VISTA
CONVENTION SERVICES

Complete Exhibitor Kit

23rd Annual
New Jersey
Emergency Preparedness Conference
2022

HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
MAY 4-5, 2022

23rd Annual New Jersey Emergency Preparedness Conference 2022

HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
MAY 4-5, 2022

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

SHOW CONTACT INFORMATION

Dear Exhibitor:

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

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

NJEPA Sponsors/Exhibitors Committee
Email: sponsors@njepa.org
Jeff Emmons Co-Chair 484-467-8277
Nancy Harris Co Chair 856-298-1857

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

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

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

Thank you!

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SHOW INFORMATION

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

BOOTH PACKAGE

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

Electric is NOT included in the booth package. Electric must be ordered through Encore. Order forms on Page 45 of this kit.

Hotel wifi-connection is limited. See Encore forms in kit to purchase better wifi and hardwire internet

NOTE: EXHIBIT FLOOR IS CARPETED

SET-UP

Wednesday	**May 4, 2022**	**7:00am - 11:00am**

EXHIBIT HOURS

Wednesday	**May 4, 2022**	**11:00am - 2:30pm**
		2:30 - 4:30pm (Vendor Networking) Hall closed to attendees
		4:30pm - 7:00pm (Exhibit Hall open, Vendor Reception)
Thursday	**May 5, 2022**	**9:30am - 2:00pm**

BREAKDOWN

Thursday	**May 5, 2022**	**2:00pm - 4:00pm**

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

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PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

Standard Booth Furnishings & Accessories ..... $_____
Custom Furnishings..... $_____
Carpet/Carpet Padding ..... $_____
Booth Cleaning..... $_____
VCS Modular Rental Unit..... $_____
Fabric Backwall Display Rental..... $_____
Showcase Order Form..... $_____
Personal Protective Equipment..... $_____
Hand Sanitization Rental Options ..... $_____
Optional Booth Partitions..... $_____
Booth Sanitization..... $_____
Estimated Labor ..... $_____
Monthly Long Term Storage..... $_____
Priority Empty Container Return..... $_____
Estimated Material Handling..... $_____

SUB TOTAL $_____
*ADD 6.625% NJ SALES TAX $_____
NET AMOUNT DUE VISTA $_____

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

INDICATE PAYMENT METHOD:

Check #_____ Dated_____ Amount $_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express

Account # | | | | | | | | | | | | | | | | |

Expiration Date | | | | | | |

CVV | | | |

Cardholder's Name_____
(Print or Type)
Cardholder's Address_____ City_____ State_____ Zip_____

Signature_____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY.

Company Name_____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____

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

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PAYMENT & CREDIT CARD AUTHORIZATION LIMITS OF LIABILITY & RESPONSIBILITY

1. **Vista Convention Services** shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

2. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by **Vista Convention Services** to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. **Vista Convention Services** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. **Vista Convention Services** liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event **Vista Convention Services** maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. **Vista Convention Services** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to **Vista Convention Services** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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PAYMENT POLICIES

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

WIRE TRANSFER

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

CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, ***unless otherwise noted on Order Form***. ***NO REFUNDS AFTER DEADLINE DATE*** **(APRIL 19, 2022)**
- ***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** | | | | |

Account Number | | | | | | | | | | | | | | | | **CVV** | | | |

Cardholder's Signature_____ **Print Name**_____

Cardholder's Billing Address_____**City**_____**State**_____ **Zip**_____ **Country**_____

THIRD PARTY NAME:_____

CONTACT PERSON:_____ **SIGNATURE:**_____

SHOW SITE REPRESENTATIVE:_____

PHONE NUMBER:_____ **EMAIL:**_____

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

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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

SEATING

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
____	Upholstered Arm Chair (**black only**)….	$82.50	$107.50	____
____	Side Chair (**black only**)……	68.00	88.50	____
____	Padded Stool (**black only**)……	89.00	115.75	____

ACCESSORIES

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
____	Coffee Table (Rectangle-46"l x 24"w x 16"h)……	107.00	139.00	____
____	Round Pedestal Table (30"h x 30"rd)……	123.50	160.50	____
____	Round Pedestal Table (42"h x 30"rd)……	149.00	193.75	____
____	Wastebasket……	26.00	34.00	____
____	Easel……	52.00	67.50	____
____	Chrome Sign Frame (22" x 28")……	98.50	128.00	____
____	Bag Holder……	123.50	160.50	____
____	8' Stanchion……	38.50	50.00	____
____	Crossbar……	38.50	50.00	____
____	Garment Rack……	107.50	139.75	____
____	Literature Rack……	199.00	258.75	____
____	3' Black Stanchion/Pull out Tape……	74.50	97.00 (7 1/2 ft. lengths)	____
____	8' Special Background……	16.50ft.	21.50ft.	____
Circle color:	Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
____	3' Special Siderails……	11.00ft.	14.50ft.	____
Circle color:	Blue Black Burgundy Purple Gray Red Teal White Hunter Green			

DRAPED RISERS

White Vinyl

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	4' One Step ……	60.00	78.00	_____
_____	6' One Step……	70.00	91.00	_____

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*

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 30"……	$131.50	$171.00	_____
_____	2' x 6' x 30"……	155.50	202.00	_____
_____	2' x 8' x 30"……	182.00	236.50	_____
_____	4th Side Drape……	32.00	42.00	_____

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*

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 42"……	174.00	226.25	_____
_____	2' x 6' x 42"……	200.00	260.00	_____
_____	2' x 8' x 42"……	237.50	308.75	_____
_____	4th Side Drape……	32.00	42.00	_____

UNDRAPED DISPLAY TABLES - 30" HIGH

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 30"……	60.50	78.75	_____
_____	2' x 6' x 30"……	71.50	93.00	_____
_____	2' x 8' x 30"……	85.00	110.50	_____

UNDRAPED DISPLAY TABLES - 42" COUNTER HIGH

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 42"……	78.50	102.00	_____
_____	2' x 6' x 42"……	88.00	114.50	_____
_____	2' x 8' x 42"……	101.50	132.00	_____

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

Sub Total $_____

Company Name_____ Booth #_____

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

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CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

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

Qty.		Discount Rate	Standard Rate	Total
____	9'x 10'.....	191.00	248.50	_____
____	9'x 20'.....	382.00	497.00	_____
____	9'x 30'.....	573.00	745.50	_____
____	9'x 40'.....	764.00	994.00	_____
____	9'x 50'.....	955.00	1242.50	_____

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

IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*

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

CUSTOM CARPET

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

_____ft.x _____ft. (100 sq. ft. minimum)……..…....$4.30 sq. ft. $5.60 sq. ft. _____

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

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

CARPET PADDING

INDICATE OVERALL DIMENSION:

_____ft.x _____ft. (100 sq. ft. minimum)…….……....…….$2.05 sq. ft. $2.65 sq. ft. _____

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

PLUSH CARPET - 28 OZ.

PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

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

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

QTY

_____Square feet (**100 sq.ft. minimum**)…….....$5.90 sq. ft. $7.70 sq. ft. _____

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

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

Sub Total $_____

Company Name_____Booth #_____

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

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Standard Carpet Inventory

Plush Booth Carpet—28oz

Table Skirt Colors

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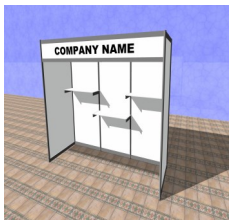
VCS MODULAR RENTAL UNITS

☐VCS A-10 Unit contains:
- (3) Shelves
- (6) Brackets

** Check One*
____White Panel
____Blue
____Gray

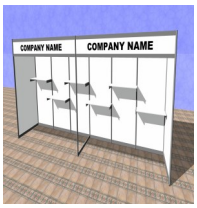
Price: $1600.00



☐ VCS B-20 Unit contains:
- (6) Shelves
- (12) Brackets

** Check One*
____White Panel
____Blue
____Gray

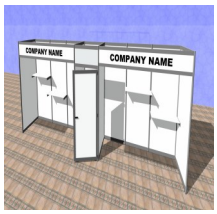
Price: $2800.00



☐ VCS C-20 Unit contains:
- Locking Storage Unit
- (4) Shelves
- (8) Brackets

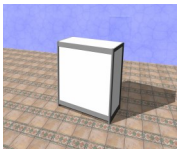
** Check One*
____White Panel
____Blue
____Gray

Price: $3400.00



COUNTERS:

	Qty.	Price	Total
40"L x 42" H x 22"W	____	*$275.00*	_____
80"L x 42" H x 22"W	____	*$350.00*	_____



Counter Colors: (*check one)
____White ____Blue ____Gray

OPTIONAL RENTAL ACCESSORIES:

Side Rail (each)	____	*$85.00*	_____
Extra Shelves (1) shelf & (2) brackets	____	*$45.00*	_____

ALL UNITS INCLUDE:
***STANDARD HEADER COPY**
***LIGHTS (Does NOT include outlet)**

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

HEADER COPY:

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

Sub Total $_____

Company Name_____ Booth #_____

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

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FABRIC BACKWALL DISPLAY RENTAL ORDER FORM

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

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

All labor to install & dismantle displays are included in rental price. Approved graphics *MUST* be received 30 days prior to first day of set-up.

***RENTAL UNIT OPTIONAL ACCESSORIES*:**

10' Unit 2 lights_____ $65.00	**1 Meter Counter w/front graphic panel_____$395.00**
20' Unit 4 lights_____$125.00	**2 Meter Counter w/front graphic panel_____$550.00**

***Power is *NOT* included in rental of lights. Exhibitor must order basic power from Facility.**
*****ALL Displays cancelled after orders have been received will be charged at 100% of original price.*****

Sub Total $_____

Company Name_____Booth _____

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GRAPHIC GUIDELINES

DEADLINE DATE: APRIL 12, 2022

GUIDELINES FOR SUBMITTING GRAPHICS

Vista Convention Services-Design/Graphics Department

Vista Convention Services
6575 Delilah Road
Egg Harbor Township, NJ 08234
E-mail: orders@vistacs.com

We can accept graphic files created with the following programs:

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

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

artwork saved as vector files, which can be resized without losing resolution.
ALL vector files MUST have fonts converted to outlines or curves, and/or include all the fonts which you have used to create your files (True or Open Type Font only).

Any bitmapped or raster files, such as .tif, .bmp, .jpeg, must be of sufficient resolution to print properly at the intended dimensions, resolution should be 300dpis on a half size graphic or actual size graphic at 90-120 dpis. If uncertain as to requirements please consult us before sending files
(*No bleeds needed on printable files)

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

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

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

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

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SHOWCASE ORDER FORM

RENTAL PRICE INCLUDES DELIVERY TO & REMOVAL FROM YOUR BOOTH SPACE.

FULL VISION

HALF VISION

QUARTER VISION

The above (3) cases are 38" high, 20" deep, lights & locks, White Finish (Electrical Outlet NOT included)

All Electrical Orders must be placed with HARRAH'S WATERFRONT CONFERENCE CENTER.

SEE THRU WALL CASE

REGULAR WALL CASE

The above (2) cases are both 84" high and 18" deep. Adjustable glass shelves, glass sliding doors & lights. (Electrical Outlet NOT included)

Description	Quantity	Price	Amount
6' FULL VISION		$495.00	
6' HALF VISION		495.00	
6' QUARTER VISION		495.00	
6' REGULAR WALL CASE		595.00	
6' SEE-THRU WALL CASE		680.00	

***IMPORTANT**: To ensure that your selection will be available you must place your order before the Deadline Date. No guarantee on choice after Deadline Date. Vista is not liable for contents, damages or breakage after cases have been*

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

Sub Total $_____

Company Name _____ Booth #_____

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

23rd Annual New Jersey Emergency Preparedness Conference 2022

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

HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
MAY 4-5, 2022

DEADLINE DATE: APRIL 19, 2022

BOOTH CLEANING ORDER FORM

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

INDICATE YOUR REQUIREMENTS:

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

☐ **Once - Vacuuming before initial opening**.....$.55 per sq. ft.

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

Porter Service……Rates on Request

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

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

Sub Total $_____

Company Name_____Booth _____

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

23rd Annual New Jersey Emergency Preparedness Conference 2022

HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
MAY 4-5, 2022

DISCOUNT DEADLINE DATE: APRIL 19, 2022

VISTA CONVENTION SERVICES
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PO Box 3000
Pleasantville, NJ 08232
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PERSONAL PROTECTIVE EQUIPMENT ORDER FORM

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

Individual PPE Booth Safety Items

Qty	Item Description	Advance Prices	Standard Price	Amount
_____	25 ct. Pack of 3 Ply Face Masks	$15.00	$20.00	$_____
_____	100 ct. Packs of Sanitizing Wipes	$15.00	$20.00	$_____
_____	20 ct. Pack of Sanitizing Wipes	$8.00	$12.00	$_____
_____	20" Square Social Distancing Floor Stickers	$75.00	*advance order only*	$_____

*Actual inventory types may vary

20" floor stickers

Sub Total $_____

Company Name_____Booth _____

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

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WILDWOOD BALLROOM
ATLANTIC CITY, NJ
MAY 4-5, 2022

DISCOUNT DEADLINE DATE:

APRIL 19, 2022

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

HAND SANITIZATION RENTAL OPTIONS ORDER FORM

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

Qty	Item Description	Advance Prices	Standard Prices	Amount
_____	Hand Sanitizing Single Station	$275.00	*advance order only*	$_____
_____	Table Top Hand Sanitizing Station	$245.00	*advance order only*	$_____
_____	Hand Sanitizer Station Refill	$60.00/ Reservoir	$75.00/ Reservoir	$_____
_____	Individual 2oz. bottle of Hand Sanitizer	$5.00	$6.50	$_____
_____	Add logo to Hand Sanitizing Station	$35.00/ Logo	*advance order only*	$_____

*Actual inventory types may vary

Sub Total $_____

COMPANY NAME:_____ BOOTH #_____

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

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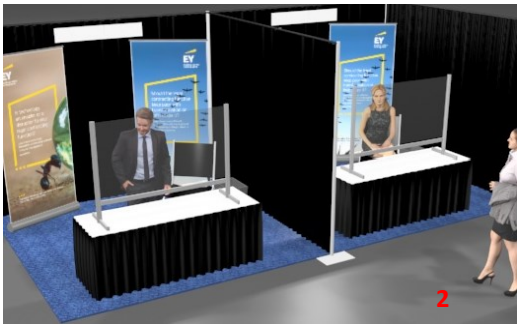
OPTIONAL BOOTH PARTITIONS ORDER FORM

All orders subject to availability at the time the order is placed. To qualify for advanced pricing, orders must be placed by deadline date; **NO EXCEPTIONS**. If order is placed after deadline date, it is subject to on-site availability and limited inventory. On site orders may also be subject to additional charges for special delivery to venue.

Qty	Item Description	Advance Prices	Standard Price	Amount
___	Plexi-Glass Partition for 30" round tables	$100.00	$150.00	$_____
___	Plexi-Glass Partition for 6' and 8' tables	$200.00	$250.00	$_____
___	8' High Vinyl Curtain partitions w/ Supports	$150.00	$200.00	$_____
___	Stand alone 1m x 8' High Plexi Panels	$275.00/ panel	*advance order only*	$_____
___	Plexi Glass Room or Partition Wall	$325.00/ panel	*advance order only*	$_____

1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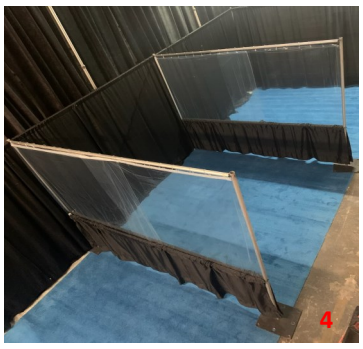
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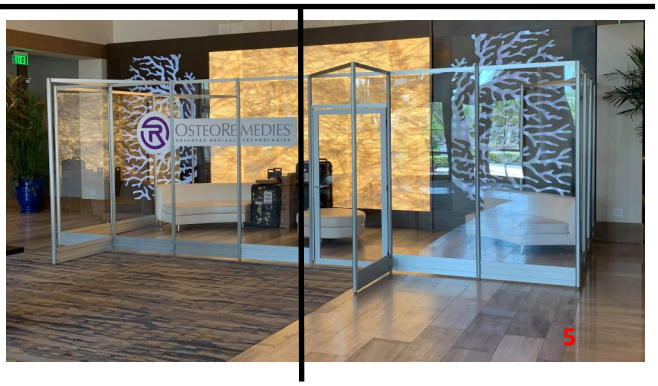

5

Sub Total $_____

Company Name_____Booth _____

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

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BOOTH SANITIZATION ORDER FORM

DAILY SANITIZATION RATES

Please indicate your requirements:

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

Twice Daily - Sanitization with Quaternary Ammonium ..……..……..$1.25 per sq. ft.

Please calculate your total below:

Size of booth: _____x_____=_____sq. ft. x rate: _____x No. Of Days:_____= $_____

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

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

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

HOURLY SANITIZATION RATES

Vista Convention Services will assign (1) man every hour (maximum of 8 hours per day) during show hours to your booth for disinfecting and sanitizing all areas. This service is being provided to all exhibitors at a **$1.75 per square foot per day after a minimum charge of 100 square feet.**

Please calculate your total below:

Size of booth: _____x_____=_____sq. ft. x rate: **$1.75** x Number Of Days:_____= $_____

(Minimum charge: 100 Sq. Ft. Per Day - $175.00)

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

Sub Total $_____

Company Name_____Booth #_____

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

23rd Annual New Jersey Emergency Preparedness Conference 2022

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WILDWOOD BALLROOM
ATLANTIC CITY, NJ
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DISCOUNT DEADLINE DATE:
APRIL 19, 2022

VISTA CONVENTION SERVICES
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Pleasantville, NJ 08232
P: 609-485-2421;F: 609-485-2392
www.vistacs.com

CUSTOM FURNISHINGS ORDER FORM

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

Item Number	QTY		Dimensions	Discount	Standard	Amount
Blanc (Pg. 3)						
18228-0847		Blanc Sofa	75"W x 35"D x 35"H	851.00	1,106.00	
18167-0614		Blanc Loveseat	54"W x 35"D x 35"H	812.00	1,056.00	
18284-0834		Blanc Chair	33"W x 35"D x 35"H	679.00	883.00	
18024-0072		Blanc Bench Ottoman	48"W x 24"D x 18"H	407.00	529.00	
18184-0274		Blanc Cube	17"Square	141.00	183.00	
Whisper (Pg. 3 & 4)						
18228-0607		Whisper White Leather Sofa	87"W x 37"D x 35"H	812.00	1,056.00	
18167-0471		Whisper White Leather Loveseat	61"W x 37"D x 35"H	779.00	1,013.00	
18284-0487		Whisper White Leather Chair	35"W x 37"D x 35"H	645.00	839.00	
18024-0003		Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	360.00	468.00	
18184-0034		Whisper White Leather Square Ottoman	40"Square x 17"H	360.00	468.00	
18184-0038		Whisper White Leather Round Ottoman	46"Round x 17"H	360.00	468.00	
Function (Pg. 4)						
18284-0554		Function White Leather Armless Chair	28"Square x 29"H	434.00	564.00	
18066-0016		Function White Leather Corner	28"Square x 29"H	466.00	606.00	
Continental (Pg. 4 & 5)						
18303-0001		Continental White Leather Curved Loveseat	82"W x 34"D x 31"H	838.00	1,089.00	
18304-0001		Continental White Leather Reverse Loveseat	72"W x 34"D x 31"H	812.00	1,056.00	
18296-0005		Continental White Leather Wedge Ottoman	30"W x 34"D x 19"H	360.00	468.00	
18184-0131		Continental White Leather Curved Bench	70"W x 26"D x 19"H	426.00	554.00	
18184-0132		Continental White Leather Half Moon Ottoman	33"W x 19"D x 19"H	360.00	468.00	
Sophistication (Pg. 5)						
18228-0674		Sophistication White Leather Sofa	72"W x 31"D x 48"H	838.00	1089.00	
18167-0466		Sophistication White Leather Loveseat	48"W x 31"D x 48"H	566.00	736.00	
18284-0563		Sophistication White Leather Chair	27"W x 31"D x 48"H	426.00	554.00	
18066-0017		Sophistication White Leather Corner	31"Square x 48"H	426.00	554.00	
18184-0130		Sophistication White Leather Ottoman	31"Square x 19"H	320.00	416.00	
Boca (Pg. 6)						
18066-0026		Boca Black Leather Corner	27"W x 27"D x 30"H	466.00	606.00	
18284-0786		Boca Black Leather Armless	22"W x 27"D x 30"H	434.00	564.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
Metro (Pg. 6)						
18228-0602		Metro Black Leather Sofa	85"W x 35"D x 35"H	699.00	909.00	
18167-0467		Metro Black Leather Loveseat	60"W x 35"D x 35"H	673.00	875.00	
18284-0482		Metro Black Leather Chair	35"Square x 35"H	526.00	684.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	360.00	468.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	360.00	468.00	
Suave Midnight (Pg. 7)						
18228-0085		Suave Midnight Sofa	77"W x 36"D x 33"H	612.00	796.00	
18167-0069		Suave Midnight Loveseat	54"W x 36"D x 33"H	531.00	690.00	
18284-0151		Suave Midnight Chair	32"W x 36"D x 33"H	399.00	519.00	
Grammercy (Pg. 7)						
18228-0605		Grammercy Charcoal Leather Sofa	82"W x 36"D x 36"H	779.00	1013.00	
18167-0469		Grammercy Charcoal Leather Loveseat	57"W x 36"D x 36"H	679.00	883.00	
18284-0485		Grammercy Charcoal Leather Chair	28"W x 36"D x 36"H	434.00	564.00	
18066-0015		Grammercy Charcoal Leather Corner	36"Square x 36"H	499.00	649.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	360.00	468.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	360.00	468.00	
Parma (Pg. 8)						
18228-0789		Parma Brown Leather Sofa	79"W x 37"D x 36"H	699.00	909.00	
18167-0577		Parma Brown Leather Loveseat	56"W x 37"D x 36"H	673.00	875.00	
18284-0710		Parma Brown Leather Chair	33"W x 37"D x 36"H	526.00	684.00	
18024-0061		Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	360.00	468.00	
Montana Mocha (Pg. 8)						
18228-0784		Montana Mocha Sofa	79"W x 35"D x 34"H	658.00	855.00	
18167-0573		Montana Mocha Loveseat	57"W x 35"D x 34"H	578.00	751.00	
18284-0704		Montana Mocha Chair	35"Square x 34"H	446.00	580.00	
Madison (Pg. 9)						
18228-0823		Madison Sofa	86"W x 34"D x 34"H	812.00	1056.00	
18284-0794		Madison Chair	33"Wx 34"D x 34"H	473.00	615.00	
18184-0256		Madison Sky Bench	4"W x 24"D x 17"H	334.00	434.00	
18184-0252		Madison Ottoman - Willow	24"Square x 17"H	213.00	277.00	
18184-0253		Madison Ottoman - Sand Dollar	24"Square x 17"H	213.00	277.00	
18184-0254		Madison Ottoman - Apricot	24"Square x 17"H	213.00	277.00	
18184-0255		Madison Ottoman - Sunflower	24"Square x 17"H	213.00	277.00	
Chandler (Pg. 10)						
18228-0795		Chandler Red Leather Sofa	76"W x 37"D x 35"H	699.00	909.00	
18167-0581		Chandler Red Leather Loveseat	53"W x 37"D x 35"H	673.00	875.00	
18284-0717		Chandler Red Leather Chair	31"W x 37"D x 35"H	526.00	684.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	360.00	468.00	
Evoke (Pg. 10 & 11)						
13229-0007		Evoke Sofa	81"W x 35"D x 27"H	1057.00	1374.00	
13041-0015		Evoke Chair	33"W x 35"D x 27"H	566.00	736.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
13054-0011		Evoke Cocktail Table	48"W x 24"D x 18"H	360.00	468.00	
13110-0009		Evoke End Table	24"W x 28"D x 25"H	320.00	416.00	
13110-0008		Evoke Cube	18"Square	227.00	295.00	
Niko (Pg. 11)						
18228-0858		Niko Sofa	81"W x 30"D x 38"H	865.00	1125.00	
18167-0622		Niko Loveseat	58"W x 30"D x 38"H	791.00	1028.00	
18284-0856		Niko Chair	31"W x 30"D x 38"H	658.00	855.00	
Stage Chairs (Pg. 11 & 12)						
18284-0478		Midnight Stage Chair	25"W x 26"D x 37"H	260.00	338.00	
18284-0477		Chamois Stage Chair	25"W x 26"D x 37"H	260.00	338.00	
18284-0476		Buckskin Stage Chair	25"W x 26"D x 37"H	260.00	338.00	
18284-0621		Empire Chair Black Leather	28"W x 32"D x 32"H	466.00	606.00	
18284-0564		Empire Chair White Leather	28"W x 32"D x 32"H	466.00	606.00	
05035-0028		Tulip Black Fabric Chair	26"W x 27"D x 35"H	281.00	365.00	
18284-0785		Monarch Chair - Bright White	28"Square x 30"H	298.00	387.00	
Ottomans & Benches (Pg. 12 & 13)						
18184-0131		Continental White Leather Curved Bench	70"W x 26"D x 19"H	426.00	554.00	
18184-0179		Metro Black Leather Square Ottoman	40"Square x 17"H	360.00	468.00	
18184-0034		Whisper White Leather Square Ottoman	40"Square x 17"H	360.00	468.00	
18184-0033		Grammercy Charcoal Leather Square Ottoman	40"Square x 17"H	360.00	468.00	
18024-0008		Metro Black Leather Bench Ottoman	60"W x 24"D x 17"H	360.00	468.00	
18024-0003		Whisper White Leather Bench Ottoman	60"W x 24"D x 17"H	360.00	468.00	
18024-0062		Chandler Red Leather Bench Ottoman	60"W x 24"D x 17"H	360.00	468.00	
18024-0002		Grammercy Charcoal Leather Bench Ottoman	60"W x 24"D x 17"H	360.00	468.00	
18024-0061		Parma Brown Leather Bench Ottoman	60"W x 24"D x 17"H	360.00	468.00	
18184-0192		Essentials White Leather Storage Ottoman	48"W x 24"D x 20"H	499.00	649.00	
18184-0036		Grammercy Charcoal Leather Round Ottoman	46"Round x 17"H	360.00	468.00	
18184-0038		Whisper White Leather Round Ottoman	46"Round x 17"H	360.00	468.00	
18184-0028		Grammercy Charcoal 1/4 Round Ottoman	34"W x 19"D x 17"H	221.00	287.00	
18184-0030		Whisper White 1/4 Round Ottoman	34"W x 19"D x 17"H	221.00	287.00	
18184-0256		Madison Sky Bench	4"W x 24"D x 17"H	334.00	434.00	
18184-0252		Madison Ottoman - Willow	24"Square x 17"H	213.00	277.00	
18184-0253		Madison Ottoman - Sand Dollar	24"Square x 17"H	213.00	277.00	
18184-0254		Madison Ottoman - Apricot	24"Square x 17"H	213.00	277.00	
18184-0255		Madison Ottoman - Sunflower	24"Square x 17"H	213.00	277.00	
Banquettes & Turning Beds (Pg. 13)						
18011-0011		Essentials White Banquette (2 pcs)	60"Round x 48"H	1057.00	1374.00	
18011-0001		Whisper White Tufted Leather Banquette (2 pcs)	59"Round x 38"H	1057.00	1374.00	
18011-0002		Grammercy Charcoal Leather Banquette (2 pcs)	59"Round x 38"H	1057.00	1374.00	
02082-0033		Essentials White Leather Turning Bed	96"W x 48"D x 34"H	1270.00	1651.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
Cube Ottomans (Pg. 14)						
18184-0274		Blanc Cube	17"Square	141.00	183.00	
18184-0129		Cube Ottoman - White	18"Square	141.00	183.00	
18184-0128		Cube Ottoman - Black	18"Square	141.00	183.00	
18200-0001		Cube Ottoman - Red	18"Square	141.00	183.00	
18200-0002		Cube Ottoman - Green	18"Square	141.00	183.00	
18200-0003		Cube Ottoman - Blue	18"Square	141.00	183.00	
18200-0004		Cube Ottoman - Purple	18"Square	141.00	183.00	
Charged (Pg. 14 & 15)						
22100-0001		Essentials Turning Bed w/Charging Station Insert	96"W x 48"D x 19"H	1409.00	1831.00	
22051-0001		Boca Bright White Corner - Charged	27"W x 27"D x 30"H	531.00	690.00	
22050-0001		Boca Bright White Armless - Charged	22"W x 27"D x 30"H	492.00	640.00	
22001-0001		Aspen Bar Table - Charged	72"W x 26"D x 42"H	825.00	1073.00	
22002-0002		Aspen Cocktail Table - Charged	48"W x 24"D x 18"H	466.00	606.00	
22200-0001		White Conference Table - Charged	96"W x 43"D x 30"H	1110.00	1443.00	
18284-0812		Patrice Tablet Chair	28"W x 30.5"D x 31"H	513.00	667.00	
22052-0001		Lincoln Bench - Charged	59"W x 39"D x 17"H	779.00	1013.00	
Occasional Tables (Pg. 15, 16, & 17)						
12107-0008		Tribeca End Table	24"W x 28"D x 22"H	253.00	329.00	
12230-0005		Tribeca Console Table	48"W x 18"D x 30"H	281.00	365.00	
12055-0008		Tribeca Cocktail Table	48"W x 28"D x 19"H	266.00	346.00	
18024-0010		Novel End Table	15"Square x 16"H	320.00	416.00	
18024-0011		Novel Cocktail Table	46"W x 15"D x 16"H	360.00	468.00	
99-12304-05		Aria Red End Table	24"W x 20"D x 22"H	253.00	329.00	
99-12050-05		Aria Red Cocktail Table	44"W x 20"D x 18"H	266.00	346.00	
99-12304-03		Aria Green End Table	24"W x 20"D x 22"H	253.00	329.00	
99-12050-03		Aria Green Cocktail Table	44"W x 20"D x 18"H	266.00	346.00	
99-12304-06		Aria Blue End Table	24"W x 20"D x 22"H	253.00	329.00	
99-12050-06		Aria Blue Cocktail Table	44"W x 20"D x 18"H	266.00	346.00	
99-12304-04		Aria Purple End Table	24"W x 20"D x 22"H	253.00	329.00	
99-12050-04		Aria Purple Cocktail Table	44"W x 20"D x 18"H	266.00	346.00	
99-12304-01		Aria White End Table	24"W x 20"D x 22"H	253.00	329.00	
99-12305-01		Aria White Console Table	44"W x 20"D x 30"H	281.00	365.00	
99-12050-01		Aria White Cocktail Table	44"W x 20"D x 18"H	266.00	346.00	
99-12304-02		Aria Charcoal End Table	24"W x 20"D x 22"H	253.00	329.00	
99-12305-02		Aria Charcoal Console Table	44"W x 20"D x 30"H	281.00	365.00	
99-12050-02		Aria Charcoal Cocktail Table	44"W x 20"D x 18"H	266.00	346.00	
12107-0512		Fuze End Table	24"Square x 23"H	274.00	356.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
12055-0453		Fuze Cocktail Table	40"Square x 16"H	307.00	399.00	
12230-0116		Fuze Console Table	60"W x 16"D x 34"H	334.00	434.00	
12107-0493		London End Table	24"Square x 23"H	274.00	356.00	
12230-0110		London Console Table	60"W x 16"D x 34"H	334.00	434.00	
12055-0428		London Cocktail Table	40"Square x 16"H	307.00	399.00	
12107-0494		Brooklyn II Square End Table	22"W X 22"D X 20"H	233.00	303.00	
12107-0495		Brooklyn II Round End Table	20"Round X 20"H	233.00	303.00	
12055-0429		Brooklyn II Rect Cocktail Table	42"W X 24"D X 16"H	260.00	338.00	
12055-0430		Brooklyn II Round Cocktail Table	30"Round X 16"H	260.00	338.00	
12107-0282		Vivid End Table	26"Square x 21"H	253.00	329.00	
12230-0081		Vivid Console Table	50"W x 24"D x 30"H	281.00	365.00	
12055-0273		Vivid Cocktail Table	50"W x 24"D x 16"H	266.00	346.00	
12107-0331		Club End Table w/ Built-in LED Lighting	22"Square x 18"H	320.00	416.00	
12055-0318		Club Cocktail Table w/ Built-in LED Lighting	44"W x 22"D x 18"H	360.00	468.00	
12003-0038		Rose Table	17"Round x 17"H	281.00	365.00	
12003-0039		Zanzibar Table	17"Square	281.00	365.00	
12107-0296		Cube, Black 24" End Table	24"Square x 21"H	260.00	338.00	
12107-0297		Cube, White 24" End Table	24"Square x 21"H	260.00	338.00	
12055-0285		Cube, Black 24" Cocktail Table	24"Square x 16"H	253.00	329.00	
12055-0286		Cube, White 24" Cocktail Table	24"Square x 16"H	253.00	329.00	
12003-0056		Phoebe Table - Yellow	17"Round x 22"H	168.00	218.00	
12003-0052		Phoebe Table - Lime Green	17"Round x 22"H	168.00	218.00	
12003-0053		Phoebe Table - Rose	17"Round x 22"H	168.00	218.00	
12003-0051		Phoebe Table - Gold	17"Round x 22"H	168.00	218.00	
12003-0074		Phoebe Table - Teal	17"Round x 22"H	168.00	218.00	
12107-0467		Hylton Tablet Table	18"W x 12"D x 28"H	227.00	295.00	
Bars & Bar Backs (Pg. 18)						
05012-0026		VIP Frosted Plexi Glow Bar 6'	72"W x 24"D x 42"H	923.00	1200.00	
05012-0024		VIP Frosted Plexi Glow Bar 4'	48"W x 24"D x 42"H	779.00	1013.00	
05012-0053		Black Bar - 2 Shelf	48"W x 16"D x 42"H	426.00	554.00	
05012-0054		White Bar - 2 Shelf	48"W x 16"D x 42"H	426.00	554.00	
12112-0010		Blox Bar Back	30"W x 16"D x 86"H	531.00	690.00	
05001-0017		Piazza Bar Back - Black	44"W x 12"D x 80"H	500.00	650.00	
05001-0018		Piazza Bar Back - White	44"W x 12"D x 80"H	500.00	650.00	
Bar Stools (Pg. 19 & 20)						
05237-0264		Vienna Stool - Gray	17"Square x 39"H	266.00	346.00	
05237-0263		Vienna Stool - Orange	17"Square x 39"H	266.00	346.00	
05237-0262		Vienna Stool - Teal	17"Square x 39"H	266.00	346.00	
05237-0038		Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H	239.00	311.00	
05237-0039		Criss Cross Bar Stool - White	15"W x 19"D x 41"H	239.00	311.00	
05237-0036		Escape Bar Stool - Natural Maple	16"Square x 41"H	200.00	260.00	
99-05237-01		Silk Back Bar Stool - Black	17"W x 18"D x 42"H	227.00	295.00	
99-05237-02		Silk Back Bar Stool - White	17"W x 18"D x 42"H	227.00	295.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
99-05237-06		Silk Back Bar Stool - Blue	17"W x 18"D x 42"H	227.00	295.00	
99-05237-03		Silk Back Bar Stool - Green	17"W x 18"D x 42"H	227.00	295.00	
99-05237-04		Silk Back Bar Stool - Purple	17"W x 18"D x 42"H	227.00	295.00	
99-05237-05		Silk Back Bar Stool - Red	17"W x 18"D x 42"H	227.00	295.00	
05237-0221		Euro Bar Stool - Black	22"W x 24"D x 42"H	239.00	311.00	
05237-0270		Hourglass Bar Stool - Black	18"W x 20"D x 43"H	247.00	321.00	
05237-0271		Hourglass Bar Stool - White	18"W x 20"D x 43"H	247.00	321.00	
05237-0160		Equino Bar Stool - Black	15"W x 13"D x 35"H	247.00	321.00	
05237-0041		Equino Bar Stool - White	15"W x 13"D x 35"H	247.00	321.00	
05237-0298		Clara Stool	17"W x 21"D x 41"H	251.00	327.00	
05237-0215		Marcus Bar Stool - Gunmetal	18"Square x 29"H	181.00	235.00	
05237-0156		Regal Stool - Brown Leather	19"W x 24"D x 45"H	247.00	321.00	
05237-0169		Caprice Bar Stool - Black	25"W x 26"D x 44"H	247.00	321.00	
05237-0042		Sonic Bar Stool - Black	22"W x 23"D x 42"H	220.00	286.00	
05237-0300		Nexus Stool	19"W x 20"D x 44"H	207.00	269.00	
Café Chairs (Pg. 20, 21 & 22)						
05035-0032		Vienna Chair - Gray	21"Square x 32"H	168.00	218.00	
05035-0031		Vienna Chair - Orange	21"Square x 32"H	168.00	218.00	
05035-0030		Vienna Chair - Teal	21"Square x 32"H	168.00	218.00	
99-05035-10		Silk Back Armless Chair - Black	17"W x 18"D x 34"H	141.00	183.00	
99-05035-11		Silk Back Armless Chair - White	17"W x 18"D x 34"H	141.00	183.00	
99-05035-15		Silk Back Armless Chair - Blue	17"W x 18"D x 34"H	141.00	183.00	
99-05035-12		Silk Back Armless Chair - Green	17"W x 18"D x 34"H	141.00	183.00	
99-05035-13		Silk Back Armless Chair - Purple	17"W x 18"D x 34"H	141.00	183.00	
99-05035-14		Silk Back Armless Chair - Red	17"W x 18"D x 34"H	141.00	183.00	
05035-0008		Leslie Chair - White	17"W x 21"D x 31"H	127.00	165.00	
05035-0010		Criss Cross Chair - Espresso	17"W x 21"D x 35"H	160.00	208.00	
05035-0011		Criss Cross Chair - White	17"W x 21"D x 35"H	160.00	208.00	
05035-0023		Elio Chair	17"Square x 33"H	141.00	183.00	
14233-0025		Caprice Chair - Black	25"W x 24"D x 32"H	141.00	183.00	
14233-0005		Comet Stack Arm Chair - Black	23"W x 22"D x 32"H	194.00	252.00	
14233-0006		Comet Stack Armless Chair - Black	19"W x 22"D x 32"H	181.00	235.00	
05221-0039		Regal Dining Chair - Brown	19"W x 23"D x 38"H	200.00	260.00	
14233-0016		Sonic Chair - Black	20"W x 21"D x 32"H	141.00	183.00	
05035-0050		Nexus Chair	19”W x 22”D x 32”H	168.00	218.00	
05035-0051		Clara Chair	18"W x 21"D x 35"H	160.00	208.00	
05035-0052		Colin Chair	22”W x 19”D x 33”H	141.00	183.00	
Bar Tables (Pg. 22, 23, & 24)						
99-05245-01		Euro Bar Table Black/Black 30" Round	30"Round x 42"H	253.00	329.00	
99-05245-02		Euro Bar Table Black/Black 36" Round	36"Round x 42"H	260.00	338.00	
99-05245-04		Silk Bar Table Black/Chrome 30” Round	30"Round x 42"H	253.00	329.00	
99-05245-05		Silk Bar Table Black/Chrome 36” Round	36"Round x 42"H	260.00	338.00	
99-05245-14		City Bar Table Maple/Black 30" Round	30"Round x 42"H	253.00	329.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
99-05245-15		City Bar Table Maple/Black 36” Round	36"Round x 42"H	260.00	338.00	
99-05245-07		Park Ave Bar Table Maple/Chrome 30” Round	30"Round x 42"H	253.00	329.00	
99-05245-08		Park Ave Bar Table Maple/Chrome 36” Round	36"Round x 42"H	260.00	338.00	
99-05245-16		Summit Bar Table White/Black 30” Round	30"Round x 42"H	253.00	329.00	
99-05245-17		Summit Bar Table White/Black 36” Round	36"Round x 42"H	260.00	338.00	
99-05245-10		Blanco Bar Table White/Chrome 30” Round	30"Round x 42"H	253.00	329.00	
99-05245-11		Blanco Bar Table White/Chrome 36” Round	36"Round x 42"H	260.00	338.00	
99-05245-22		Fuze Bar Table	36"Square x 42"H	286.00	372.00	
99-05245-12		Blanco Bar Table - White/Chrome 24"Square	24"Square x 42"H	253.00	329.00	
99-05245-13		Blanco Rectangle Bar Table - White/Chrome	72"W x 24"D x 42"H	392.00	510.00	
99-05245-20		Spectrum Bar Table Red	24"Square x 42"H	274.00	356.00	
99-05245-21		Spectrum Bar Table Blue	24"Square x 42"H	274.00	356.00	
99-05245-18		Spectrum Bar Table Purple	24"Square x 42"H	274.00	356.00	
99-05245-19		Spectrum Bar Table Green	24"Square x 42"H	274.00	356.00	
05012-0002		Chardonnay Glass & Chrome Bar Table	31"Round x 42"H	360.00	468.00	
05202-0049		Zinc Bar Table	24"Round x 42"H	380.00	494.00	
05204-0001		Aspen Bar Table	72"W x 26"D x 42"H	705.00	917.00	
Café Tables (Pg. 24 & 25)						
99-05036-01		Euro Café Table Black/Black 30” Round	30"Round x 30"H	253.00	329.00	
99-05036-02		Euro Café Table Black/Black 36” Round	36"Round x 30"H	260.00	338.00	
99-05036-04		Silk Café Table Black/Chrome 30” Round	30"Round x 30"H	253.00	329.00	
99-05036-05		Silk Café Table Black/Chrome 36” Round	36"Round x 30"H	260.00	338.00	
99-05036-07		Park Ave Café Table Maple/Chrome 30” Round	30"Round x 30"H	253.00	329.00	
99-05036-08		Park Ave Café Table Maple/Chrome 36” Round	36"Round x 30"H	260.00	338.00	
99-05036-14		City Café Table Maple/Black 30” Round	30"Round x 30"H	253.00	329.00	
99-05036-15		City Café Table Maple/Black 36” Round	36"Round x 30"H	260.00	338.00	
99-05036-16		Summit Café Table White/Black 30” Round	30"Round x 30"H	253.00	329.00	
99-05036-17		Summit Café Table White/Black 36” Round	36"Round x 30"H	260.00	338.00	
99-05036-10		Blanco Café Table White/Chrome 30” Round	30"Round x 30"H	253.00	329.00	
99-05036-11		Blanco Café Table White/Chrome 36” Round	36"Round x 30"H	260.00	338.00	
99-05036-22		Fuze Café Table	36"Square x 30	286.00	372.00	
99-05036-12		Blanco Café Table White/Chrome 24"Square	24"Square x 30"H	253.00	329.00	
99-05036-13		Blanco Café Table White/Chrome Rectangle	72"W x 24"D x 30"H	392.00	510.00	
99-05036-20		Spectrum Café Table Red	24"Square x 29"H	274.00	356.00	
99-05036-21		Spectrum Café Table Blue	24"Square x 29"H	274.00	356.00	
99-05036-18		Spectrum Café Table Purple	24"Square x 29"H	274.00	356.00	
99-05036-19		Spectrum Café Table Green	24"Square x 29"H	274.00	356.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	605.00	787.00	
05088-0505		Brio Dining Table	96”W x 48”D x 30”H	812.00	1056.00	
Office Seating (Pg. 26 & 27)						
14136-0002		Tamiri Black Leather High Back Chair	25"W x 27"D x 45"H	328.00	416.00	
14176-0007		Tamiri Black Leather Mid Back Chair	27"Square x 39"H	281.00	365.00	
14128-0002		Tamiri Black Leather Guest Chair	25"W x 26"D x 37"H	260.00	338.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
14136-0081		Accord Black Leather High Back	25"Square x 44"H	420.00	546.00	
14136-0010		Accord White Leather High Back	25"Square x 44"H	420.00	546.00	
14250-0013		Goal Black Task Chair With Arms	25"Square x 39"H	213.00	277.00	
14250-0014		Goal Black Task Chair Armless	21"W x 25"D x 39"H	194.00	252.00	
14136-0080		Enterprise High Back Black Fabric Conference Chair	25"W x 27"D x 45"H	281.00	365.00	
14176-0046		Enterprise Mid Back Black Fabric Conference Chair	24"W x 26"D x 39"H	260.00	338.00	
14128-0096		Enterprise Guest Black Fabric Conference Chair	25"W x 27"D x 37"H	251.00	327.00	
14307-0003		Goal Black Drafting Stool - Arms	25"W x 24"D x 48"H	227.00	295.00	
14307-0004		Goal Black Drafting Stool - Armless	21"W x 24"D x 48"H	213.00	277.00	
Conference Tables (Pg. 27)						
14062-0105		42" Round Conference Table - Black	42" Round x 29"H	353.00	459.00	
14062-0106		42" Round Conference Table - Mahogany	42" Round x 29"H	353.00	459.00	
14062-0224		Conference Rectangle Table 6' - Black	72"W x 36"D x 30"H	599.00	779.00	
14062-0220		Conference Rectangle Table 6' - Mahogany	72"W x 36"D x 30"H	599.00	779.00	
14062-0281		Conference Rectangle Table 6' - White	72"W x 36"D x 30"H	631.00	820.00	
14062-0225		Conference Rectangle Table 8' - Black	96"W x 48"D x 30"H	645.00	839.00	
14062-0226		Conference Rectangle Table 8' - Mahogany	96"W x 48"D x 30"H	645.00	839.00	
14062-0282		Conference Rectangle Table 8' - White	96"W x 48"D x 30"H	679.00	883.00	
Office Furniture (Pg. 28 & 29)						
14309-0001		Computer Kiosk - Black	24"Square x 42"H	519.00	675.00	
14179-0005		Computer Kiosk - White	24"Square x 42"H	519.00	675.00	
14029-0098		5 Shelf Bookcase - Black	36"W x 12"D x 72"H	499.00	649.00	
14029-0091		5 Shelf Bookcase - Mahogany	36"W x 12"D x 72"H	499.00	649.00	
14072-0108		Black Credenza	60"W x 20"D x 29"H	466.00	606.00	
14083-0105		Black Double Pedestal Desk	60"W x 30"D x 29"H	531.00	690.00	
14072-0038		Genoa Storage Credenza - Mahogany - 2 Drawer	66"W x 20"D x 29"H	466.00	606.00	
14072-0039		Genoa Kneespace Storage Credenza - Mahogany	66"W x 20"D x 29"H	466.00	606.00	
14083-0117		Genoa Exec. Desk - Mahogany - Double Pedestal	72"W x 36"D x 29"H	552.00	718.00	
05088-0365		Vivid Café - Square Table Glass	42"Square x 30"H	434.00	564.00	
05088-0364		Vivid Café - Rectangle Table Glass	60"W x 36"D x 30"H	499.00	649.00	
05088-0498		Brooklyn II Rect Dining Table	60"W x 36”D x 30”H	519.00	675.00	
05088-0499		Brooklyn II Round Dining Table	42" Round x 30"H	407.00	529.00	
05090-0001		Aspen Dining Table	72"W x 30"D x 30"H	605.00	787.00	
05088-0505		Brio Dining Table	96”W x 48”D x 30”H	812.00	1056.00	
Metal File & Storage Cabinets (Pg. 30)						
14148-0001		2 Drawer Vertical File - Letter Size Black	15"W x 25"D x 29"H	174.00	226.00	
14147-0001		2 Drawer Vertical File - Legal Size Black	18"W x 25"D x 29"H	227.00	295.00	
14148-0002		4 Drawer Vertical File - Letter Size Black	15"W x 25"D x 52"H	234.00	304.00	
14147-0002		4 Drawer Vertical File - Legal Size Black	18"W x 25"D x 52"H	260.00	338.00	
14143-0006		2 Drawer Lateral File - Black	36"W x 18"D x 27"H	234.00	304.00	
14143-0144		2 Drawer Lateral File - Black	36"W x 20"D x 29"H	234.00	304.00	
14143-0008		4 Drawer Lateral File - Black	36"W x 18"D x 54"H	286.00	372.00	

COMPANY NAME: _____ **BOOTH NUMBER:** _____

Custom Furnishings Order Form Continued

Item Number	QTY		Dimensions	Discount	Standard	Amount
14034-0015		Storage Cabinet - Black	36"W x 18"D x 72"H	286.00	372.00	
Pedestals (Pg. 31)						
12091-0023		Display Pedestal 14" x 42" Black	14"Square x 42"H	346.00	450.00	
12091-0004		Display Pedestal 24" x 42" Black	24"Square x 42"H	420.00	546.00	
12091-0002		Display Pedestal 18" x 42" Black	18"Square x 42"H	386.00	502.00	
12091-0030		Display Pedestal 14" x 42" White	14"Square x 42"H	346.00	450.00	
12091-0024		Display Pedestal 14" x 36" Black	14"Square x 36"H	293.00	381.00	
12091-0034		Display Pedestal 24" x 36" Black	24"Square x 36"H	420.00	546.00	
12091-0031		Display Pedestal 14" x 36" White	14"Square x 36"H	293.00	381.00	
12091-0033		Display Pedestal 24" x 36" White	24"Square x 36"H	420.00	546.00	
12091-0025		Display Pedestal 14" x 30" Black	14"Square x 30"H	274.00	356.00	
12091-0003		Display Pedestal 24" x 30" Black	24"Square x 30"H	399.00	519.00	
12091-0001		Display Pedestal 18" x 30" Black	18"Square x 30"H	280.00	364.00	
12091-0032		Display Pedestal 14" x 30" White	14"Square x 30"H	274.00	356.00	
12091-0055		Fuze Pedestal	16"Square x 44"H	286.00	372.00	
12091-0043		London Pedestal	16"Square x 44"H	286.00	372.00	
14309-0001		Locking Pedestal Black	24”Square x 42”H	519.00	675.00	
14179-0005		Locking Pedestal White	24”Square x 42”H	519.00	675.00	
Miscellaneous Items (Pg. 32)						
14189-0066		Stanchion Chrome	41"H	81.00	105.00	
11526-0001		Stanchion Rope - Red Velour	6' L	41.00	53.00	
14308-0009		Literature Stand - Black	15"W x 12"D x 53.5"H	194.00	252.00	
14308-0010		Literature Stand - Aluminum	15"W x 12"D x 53.5"H	194.00	252.00	
14308-0005		Literature Rack - Black Metal	10.5"W x 9.5"D x 57"H	200.00	260.00	
01209-0003		Compact Refrigerator Black - 4.0 Cu Ft	21"W x 22"D x 32"H	360.00	468.00	
Lighting (Pg. 33)						
09417-0001		Brushed Steel Table Lamp - White	26"H	142.00	185.00	
09392-0001		Brushed Steel Floor Lamp - White	66"H	194.00	252.00	
09417-0001		Brushed Nickel Table Lamp - White	29"H	142.00	185.00	
09392-0001		Brushed Nickel Floor Lamp - White	60"H	194.00	252.00	
09417-0001		Rubbed Bronze Table Lamp - White	28"H	142.00	185.00	
09392-0001		Rubbed Bronze Floor Lamp - White	60"H	194.00	252.00	
09392-0001		Neutrino Steel Floor Lamp - Steel	67"H	181.00	235.00	

SUBTOTAL: $_____

COMPANY NAME: _____ BOOTH NUMBER: _____

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

23rd Annual New Jersey Emergency Preparedness Conference 2022

HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
MAY 4-5, 2022

DISCOUNT DEADLINE DATE: APRIL 19, 2022

VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
P: 609-485-2421
F: 609-485-2392
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.

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

Contact Person:_____

Signature:_____

Full Name of Non-Official Contractor:_____

Address:_____

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

Phone Number:_____ **Email:**_____

Non-Official Contractor "Show Site" Representative:_____

Type of Service to Be Performed:_____

_____

_____

_____

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

23rd Annual New Jersey Emergency Preparedness Conference 2022

HARRAH'S WATERFRONT CONFERENCE CENTER
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DISCOUNT DEADLINE DATE: APRIL 19, 2022

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

LABOR ORDER FORM

CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Carpenter Rates:

STRAIGHT TIME:	
Advance Rate	**Standard Rate**
$124.25/hr.	**$161.53/hr.**

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

OVERTIME:	
Advance Rate	**Standard Rate**
$186.40/hr.	**$242.32/hr.**

one hour minimum per worker
thereafter 1/2 hr. increments
OT: Before 8:00 AM and after 4:30 PM
Monday through Friday
and all hours on Saturday and Sunday

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

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

PLEASE INDICATE SERVICE REQUIRED:

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

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

Estimated Labor
$
$

☐ **PLAN B - VISTA SUPERVISION** **Hourly rate plus 35% Supervision Charge / Minimum $50.00/$60.00**

Estimated Supervision
$

Name of Carrier_____ # Crates_____ Cartons_____ Skids_____

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

Please include Set-up Plans with Order

After Dismantle Return Display To:_____

_____

_____ **VIA**_____

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

Sub Total $_____

COMPANY NAME:_____ BOOTH #_____

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

23rd Annual New Jersey Emergency Preparedness Conference 2022

HARRAH'S WATERFRONT CONFERENCE CENTER
WILDWOOD BALLROOM
ATLANTIC CITY, NJ
MAY 4-5, 2022

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Pleasantville, NJ 08232
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F: 609-485-2392
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LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

2. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by ***Vista Convention Services*** or its subcontractors, except when such laborers are working or operating equipment under the direct supervision of a supervisor designated by ***Vista Convention Services*** or its subcontractor.

3. ***Vista Convention Services*** and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

4. Claims for loss, injury or damage which are not submitted to ***Vista Convention Services*** within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against ***Vista Convention Services*** or its subcontractors more than one year after the accrual of the cause of action.

5. ***Vista Convention Services*** will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

6. ***Vista Convention Services*** will not be responsible for improperly packed or concealed damages to exhibits.

7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.

8. If granted permission for early move-in (off-target move-in) by show management and ***Vista Convention Services***, the exhibitor is required to use ***Vista Convention Services*** labor for booth installation.

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LIMITS OF LIABILITY FOR MATERIAL HANDLING

Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by ***Vista Convention Services*** to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lock-outs or work stoppages of any kind or to any causes beyond its control.

Vista Convention Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, ***Vista Convention Services'*** maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment; whichever is less.

Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment to ***Vista Convention Services*** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. ***Vista*** assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored inside containers while containers are in storage.

Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. ***Vista*** will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show, ***Vista*** reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by ***Vista.***

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MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

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

MOBILE UNIT SPOTTING

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

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of **$18.00** per cwt. on straight time; **$22.00** per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding: **$1.10** per linear foot, plus one-half hour minimum labor
Shrink Wrap Skid: **$65.00** per skid, labor included
Clear Tape: **$15.00** roll
Double Face Tape: **$35.00** roll

UPS & FEDEX SHIPMENTS

A fee of **$90.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

Sub Total $_____

COMPANAY NAME_____ **BOOTH #**_____

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

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ATLANTIC CITY, NJ
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DEADLINE DATE: APRIL 19, 2022

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PRIORITY EMPTY CONTAINER RETURN

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

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

Priority Empty Container Return……..……**$100.00 per container**

Estimated Number of Pieces…….._____

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

Sub Total $_____

COMPANY NAME:_____BOOTH #_____

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

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WILDWOOD BALLROOM
ATLANTIC CITY, NJ
MAY 4-5, 2022

WAREHOUSE DEADLINE DATE: APRIL 26, 2022

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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 **$99.75**

Show Site Rate **$97.60**

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 **$133.70**

Show Site Rate **$131.50**

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

Per CWT (100 lbs.)
A **35%** surcharge, for each occurrence, will apply in addition to the above rates.

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

Per CWT (100 lbs.)

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

DELIVERIES TO WAREHOUSE AFTER DEADLINE DATE
Shipments received at the warehouse after 3:30 p.m. or after the deadline date of **Tuesday, April 26, 2022** will be charged in addition to the above rates.

***FIRST PACKAGE**

$47.00

****Each additional package $31.00**

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.

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

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SHIPPING & MATERIAL HANDLING RECAP

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

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

A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

Warehouse
We will ship _____ lbs. @ $99.75 per 100 lbs. (200 lb. minimum/$199.50) $_____

Showsite
We will ship _____ lbs. @ $97.60 per l00 lbs. (200 lb. minimum/$195.20) $ _____

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

Warehouse
We will ship _____ lbs. @ $133.70 per 100 lbs. (200 lb. minimum/$267.40) $_____

Showsite
We will ship _____ lbs. @ $131.50 per 100 lbs. (200 lb. minimum/$263.00) $ _____
****THESE RATES APPLY TO ALL FED-EX & UPS SHIPMENTS****

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

Delivery After Deadline Date: Shipments received at the warehouse after 3:30pm or after **Tuesday, April 26, 2022** and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.

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

Sub Total $_____

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

Company Name: Booth #:

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

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MONTHLY LONG-TERM STORAGE

MONTHLY LONGTERM STORAGE

Vista Convention Services can provide monthly long term storage at the following rates - $0.15 per cubic ft. per month.

- ***$50.00 minimum per month***
- ***$15.00 per cwt. handling charge one way***
- ***PLEASE CONTACT VISTA'S CUSTOMER SERVICE DEPARTMENT @ 609-485-2421 IF YOU ARE INTERESTED IN LONG TERM STORAGE***

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

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

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

Sub Total $_____

Company Name_____Booth _____

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

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IMPORTANT FREIGHT INFORMATION

DEFINITION OF SPECIAL HANDLING:

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

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

⇒ **Ground load/unload-**vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

⇒ **Side door load/unload-**shipments that cannot be accessed from the rear of the trailer.

⇒ **Constricted space load/unload-**trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).

⇒ **Designated piece load-**driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

⇒ **Stacked shipments-**shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute Special Handling.

⇒ **Mixed shipments-**multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, USPS.

⇒ **Improper delivery receipts-**shipments that arrive without individual bills of lading, such as UPS, FedEx, USPS.

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SHIPPING 101

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

WHAT IS DRAYAGE?

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

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?

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

HOW ARE DRAYAGE RATES DETERMINED?

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

HOW CAN I SAVE MY COMPANY MONEY?

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

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

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?

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

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SHIPPING INFORMATION

WHAT YOU SHOULD KNOW:

*As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.

*Please prepay all shipping charges. Vista Convention Services cannot accept or be responsible for collect shipments. All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista for such shipments. Shipments without certified weight documents will be estimated by Vista. This estimate will be binding on both parties and no adjustments will be made after the show closes.

Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at show site only. Uncrated shipments received at show site are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.

*Separate mixed van shipments between crated and uncrated, and clearly identify the weights of each on the bill of lading. Otherwise, Vista Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust charges later.

*Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.

*All shipments for the show received either in advance or at show site will be charged material handling by Vista Convention Services. Refer to the ***MATERIAL HANDLING SERVICE AND RATES*** form in this manual.

*All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the ***MATERIAL HANDLING SERVICE AND RATES*** form in this manual.

*If granted permission for early move-in (off-target move-in) by show management and Vista, the exhibitor is required to use Vista Convention Services' labor for booth installation.

MATERIAL HANDLING INCLUDES:

*Storing your booth in our warehouse for up to 30 days in advance of the show. (***Advance shipments only***)

*Delivering materials to your booth at show site.

*Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.

*Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your show site bill of lading.

MATERIAL HANDLING DOES NOT INCLUDE:

*Labor and/or equipment for uncrating, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed.

*Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).

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SHIPPING INSTRUCTIONS

FREIGHT HANDLING SERVICES

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

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

SHIPPING TO THE ADVANCE WAREHOUSE

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

TO: NJ Emergency Preparedness Conference
(Exhibiting Company's Name & Booth Number)
c/o Vista Convention Services
300 Commerce Drive
Egg Harbor Township, NJ 08234

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

- Shipments will be received beginning ***Monday, April 4, 2022.***
- Shipments received after the deadline of ***Tuesday, April 26, 2022*** ***will be charged an additional 35% surcharge.***
- Shipments received after **3:30 p.m.** will be charged an overtime rate.
- Advance warehouse receiving hours are Monday through Friday, **8:00 a.m.** to **3:30 p.m.** Carriers checking in after **3:30 p.m.** Monday through Friday will not be guaranteed unloading.
- Warehouse shipments will not be received on weekends or holidays.

SHIPPING DIRECTLY TO SHOW SITE

All direct shipments to show site should be addressed/labeled as follows:

TO: NJ Emergency Preparedness Conference
(Exhibiting Company's Name & Booth Number)
Harrah's Waterfront Conference Center-Wildwood Ballroom
c/o Vista Convention Services
777 Harrah's Blvd
Atlantic City, NJ 08401

- Show site shipments will be received beginning ***Wednesday, May 4, 2022 at 7:00 am.***
- Shipments arriving at show site prior to this date and time may be ***REFUSED*** or charged an overtime rate.

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OUTBOUND SHIPPING INSTRUCTIONS

SHIPPING OUTBOUND FROM SHOW SITE

· All outbound shipments ***must*** be accompanied by an official show bill-of-lading.

· You may obtain show bills-of-lading after reviewing your invoice at show site.

· When shipping to separate destinations, a separate bill-of-lading is required for each destination.

· All outbound shipments should be addressed/labeled as follows:

Label each item as follows:

From:	**(Your Company Name)**
Booth #:	
Show Name:	**NJ Emergency Preparedness Conference**
Location:	**Harrah's Waterfront Conference Center-Wildwood Ballroom**
To:	**(Shipping Address)**

· Once your shipment is packed and labeled, ***return your show bill-of-lading to the Vista Service Desk.*** All bills-of-lading must be turned in no later than **3:30 pm on Thursday, May 5, 2022.**

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!!

· Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, YRC.

· Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC**) must be checked in ***no later*** than **3:30 pm on Thursday, May 5, 2022.**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NJ EMERGENCY PREPAREDNESS CONFERENCE
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NJ EMERGENCY PREPAREDNESS CONFERENCE
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than Tuesday, April 26, 2022 / Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NJ EMERGENCY PREPAREDNESS CONFERENCE
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NJ EMERGENCY PREPAREDENSS CONFERENCE
c/o VISTA CONVENTION SERVICES
300 COMMERCE DRIVE
EGG HARBOR TOWNSHIP, NJ 08234

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NJ EMERGENCY PREPAREDENSS CONFERENCE
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT
CONFERENCE CENTER - WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NJ EMERGENCY PREPAREDNESS CONFERENCE
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT
CONFERENCE CENTER - WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NJ EMERGENCY PREPAREDNESS CONFERENCE
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT
CONFERENCE CENTER - WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

NJ EMERGENCY PREPAREDNESS CONFERENCE
c/o VISTA CONVENTION SERVICES
HARRAH'S WATERFRONT
CONFERENCE CENTER - WILDWOOD BALLROOM
777 HARRAH'S BLVD.
ATLANTIC CITY, NJ 08401

encore
EVENTS THAT TRANSFORM

EXHIBIT SERVICES

exhibits@encoreglobal.com
(800) 966-4498

ENCORE VENUE/NAME OF CONFERENCE	START DATE	END DATE	# OF EVENT DAYS

COMPANY NAME	ON-SITE CONTACT NAME & NUMBER	ROOM/ BOOTH NAME/NUMBER

BILLING ADDRESS	CITY & STATE	ZIP CODE

DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME

ORDERED BY	EMAIL	PHONE

Advanced rates are available if order is placed 14 days or more before show opening.
Email completed form to the Encore Representative listed above.
Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
A service charge of 23% and 6.625% sales tax will be applied to all orders. Labor charges may also be applied.

POWER – 120 VOLT	QUANTITY	ADVANCED RATE	REGULAR RATE
5 AMP (500 WATTS)		$115	$165
10 AMP (1000 WATTS)		$170	$245
20 AMP (2000 WATTS)		$230	$330
25' EXTENSION CORD		$32	$32
POWER STRIP (6 OUTLETS)		$32	$32
POWER – 208 VOLT	**QUANTITY**	**ADVANCED RATE**	**REGULAR RATE**
208V SINGLE PHASE – 20 AMP		$380	$535
208V SINGLE PHASE – 60 AMP		$635	$910
208V THREE PHASE – 30 AMP		$690	$985
208V THREE PHASE – 100 AMP		$1,185	$1,700
VIDEO EQUIPMENT	**QUANTITY**	**DAY RATE**	**SHOW RATE**
32" MONITOR TABLETOP		$225	$550
46" MONITOR		$445	$890
55" MONITOR		$610	$1220
MONITOR FLOOR STAND		$60	$120
INTERNET	**QUANTITY**	**ADVANCED RATE**	**REGULAR RATE**
BASIC WIRELESS (3MBPS)		$70	$90
WIRELESS PLUS (5MBPS)		$100	$125
ADDITIONAL WIRELESS		$34	$50
BASIC WIRED (3MBPS)		$165	$205
WIRED PLUS (5MBPS)		$270	$340
ENHANCED WIFI (10 DEVICES-10MBPS)		$695	$865

If You Are Experiencing Technical Difficulties On Site
Please Contact Encore At 609-674-1479

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Harrah's RESORT ATLANTIC CITY

EXHIBITOR SERVICES ORDER REQUEST

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.

BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

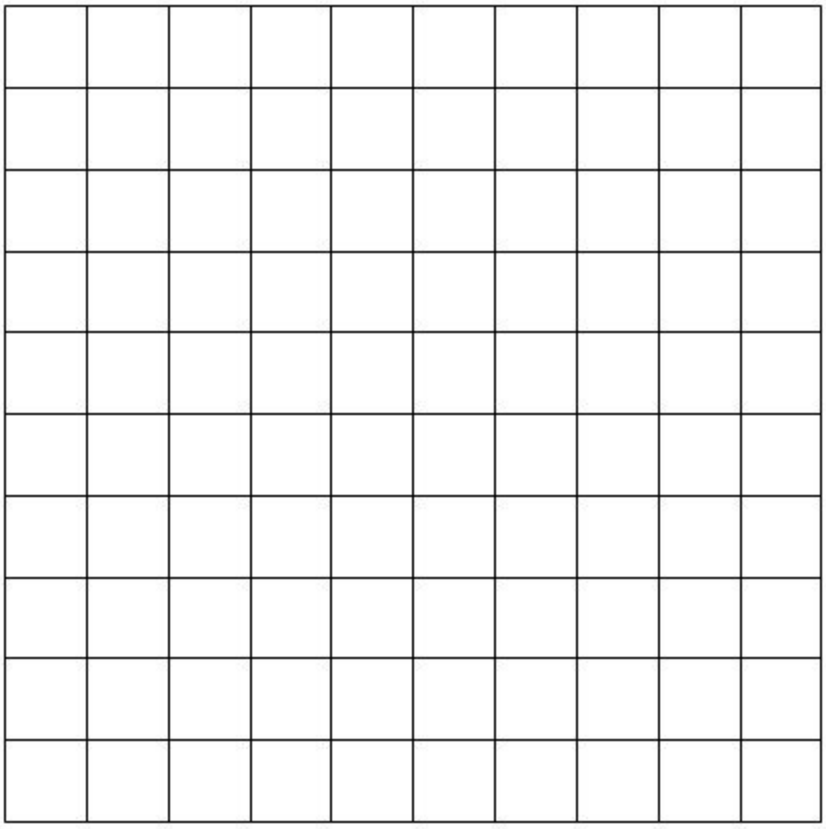
Internet
Please indicate on the grid the location for your internet drop (s) using "W" to signify a wired internet drop. If no location is indicated, the internet drop will be placed in the middle of the booth.

Rigging
If rigging is required, please contact Encore at 609-674-1479.

Power
Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g. 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No.

Adjacent Booth No. _____



Adjacent Booth No. _____

Adjacent Booth No. _____

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encore
EVENTS THAT TRANSFORM

2022

TRADE SHOW FURNISHINGS

KIT CATALOG

BLANC

Blanc Sofa
Bright White Leather
75″W x 35″D x 35″H

Blanc Loveseat
Bright White Leather
54″W x 35″D x 35″H

Blanc Chair
Bright White Leather
33″W x 35″D x 35″H

Blanc Bench Ottoman
Bright White Leather
48″W x 24″D x 18″H

Blanc Cube Ottoman
Bright White Leather
17″Square x 17″H

WHISPER

Whisper Sofa
White Leather
87″W x 37″D x 35″H

Whisper Loveseat
White Leather
61″W x 37″D x 35″H

Whisper Chair
White Leather
35″W x 37″D x 35″H

WHISPER

Whisper Bench Ottoman
White Leather
60″W x 24″D x 17″H

Whisper Square Ottoman
White Leather
40″Square x 17″H

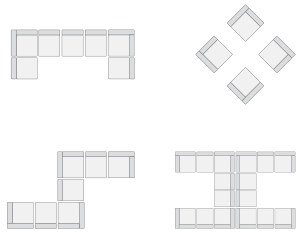
Whisper Round Ottoman
White Leather
46″Round x 17″H

FUNCTION

Modular Seating Collection

Function Armless Chair
White Leather
28″Square x 29″H

Function Corner
White Leather
28″Square x 29″H



CONTINENTAL

Modular Seating Collection

Continental Curved Loveseat
White Leather
82″W x 34″D x 31″H

Continental Reverse Curved Loveseat
White Leather
72″W x 34″D x 31″H

Continental Wedge Ottoman
White Leather
30″W x 34″D x 19″H

CONTINENTAL
Modular Seating Collection

Continental Curved Bench
White Leather
70″W x 26″D x 19″H

Continental Half Moon Ottoman
White Leather
33″W x 19″D x 19″H

SOPHISTICATION
Modular Seating Collection

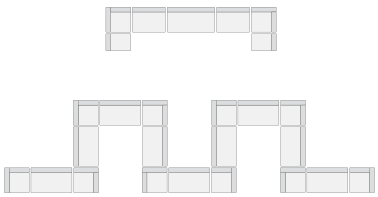
Sophistication Sofa
White Leather
72″W x 31″D x 48″H

Sophistication Loveseat
White Leather
48″W x 31″D x 48″H

Sophistication Chair
White Leather
24″W x 31″D x 48″H

Sophistication Corner
White Leather
31″Square x 48″H

Sophistication Ottoman
White Leather
31″Square x 19″H

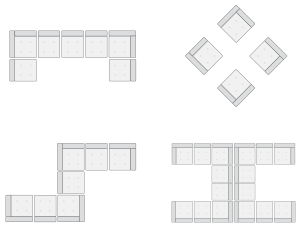


BOCA

Modular Seating Collection

Boca Corner
Black Leather
22″W x 27″D x 30″H

Boca Armless
Black Leather
27″Square x 30″H



METRO

Metro Sofa
Black Leather
85″W x 35″D x 35″H

Metro Loveseat
Black Leather
60″W x 35″D x 35″H

Metro Chair
Black Leather
35″Square x 35″H

Metro Square Ottoman
Black Leather
40″Square x 17″H

Metro Bench Ottoman
Black Leather
60″W x 24″D x 17″H

SUAVE MIDNIGHT

Suave Midnight Sofa
Midnight Suede
77″W x 36″D x 33″H

Suave Midnight Loveseat
Midnight Suede
54″W x 36″D x 33″H

Suave Midnight Chair
Midnight Suede
32″W x 36″D x 33″H

GRAMMERCY
Modular Seating Collection

Grammercy Sofa
Charcoal Leather
82″W x 36″D x 36″H

Grammercy Loveseat
Charcoal Leather
57″W x 36″D x 36″H

Grammercy Chair
Charcoal Leather
28″W x 36″D x 36″H

Grammercy Corner
Charcoal Leather
36″Square x 36″H

Grammercy Round Ottoman
Charcoal Leather
46″Round x 17″H

Grammercy Square Ottoman
Charcoal Leather
40″Square x 17″H
Also Available in Bench Ottoman
60″W x 24″D x 17″H

PARMA

Parma Sofa
Brown Leather
79″W x 37″D x 36″H

Parma Loveseat
Brown Leather
56″W x 37″D x 36″H

Parma Chair
Brown Leather
33″W x 37″D x 36″H

Parma Bench Ottoman
Brown Leather
60″W x 24″D x 17″H

MONTANA MOCHA

Montana Mocha Sofa
Mocha Tan Fabric
79″W x 35″D x 34″H

Montana Mocha Loveseat
Mocha Tan Fabric
57″W x 35″D x 34″H

Montana Mocha Chair
Mocha Tan Fabric
35″Square x 34″H

MADISON

Madison Sofa
Tan Fabric
86″W x 34″D x 34″H

Madison Chair
Tan Fabric
33″W x 34″D x 34″H

Madison Sky Bench
Teal Fabric
48″W x 24″D x 17″H

Madison Ottoman - Willow
Green Fabric
24″Square x 17″H

Madison Ottoman - Sand Dollar
Tan Fabric
24″Square x 17″H

Madison Ottoman - Apricot
Orange Fabric
24″Square x 17″H

Madison Ottoman - Sunflower
Yellow Fabric
24″Square x 17″H

CHANDLER

Chandler Sofa
Red Leather
76″W x 37″D x 35″H

Chandler Loveseat
Red Leather
53″W x 37″D x 35″H

Chandler Chair
Red Leather
31″W x 37″D x 35″H

Chandler Bench Ottoman
Red Leather
60″W x 24″D x 17″H

EVOKE

Evoke Sofa
Coffee Resin Frame with Tan Cushions
81″W x 35″D x 27″H

Evoke Chair
Coffee Resin Frame with Tan Cushions
33″W x 35″D x 27″H

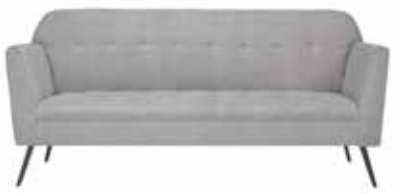
Evoke Cocktail Table
Coffee Resin Frame
48″W x 24″D x 18″H

EVOKE

Evoke End Table
Coffee Resin Frame
24″W x 28″D x 25″H

Evoke Cube Table
Coffee Resin Frame
18″Square x 18″H

NIKO



Niko Sofa
Grey Microfiber
81″W x 30″D x 38″H

Niko Loveseat
Grey Microfiber
58″W x 30″D x 38″H

Niko Chair
Grey Microfiber
31″W x 30″D x 38″H

STAGE CHAIRS

Midnight Stage Chair
Midnight Microfiber
25″W x 26″D x 37″H

Chamois Stage Chair
Beige Microfiber
25″W x 26″D x 37″H

Buckskin Stage Chair
Tan Microfiber
25″W x 26″D x 37″H

STAGE CHAIRS

Empire Chair
■ Black Leather
□ White Leather
28″W x 32″D x 32″H

Tulip Chair
Black Fabric/Tilt Back/Caster Feet
27″W x 26″D x 35″H

Monarch Chair
Bright White Leather
28″Square x 30″H

OTTOMANS & BENCHES

Curved Bench
Continental White Leather
70″W x 26″D x 19″H

Square Ottoman
■ Metro Black Leather
□ Whisper White Leather
■ Grammercy Charcoal Leather
40″Square x 17″H

Bench Ottoman
■ Metro Black Leather
□ Whisper White Leather
■ Chandler Red Leather
■ Grammercy Charcoal Leather
■ Parma Brown Leather
60″W x 24″D x 17″H

Essentials Storage Ottoman
White Leather with Locking Mechanism
48″W x 24″D x 20″H
Lock Not Included

Round Ottoman
■ Grammercy Charcoal Leather
□ Whisper White Leather
46″Round x 17″H

1/4 Round Ottoman
■ Grammercy Charcoal Leather
□ Whisper White Leather
34″W x 19″D x 17″H

OTTOMANS & BENCHES

Madison Sky Bench
Teal Fabric
48"W x 24"D x 17"H

Madison Ottomans
Left to Right: Willow, Sand Dollar, Apricot, Sunflower
24"Square x 17"H

BANQUETTES

Essentials Banquette
White Leather
60"Round x 48"H (2 Pieces)

Whisper Banquette
White Leather
59"Round x 38"H (2 Pieces)

Grammercy Banquette
Charcoal Leather
59"Round x 38"H (2 Pieces)

TURNING BEDS

Essentials Turning Bed
White Leather
96"W x 48"D x 36"H

CUBE OTTOMANS

Cube Ottomans
From left to right: Blanc Bright White Leather (17"Square x 17"H), Whisper White Leather, Metro Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl
18"Square x 18"H

CHARGED

Essentials Turning Bed - Charged
White Leather
96"W x 48"D x 25"H
**White slip cover available for black charging unit.*
**Maximum of 1 bed per power source.*

Boca Corner - Charged
Bright White Leather
27"Square x 30"H
**Maximum of 4 daisy linked together per power source.*

Boca Chair - Charged
Bright White Leather
22"W x 27"D x 30"H
**Maximum of 4 daisy linked together per power source.*

Aspen Bar Table - Charged
White / Brushed Steel
72"W x 26"D x 42"H
**Maximum of 1 table per power source.*

Aspen Cocktail Table - Charged
White / Brushed Steel
48"W x 24"D x 18"H
**Maximum of 1 table per power source.*

White Conference Table - Charged
White
96"W x 43"D x 30"H
**Maximum of 1 table per power source.*

CHARGED

Patrice Table Chair - Charged
Bright White Leather
28″W x 31″D x 31″H
**Maximum of 6 daisy linked together per power source.*

Lincoln Bench - Charged
Bright White Leather
59″W x 39″D x 17″H
**Maximum of 3 daisy linked together per power source.*

OCCASIONAL TABLES

Tribeca Tables
End Table Wood/Black
24″W x 28″D x 22″H
Console Table Wood/Black
48″W x 18″D x 30″H
Cocktail Table Wood/Black
48″W x 28″D x 19″H

Novel Tables
End Table Satin Steel
15″Square x 16″H
Cocktail Table Satin Steel
46″W x 15″D x 16″H

Aria Tables Red
End Table Red/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Red/Brushed Steel
44″W x 20″D x 18″H

Aria Tables Green
End Table Green/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Green/Brushed Steel
44″W x 20″D x 18″H

Aria Tables Blue
End Table Blue/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Blue/Brushed Steel
44″W x 20″D x 18″H

OCCASIONAL TABLES

Aria Tables Purple
End Table Purple/Brushed Steel
24″W x 20″D x 22″H
Cocktail Table Purple/Brushed Steel
44″W x 20″D x 18″H

Aria Tables White
End Table White/Brushed Steel
24″W x 20″D x 22″H
Console Table White/Brushed Steel
44″W x 20″D x 30″H
Cocktail Table White/Brushed Steel
44″W x 20″D x 18″H

Aria Tables Charcoal
End Table Storm Grey/Brushed Steel
24″W x 20″H x 22″H
Console Table Storm Grey/Brushed Steel
44″W x 20″D x 30″H
Cocktail Table Storm Grey/Brushed Steel
44″W x 20″D x 18″H

Fuze Tables
End Table Chrome/Zebrawood Laminate
24″Square x 23″H
Console Table Chrome/Zebrawood Laminate
60″W x 16″D x 34″H
Cocktail Table Chrome/Zebrawood Laminate
40″Square x 16″H

London Tables
End Table Chrome/Marble
24″Square x 23″H
Console Table Chrome/Marble
60″W x 16″D x 34″H
Cocktail Table Chrome/Marble
40″Square x 16″H

Brooklyn Tables
End Table Square - Chrome
22″Square x 20″H
End Table Round - Chrome
20″Round x 20″H
Cocktail Table Rectangle - Chrome
42″W x 24″D x 16″H
Cocktail Table Round - Chrome
30″Round x 16″H

Vivid Tables
End Table - Smoked Powder Coat Finish
26″Square x 21″H
Console Table - Smoked Powder Coat Finish
50″W x 24″D x 30″H
Cocktail Table - Smoked Powder Coat Finish
50″W x 24″D x 16″H

Club Tables
End Table
44″W x 22″D x 18″H
Cocktail Table
22″Square x 18″H
(Includes built in Wireless LED Lighting)

Rose Table
17″Round x 17″H

OCCASIONAL TABLES

Zanzibar Table
17"Square

Cube End Tables
■ Black 24"
□ White 24"
24"Square x 21"H

Cube Cocktail Tables
■ Black 24"
□ White 24"
24"Square x 16"H

Phoebe Tables
From left to right: Yellow, Lime Green, Rose, Gold, Teal
17"Round x 22"H

Hylton Tablet Table
White/Brushed Steel
18"W x 12"D x 28"H

BARS & BAR BACKS

VIP Glow Bar 6'
Frosted Plexi with Built-in Wireless LED Kit
72"W x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control

VIP Glow Bar 4'
Frosted Plexi with Built-in Wireless LED Kit
48"W x 24"D x 42"H(Bar)
13"D x 18"H (Shelf)
*Includes remote control

Bar
■ Black with 2 shelves in back
□ White with 2 shelves in back
48"W x 16"D x 42"H

Blox Bar Back
Walnut/Brushed Metal
30"W x 16"D x 86"H
Please Inquire About Shelf Dimensions

Piazza Bar Back
■ Black
□ White
44"W x 12"D x 79"H
13"W x 14"H (Inside Shelf)

BAR STOOLS

Vienna Stool
- Gray Acrylic
- Orange Acrylic
- Teal Acrylic

17″Square x 39″H

Criss Cross Bar Stool
- Espresso Leather
- White Leather

15″W x 19″D x 41″H

Escape Stool

Natural Maple

20″W x 19″D x 46″H

Silk Back Bar Stool
- Black
- White
- Blue
- Green
- Purple
- Red

17″W x 18″D x 42″H

Euro Bar Stool

Black

22″W x 24″D x 42″H

Hourglass Bar Stool
- Black
- White

18″W x 20″D x 43″H

Equino Stool
- Black
- White

15″W x 13″D x 35″H

BAR STOOLS

Clara Stool
White
17″W x 21″D x 41″H

Marcus Bar Stool
Steel
17″Square (at footbase) x 29″H

Regal Stool
Brown Leather
19″W x 24″D x 45″H

Caprice Stool
Black Fabric
25″W x 26″D x 44″H

Sonic Stool
Black
22″W x 23″D x 42″H

Nexus Stool
White
19″W x 20″D x 44″H

CAFE CHAIRS

Vienna Chair
Gray Acrylic
Orange Acrylic
Teal Acrylic
21″Square x 32″H

Silk Back Chair
Black
White
Blue
Green
Purple
Red
17″W x 18″D x 34″H

CAFE CHAIRS

Clara Chair
White
18″W x 21″D x 34″H

Leslie Chair
White
17″W x 21″D x 31″H

Criss Cross Chair
■ Espresso Leather
□ White Leather
17″W x 21″D x 35″H

Elio Chair
Steel
17″Square x 33″H

Caprice Chair
Black
25″W x 24″D x 32″H

Comet Chair
Black
23″W x 22″D x 32″H (With Arms)
19″W x 22″D x 32″H (Without Arms)

Regal Dining Chair
Brown Leather
19″W x 23″D x 38″H

Sonic Chair
Black
20″W x 21″D x 32″H

Nexus Chair
White
19″W x 22″D x 32″H

CAFE CHAIRS

Colin Chair
Natural Maple
22″W x 19″D x 33″H

BAR TABLES

Euro Bar Table
Black/Black 30″
30″Round x 42″H
Black/Black 36″
36″Round x 42″H

Silk Bar Table
Black/Chrome 30″
30″Round x 42″H
Black/Chrome 36″
36″Round x 42″H

City Bar Table
Maple/Black 30″
30″Round x 42″H
Maple/Black 36″
36″Round x 42″H

Park Ave Bar Table
Maple/Chrome 30″
30″Round x 42″H
Maple/Chrome 36″
36″Round x 42″H

Summit Bar Table
White/Black 30″
30″Round x 42″H
White/Black 36″
36″Round x 42″H

Blanco Round Bar Table
White/Chrome 30″
30″Round x 42″H
White/Chrome 36″
36″Round x 42″H

BAR TABLES

Fuze Bar Table
Zebrawood Laminate/Chrome
36"Square x 42"H

Blanco Square Bar Table
White/Chrome
24"Square x 42"H

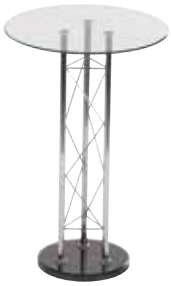
Blanco Rectangle Bar Table
White/Chrome
72"W x 24"D x 42"H

Spectrum Bar Table Red
Red/Chrome
24"Square x 42"H

Spectrum Bar Table Blue
Blue/Chrome
24"Square x 42"H

Spectrum Bar Table Purple
Purple/Chrome
24"Square x 42"H

Spectrum Bar Table Green
Green/Chrome
24"Square x 42"H



Chardonnay Bar Table
Clear Glass/Chrome
31"Round x 42"H

Zinc Bar Table
Chrome
24"Round x 42"H

BAR TABLES

Aspen Bar Table
White/Brushed Steel
72″W x 26″D x 42″H

CAFÉ TABLES

Euro Café Table
Black/Black 30″
30″Round x 30″H
Black/Black 36″
36″Round x 30″H

Silk Café Table
Black/Chrome 30″
30″Round x 30″H
Black/Chrome 36″
36″Round x 30″H

Park Ave Café Table
Maple/Chrome 30″
30″Round x 30″H
Maple/Chrome 36″
36″Round x 30″H

City Café Table
Maple/Black 30″
30″Round x 30″H
Maple/Black 36″
36″Round x 30″H

Summit Café Table
White/Black 30″
30″Round x 30″H
White/Black 36″
36″Round x 30″H

Blanco Café Table
White/Chrome 30″
30″Round x 30″H
White/Chrome 36″
36″Round x 30″H

CAFÉ TABLES

Fuze Café Table
Zebrawood Laminate/Chrome
36"Square x 30"H

Blanco Square Café Table
White/Chrome Rectangle
24"Square x 30"H

Blanco Rectangle Café Table
White/Chrome Rectangle
72"W x 24"D x 30"H

Spectrum Café Table Red
Red/Chrome
24"Square x 30"H

Spectrum Café Table Blue
Blue/Chrome
24"Square x 30"H

Spectrum Café Table Purple
Purple/Chrome
24"Square x 30"H

Spectrum Café Table Green
Green/Chrome
24"Square x 30"H

Aspen Dining Table
White/Brushed Steel
72"W x 30"D x 30"H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96"W x 48"D x 30"H

OFFICE SEATING

Tamiri High Back Chair
Black Leather
25″W x 27″D x 45″H

Tamiri Mid Back Chair
Black Leather
25″W x 27″D x 39″H

Tamiri Guest Chair
Black Leather
25″W x 27″D x 37″H

Accord Chair
■ Black
□ White
25″Square x 44″H

Goal Task Chair
Black
25″W x 24″D x 39″H

Goal Task Chair Armless
Black
21″W x 24″D x 39″H

OFFICE SEATING

Enterprise High Back Conference Chair
Black Fabric
25″W x 27″D x 45″H

Enterprise Mid Back Conference Chair
Black Fabric
24″W x 26″D x 39″H

Enterprise Guest Chair
Black Fabric
25″W x 27″D x 37″H

Goal Drafting Stool
Black
25″W x 24″D x 48″H

Goal Drafting Stool Armless
Black
21″W x 24″D x 48″H

CONFERENCE TABLES

Conference Table Round
■ Black
■ Mahogany
42″Round x 29″H

Conference Table Rectangle

■ Black 6′	■ Black 8′
■ Mahogany 6′	■ Mahogany 8′
□ White 6′	□ White 8′
72″W x 36″D x 30″H	96″W x 48″D x 30″H

OFFICE FURNITURE

Computer Kiosk
■ Black
□ White
24″Square x 42″H

Black Credenza
Black
60″W x 20″D x 29″H

Black Double Pedestal Desk
Black
60″W x 30″D x 29″H

5 Shelf Bookcase
■ Black
■ Mahogany
36″W x 12″D x 72″H

Genoa Kneespace Credenza
Mahogany 2 Filing Cabinets/2-Drawers
66″W x 20″D x 29″H

Genoa Executive Desk
Mahogany Double Pedestal-Locking Drawers
72″W x 36″D x 29″H

Genoa Storage Credenza
Mahogany 2 Filing Cabinets
2-Drawers-Inside Shelves
66″W x 20″D x 29″H

OFFICE FURNITURE

Vivid Café Table Square
Clear Glass/Smoked Powder Coat Finish
42″Square x 30″H

Vivid Café Table Rectangle
Clear Glass/Smoked Powder Coat Finish
60″W x 36″D x 30″H

Brooklyn Rectangle Dining Table
Clear Glass/Chrome
60″W x 36″D x 30″H

Brooklyn Round Dining Table
Clear Glass/Chrome
42″Round x 30″H

Aspen Dining Table
White/Brushed Steel
72″W x 30″D x 30″H

Brio Dining Table
Reclaimed Grey Stone Finish/Brushed Bronze
96″W x 48″D x 30″H

METAL FILE & STORAGE CABINETS

2-Drawer File
Black Letter
15″W x 25″D x 29″H
Black Legal
18″W x 25″D x 29″H

4-Drawer File
Black Letter
15″W x 25″D x 52″H
Black Legal
18″W x 25″D x 52″H

2-Drawer Lateral File
Black (Pictured)
36″W x 18″D x 27″H
Black (Not Pictured)
36″W x 20″D x 29″H

4-Drawer Lateral File
Black
36″W x 18″D x 54″H

Storage Cabinet
Black
36″W x 18″D x 72″H

PEDESTALS

Display Pedestals 42″

■ Black
14″Square x 42″H
■ Black
24″Square x 42″H
■ Black
18″Square x 42″H
□ White
14″Square x 42″H

Display Pedestals 36″

■ Black
14″Square x 36″H
■ Black
24″Square x 36″H
□ White
14″Square x 36″H
□ White
24″Square x 36″H

Display Pedestals 30″

■ Black
14″Square x 30″H
■ Black
24″Square x 30″H
■ Black
18″Square x 30″H
□ White
14″Square x 30″H

Locking Pedestal

■ Black
□ White
24″Square x 42″H

Fuze Pedestal

Zebrawood Laminate/Chrome
16″Square x 44″H

London Pedestal

Marble/Chrome
16″Square x 44″H

MISCELLANEOUS ITEMS

Stanchion
Chrome
41"H

Stanchion Rope
Red Velour
6'L

Nero Literature Rack
Black
15"W x 12"D x 54"H

Argento Literature Rack
Aluminum
15"W x 12"D x 54"H

Alto Literature Rack
Black/Metal
11"W x 10"D x 57"H

Compact Refrigerator
Black 4 Cu Ft
21"W x 22"D x 32"H

LIGHTING

Brushed Steel Lamps
Table Lamp White/Steel
26″H
Floor Lamp White/Steel
66″H

Brushed Nickel Lamps
Table Lamp White/Nickel
29″H
Floor Lamp White/Nickel
60″H

Rubbed Bronze Lamps
Table Lamp White/Bronze
28″H
Floor Lamp White/Bronze
60″H

Neutrino Floor Lamp
Steel
67″H

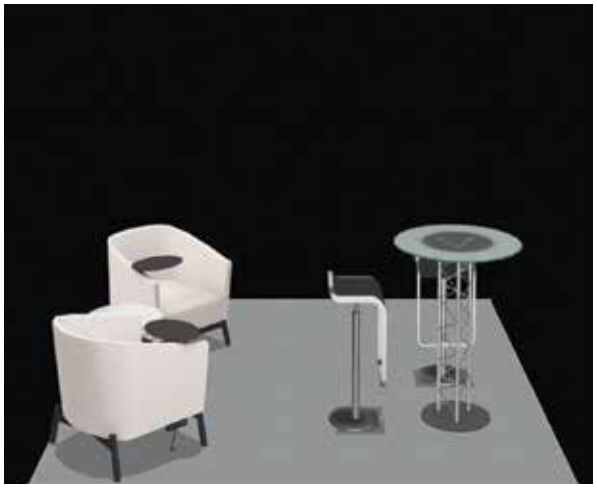
DESIGN YOUR BOOTH SPACE ***YOUR WAY***

10x20 Booth Footprint

Boca Chair - Charged • Brooklyn Round Cocktail Table • Phoebe Table - Lime Green
Aspen Bar Table - Charged • Silk Back Stool - Green

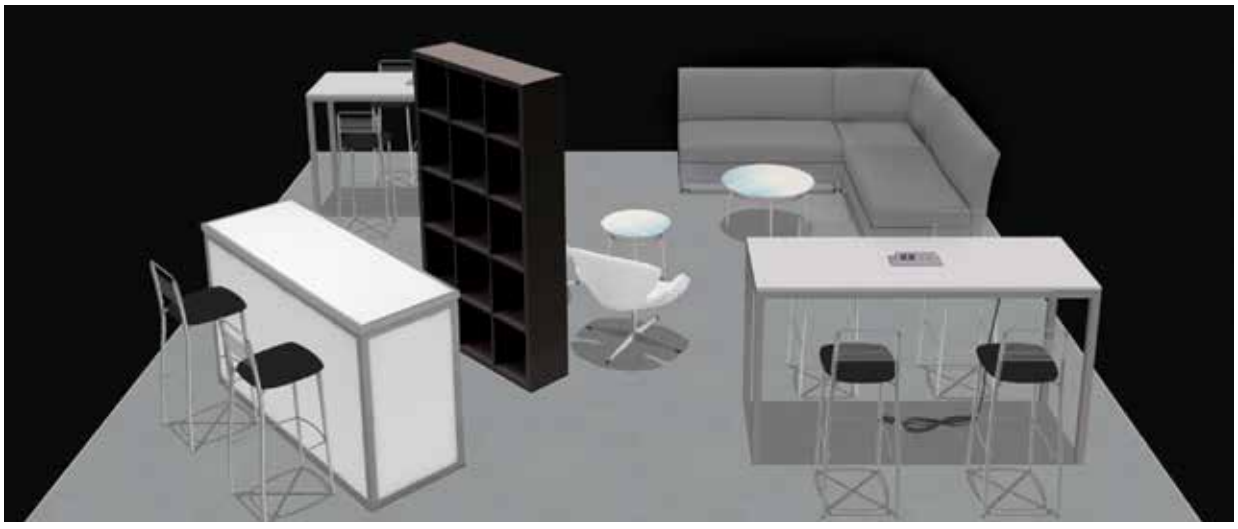
10x10 Booth Footprint

Madison Chair • Madison Bench - Apricot
Phoebe Table - Hazelnut • Blox Bar Back



10x10 Booth Footprint

Patrice Tablet Chair - Charged • Brooklyn Round End Table
Equino Stool - Black • Chardonnay Bar Table



20x20 Booth Footprint

Grammercy Loveseats • Grammercy Corner • Brooklyn Round Cocktail Table • Monarch Chairs • Brooklyn Round End Table
Piazza Bar Back - Espresso • Silk Back Stools - Black • Aspen Bar Tables - Charged • 6′ VIP Bar