



## ***Complete Exhibitor Kit***

**Greater New Jersey Motorcoach Association  
2018 Group Leader Marketplace**

**BALLY'S  
ATLANTIC CITY, NEW JERSEY  
OCTOBER 11, 2018**

**Greater New Jersey Motorcoach Association  
2018 Group Leader Marketplace**

**BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018**



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

***GNJMA  
Patty Cowley, Executive Director  
PO Box 186  
Washington, NJ 07882  
Tel: (908) 835-0935 ext. 105  
Fax: (610) 829-1004  
Email: [pcowley@gnjma.com](mailto:pcowley@gnjma.com)***

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

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

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

***Thank you!***

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**SHOW INFORMATION**

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

**BOOTH PACKAGE**

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

**NOTE: EXHIBIT FLOOR IS CARPETED**

**SET-UP**

<b>Wednesday</b>	<b>October 10, 2018</b>	<b>4:00 pm - 6:00 pm</b>
<b>Thursday</b>	<b>October 11, 2018</b>	<b>8:00 am - 10:00 am</b>

**EXHIBIT HOURS**

<b>Thursday</b>	<b>October 11, 2018</b>	<b>10:00 am - 1:00 pm</b>
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**DISMANTLE**

<b>Thursday</b>	<b>October 11, 2018</b>	<b>1:00 pm - 3:00 pm</b>
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**\*Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense\***

Greater New Jersey Motorcoach Association  
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BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018

DISCOUNT  
DEADLINE DATE:  
SEPTEMBER 25, 2018

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PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

Standard Booth Furnishings & Accessories Order Form .....\$ \_\_\_\_\_  
Carpet/Carpet Padding Order Form .....\$ \_\_\_\_\_  
Booth Cleaning Order Form .....\$ \_\_\_\_\_  
Perfboard & Grid Walls Order Form .....\$ \_\_\_\_\_  
VCS Modular Rental Unit Order Form .....\$ \_\_\_\_\_  
Estimated Labor Order Form .....\$ \_\_\_\_\_  
Priority Empty Container Return Order Form .....\$ \_\_\_\_\_  
Estimated Material Handling Order Form .....\$ \_\_\_\_\_  
SUB TOTAL \$ \_\_\_\_\_  
\*ADD 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

Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # 

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

Expiration Date 

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

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

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

Signature \_\_\_\_\_

**ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.**

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

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE



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**PAYMENT & CREDIT CARD AUTHORIZATION  
LIMITS OF LIABILITY & RESPONSIBILITY**

1. **Vista Convention Services** shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by **Vista Convention Services** to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. **Vista Convention Services** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. **Vista Convention Services** liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event **Vista Convention Services** maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. **Vista Convention Services** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to **Vista Convention Services** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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**DISCOUNT  
DEADLINE DATE:  
SEPTEMBER 25, 2018**

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## PAYMENT POLICIES

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

### WIRE TRANSFER

- Bank information call Vista Convention Services (609) 485-2421 or e-mail: [dvenezia@vistacs.com](mailto:dvenezia@vistacs.com)
- Wire transfers must be initiated and confirmed at least two weeks before move-in.
- Wire transfers must include the show name, company name and booth number.
- Due to various processing fees we incur from banks clearing wire transfers into our accounts, Vista will charge the following fees:
  - ⇒ **Domestic incoming wire transfer fee: \$25.00**
  - ⇒ **International incoming wire transfer fee: \$35.00**

### CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, ***unless otherwise noted on Order Form.***  
***NO REFUNDS AFTER DEADLINE DATE.***
- ***NO*** adjustments will be made after close of the show.

### TAX EXEMPTION

- If tax exempt, a copy of your tax exempt certificate **MUST** accompany your order. This is **NOT** a resale certificate.
- ***NO*** adjustments for tax exempt status will be made after close of the show.

### THIRD PARTY PAYMENT BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice (s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

### MISCELLANEOUS

- ***NO*** telephone orders accepted
- Rental items not ordered, yet found in booths, are invoiced at "***Standard***" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Vista Convention Services.

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

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

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

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

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

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

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

☐ MasterCard ☐ Visa ☐ American Express Expiration Date \_\_\_\_\_ ☐ Corporate ☐ Personal

Account Number 

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

**PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER** \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

THIRD PARTY NAME: \_\_\_\_\_

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

SHOW SITE REPRESENTATIVE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

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

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**DISCOUNT  
DEADLINE DATE:  
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## STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT RATES STANDARD RATES AMT.

### SEATING

_____ Upholstered Arm Chair ( <b>black only</b> ).....	\$69.00	\$86.35	_____
_____ Side Chair ( <b>black only</b> ).....	56.85	69.00	_____
_____ Padded Stool ( <b>black only</b> ).....	74.20	91.15	_____

### ACCESSORIES

_____ Cocktail Table Rectangle (46"lx24"wx16"h)....	75.00	93.75	_____
_____ Round Pedestal Table (30"h x 30"rd).....	103.65	128.80	_____
_____ Round Pedestal Table (42"h x 30"rd).....	124.70	154.90	_____
_____ Wastebasket.....	21.60	26.00	_____
_____ Easel.....	43.60	51.70	_____
_____ Chrome Sign Frame (22" x 28").....	82.45	103.40	_____
_____ Bag Holder.....	103.40	128.35	_____
_____ 8' Stanchion.....	32.05	40.05	_____
_____ Crossbar.....	32.05	40.05	_____
_____ Garment Rack.....	89.95	111.40	_____
_____ Literature Rack.....	166.75	192.15	_____
_____ 3' Black Stanchion/Pull out Tape.....	62.30	80.05	_____
(7 1/2 ft. lengths)			
_____ 8' Special Background.....	15.00ft.	20.00ft.	_____
_____ Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
_____ 3' Special Siderails.....	10.00ft.	15.00ft.	_____
_____ Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			

### DRAPED RISERS

**White Vinyl**

_____ 4' One Step .....	50.30	61.05	_____
_____ 6' One Step.....	59.55	73.85	_____

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".....	\$110.30	\$137.50	_____
_____ 2' x 6' x 30".....	130.30	162.85	_____
_____ 2' x 8' x 30".....	152.70	190.60	_____
_____ 4th Side Drape.....	30.00	40.00	_____

### DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides

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

_____ 2' x 4' x 42".....	145.90	175.75	_____
_____ 2' x 6' x 42".....	167.30	199.50	_____
_____ 2' x 8' x 42".....	179.55	224.35	_____
_____ 4th Side Drape.....	30.00	40.00	_____

### UNDRAPED DISPLAY TABLES - 30" HIGH

_____ 2' x 4' x 30".....	50.75	63.10	_____
_____ 2' x 6' x 30".....	59.80	74.10	_____
_____ 2' x 8' x 30".....	71.45	86.70	_____

### UNDRAPED DISPLAY TABLES - 42" HIGH

_____ 2' x 4' x 42".....	65.45	79.50	_____
_____ 2' x 6' x 42".....	73.55	91.15	_____
_____ 2' x 8' x 42".....	85.20	104.05	_____

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

ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE**

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## CARPET / CARPET PADDING ORDER FORM

### STANDARD CARPET

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

Qty.		Discount Rate	Standard Rate	Total
_____	9'x 10' .....	159.00	194.00	_____
_____	9'x 20' .....	318.00	388.00	_____
_____	9'x 30' .....	477.00	582.00	_____
_____	9'x 40' .....	636.00	776.00	_____
_____	9'x 50' .....	795.00	970.00	_____

**Circle color:** Blue \* Burgundy \* Gray \* Teal \* Red \* Purple \* Black \* Hunter Green \* Blue Jay \* Pepper \* Sand  
**\*\*IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL\*\***

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

### CUSTOM CARPET

Price includes installation to fit booth space, protective covering, and edges taped.  
INDICATE OVERALL DIMENSIONS:

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$3.35 sq. ft. \$4.50 sq. ft. \_\_\_\_\_

**Circle color:** Blue \* Burgundy \* Gray \* Teal \* Red \* Purple \* Black \* Hunter Green \* Blue Jay \* Pepper \* Sand  
**\*\*SEE CANCELLATION POLICY UNDER "PLUSH CARPET"\*\*\***

### CARPET PADDING

INDICATE OVERALL DIMENSION:

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$1.55 sq. ft. \$1.90 sq. ft. \_\_\_\_\_

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

### PLUSH CARPET - 28 OZ.

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

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

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

**QTY**

\_\_\_\_\_ Square feet (100 sq.ft. minimum).....\$4.50 sq. ft. \$5.90 sq. ft. \_\_\_\_\_

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

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

ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE**

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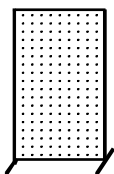
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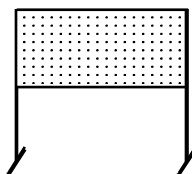
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## PERFBOARD & GRID WALLS ORDER FORM

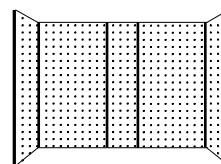
### PERFBOARD



**STYLE A**



**STYLE B**



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

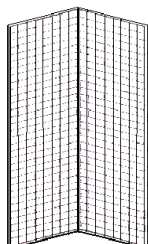
Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

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

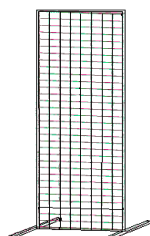
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.

QUANTITY OF FRAMED PANELS REQUIRED:	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____ 4' x 8' Panel (white).....	\$164.90	\$203.75	_____
_____ 2' x 8' Panel (white).....	115.95	145.15	_____
Perfboard Shelving - 8" Wide			
_____ 4' Long (hardware supplied).....	44.35	55.00	_____

### GRID WALLS



**STYLE A: 2' x 8'**



**STYLE B: 2' x 6'**

**STYLE A:**  
ORDER 2'x8' GRIDS IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.  
MINIMUM ORDER 2 GRIDS

**STYLE B:**  
ORDER 2'x6' GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

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

HOOKS TO BE SUPPLIED BY EXHIBITOR

QTY		DISCOUNT RATE	STANDARD RATE	AMOUNT
_____ Style A	2' x 8' Grid (Minimum order (2) Grids).....	\$67.20	\$83.35	_____
_____ Style B	2' x 6' Grid (w/feet).....	78.95	100.35	_____

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

SUBJECT TO NJ SALES TAX (6.625%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

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## VCS MODULAR RENTAL UNITS

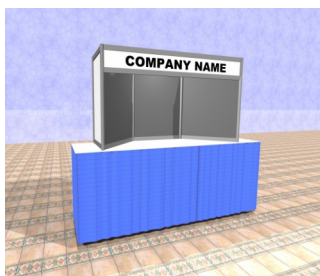
### ☐ VCS Table-Top Unit contains:

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

#### \* Check One

☐ **White Panel**  
☐ **Blue**  
☐ **Gray**

**Price: \$575.00**



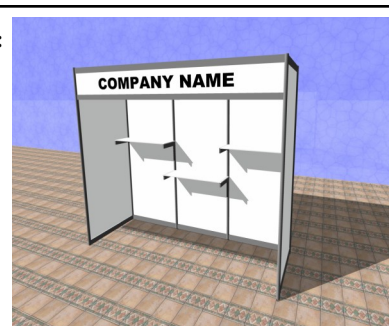
### ☐ VCS A-10 Unit contains:

- (3) Shelves
- (6) Brackets

#### \* Check One

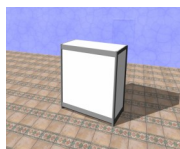
☐ **White Panel**  
☐ **Blue**  
☐ **Gray**

**Price: \$1600.00**



### COUNTERS:

	Qty.	Price	Total
40"L x 42" H x 22"W	_____	<b>\$275.00</b>	_____
80"L x 42" H x 22"W	_____	<b>\$350.00</b>	_____



#### Counter Colors: (\*check one)

☐ **White** ☐ **Blue** ☐ **Gray**

### OPTIONAL RENTAL ACCESSORIES:

Side Rail (each)	_____	<b>\$85.00</b>	_____
Extra Shelves	_____		_____
(1) shelf & (2) brackets	_____	<b>\$45.00</b>	_____

#### ALL UNITS INCLUDE:

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

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

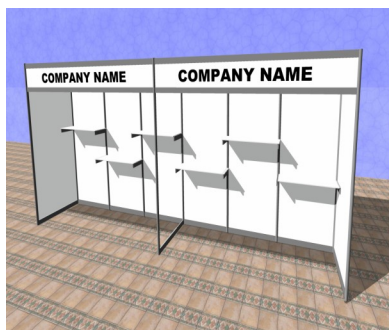
### ☐ VCS B-20 Unit contains:

- (6) Shelves
- (12) Brackets

#### \* Check One

☐ **White Panel**  
☐ **Blue**  
☐ **Gray**

**Price: \$2800.00**



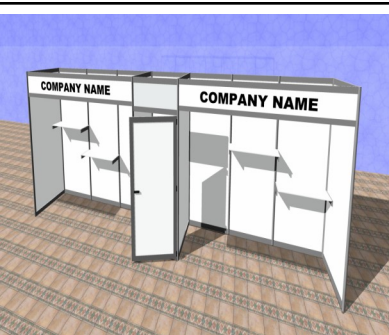
### ☐ VCS C-20 Unit contains:

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

#### \* Check One

☐ **White Panel**  
☐ **Blue**  
☐ **Gray**

**Price: \$3400.00**



### HEADER COPY:

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

SUBJECT TO NJ SALES TAX (6.625%)  
FULL PAYMENT MUST ACCOMPANY ORDER  
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

**MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE**

Greater New Jersey Motorcoach Association  
2018 Group Leader Marketplace



BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018

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

DEADLINE DATE:  
SEPTEMBER 25, 2018

BOOTH CLEANING ORDER FORM

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

INDICATE YOUR REQUIREMENTS:

- ☐ **Daily - Vacuuming** .....\$.40 per sq. ft.
- ☐ **Once - Vacuuming before initial opening** .....\$.42 per sq. ft.
- ☐ **Shampoo - One Time** .....\$.60 per sq. ft.

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

Porter Service.....Rates on Request

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

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

**ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)**  
**FULL PAYMENT MUST ACCOMPANY ORDER**  
**ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM**

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

## Greater New Jersey Motorcoach Association 2018 Group Leader Marketplace



**BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018**

**DISCOUNT  
DEADLINE DATE:  
SEPTEMBER 25, 2018**

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

### INTENT TO USE NON-OFFICIAL CONTRACTORS

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

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

**NOTIFICATION DEADLINE DATE: See Above.**

Exhibiting Firm: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized Name & Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Full Name of Non-Official Contractor: \_\_\_\_\_

Complete Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Non-Official Contractor "Show Site" Representative: \_\_\_\_\_

Type of Service to Be Performed: \_\_\_\_\_

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

*Retain one copy for your files.*

# Greater New Jersey Motorcoach Association 2018 Group Leader Marketplace

**BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018**



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**DISCOUNT  
DEADLINE DATE:  
SEPTEMBER 25, 2018**

## LABOR ORDER FORM

### CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

#### Carpenter Rates:

Straight Time:		OverTime:		Double Time:	
Advance Rate	Standard Rate	Advance Rate	Standard Rate	Advance Rate	Standard Rate
<b>\$111.00/hr.</b>	<b>\$138.75/hr.</b>	<b>\$166.50/hr.</b>	<b>\$208.12/hr.</b>	<b>\$222.00/hr.</b>	<b>\$277.50/hr.</b>
one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday		one hour minimum per worker thereafter 1/2 hr. increments OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday		one hour minimum per worker thereafter 1/2 hr. increments OT: All Holidays	

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

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

PLEASE INDICATE SERVICE REQUIRED:

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

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

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

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

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

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

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

VIA

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

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

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Fax# \_\_\_\_\_

Ordered by (Print or Type) \_\_\_\_\_ E-Mail \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

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

#### Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

EXPIRATION DATE: \_\_\_\_\_

CUSTOMER CODE #: \_\_\_\_\_

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CARDHOLDERS SIGNATURE: \_\_\_\_\_ CARDHOLDERS NAME: \_\_\_\_\_

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.625%)

## Greater New Jersey Motorcoach Association 2018 Group Leader Marketplace

**BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018**



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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.

## Greater New Jersey Motorcoach Association 2018 Group Leader Marketplace

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ATLANTIC CITY, NJ  
OCTOBER 11, 2018**



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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*.



# Greater New Jersey Motorcoach Association 2018 Group Leader Marketplace



**BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018**

**WAREHOUSE  
DEADLINE DATE:  
OCTOBER 2, 2018**

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

## MATERIAL HANDLING SERVICE & RATES

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove shipment from booth for reloading onto outbound carriers. **PLEASE NOTE: 200 lb. minimum for this service.**

**Per CWT (100 lbs.)**

**Minimum charge (200 lbs.)**

Warehouse Rate **\$108.00**

Show Site Rate **\$108.00**

### CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

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

**Per CWT (100 lbs.)**

**Minimum charge (200 lbs.)**

Warehouse Rate **\$142.00**

Show Site Rate **\$142.00**

### UNCRTATED, UNSKIDDED, WRAPPED SHIPMENTS AND CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

These round trip rates apply to uncrtated, un-skidded or wrapped shipments. These rates also apply to shipments that are loaded and charged by cubic space and/or packed in such a manner to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipments). **Fed-EX and UPS are included in this category due to their delivery procedures and documentation.**

**Per CWT (100 lbs.)**

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

### OVERTIME RATES

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

**Per CWT (100 lbs.)**

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

### DELIVERIES TO WAREHOUSE AFTER DEADLINE DATE

Shipments received at the warehouse after 3:30 p.m. or after the deadline date of **Tuesday, October 2, 2018** will be charged in addition to the above rates.

### **\*FIRST PACKAGE**

**\$38.00**

### SMALL PACKAGE SHIPMENTS

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

**\*\*Each additional package \$22.00**

**\*MATERIAL HANDLING SERVICE & RATES ARE SUBJECT TO NJ SALES TAX (6.625%)**

# Greater New Jersey Motorcoach Association 2018 Group Leader Marketplace

**BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018**



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**WAREHOUSE  
DEADLINE DATE:  
OCTOBER 2, 2018**

## SHIPPING & MATERIAL HANDLING RECAP

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

<b>COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.</b>	
<b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b>  <b>Warehouse</b> We will ship _____ lbs. @ \$108.00 per 100 lbs. (200 lb. minimum/\$216.00)  <b>Showsite</b> We will ship _____ lbs. @ \$108.00 per 100 lbs. (200 lb. minimum/\$216.00)	\$ _____  \$ _____
<b>B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS &amp; CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b>  <b>Warehouse</b> We will ship _____ lbs. @ \$142.00 per 100 lbs. (200 lb. minimum/\$284.00)  <b>Showsite</b> We will ship _____ lbs. @ \$142.00 per 100 lbs. (200 lb. minimum/\$284.00) <b>**THESE RATES APPLY TO ALL FED-EX AND UPS SHIPMENTS**</b>	\$ _____  \$ _____
<b>C. OVERTIME FEES</b> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>into or out of</b> your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be a <b>35%</b> surcharge for each occurrence that applies in addition to the above rates.  <b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>Tuesday, October 2, 2018</b> and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.	
<b>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</b>  <div style="text-align: right;"> 6.625% Sales Tax \$ _____  Payment Enclosed \$ _____ </div>	

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

Company Name:

Booth #:

MAIL OR FAX TO VISTA CONVENTION SERVICES

Greater New Jersey Motorcoach Association  
2018 Group Leader Marketplace



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ATLANTIC CITY, NJ  
OCTOBER 11, 2018

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WWW.VISTACS.COM

DEADLINE DATE:  
SEPTEMBER 25, 2018

PRIORITY EMPTY CONTAINER RETURN

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER  
THE EMPTIES HAVE BEEN TAKEN TO STORAGE**

This service provides for the priority return of your empties to your booth after the close of the show, as soon as aisle carpet is rolled up. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

**\*\*PLEASE NOTE\*\* Special Empty Container Labels are required for this service.  
Labels must be picked up at Vista's Service Desk.**

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

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

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

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

EXPIRATION DATE: \_\_\_\_\_

CUSTOMER CODE #: \_\_\_\_\_

CARDHOLDERS SIGNATURE: \_\_\_\_\_ CARDHOLDERS NAME: \_\_\_\_\_

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE / SUBJECT TO NJ SALES TAX (6.625%)

## Greater New Jersey Motorcoach Association 2018 Group Leader Marketplace

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ATLANTIC CITY, NJ  
OCTOBER 11, 2018**



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### MATERIAL HANDLING SPECIAL SERVICES

#### EMPTY STORAGE

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

#### MOBILE UNIT SPOTTING

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

#### SHIPMENTS RETURNED TO WAREHOUSE

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

#### SPECIAL RATES AND SERVICES

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

#### UPS & FEDEX SHIPMENTS

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

**ALL CHARGES SUBJECT TO NJ SALES TAX (6.625%)**

**Greater New Jersey Motorcoach Association  
2018 Group Leader Marketplace**

**BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018**



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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).



## Greater New Jersey Motorcoach Association 2018 Group Leader Marketplace

**BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018**



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

### 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.

# Greater New Jersey Motorcoach Association 2018 Group Leader Marketplace



**BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018**

6575 Delilah Road P: 609-485-2421  
PO Box 3000 F: 609-485-2392  
Pleasantville, NJ 08232 E: info@vistacs.com  
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: GNJMA  
(Exhibiting Company's Name & Booth Number)  
c/o Vista Convention Services  
300 Commerce Drive  
Egg Harbor Township, NJ 08234**

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

- Shipments will be received beginning **Monday, September 10, 2018.**
- Shipments received after the deadline of **Tuesday, October 2, 2018** 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: GNJMA  
(Exhibiting Company's Name & Booth Number)  
BALLY'S  
c/o Vista Convention Services  
Park Place & Boardwalk  
Atlantic City, NJ 08401**

- Show site shipments will be received beginning **Wednesday, October 10, 2018 at 4:00 pm.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.

**Greater New Jersey Motorcoach Association  
2018 Group Leader Marketplace**



**BALLY'S  
ATLANTIC CITY, NJ  
OCTOBER 11, 2018**

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

**OUTBOUND SHIPPING INSTRUCTIONS**

***SHIPPING OUTBOUND FROM SHOW SITE***

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

**Label each item as follows:**

**From:** (Your Company Name)  
**Booth #:**  
**Show Name:** GNJMA  
**Location:** BALLY'S  
**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 **2:30 pm on Thursday, October 11, 2018.**

**DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!**

- Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, YRC.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC**) must be checked in **no later** than **2:30 pm on Thursday, October 11, 2018.**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

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

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

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

**FOR ADVANCE SHIPMENTS ONLY**

**Deliver NO LATER than Tuesday, October 2, 2018 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

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

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

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

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

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

(EXHIBITOR NAME)

(BOOTH #)

**GNJMA  
c/o VISTA CONVENTION SERVICES  
BALLY'S  
PARK PLACE & BOARDWALK  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

(EXHIBITOR NAME)

(BOOTH #)

**GNJMA  
c/o VISTA CONVENTION SERVICES  
BALLY'S  
PARK PLACE & BOARDWALK  
ATLANTIC CITY, NJ 08401**

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

(EXHIBITOR NAME)

(BOOTH #)

**GNJMA  
c/o VISTA CONVENTION SERVICES  
BALLY'S  
PARK PLACE & BOARDWALK  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

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

(EXHIBITOR NAME)

(BOOTH #)

**GNJMA  
c/o VISTA CONVENTION SERVICES  
BALLY'S  
PARK PLACE & BOARDWALK  
ATLANTIC CITY, NJ 08401**

<b>Booth Number:</b>		To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		<b>EVENT NAME:</b>	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:		ZIP:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE CONTACT:	
ORDERED BY:		EMAIL ADDRESS:			
CREDIT CARD TYPE:		CREDIT CARD NUMBER:		EXP. DATE:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:			
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. <b>NO CHECKS ACCEPTED</b>					

## ELECTRICAL SERVICES FORM

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

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.		Installation cannot begin until order is finalized and payment method has been received	
<b>ELECTRICAL SERVICES</b>	<b>ADVANCED ORDER RATE</b>	<b>STANDARD ORDER RATE</b>	<b>QUANTITY</b>	<b>24 HOUR POWER (EXAMPLE: REFRIGERATOR OR SERVER)</b>	<b>SUBTOTAL</b>
120 VOLTS - 500 WATTS OR <b>5 AMPS</b>	\$86.00	\$130.00			
120 VOLTS - 1000 WATTS OR <b>10 AMPS</b>	\$150.00	\$230.00			
120 VOLTS - 2000 WATTS OR <b>20 AMPS</b>	\$200.00	\$300.00			
<b>208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS</b>	\$310.00	\$465.00			
<b>ELECTRICAL MATERIALS</b>	<b>ADVANCED ORDER RATE</b>	<b>STANDARD ORDER RATE</b>	<b>QUANTITY</b>		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			
<b>PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS</b>					
<b>ADDITIONAL ELECTRICAL SERVICES</b>	<b>ADVANCED ORDER RATE</b>	<b>STANDARD ORDER RATE</b>	<b>QUANTITY</b>	<b>24 HOUR POWER (EXAMPLE: REFRIGERATOR OR SERVER)</b>	
208 VOLTS SINGLE PHASE 30 AMPS	\$395.00	\$590.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$640.00	\$960.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$980.00	\$1,475.00			
<b>SUBTOTAL</b>					
<b>PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE</b>					
<b>ALL ELECTRICAL MATERIALS &amp; SERVICES WILL REQUIRE A 23% SERVICE FEE</b>				<b>23% SERVICE FEE</b>	
<b>ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR</b>				<b>MATERIAL AND SERVICES TOTAL</b>	
LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00				<b>LABOR TOTAL</b>	
MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE				<b>6.875% Tax</b>	
				<b>GRAND TOTAL</b>	
LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.					
Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.					



## Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

**AUTHORIZED SIGNATURE:**

**ENCORE**

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

rev. 1/4/17

<b>Booth Number:</b>		To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		<b>EVENT NAME:</b>	
<b>EVENT DATES:</b>			<b>INSTALL LOCATION IN ROOM/BOOTH:</b> (Provide floor plan if available)		
<b>INSTALL Date &amp; Time:</b>			<b>DISCONNECT Date &amp; Time:</b>		
<b>EXHIBITING COMPANY NAME:</b>					
<b>BILLING ADDRESS:</b>					
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP:</b>	<b>ON-SITE CONTACT:</b>	
<b>TELEPHONE NUMBER:</b>		<b>FAX NUMBER:</b>		<b>ON-SITE PHONE:</b>	
<b>ORDERED BY:</b>			<b>EMAIL ADDRESS:</b>		
<b>CREDIT CARD TYPE:</b>		<b>CREDIT CARD NUMBER:</b>		<b>EXP. DATE:</b>	<b>CVV:</b>
<b>CARDHOLDERS SIGNATURE:</b>			<b>PRINT CARDHOLDERS NAME:</b>		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

## INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders		NO REFUNDS ONCE SERVICE INSTALLATION BEGINS		Installation cannot begin until order is finalized and payment method has been received	
INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
<b>Single Connect Basic</b> - single device DHCP NAT'd IP Address via wired synchronous connection. <b>3Mbps bandwidth</b>	\$300.00	\$450.00			
<b>Single Connect Plus</b> - single device DHCP NAT'd IP Address via a wired synchronous connection. <b>5Mbps bandwidth</b>	\$500.00	\$750.00			
<b>Room/Booth Connect</b> - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection	\$1,000.00	\$1,500.00			
<b>Event Connect</b> - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. <b>20Mbps dedicated bandwidth</b>	\$5,000.00	\$7,500.00			
<b>Additional Devices</b> - (Booth Connect & Event Connect only)	\$50.00	\$75.00			
<b>Additional Locations</b> - (Event Connect only)	\$250.00	\$330.00			
<b>Additional Bandwidth</b> - (Event Connect only) <b>5Mbps bandwidth</b>	\$1,000.00	\$1,250.00			
<b>Hub Rental</b> - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00			
<b>Cable Rental</b> - Cat5e patch cable up to 50' length	\$50.00	\$75.00			
<b>Technician Labor</b> - Hourly Rate - Straight Time	\$100.00	\$125.00			
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.					
			<b>Services Total</b>		
<b>ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE</b>			<b>10% Service Fee</b>		
<b>LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED</b>			<b>Subtotal</b>		
			<b>LABOR FEE</b>		
<b>NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION</b>			<b>GRAND TOTAL</b>		

Bally's Atlantic City, Encore Event Technologies, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF BALLY'S ATLANTIC CITY

Prices Subject to change without Notice

Rev 1/4/17

## Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers or wired and wireless routers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement without offering any refunds.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

## Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

### **ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.**

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## AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

The logo for Encore Event Technologies, featuring the word "ENCORE" in a stylized, blue, sans-serif font. The letters are bold and modern, with a slight shadow effect.

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<b>Booth Number:</b>		<b>To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.</b>		<b>EVENT NAME:</b>	
<b>EVENT DATES:</b>			<b>INSTALL LOCATION IN ROOM/BOOTH:</b> (Provide floor plan if available)		
<b>INSTALL Date &amp; Time:</b>			<b>DISCONNECT Date &amp; Time:</b>		
<b>EXHIBITING COMPANY NAME:</b>					
<b>BILLING ADDRESS:</b>					
<b>CITY:</b>		<b>STATE:</b>	<b>ZIP:</b>	<b>ON-SITE CONTACT:</b>	
<b>TELEPHONE NUMBER:</b>		<b>FAX NUMBER:</b>		<b>ON-SITE PHONE:</b>	
<b>ORDERED BY:</b>			<b>EMAIL ADDRESS:</b>		
<b>CREDIT CARD TYPE:</b>		<b>CREDIT CARD NUMBER:</b>		<b>EXP. DATE:</b>	<b>CVV:</b>
<b>CARDHOLDERS SIGNATURE:</b>			<b>PRINT CARDHOLDERS NAME:</b>		
<b>BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED</b>					

## WIRELESS INTERNET SERVICES FORM

<b>Please call for additional services that are not listed on this order form, or for custom quotes for large orders</b>		<b>NO REFUNDS ONCE SERVICE INSTALLATION BEGINS</b>		<b>Installation cannot begin until order is finalized and payment method has been received</b>	
<b>WIRELESS INTERNET PACKAGES</b>		<b>Advanced Event Rate</b>	<b>Standard Event Rate</b>	<b>Quantity</b>	<b>Subtotal</b>
<b>PACKAGE #1 UP TO 10 CONCURRENT DEVICES</b>		\$1,000.00	\$1,250.00		
Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.					
<b>PACKAGE #2 UP TO 25 CONCURRENT DEVICES</b>		\$1,750.00	\$2,187.50		
Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.					
<b>PACKAGE #3 UP TO 50 CONCURRENT DEVICES</b>		\$3,500.00	\$4,375.00		
Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.					
<b>ADDITIONAL BANDWIDTH</b>		\$1,000.00	\$1,250.00		
Includes 5Mbps of additional bandwidth to the existing network/location.					
<b>ADDITIONAL 25 CONCURRENT DEVICES</b>		\$1,000.00	\$1,250.00		
Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.					
<b>ADDITIONAL COVERAGE AREA/SEPARATE LOCATION</b>		\$1,000.00	\$1,250.00		
Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.					
<b>CUSTOM SPLASH PAGE</b>		<b>CALL FOR PRICING</b>			
Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.					
<b>CUSTOM LANDING PAGE</b>		<b>CALL FOR PRICING</b>			
Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.					
<b>Technician Labor - Hourly Rate - Straight Time</b>		\$100.00	\$125.00		
* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.					
<b>NOC ENGINEER - Daily Rate</b>		\$1,000.00	\$1,250.00		
<b>NETWORK ENGINEER - Daily Rate</b>		\$1,500.00	\$1,875.00		
Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices					
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.					
<b>ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE</b>				<b>SERVICE TOTAL</b>	
<b>Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.</b>				10% Service Fee	
				<b>SUBTOTAL</b>	
				* LABOR FEE	
				<b>GRAND TOTAL</b>	
Ballys Atlantic City and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.					

## Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

## Wireless (802.11) Internet Declaration

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## CLIENT/ EXHIBITOR INFORMATION

### Exhibitor Price Guide

Exhibiting Company Name \_\_\_\_\_

Exhibiting Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Ordered by \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Event Name \_\_\_\_\_

Room # \_\_\_\_\_ On-Site Contact \_\_\_\_\_ BEO/REF# \_\_\_\_\_

Deliver Date \_\_\_\_\_ Time \_\_\_\_\_

Pickup Date \_\_\_\_\_ Time \_\_\_\_\_

### EXHIBITOR CREDIT CARD AUTHORIZATION

Type of Card ☐ Visa ☐ Mastercard ☐ AmEx ☐ Discover

Credit Card Account # \_\_\_\_\_ Expiration: Month \_\_\_\_\_ Year \_\_\_\_\_

Vcode\* \_\_\_\_\_ Card Holder Name \_\_\_\_\_

\* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/ or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total \_\_\_\_\_ Digital Signature \_\_\_\_\_



## AV PRICING

### Sets & Soft Goods

	QTY	DAYS	PRICE	TOTAL
Wood Podium with Microphone			\$100.00	
Podium, Wood			\$55.00	
6x8 Convention Services Stage Risers			\$150.00	
4x8 Entertainment Stage Risers			\$195.00	
Camera Platform			\$225.00	
Pipe & Drape (Black) (per running foot)			\$18.00	
Pipe & Drape (colors) (per running foot)			\$21.00	
Banner Hang			\$100.00	

### Audio Equipment

Shure SM58 Microphone			\$47.00	
Shure MX412 Table Top Mic (with Base)			\$52.00	
Audio Technica U857QL Podium Mic			\$47.00	
Shure Wireless Microphone Package (lavalier or handheld)			\$142.00	
Microphone Floor Stand 36"			\$20.00	
Microphone Table Stand 6"			\$15.00	
D'San LSP-1 Laptop Sound Port (SMINI-MXLR)			\$38.00	
Direct Box			\$35.00	
Mackie 1402-14 Stereo Mixer			\$115.00	
Mackie PROFX12 Stereo Mixer			\$165.00	
Shure SCM268 4x1 Mono Mixer			\$80.00	
QSC TouchMix 8 Channel Digital Mixer			\$245.00	
PreSonus 24.4.2 24 Channel Stereo Mixer (Digital)			\$340.00	
Yamaha O1V Digital Mixer			\$185.00	
Yamaha LS9-32 32 Chan Stereo Mixer (Digital)			\$420.00	
Behringer X32 32 Chan Stereo Mixer (Digital)			\$450.00	
Digico SD9 64 Chan Stereo Mixer (Digital)			\$775.00	
Mackie SRM450 Powered Speaker			\$130.00	
Mackie SWA1501 Powered Sub Speaker			\$105.00	

### Audio Equipment Cont'd.

	QTY	DAYS	PRICE	TOTAL
JBL PRX712M Powered Speaker			\$130.00	
JBL PRX718S Powered Sub Speaker			\$105.00	
HP Sound K-Array Speaker Tower System			\$1,025.00	
Small JBL Sound System (6 ch mxr, 2 powered subs and powered skrs)			\$540.00	
Small Mackie Sound System (6 ch mxr, 2 powered subs and powered skrs)			\$540.00	
CD Player, Single Disc			\$70.00	
Drum Set w/Cymbals			\$210.00	
Bass Amp			\$160.00	
Guitar Amp			\$160.00	
Grand Piano			\$250.00	
Zoom H2 Digital Audio Recorder			\$85.00	
Gentner Phone/Audio Interface			\$270.00	
Clear Com Base Station			\$95.00	
Clear Com Head Set (Single Muff)			\$15.00	
Clear Com Belt Pack			\$28.00	

### Video Equipment

8"-13" Video Monitor			\$40.00	
19"-22" Video Monitor			\$100.00	
Panasonic TCL32U22 32" 1080p LCD HDTV			\$330.00	
Sharp LC40LE550U 40" LED Display			\$445.00	
Samsung 520DX 52" LCD Display			\$545.00	
Samsung 550DX 55" LCD Display			\$625.00	
Sharp LC60LE640U 60" LED Display			\$655.00	
Custom Monitor Floor Stand			\$105.00	
LG 49LX341C 49" Confidence Monitor			\$495.00	
Dalite 6801 Confidence Monitor Stand			\$75.00	
Plasma Stand Confidence Monitor (A-frame Style)			\$40.00	
Analog Way QVU150-3G Quick Vu Seamless Switcher			\$400.00	
Analog Way Pulse PLS300 HD Switcher			\$400.00	



### Video Equipment Cont'd.

	QTY	DAYS	PRICE	TOTAL
Analog Way Smart Vu SVU300 HD Switcher			\$400.00	
Barco ScreenPRO-II-HD 1 Screen Switcher			\$475.00	
Extron SW6VGA 6x1 VGA Switcher			\$85.00	
Extron SW4 Video Switcher HDMI 1x4			\$65.00	
Monoprice HDMI Switcher			\$55.00	
Extron ADA6300HV 1x6 RGBHV DA			\$150.00	
Extron 1X4 VGA DA Plus			\$84.00	
VGA Cable 25'			\$30.00	
VGA Cable 50'			\$40.00	
DVD Player			\$90.00	
DVD Blu-Ray Player			\$135.00	
DVD Player/Recorder			\$275.00	
ProDVC Camera			\$665.00	
Document Camera & Light			\$310.00	

### Projection Equipment

4000 Lumen Projector			\$575.00	
Panasonic PTEW640L 6K WXGA DLP LCD Projector			\$885.00	
Panasonic PT-CW330U Ultra Short Throw Projector			\$370.00	
Christie D12HD-H 10K Projector			\$1,800.00	

### General AV Equipment

Cart/Screen Acc Pack 8'x8' Tripod			\$145.00	
Cart/Screen Acc Pack 10'x10' Cradle			\$175.00	
Cart/Screen Acc Pack 12'x12' Cradle			\$175.00	
Da-Lite Tripod Screen 72"x72"			\$75.00	
Da-Lite Tripod Screen 96"x96"			\$75.00	
Da-Lite 10x10 Cradlebase Screen			\$95.00	
Da-Lite 12x12 Cradlebase Screen			\$105.00	
6'x8' FastFold Screen (Front or Rear)			\$135.00	
6'x8' FastFold Screen (Front or Rear) with Dress Kit			\$235.00	
7'x12' FastFold Screen (Front or Rear)			\$155.00	

### General AV Equip. Cont'd.

	QTY	DAYS	PRICE	TOTAL
7'x12' FastFold Screen (Front or Rear) with Dress Kit			\$265.00	
9'x16' FastFold Screen (Front or Rear)			\$240.00	
9'x16' FastFold Screen (Front or Rear) with Dress Kit			\$410.00	
12'x21'4" FastFold Screen (Front or Rear)			\$530.00	
12'x21'4" FastFold Screen (Front or Rear) with Dress Kit			\$720.00	
Custom LCD Projector Cart			\$65.00	
Luxor 32" Roll Cart w/Skirt			\$38.00	
Luxor 42" Roll Cart w/Skirt			\$42.00	
Luxor 54" Roll Cart w/Skirt			\$48.00	
Da-Lite Flipchart wo/accessori			\$37.00	
Whiteboard/Flipchart 27"x34" wo/ accessories			\$44.00	
Da-Lite Standard Easel 5'			\$29.00	
D'San Wireless PerfectCue Cue Light (USB)			\$145.00	
D'San PRO2000 Limitimer Speaker Timer			\$75.00	

### Communication Equipment

Polycorn SoundStation Conf Phone			\$152.00	
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### Computer Equipment

PC Laptop w/ 15" Screen			\$270.00	
Apple Mac Latop w/ 15" Screen			\$430.00	
Wireless Presenter Mouse			\$68.50	

### Lighting Equipment

Leko 19 Degree Fixture w/Gel Frame, Safety			\$65.00	
Leko 26 Degree Fixture w/Gel Frame, Safety			\$65.00	
Leko 36 Degree Fixture w/Gel Frame, Safety			\$65.00	
Leko 19 Degree LED Fixture w/Gel Frame			\$65.00	
Leko 26 Degree LED Fixture w/Gel Frame			\$65.00	



## Lighting Equipment Cont'd.

Leko 36 Degree LED Fixture w/Gel Frame		\$65.00	
Par Fixture, Srce 4		\$44.00	
Martin RUSH PAR 1 RGB LED Fixture		\$60.00	
LED uplight fixture		\$90.00	
American DJ 64B-LED-PRO Black LED Par		\$55.00	
ETC SmartFade Lighting Board (12/48)		\$235.00	

## Onsite Support Equipment

Power Service 120V 10A (500 Watts) (per week)		\$86.00	
Power Service 120V 20A (2000 Watts) (per week)		\$200.00	
Power Service 120V 10A (1000 Watts) (per week)		\$150.00	
Power Service 120V 20A (2000 Watts) (meeting room AV only) (per week)		\$50.00	
Power Service 208V 20A 1 Phase (per week)		\$310.00	
Power Service 208V 30A 1 Phase (per week)		\$395.00	
AC Extension Cord 25'		\$16.00	
Conference Room Power Hubs		\$16.00	
Power Strip		\$16.00	

## Expendables (one time Charge)

Flip Chart Color Markers (4)		\$12.00	
Flip Chart Pads (40 sheets) recycled		\$21.00	
Flip Chart Pads (3M)		\$52.50	
Dry Erase Board Markers (4)		\$15.00	
Dry Erase Board Eraser		\$9.00	
8GB Flash Drive		\$27.50	
16GB Flash Drive		\$34.00	
16GB SD Card		\$27.50	
32GB SD Card		\$34.00	

## Event Services

Audio Patch Fee		\$45.00	
Video Patch Fee		\$105.00	

## Rigging Equipment

WCC 1 ton motor packages		Call for Pricing	
12"X12"x10' Truss		\$152.00	
12"X12"x5' Truss		\$100.00	
24" Aluminum Truss Base		\$65.00	
12"X12" Truss Corner		\$80.00	

## Your Order Totals

Services/Equipment Total	
Labor (min. \$158, 2 hours @\$79/hr. for load in/out)	
23% of Equipment Sub Total (\$25 minimum)	
Additional Hourly Labor/Facility/Handling if Required	
<b>TOTAL</b>	





# TERMS AND CONDITIONS

## Exhibitor Price Guide

### 1. PAYMENT TERMS

Lessee agrees to pay Encore Event Technologies (hereinafter "Encore") all charges indicated on this Rental Contract which includes these Terms and Conditions and any equipment that is rented pursuant to the terms set forth herein (the "Equipment") or labor overages. Payment is due and payable in full upon signing this Rental Contract unless otherwise negotiated and agreed to in writing on a Commencement of Work document.

### 2. ESTIMATES

In connection with this Rental Contract or any contract entered into between Encore and Lessee, any estimate provided to Lessee in connection with the expected labor hours and number of days the Equipment is solely an estimate. In the event that the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal, Lessee will be charged for those overages at Encore's standard rates less any applicable discounts.

### 3. DAMAGE WAIVER

All Equipment has been inspected upon delivery and Lessee acknowledges and warrants that all Equipment was received in good and working order. Lessee agrees to pay for any and all damages on account of lost, damaged or stolen equipment and/or loss caused by Lessee's accident, misuse or neglect. Should the Equipment listed on this Rental Contract malfunction for any reason and at no fault of Lessee, Encore will only be responsible for the repair of listed Equipment but WILL NOT be held responsible for any damages or loss caused as a result of the Equipment malfunctioning.

### 4. SUBLEASE

With the prior written consent of Encore, Lessee shall have the right to sublease the Equipment and, in the event of a sublease, Lessee shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Lessee's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

### 5. TITLE

The parties intend to create a rental agreement and the relationship of lessor and lessee between themselves. The terms set forth herein shall not be construed or interpreted to create or imply the existence of a finance lease or installment lease or sales contract. Title to the Equipment shall at all times be vested in Encore, and no right, title or interest in the Equipment shall pass to Lessee other than the use of the Equipment for the rental period as agreed to by the parties, which right is conditioned upon Lessee's compliance with this Rental Contract.

### 6. SURRENDER / EQUIPMENT HANDLING

On the expiration or earlier termination of this Rental Contract, Lessee shall return the Equipment in good repair, condition and working order, subject only to reasonable wear and tear. All Equipment must be handled by Encore personnel only. Equipment may not be moved, stored, or serviced by Lessee or any other party. Lessee may not operate the Equipment unless authorized by Encore. Lessee agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times.

### 7. CANCELLATION

Unless otherwise negotiated or agreed to in writing on a Commencement of Work Document, the following monies shall be payable by Lessee to Encore in the event of cancellation prior to the expiration of the rental period set forth on this Rental Contract: (1) if cancellation is made by Lessee more than seventy-two (72) hours prior to the scheduled performance then said expenses paid by Encore on Lessee's behalf (including contractual obligations) plus fifty percent (50%) of the fee shall be charged to and immediately paid by Lessee to Encore; or (2) if cancellation is made within seventy-two (72) hours, full rental contract price for the entire duration set forth on this Rental Contract is due and payable.

### 8. DEFAULT

If Lessee fails to pay rent or otherwise fails to observe, keep or perform any provision of this Rental Contract, or if Lessee should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment which could impair the Equipment, Encore shall have the right to:

(a) Enter Lessee's premises and reclaim the Equipment at Lessee's premises or at site of any subleases without demand or notice to Lessee or court order or other processes of law, and declare the entire amount of rent immediately due and payable without demand or notice to Lessee. Lessee waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Rental Contract unless Encore expressly notifies Lessee in writing;

(b) Sue to recover all rents and any other amounts owed or accruing to Encore;

(c) Terminate this Rental Contract as to any or all items of Equipment; and/or

(d) Exercise any other remedy at law or equity.

All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Lessee from this Rental Contract and Lessee shall remain liable for the full performance of all obligations to be performed by Lessee under this Rental Contract.

### 9. CREDIT TERMS

All open accounts require prior credit approval. Should collection under the terms of this Rental Contract commence, Lessee agrees to pay all collection costs which include, but are not limited to, Equipment recovery costs, storage charges, attorneys' fees and court costs.

### 10. CHOICE OF LAW AND VENUE

The interpretation and affect of this Rental Contract and the related agreements shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of New Jersey. Any litigation arising out of or related to this Rental Contract shall be instituted and prosecuted only in the appropriate state or federal court situated in Atlantic County, New Jersey. The parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each party waives any right to a change of venue and any and all objections to the jurisdiction of the state and federal courts located in Atlantic County, New Jersey.

### 11. ATTORNEY'S FEES

In the event either party, institutes any action arising out of, related to, or for the breach of, this Rental Contract, the prevailing party shall be awarded reasonable attorneys' fees and costs.

### 12. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. Encore does not, however, warrant or guarantee that the Equipment or services being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Lessee agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Lessee agrees and acknowledges that Encore assumes no responsibility for any loss, cost, damage or injury to persons or property in connection or as a result of inoperable Equipment or otherwise.

### 13. LIMITATION OF LIABILITY AND INSURANCE

Lessee agrees to defend, indemnify and hold Encore and its officers, directors, employees, successors and assigns harmless from any and all claims arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities for loss, damages or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment, or from the negligence or carelessness of the agents or employees of Lessee. Additionally, Encore shall not be liable for any special or consequential damages including lost profits arising relating to the Equipment, the services or this Rental Contract. Lessee shall notify Encore promptly of any accident involving the Equipment. Lessee shall obtain contractual insurance in connection with this Rental Contract and pursuant to this paragraph, in an amount satisfactory to Encore and provide proof of such insurance upon request of Encore.

### 14. SEVERABILITY

In the event that any provision of this Rental Contract shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of hereof.

### 15. CONSTRUCTION CLAUSE

For the purpose of interpretation, the language in this Rental Contract shall be deemed to be the language of both parties and neither party shall be deemed to be the drafting party.

### 1.6 SURVIVAL

All provisions of this Rental Contract related to indemnification, disclaimers and limitations on liability and all other obligations of the parties that arise in connection with Lessee's rental of Equipment from Encore shall survive the termination of the rental of such Equipment.

### 17. ENTIRE AGREEMENT

This Rental Contract incorporates by reference any attached Schedules, Contract, and Commencement of Work, related to this rental order, and contains the parties' entire understanding and may not be modified except in written form signed by both parties.



## BANNERS/ HANGING SIGNS

### Exhibitor Order Form

## ORDER EARLY AND SAVE

Exhibiting Company Name \_\_\_\_\_  
Exhibiting Company Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Country \_\_\_\_\_ Ordered by \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_ Event Name \_\_\_\_\_  
Room # \_\_\_\_\_ On-Site Contact \_\_\_\_\_ BEO/REF# \_\_\_\_\_  
Deliver Date \_\_\_\_\_ Time \_\_\_\_\_  
Pickup Date \_\_\_\_\_ Time \_\_\_\_\_

### Exhibitor Credit Card Authorization

Cardholder Name: \_\_\_\_\_ Credit Card Type \_\_\_\_\_ Exp Date \_\_\_\_\_ Security Code \_\_\_\_\_  
CreditCardAccount# \_\_\_\_\_ Signature \_\_\_\_\_

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.

To receive the Advance rates listed below, Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be subject to the appropriate Onsite Rates detailed below.

### Terms and Conditions

- Orders must be received 15-days prior to delivery date or a 30% surcharge will be added.
- Written cancellation of equipment and services must be received by Encore Event Technologies 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied. All On-site cancellations will be charged 100% of original order.
- Display or exhibitor's on-site representative may supervise these activities.
- Sign must include blueprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, weight of signage and must be submitted five (5) days prior to event.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.
- Client is responsible for all hardware and assembly of signage unless otherwise contracted in writing.
- BALLY'S, HARRAHS, AND CAESARS has fixed ceiling rig points. To center signs above booth we may have to build a truss structure to accommodate location at additional charge.
- All Banners / Hanging Signs not picked up after the event will be held by Encore for 24 hours, after which, they will be disposed of properly.

**Note: You should contact your general service contractor for shipping instructions for all hanging signs.**

**Electrical Charges are NOT included in Banner / Hanging Sign Prices.**

### Labor Rates to Hang Signs

Straight Time (Mon-Fri 8am-5pm) \$87.50 per hour

Overtime (After 8 hours) \$131.25 per hour

BALLY'S, HARRAHS, AND CAESARS nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for BALLY'S, HARRAHS, AND CAESARS should make installation connection to facility. Rigging contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

CANCELLATIONS: written cancellation of ordered equipment and services must be received 48 hours prior to delivery for a full refund.  
RIGGING IS AN EXCLUSIVE SERVICE OF Bally's, Harrah's, and Caesars Atlantic City.



PLEASE FAX COMPLETED FORM TO 609-340-2291



UNIQUE. CREATIVE. INNOVATIVE. [www.encore-us.com](http://www.encore-us.com) P: 609-340-2249 F: 609-340-2291 E: [BallysAC@encore-us.com](mailto:BallysAC@encore-us.com)

# BANNERS/ HANGING SIGNS

## Exhibitor Order Form

### Labor Estimate

#### INSTALLATION

2 Riggers (4 hour minimum)

LOAD-IN DATE	LOAD-IN TIME	HOURS	TOTAL

#### DISMANTLE

2 Riggers (4 hour minimum)

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### Sign Information

#### TYPE OF SIGN

- ☐ Banner    ☐ Pockets    ☐ 1 sided  
☐ Grommets    ☐ Wood    ☐ 2 sided  
☐ Structural    ☐ Other  
☐ Metal    ☐ System

#### SHAPE OF SIGN

- ☐ Square    ☐ Other  
☐ Triangle  
☐ Circle  
☐ Rectangle

NUMBER OF FEET FROM THE FLOOR TO TOP OF SIGN \_\_\_\_\_

#### DIMENSION & WEIGHT OF SIGN

Height	Length
Width	Weight

### Location of Sign

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed.

Please fill in the booth numbers of all neighboring booths.

For island and peninsula booths, indicate all across-the-aisle neighboring booths.

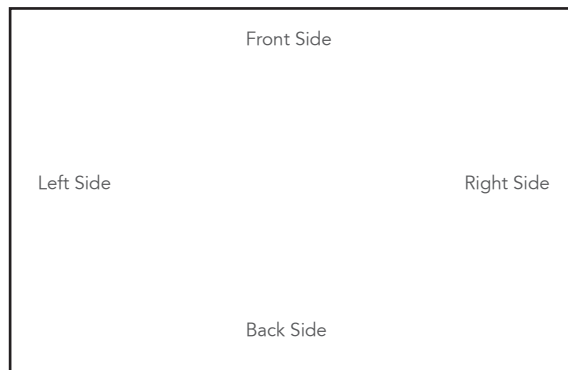
Feet in from FRONT Aisle: \_\_\_\_\_

Booth #: \_\_\_\_\_

Feet in from

LEFT Aisle: \_\_\_\_\_

Booth #: \_\_\_\_\_



Feet in from BACK Aisle: \_\_\_\_\_

Booth #: \_\_\_\_\_

Exhibitor's

Initials \_\_\_\_\_

### Rigging Equipment

#### CHAIN MOTORS

Scissor Lift

1/2 Ton Hoist

1 Ton Hoist

10' - 12" Box Truss

10' - 20.5" Box Truss

Special Rigging Pkg\*

PRE SHOW	LATE ORDER	QTY	TOTAL
\$350.00	\$400.00		
\$190.00	\$240.00		
\$190.00	\$240.00		
145 per stick	195 per stick		
175 per stick	225 per stick		
Call for pricing			
Estimated Total for Rigging Equipment			

Materials- Cables, clamps, connectors, etc., charged accordingly, if not supplied with sign.

\*Customer retains custom Rigging Pkg at conclusion of show.

CANCELLATIONS: written cancellation of ordered equipment and services must be received 48 hours prior to delivery for a full refund.

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