pedestal Table (30"h x 30"rd)..... 152.00 197.00
Round Pedestal Table (42"h x 30"rd).....182.00 237.00
Wastebasket.....33.00 42.00
Easel.....64.00 83.00
Chrome Sign Frame (22" x 28").....121.00 158.00
Bag Holder.....152.00 197.00
8' Stanchion.....48.00 61.00
Crossbar.....48.00 61.00
Garment Rack.....132.00 171.00
Literature Rack.....243.00 315.00
3' Black Stanchion/Pull out Tape.....91.00 118.00
(7 1/2 ft. lengths)
8' Special Background.....20.00ft. 27.00ft.
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
3' Special Siderails.....15.00ft. 18.00ft.
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green

DRAPED RISERS

White Vinyl

4' One Step74.00 96.00
6' One Step87.00 113.00

QTY. DISCOUNT STANDARD AMT.
RATES RATES

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides

Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL

2' x 4' x 30".....\$168.00 \$218.00
2' x 6' x 30".....198.00 257.00
2' x 8' x 30".....230.00 299.00
4th Side Drape.....40.00 52.00

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".....222.00 288.00
2' x 6' x 42".....254.00 330.00
2' x 8' x 42".....299.00 388.00
4th Side Drape.....40.00 52.00

UNDRAPED DISPLAY TABLES - 30" HIGH

2' x 4' x 30".....79.00 102.00
2' x 6' x 30".....92.00 120.00
2' x 8' x 30".....109.00 141.00

UNDRAPED DISPLAY TABLES - 42" COUNTER HIGH

2' x 4' x 42".....102.00 132.00
2' x 6' x 42".....114.00 148.00
2' x 8' x 42".....130.00 169.00

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 # _____



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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'	232.00	303.00	_____
_____ 9'x 20'	464.00	606.00	_____
_____ 9'x 30'	696.00	909.00	_____
_____ 9'x 40'	928.00	1212.00	_____
_____ 9'x 50'	1160.00	1515.00	_____

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.
INDICATE OVERALL DIMENSIONS:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$6.00 sq. ft. \$7.00 sq. ft. _____

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

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

**CARPET
PADDING**

INDICATE OVERALL DIMENSION:

_____ ft.x _____ ft. (100 sq. ft. minimum).....\$3.00 sq. ft. \$4.00 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).....\$7.50 sq. ft. \$9.50 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 # _____



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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

All orders must be placed through Vista Online Ordering

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.**

Product ID	Item Name	Advance Price	Standard Price	Unit
14143-0006	2 Drawer Lateral File - Locking Black	323.00	420.00	Each
14143-0135	2 Drawer Lateral File - Espresso	494.00	643.00	Each
14143-0163	2 Drawer Lateral File - Urban Walnut	585.00	761.00	Each
14143-0144	2 Drawer Lateral File - Black	401.00	521.00	Each
14147-0001	2 Drawer Vertical File - Legal Size Locking Black	313.00	407.00	Each
14148-0001	2 Drawer Vertical File - Letter Size Locking Black	395.00	513.00	Each
01209-0003	4 Cubic Ft. Refrigerator	498.00	647.00	Each
14143-0008	4 Drawer Lateral File - Locking Black	395.00	513.00	Each
14147-0002	4 Drawer Vertical File - Legal Size Locking Black	360.00	468.00	Each
14148-0002	4 Drawer Vertical File - Letter Size Locking Black	323.00	420.00	Each
05246-0018-05036-0050	24" Square Bar Table - Cosmo w/ Black Base	368.00	478.00	Each
05246-0003-05036-0050	24" Square Bar Table - Cosmo w/ Chrome Base	368.00	478.00	Each
05246-0018-05036-0051	24" Square Bar Table - Emerald Tide w/ Black Base	368.00	478.00	Each
05246-0003-05036-0051	24" Square Bar Table - Emerald Tide w/ Chrome Base	368.00	478.00	Each
05246-0018-05036-0049	24" Square Bar Table - Icebreaker w/ Black Base	368.00	478.00	Each
05246-0003-05036-0049	24" Square Bar Table - Icebreaker w/ Chrome Base	368.00	478.00	Each
05246-0018-05036-0048	24" Square Bar Table - Sirona w/ Black Base	368.00	478.00	Each
05246-0003-05036-0048	24" Square Bar Table - Sirona w/ Chrome Base	368.00	478.00	Each
05246-0017-05036-0050	24" Square Café Table - Cosmo w/ Black Base	368.00	478.00	Each
05246-0002-05036-0050	24" Square Café Table - Cosmo w/ Chrome Base	368.00	478.00	Each
05246-0017-05036-0051	24" Square Café Table - Emerald Tide w/ Black Base	368.00	478.00	Each
05246-0002-05036-0051	24" Square Café Table - Emerald Tide w/ Chrome Base	368.00	478.00	Each
05246-0017-05036-0049	24" Square Café Table - Icebreaker w/ Black Base	368.00	478.00	Each
05246-0002-05036-0049	24" Square Café Table - Icebreaker w/ Chrome Base	368.00	478.00	Each
05246-0017-05036-0048	24" Square Café Table - Sirona w/ Black Base	368.00	478.00	Each
05246-0002-05036-0048	24" Square Café Table - Sirona w/ Chrome Base	368.00	478.00	Each
05246-0018-05036-0046	32" Round Bar Table - Cement w/ Black Base	485.00	631.00	Each
05246-0003-05036-0046	32" Round Bar Table - Cement w/ Chrome Base	485.00	631.00	Each
05036-0053-05246-0018	32" Round Bar Table - Smoke/Black Base	485.00	631.00	Each
05036-0053-05246-0003	32" Round Bar Table - Smoke/Chrome Base	485.00	631.00	Each
05246-0018-05036-0047	32" Round Bar Table - Yukon Gold w/ Black Base	485.00	631.00	Each
05246-0003-05036-0047	32" Round Bar Table - Yukon Gold w/ Chrome Base	485.00	631.00	Each
05246-0002-05036-0046	32" Round Café Table - Cement w/ Chrome Base	498.00	647.00	Each
05246-0017-05036-0046	32" Round Café Table - Cement w/ Black Base	498.00	647.00	Each
05036-0053-05246-0002	32" Round Café Table - Smoke/Chrome Base	498.00	647.00	Each
05036-0053-05246-0017	32" Round Café Table - Smoke/Black Base	498.00	647.00	Each
05246-0002-05036-0047	32" Round Café Table - Yukon Gold w/ Chrome Base	498.00	647.00	Each
05246-0017-05036-0047	32" Round Café Table - Yukon Gold w/ Black Base	498.00	647.00	Each
14062-0287	42" Round Conference Table - Espresso	475.00	618.00	Each
14062-0315	42" Round Conference Table - Urban Walnut	514.00	669.00	Each

Product ID	Item Name	Advance Price	Standard Price	Unit
14029-0098	5 Shelf Bookcase - Black	688.00	895.00	Each
14029-0091	5 Shelf Bookcase - Mahogany	688.00	895.00	Each
14136-0081	Accord Black Leather High Back	551.00	716.00	Each
14136-0010	Accord White Leather High Back	551.00	716.00	Each
14308-0005	Alto Literature Rack - Black - 6 Pocket	278.00	360.00	Each
14308-0010	Argento Literature Rack - Aluminum - 10 Pocket	269.00	349.00	Each
12049-0001-12050-0005	Aria Cocktail Table - Blue	368.00	478.00	Each
12049-0001-12050-0002	Aria Cocktail Table - Charcoal	368.00	478.00	Each
12049-0001-12050-0007	Aria Cocktail Table - Green	368.00	478.00	Each
12049-0001-12050-0006	Aria Cocktail Table - Purple	368.00	478.00	Each
12049-0001-12050-0004	Aria Cocktail Table - Red	368.00	478.00	Each
12049-0001-12050-0003	Aria Cocktail Table - White	368.00	478.00	Each
12231-0001-12305-0001	Aria Console Table - Charcoal	388.00	504.00	Each
12231-0001-12305-0002	Aria Console Table - White	388.00	504.00	Each
12108-0001-12304-0004	Aria End Table - Blue	350.00	455.00	Each
12108-0001-12304-0001	Aria End Table - Charcoal	350.00	455.00	Each
12108-0001-12304-0005	Aria End Table - Green	350.00	455.00	Each
12108-0001-12304-0007	Aria End Table - Purple	350.00	455.00	Each
12108-0001-12304-0006	Aria End Table - Red	350.00	455.00	Each
12108-0001-12304-0002	Aria End Table - White	350.00	455.00	Each
05204-0001	Aspen Bar Table	972.00	1,264.00	Each
22001-0001	Aspen Bar Table - Charged	1,136.00	1,477.00	Each
22002-0002	Aspen Cocktail Table - Charged	644.00	837.00	Each
05090-0001	Aspen Dining Table	835.00	1,084.00	Each
18228-0891	Aubrey Sofa	1,256.00	1,633.00	Each
18284-0898	Aubrey Chair	790.00	1,027.00	Each
18184-0303	Aubrey Bench Ottoman	460.00	598.00	Each
18284-0876	Bianca Stage Chair - Frost	429.00	557.00	Each
18284-0895	Bianca Stage Chair - Onyx	429.00	557.00	Each
18284-0893	Bianca Stage Chair - Sand	429.00	557.00	Each
18024-0072	Blanc Bench Ottoman	562.00	730.00	Each
18284-0834	Blanc Chair	935.00	1,216.00	Each
18184-0274	Blanc Cube	197.00	256.00	Each
18167-0614	Blanc Loveseat	1,120.00	1,455.00	Each
18228-0847	Blanc Sofa	1,173.00	1,525.00	Each
05246-0003-05036-0008B	Blanco Bar Table White/Chrome 24" Square	350.00	455.00	Each
05246-0003-05036-0009B	Blanco Rectangle Bar Table - White/Chrome	542.00	705.00	Each
05246-0003-05036-0003B	Blanco Bar Table White/Chrome 30" Round	350.00	455.00	Each
05246-0003-05036-0006B	Blanco Bar Table White/Chrome 36" Round	360.00	468.00	Each
05246-0002-05036-0008C	Blanco Café Table White/Chrome 24" Square	350.00	455.00	Each
05246-0002-05036-0009C	Blanco Café Table White/Chrome Rectangle	542.00	705.00	Each
05246-0003-05036-0003C	Blanco Café Table White/Chrome 30" Round	350.00	455.00	Each
05246-0003-05036-0006C	Blanco Café Table White/Chrome 36" Round	360.00	468.00	Each
12112-0010	Blox Bar Back	733.00	954.00	Each
18284-0786	Boca Armless - Black	598.00	778.00	Each
22050-0001	Boca Armless - Bright White, Charged	678.00	882.00	Each
18066-0026	Boca Corner - Black	644.00	837.00	Each
22051-0001	Boca Corner - Bright White, Charged	733.00	954.00	Each
05088-0498	Brooklyn II Rect Dining Table	716.00	931.00	Each
12055-0429	Brooklyn II Rectangle Cocktail Table	360.00	468.00	Each
12055-0430	Brooklyn II Round Cocktail Table	360.00	468.00	Each
05088-0499	Brooklyn II Round Dining Table	562.00	730.00	Each
12107-0495	Brooklyn II Round End Table	323.00	420.00	Each
12107-0494	Brooklyn II Square End Table	323.00	420.00	Each
14233-0025	Caprice Chair	197.00	256.00	Each
05237-0169	Caprice Bar Stool - Black	341.00	444.00	Each
18024-0062	Chandler Red Leather Bench Ottoman	498.00	647.00	Each
18284-0717	Chandler Red Leather Chair	725.00	943.00	Each
18167-0581	Chandler Red Leather Loveseat	929.00	1,207.00	Each
18228-0795	Chandler Red Leather Sofa	963.00	1,253.00	Each
05246-0018-05036-0037B	City Bar Table Maple/Black 30" Round	350.00	455.00	Each
05246-0018-05036-0038B	City Bar Table Maple/Black 36" Round	360.00	468.00	Each
05246-0003-05036-0037C	City Café Table Maple/Black 30" Round	350.00	455.00	Each
05246-0003-05036-0038C	City Café Table Maple/Black 36" Round	360.00	468.00	Each
05035-0051	Clara Chair	221.00	287.00	Each
05237-0298	Clara Stool	330.00	430.00	Each
14233-0005	Comet Stack Arm Chair - Black	269.00	349.00	Each
14233-0006	Comet Stack Armless Chair - Black	251.00	325.00	Each
14309-0001	Locking Pedestal/Computer Kiosk- Black	716.00	931.00	Each
14179-0005	Locking Pedestal/Computer Kiosk - White	716.00	931.00	Each

Product ID	Item Name	Advance Price	Standard Price	Unit
05035-0052	Colin Chair - Natural Wood	197.00	256.00	Each
05237-0305	Colin Stool - Natural Wood	278.00	360.00	Each
14062-0297	Command Conference Table - 6' Black	870.00	1,132.00	Each
14062-0303	Command Conference Table - 6' Sirona	870.00	1,132.00	Each
14062-0300	Command Conference Table - 6' White	870.00	1,132.00	Each
14062-0298	Command Conference Table - 8' Black	935.00	1,216.00	Each
14062-0304	Command Conference Table - 8' Sirona	935.00	1,216.00	Each
14062-0301	Command Conference Table - 8' White	935.00	1,216.00	Each
14083-0279	Conference Desk - Espresso	1,001.00	1,302.00	Each
14083-0344	Conference Desk - Urban Walnut	1,073.00	1,395.00	Each
14062-0299	Command Conference Table - 10' Black	1,074.00	1,395.00	Each
14062-0305	Command Conference Table - 10' Sirona	1,074.00	1,395.00	Each
14062-0302	Command Conference Table - 10' White	1,074.00	1,395.00	Each
18184-0283	Continental White Leather Curved Bench	588.00	764.00	Each
18303-0006	Continental White Leather Curved Loveseat	1,156.00	1,502.00	Each
18184-0284	Continental White Leather Half Moon Ottoman	498.00	647.00	Each
18304-0002	Continental White Leather Reverse Loveseat	1,120.00	1,455.00	Each
18296-0006	Continental White Leather Wedge Ottoman	498.00	647.00	Each
05237-0038	Criss Cross Bar Stool - Espresso	330.00	430.00	Each
05237-0039	Criss Cross Bar Stool - White	330.00	430.00	Each
05035-0010	Criss Cross Chair - Espresso	221.00	287.00	Each
05035-0011	Criss Cross Chair - White	221.00	287.00	Each
18228-0869	Cromwell Sofa	1,355.00	1,761.00	Each
18284-0873	Cromwell Chair	807.00	1,049.00	Each
12055-0285	Cube, Black 24" Cocktail Table	350.00	455.00	Each
12107-0296	Cube, Black 24" End Table	360.00	468.00	Each
12055-0286	Cube, White 24" Cocktail Table	350.00	455.00	Each
12107-0297	Cube, White 24" End Table	360.00	468.00	Each
12091-0025	Display Pedestal 14x30 Black	378.00	491.00	Each
12091-0032	Display Pedestal 14x30 White	378.00	491.00	Each
12091-0024	Display Pedestal 14x36 Black	406.00	528.00	Each
12091-0031	Display Pedestal 14x36 White	406.00	528.00	Each
12091-0023	Display Pedestal 14x42 Black	480.00	623.00	Each
12091-0030	Display Pedestal 14x42 White	480.00	623.00	Each
12091-0001	Display Pedestal 18x30 Black	388.00	504.00	Each
12091-0002	Display Pedestal 18x42 Black	534.00	694.00	Each
12091-0003	Display Pedestal 24x30 Black	551.00	716.00	Each
12091-0034	Display Pedestal 24x36 Black	580.00	754.00	Each
12091-0033	Display Pedestal 24x36 White	580.00	754.00	Each
12091-0004	Display Pedestal 24x42 Black	580.00	754.00	Each
05012-0083	Elara Bar	1,942.00	2,525.00	Each
05035-0023	Elio Chair	197.00	256.00	Each
05026-0012	Encore Bench	530.00	689.00	Each
05088-0531	Encore Dining Table	976.00	1,269.00	Each
05237-0160	Equino Chrome Stool - Black	341.00	444.00	Each
05237-0041	Equino Chrome Stool - White	341.00	444.00	Each
18011-0011	Essentials White Banquette (2 pcs)	1,457.00	1,893.00	Each
18184-0192	Essentials White Leather Storage Ottoman	688.00	895.00	Each
02082-0033	Essentials White Leather Turning Bed	1,750.00	2,274.00	Each
22100-0001	Essentials White Turning Bed w/ Charging Station Inset	1,941.00	2,523.00	Each
05237-0221	Euro Bar Stool	313.00	407.00	Each
05246-0018-05036-0001B	Euro Bar Table Black/Black 30" Round	350.00	455.00	Each
05246-0018-05036-0004B	Euro Bar Table Black/Black 36" Round	360.00	468.00	Each
05246-0018-05036-0001C	Euro Café Table Black/Black 30" Round	350.00	455.00	Each
05246-0018-05036-0004C	Euro Café Table Black/Black 36" Round	360.00	468.00	Each
13041-0015	Evoke Chair	781.00	1,015.00	Each
13054-0011	Evoke Cocktail Table	498.00	647.00	Each
13110-0008	Evoke Cube	313.00	407.00	Each
13110-0009	Evoke End Table	442.00	573.00	Each
13229-0007	Evoke Sofa	1,457.00	1,893.00	Each
18284-0452	Function Black Leather Armless Chair	598.00	778.00	Each
18066-0009	Function Black Leather Corner	644.00	837.00	Each
18284-0554	Function White Leather Armless Chair	598.00	778.00	Each
18066-0016	Function White Leather Corner	644.00	837.00	Each
05036-0039-05246-0003	Fuze Bar Table	395.00	513.00	Each
05036-0039-05246-0002	Fuze Café Table	395.00	513.00	Each
12230-0116	Fuze Console Table	460.00	597.00	Each
12107-0512	Fuze End Table	378.00	491.00	Each
12091-0055	Fuze Pedestal	395.00	513.00	Each
12055-0453	Fuze Cocktail Table	424.00	552.00	Each

Product ID	Item Name	Advance Price	Standard Price	Unit
12003-0117	Gemma Accent Table - Blue Agate	386.00	502.00	Each
12003-0115	Gemma Accent Table - Citrine	386.00	502.00	Each
12003-0116	Gemma Accent Table - Moonstone	386.00	502.00	Each
12003-0120	Gemma Accent Table - Obsidian	386.00	502.00	Each
14307-0003	Goal Black Drafting Stool With Arms	327.00	426.00	Each
14307-0004	Goal Black Drafting Stool Without Arms	295.00	383.00	Each
14250-0013	Goal Black Task Chair With Arms	295.00	383.00	Each
14250-0014	Goal Black Task Chair Without Arms	269.00	349.00	Each
18011-0002	Grammercy Charcoal Leather Banquette (2 pcs)	1,457.00	1,893.00	Each
18024-0002	Grammercy Charcoal Leather Bench	498.00	647.00	Each
18284-0485	Grammercy Charcoal Leather Chair	598.00	778.00	Each
18066-0015	Grammercy Charcoal Leather Corner	688.00	895.00	Each
18167-0469	Grammercy Charcoal Leather Loveseat	935.00	1,216.00	Each
18184-0036	Grammercy Charcoal Leather Round Ottoman	498.00	647.00	Each
18228-0605	Grammercy Charcoal Leather Sofa	1,074.00	1,395.00	Each
18184-0033	Grammercy Charcoal Leather Square Ottoman	498.00	647.00	Each
05237-0270	Hourglass Bar Stool - Black	341.00	444.00	Each
05237-0271	Hourglass Bar Stool - White	341.00	444.00	Each
12107-0467	Hylton Tablet Table	313.00	407.00	Each
18284-0902	Jasper Chair	701.00	912.00	Each
18228-0892	Jasper Sofa	1,080.00	1,404.00	Each
14083-0329	Jr. Executive Desk - Espresso	832.00	1,082.00	Each
14083-0346	Jr. Executive Desk - Urban Walnut	962.00	1,251.00	Each
13229-0020	Latitude Sofa	1,254.00	1,630.00	Each
13170-0011	Latitude Loveseat	1,170.00	1,521.00	Each
13285-0015	Latitude Chair	975.00	1,268.00	Each
05035-0008	Leslie Chair	176.00	229.00	Each
22052-0001	Lincoln Bench - Charged	1,074.00	1,395.00	Each
12055-0428	London Cocktail Table	424.00	552.00	Each
12230-0110	London Console Table	460.00	597.00	Each
12107-0493	London End Table	378.00	491.00	Each
12091-0043	London Pedestal	395.00	513.00	Each
05088-0533	Medera Dining Table	1,255.00	1,632.00	Each
05237-0215	Marcus Bar Stool - Gunmetal	251.00	325.00	Each
18024-0008	Metro Black Leather Bench Ottoman	498.00	647.00	Each
18184-0128	Metro Black Leather Cube Ottoman	197.00	256.00	Each
18184-0179	Metro Black Leather Square Ottoman	498.00	647.00	Each
18284-0482	Metro Black Leather Chair	725.00	943.00	Each
18167-0467	Metro Black Leather Loveseat	929.00	1,207.00	Each
18228-0602	Metro Black Leather Sofa	963.00	1,253.00	Each
18284-0785	Monarch Chair - Bright White	411.00	536.00	Each
14308-0009	Nero Literature Rack - Black - 10 Pocket	269.00	349.00	Each
05035-0050	Nexus Chair	233.00	303.00	Each
05237-0300	Nexus Stool	285.00	372.00	Each
09392-0001	Neutrino Steel Floor Lamp - Steel	251.00	325.00	Each
18228-0858	Niko Sofa	1,192.00	1,550.00	Each
18167-0622	Niko Loveseat	1,090.00	1,417.00	Each
18284-0856	Niko Chair	907.00	1,179.00	Each
18024-0010	Novel Satin Steel Cocktail Table	498.00	647.00	Each
18024-0011	Novel End Table	442.00	573.00	Each
13110-0017	Orbit End Table	261.00	340.00	Each
05246-0003-05036-0037B	Park Ave Bar Table Maple/Chrome 30" Round	350.00	455.00	Each
05246-0003-05036-0038B	Park Ave Bar Table Maple/Chrome 36" Round	360.00	468.00	Each
05246-0018-05036-0037C	Park Ave Café Table Maple/Chrome 30" Round	350.00	455.00	Each
05246-0018-05036-0038C	Park Ave Café Table Maple/Chrome 36" Round	360.00	468.00	Each
18284-0812	Patrice Tablet Chair - Charged	708.00	920.00	Each
05001-0017	Piazza Bar Back - Black	688.00	895.00	Each
05001-0018	Piazza Bar Back - White	688.00	895.00	Each
05012-0082	Razor Bar	1,942.00	2,525.00	Each
14136-0105	Rimati Hi-Back Chair - Black	655.00	852.00	Each
14136-0106	Rimati Hi-Back Chair - White	655.00	852.00	Each
14128-0122	Rimati Guest Chair - Black	278.00	362.00	Each
14128-0123	Rimati Guest Chair - White	278.00	362.00	Each
18284-0900	Royce Chair - Mink	557.00	724.00	Each
18284-0901	Royce Chair - Oyster	557.00	724.00	Each
18184-0294	Rubix Cube Ottoman - Cherry	201.00	261.00	Each
18184-0295	Rubix Cube Ottoman - Cromwell	201.00	261.00	Each
18184-0296	Rubix Cube Ottoman - Grape	201.00	261.00	Each
18184-0293	Rubix Cube Ottoman - Lemon	201.00	261.00	Each
18184-0297	Rubix Cube Ottoman - Lime	201.00	261.00	Each

Product ID	Item Name	Advance Price	Standard Price	Unit
18184-0298	Rubix Cube Ottoman - Mango	201.00	261.00	Each
05246-0003-05036-0001B	Silk Bar Table Black/Chrome 30" Round	350.00	455.00	Each
05246-0003-05036-0004B	Silk Bar Table Black/Chrome 36" Round	360.00	468.00	Each
05237-0306-05033-0001-05034-0009	Milo Bar Stool - Black	313.00	407.00	Each
05237-0306-05033-0005-05034-0011	Milo Bar Stool - Charteuse	313.00	407.00	Each
05237-0306-05033-0013-05034-0015	Milo Bar Stool - Chocolate	313.00	407.00	Each
05237-0306-05033-0011-05034-0014	Milo Bar Stool - Jade	313.00	407.00	Each
05237-0306-05033-0009-05034-0013	Milo Bar Stool - Victory Blue	313.00	407.00	Each
05237-0306-05033-0007-05034-0012	Milo Bar Stool - California Wine	313.00	407.00	Each
05237-0306-05033-0002-05034-0010	Milo Bar Stool - White	313.00	407.00	Each
05035-0053-05033-0003-05034-0009	Milo Armless Chair - Black	194.00	253.00	Each
05035-0053-05033-0006-05034-0011	Milo Armless Chair - Chartreuse	194.00	253.00	Each
05035-0053-05033-0014-05034-0015	Milo Armless Chair - Chocolate	194.00	253.00	Each
05035-0053-05033-0012-05034-0014	Milo Armless Chair - Jade	194.00	253.00	Each
05035-0053-05033-0010-05034-0013	Milo Armless Chair - Victory Blue	194.00	253.00	Each
05035-0053-05033-0008-05034-0012	Milo Armless Chair - California Wine	194.00	253.00	Each
05035-0053-05033-0004-05034-0010	Milo Armless Chair - White	194.00	253.00	Each
05246-0003-05036-0001C	Silk Café Table Black/Chrome 30" Round	350.00	455.00	Each
05246-0003-05036-0004C	Silk Café Table Black/Chrome 36" Round	360.00	468.00	Each
09392-0019	Silo Grey Floor Lamp	245.00	319.00	Each
09417-0037	Silo Grey Table Lamp	179.00	232.00	Each
09392-0018	Silo White Floor Lamp	245.00	319.00	Each
09417-0036	Silo White Table Lamp	179.00	232.00	Each
12003-0102	Sirona Accent Table	313.00	407.00	Each
05237-0042	Sonic Bar Stool	278.00	360.00	Each
14233-0016	Sonic Chair - Black	197.00	256.00	Each
05246-0003-05036-0034	Spectrum Blue Bar Table	378.00	491.00	Each
05246-0002-05036-0034	Spectrum Café Table - Blue	378.00	491.00	Each
05246-0002-05036-0036	Spectrum Café Table - Green	378.00	491.00	Each
05246-0002-05036-0035	Spectrum Café Table - Purple	378.00	491.00	Each
05246-0002-05036-0033	Spectrum Café Table - Red	378.00	491.00	Each
05246-0003-05036-0036	Spectrum Green Bar Table	378.00	491.00	Each
05246-0003-05036-0035	Spectrum Purple Bar Table	378.00	491.00	Each
05246-0003-05036-0033	Spectrum Red Bar Table	378.00	491.00	Each
14189-0066	Stanchion Chrome	111.00	145.00	Each
11526-0001	Stanchion Rope - Red Velour	58.00	76.00	Each
14034-0015	Storage Cabinet - Locking Black	395.00	513.00	Each
05246-0018-05036-0003B	Summit Bar Table White/Black 30" Round	350.00	455.00	Each
05246-0018-05036-0006B	Summit Bar Table White/Black 36" Round	360.00	468.00	Each
05246-0018-05036-0003C	Summit Café Table White/Black 30" Round	350.00	455.00	Each
05246-0018-05036-0006C	Summit Café Table White/Black 36" Round	360.00	468.00	Each
14128-0002	Tamir Black Leather Guest Chair	360.00	468.00	Each
14136-0002	Tamir Black Leather High Back	442.00	573.00	Each
14176-0007	Tamir Black Leather Mid Back	388.00	504.00	Each
13229-0016	Verona Sofa	1,375.00	1,788.00	Each
13285-0013	Verona Chair	710.00	923.00	Each
13185-0010	Verona Ottoman	411.00	534.00	Each
05012-0024	VIP Glow Bar 4'	1,074.00	1,395.00	Each
05012-0026	VIP Glow Bar 6'	1,274.00	1,656.00	Each

All orders must be placed through Vista Online Ordering



HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NEW JERSEY
MAY 12-14, 2026



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

DEADLINE DATE:
APRIL 20, 2026

FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

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

<u>Discount Rate</u>	<u>Standard Rate</u>
\$3400.00	\$4400.00



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

\$4700.00	\$6150.00
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All labor to install & dismantle displays are included in rental price. Approved graphics **MUST** be received by the deadline date above.

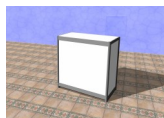
RENTAL UNIT OPTIONAL ACCESSORIES:

	<u>Discount Rate</u>	<u>Standard Rate</u>
___ 10' Unit 2 lights	\$144.00	\$187.00
___ 20' Unit 4 lights	\$287.00	\$373.00

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

COUNTERS:

Qty.	<u>Discount Rate</u>	<u>Standard Rate</u>
___ 1 Meter Counter w/o graphics	\$331.00	\$431.00
___ 2 Meter Counter w/o graphics	\$414.00	\$538.00
___ 1 Meter Counter w/front graphic panel	\$546.00	\$710.00
___ 2 Meter Counter w/front graphic panel	\$844.00	\$1100.00



Graphic Dimensions provided upon request

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

****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 STANDARD PRICING

Sub Total \$ _____

Company Name _____ Booth _____



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GRAPHIC GUIDELINES

DEADLINE DATE: APRIL 20, 2026

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 27, 2026

BOOTH CLEANING ORDER FORM

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

INDICATE YOUR REQUIREMENTS:

☐ Daily - Vacuuming \$.63 per sq. ft.

☐ Once - Vacuuming before initial opening \$.68 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# _____



**HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NEW JERSEY
MAY 12-14, 2026**



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**DISCOUNT
DEADLINE DATE:
APRIL 27, 2026**

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!



**HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NEW JERSEY
MAY 12-14, 2026**



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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.



**HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NEW JERSEY
MAY 12-14, 2026**



6575 Delilah Road
PO Box 3000

Pleasantville, NJ 08232

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

WWW.VISTACS.COM

**DISCOUNT
DEADLINE DATE:
APRIL 27, 2026**

LABOR ORDER FORM

CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Carpenter Rates:

STRAIGHT TIME:

Advance Rate Standard Rate
\$145.00/hr. \$181.00/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
\$217.50/hr. \$271.50/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 person 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 \$70.00/\$80.00

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 # _____



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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:
MAY 4, 2026**

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. @ \$140.00 per 100 lbs. (200 lb. minimum/\$280.00)

\$ _____

Showsite

We will ship _____ lbs. @ \$140.00 per 100 lbs. (200 lb. minimum/\$280.00)

\$ _____

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, UPS, Amazon and USPS are included in this category due to their delivery procedures and documentation****

Warehouse

We will ship _____ lbs. @ \$182.00 per 100 lbs. (200 lb. minimum/\$364.00)

\$ _____

Showsite

We will ship _____ lbs. @ \$182.00 per 100 lbs. (200 lb. minimum/\$364.00)

\$ _____

C. OVERTIME FEES

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

\$ _____

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 @ \$68.00

\$ _____

EACH ADDITIONAL PACKAGE @ \$52.00

\$ _____

Delivery After Deadline Date: Shipments received at the warehouse after 3:00pm or after MAY 4, 2026 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 #: _____



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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 **\$320.00** 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 **\$20.00** per cwt. on straight time; **\$24.00** 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: **\$25.00** roll

Double Face Tape: **\$45.00** roll

UPS & FEDEX SHIPMENTS

A fee of **\$115.00** 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 27, 2026

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.....**\$115.00 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 # _____



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MONTHLY LONG-TERM STORAGE

MONTHLY LONGTERM STORAGE

Vista Convention Services can provide monthly long term storage at the following rates - \$0.75 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 _____



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IMPORTANT FREIGHT INFORMATION

DEFINITION OF SPECIAL HANDLING:

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

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

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



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SHIPPING 101

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

WHAT IS DRAYAGE?

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

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?

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

HOW ARE DRAYAGE RATES DETERMINED?

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

HOW CAN I SAVE MY COMPANY MONEY?

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

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

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?

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

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
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MAY 12-14, 2026**



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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 13, 2026.***
- Shipments received after the deadline of ***Monday, May 4, 2026*** will be charged an additional 35% surcharge.
- Shipments received after **3:00 p.m.** will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m. to 3:00 p.m.**
Carriers checking in after **3:00 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 11, 2026 at 12:00 Noon.***
- Shipments arriving at show site prior to this date and time may be ***REFUSED*** or charged an overtime rate.



**HARRAH'S WATERFRONT
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ATLANTIC CITY, NEW JERSEY
MAY 12-14, 2026**



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Pleasantville, NJ 08232
WWW.VISTACS.COM

OUTBOUND SHIPPING INSTRUCTIONS

SHIPPING OUTBOUND FROM SHOW SITE

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

Label each item as follows:

From: (Your Company Name)
Booth #:
Show Name: 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 14, 2026.**

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 14, 2026.**

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, May 4, 2026 / Receiving Hours: 8am - 3:00pm, 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**



**HARRAH'S WATERFRONT
CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NEW JERSEY
MAY 12-14, 2026**



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WWW.VISTACS.COM

OUTBOUND BILL OF LADING REQUEST

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

REQUESTS SHOULD BE SUBMITTED BY: APRIL 27, 2026

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 # _____



LibertyCFS is Proud to be Vista Convention Services' Official Carrier

As the Official Logistics Provider for **NJ WATER**, LibertyCFS offers the premium service your show demands. We are intimately familiar with all the move in and out times and procedures, no guess work here. Additionally, as Vista's official partner we have preferential treatment no other carrier can offer such as no detention time, live contacts at either the Advance warehouse or directly at Show Site. Unlike any other carrier if you or your representative at show site approaches the Vista service desk, they will be able to assist with information about your specific booth.

LibertyCFS makes booking your shipment simple and streamlined. We are truly a one stop shop. We handle everything for you whether you're shipping a single piece or several truckloads, Domestically or Internationally to the Advance Warehouse or directly to Show Site we have you covered. If you have any questions or you're ready to book, we're available via Phone, Chat, or email.

Website: <https://libertycfs.us>

Phone: 1-866-938-1092

Email: exhibitorservices@libertycfs.us

Mobile QR code:





Atlantic City Fire Department – Fire Safety Notification and Compliance

- Combustible materials must not be displayed in exhibit booths at any time.
- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo plastic cloth, and similar decorative materials shall be flame retardant to the satisfaction of the Fire Department and State Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame retardant. All drapes, hangings, curtains, drops, exhibit booth construction materials and all other decorative material including Christmas trees shall be made from non-flammable material or treated and maintained in a flame retardant condition. Oilcloth, tarpaper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited. **ALL MATERIALS MUST BE ACCOMPANIED BY AN OFFICIAL FIRE RESISTANCE CERTIFICATE.**
- If substitutions of original materials must be made, such labor and materials as required to bring the work up to code standard shall be provided by group at no additional expense to hotel. If group is unable to comply, said convention shall be cancelled by hotel without liability to hotel.
- THE FOLLOWING WILL REQUIRE FIRE SAFETY PERMITS:
 1. Décor brought into a place of public assembly on a temporary basis not requiring a building permit application.
- This décor shall include but not be limited to;
 - A. Hanging decorations;
 - B. Swags, streamers, temporary drapes;
 - C. Artificial plants and flowers;
 - D. Props constructed of, fiberglass, foam plastics, wood, or other combustible materials;
 - E. Temporary signs, banners or hanging effects, electric signs.
 - F. Balloon Bouquets and Arches; i) **Balloons of Mylar material shall not excess two per table in bouquets or arches.**

2. *Stages, risers, dance floor and/or anything that substantially reduces the occupant load and/or alter the egress path.*

DJ's or other Entertainment with Portable SOUND SYSTEMS need 10 business days prior notification and approval – as they are required to be on SHUNT system.

Drayage companies, Vendors, Exhibitors and /or Outside Production companies are required to comply at all times and following instructions for same. Organizers, Exhibitors and vendors may not may move or relocate tables, decorations etc. that are on approved floorplan.

Fines for non-compliance are imposed by Atlantic City Fire Department and will be added to group's master billing.

For more information please check with your Catering and Convention Services Team with Harrah's Resort Atlantic City.