



## ***Complete Exhibitor Kit***

**MID-ATLANTIC STATES CEMETERY & FUNERAL  
CONFERENCE  
NOVEMBER 8-9, 2023  
HARD ROCK HOTEL & CASINO  
SOUND WAVES  
ATLANTIC CITY, NJ**

**MID-ATLANTIC STATES  
CEMETERY & FUNERAL CONFERENCE  
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ATLANTIC CITY, NJ  
NOVEMBER 8-9, 2023**



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:**

*Christina Goldstein, CMP Meeting and Events Manager  
NJ CEMETERY ASSOCIATION  
414 River View Plaza  
Trenton, NJ 08611  
Tel: (609) 503-7703  
Email: [cgoldstein@njpsi.com](mailto:cgoldstein@njpsi.com)*

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

*Customer Service  
VISTA CONVENTION SERVICES  
6575 Delilah Road  
PO Box 3000  
Pleasantville, NJ 08232  
Tel: (609) 485-2421  
Fax: (609) 485-2392  
email: [orders@vistacs.com](mailto:orders@vistacs.com)  
Order here: <https://vistacs.boomerecommerce.com>*

**All questions regarding utility services, electric, audio visual or WIFI should be directed to:**

*Hard Rock Hotel & Casino  
Richard Petkevis  
Tel: 609-449-5141  
Email: [Richard.petkevis@hrhcas.com](mailto:Richard.petkevis@hrhcas.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 - BLACK  
3' High Siderail - BLACK  
7" x 44" Booth ID Sign  
1 - 6' Draped Table - BLACK  
2 - Side Chairs  
1 - Wastebasket

**NOTE: EXHIBIT FLOOR IS CARPETED**

### INSTALLATION

Wednesday November 8, 2023 12:00 pm - 3:00 pm

### EXHIBIT HOURS

Wednesday November 8, 2023 3:00 pm - 5:30 pm  
Thursday November 9, 2023 8:00 am - 7:30 pm

### DISMANTLE

Thursday November 9, 2023 7:30 pm - 9:00 pm

### IMPORTANT DATES

Vista Advance Order Discount Deadline - **October 25, 2023**

Rental Exhibits, Fabric Backwall & Graphics - **October 18, 2023**

Advance Freight Deadline (without surcharge) **November 1, 2023**

Direct to Show Site 1st day For Delivery - **November 8, 2023 @12 noon**

Outbound Driver Check In No Later Than: **Thursday, November 9, 2023 - 8:00 PM**

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

### SHIPPING INFORMATION

#### ADVANCE TO WAREHOUSE

Exhibiting Company Name & Booth #  
Mid-Atlantic States Cemetery & Funeral Conference  
c/o Vista Convention Services  
300 Commerce Drive  
Egg Harbor Township, NJ 08234

#### DIRECT TO SHOW SITE

Exhibiting Company Name & Booth #  
Mid-Atlantic States Cemetery & Funeral Conference  
c/o Vista Convention Services  
Hard Rock Hotel & Casino - Sound Waves  
Pennsylvania Ave. & The Boardwalk  
Atlantic City, NJ 08401

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



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## **PAYMENT POLICIES**

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

### **WIRE TRANSFER**

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

### **CANCELLATIONS & ADJUSTMENTS**

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

### **TAX EXEMPTION**

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

### **THIRD PARTY PAYMENT BILLING**

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

### **MISCELLANEOUS**

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





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**DISCOUNT  
DEADLINE DATE:  
OCTOBER 25, 2023**

**STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM**

QTY. DISCOUNT RATES STANDARD RATES AMT.

**SEATING**

_____ Upholstered Arm Chair (black only).....	\$87.00	\$113.00	_____
_____ Side Chair (black only).....	72.00	93.00	_____
_____ Padded Stool (black only).....	94.00	122.00	_____

**ACCESSORIES**

_____ Coffee Table (Rectangle-46"l x 24"w x 16"h).....	112.00	146.00	_____
_____ Round Pedestal Table (30"h x 30"rd).....	130.00	169.00	_____
_____ Round Pedestal Table (42"h x 30"rd).....	157.00	204.00	_____
_____ Wastebasket.....	27.00	36.00	_____
_____ Easel.....	55.00	71.00	_____
_____ Chrome Sign Frame (22" x 28").....	104.00	135.00	_____
_____ Bag Holder.....	130.00	169.00	_____
_____ 8' Stanchion.....	41.00	52.00	_____
_____ Crossbar.....	41.00	52.00	_____
_____ Garment Rack.....	113.00	147.00	_____
_____ Literature Rack.....	209.00	272.00	_____
_____ 3' Black Stanchion/Pull out Tape.....	78.00	102.00	_____
_____ 8' Special Background.....	17.00ft.	23.00ft.	_____
_____ 3' Special Siderails.....	12.00ft.	15.00ft.	_____

*(7 1/2 ft. lengths)*

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

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**DRAPED RISERS**

**White Vinyl**

_____ 4' One Step.....	63.00	82.00	_____
_____ 6' One Step.....	74.00	96.00	_____

QTY. DISCOUNT RATES STANDARD RATES AMT.

**DRAPED DISPLAY TABLES - 30" HIGH**

Price includes white vinyl top & 3 sides  
**Circle color:** Blue Black Burgundy Purple Gray Red Teal White Hunter Green  
**\*\*IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL\*\***

_____ 2' x 4' x 30".....	\$138.00	\$180.00	_____
_____ 2' x 6' x 30".....	164.00	212.00	_____
_____ 2' x 8' x 30".....	191.00	248.00	_____
_____ 4th Side Drape.....	34.00	44.00	_____

**DRAPED DISPLAY TABLES - 42" COUNTER HIGH**

Price includes white vinyl top & 3 sides  
**Circle color:** Blue Black Burgundy Purple Gray Red Teal White Hunter Green  
**\*\*IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL\*\***

_____ 2' x 4' x 42".....	183.00	238.00	_____
_____ 2' x 6' x 42".....	210.00	273.00	_____
_____ 2' x 8' x 42".....	249.00	324.00	_____
_____ 4th Side Drape.....	34.00	44.00	_____

**UNDRAPE DISPLAY TABLES - 30" HIGH**

_____ 2' x 4' x 30".....	64.00	83.00	_____
_____ 2' x 6' x 30".....	75.00	98.00	_____
_____ 2' x 8' x 30".....	89.00	116.00	_____

**UNDRAPE DISPLAY TABLES - 42" COUNTER HIGH**

_____ 2' x 4' x 42".....	83.00	107.00	_____
_____ 2' x 6' x 42".....	93.00	120.00	_____
_____ 2' x 8' x 42".....	107.00	139.00	_____

**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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**DEADLINE DATE:  
OCTOBER 25, 2023**

**BOOTH CLEANING ORDER FORM**

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

**INDICATE YOUR REQUIREMENTS:**

- Daily - Vacuuming (2 DAYS)** .....\$.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](mailto:orders@vistacs.com) before deadline date!**



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

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**DISCOUNT  
DEADLINE DATE:  
OCTOBER 25, 2023**

**LABOR ORDER FORM**

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

<p><b>STRAIGHT TIME:</b> Advance Rate    Standard Rate <b>\$138.00/hr.    \$172.00/hr.</b></p> <p>one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday</p>	<p><b>OVERTIME:</b> Advance Rate    Standard Rate <b>\$207.00/hr.    \$258.00/hr.</b></p> <p>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</p>	<p><b>DOUBLE TIME:</b> Advance Rate    Standard Rate <b>\$276.00/hr.    \$344.00/hr.</b></p> <p>one hour minimum per worker thereafter 1/2 hr. increments OT: All Holidays</p>
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**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 \$60.00/\$70.00

Estimated Supervision
\$

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

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

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

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

VIA

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

Sub Total \$ _____
--------------------

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

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

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## **LIMITS OF LIABILITY & 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*.



ATLANTIC CITY

LOVE ALL. SERVE ALL.

## **Hard Rock Atlantic City Notice Direct Shipments to Show**

Hard Rock Hotel & Casino Atlantic City strongly recommends exhibitor's ship to the Vista Advance Warehouse utilizing the warehouse shipping labels provided in this service manual.

Hard Rock Hotel & Casino Atlantic City is not contracted to receive your items since we are not a general drayage contractor and have no storage facilities to receive or safely secure your items prior to the show move in date.

All shipments that circumvent Vista and are sent to or received by the hotel will incur substantial fees from Hard Rock Hotel & Casino Atlantic City in addition to Vista material handling charges.

No freight will be released without immediate payment for both charges.

Hard Rock Hotel & Casino Atlantic City also reserves the right to refuse any shipments sent directly to the property.

Again, to expedite the process of shipping your materials and delivery to the hotel - please work directly with Vista and utilize their warehouse shipping labels.

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**CASKET SPOTTING ORDER FORM**

**CASKET SPOTTING**

EXHIBITORS BRINGING A CASKET INTO THE EXHIBIT HALL WILL BE REQUIRED TO HIRE VISTA CONVENTION SERVICES AT A RATE OF \$120.00 PER CASKET, PLUS 6.625% NJ SALES TAX, ROUND-TRIP. VISTA CONVENTION SERVICES WILL PLACE EACH CASKET INTO AND OUT OF THE EXHIBIT FACILITY.

\_\_\_\_\_ quantity of caskets @ \$120.00 each roundtrip \$ \_\_\_\_\_

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

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

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



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**WAREHOUSE  
DEADLINE DATE:  
NOVEMBER 1, 2023**

**MATERIAL HANDLING RATES**

<b>COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.</b>	
<p><b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b> These <u>round trip rates</u> 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.</p> <p><b>Warehouse</b> We will ship _____ lbs. @ \$126.00 per 100 lbs. (200 lb. minimum/\$252.00) \$ _____</p> <p><b>Showsite</b> We will ship _____ lbs. @ \$126.00 per 100 lbs. (200 lb. minimum/\$252.00) \$ _____</p>	
<p><b>B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS &amp; CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b> These <u>round trip rates</u> 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). <u><b>Fed-EX and UPS are included in this category due to their delivery procedures and documentation.</b></u></p> <p><b>Warehouse</b> We will ship _____ lbs. @ \$189.00 per 100 lbs. (200 lb. minimum/\$378.00) \$ _____</p> <p><b>Showsite</b> We will ship _____ lbs. @ \$189.00 per 100 lbs. (200 lb. minimum/\$378.00) \$ _____</p>	
<p><b>C. OVERTIME FEES</b> All rates quoted above are straight time rates. All freight received at the warehouse and/or showsite that must be moved <b>into or out of</b> your booth before 8:00 a.m. or after 4:30 p.m. on weekdays, or anytime on Saturday, Sunday or holidays, will be a <b>35%</b> surcharge for each occurrence will apply in addition to the above rates.</p>	\$ _____
<p><b>D. SMALL PACKAGE SHIPMENTS</b> Cartons and envelopes received at <b>show site</b> without documentation will be delivered without guarantee of piece count or conditions at this rate. Maximum weight per shipment is 50 lbs.</p> <p>FIRST PACKAGE @ \$50.00 \$ _____</p> <p>EACH ADDITIONAL PACKAGE @ \$35.00 \$ _____</p>	
<p><b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after NOVEMBER 1, 2023 and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.</p> <p><i>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</i></p>	
<p><b>Sub Total \$ _____</b></p>	

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

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

Company Name:	Booth #:
---------------	----------

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

**MID-ATLANTIC STATES  
CEMETERY & FUNERAL CONFERENCE  
HARD ROCK HOTEL & CASINO  
SOUND WAVES  
ATLANTIC CITY, NJ  
NOVEMBER 8-9, 2023**



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

## **SHIPPING INSTRUCTIONS**

### ***FREIGHT HANDLING SERVICES***

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

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

### ***SHIPPING TO THE ADVANCE WAREHOUSE***

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

**TO: Mid-Atlantic States Cemetery and Funeral 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 ***Wednesday, October 11, 2023.***
- Shipments received after the deadline of ***Wednesday, November 1, 2023 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: Mid-Atlantic States Cemetery and Funeral Conference  
(Exhibiting Company's Name & Booth Number)  
Hard Rock Hotel Casino - Sound Waves  
c/o Vista Convention Services  
Pennsylvania Ave. & The Boardwalk  
Atlantic City, NJ 08401**

- Show site shipments will be received beginning ***Wednesday, November 8, 2023 at 12:00 pm.***
- Shipments arriving at show site prior to this date and time may be ***REFUSED*** or charged an overtime rate.

MID-ATLANTIC STATES  
CEMETERY & FUNERAL CONFERENCE  
HARD ROCK HOTEL & CASINO  
SOUND WAVES  
ATLANTIC CITY, NJ  
NOVEMBER 8-9, 2023



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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:

<b>Label each item as follows:</b>	
<b>From:</b>	<b>(Your Company Name)</b>
<b>Booth #:</b>	
<b>Show Name:</b>	<b>Mid-Atlantic States Cemetery &amp; Funeral Conference</b>
<b>Location:</b>	<b>Hard Rock Hotel &amp; Casino - Sound Waves</b>
<b>To:</b>	<b>(Shipping Address)</b>

- 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 **8:00 pm on Thursday, November 9, 2023.**

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

- Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials through our house carrier, LibertyCFS.
- Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **LibertyCFS**) must be checked in **no later** than **8:00 am on Thursday, November 9, 2023.**

MID-ATLANTIC STATES  
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SOUND WAVES  
ATLANTIC CITY, NJ  
NOVEMBER 8-9, 2023



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**DEADLINE DATE:  
OCTOBER 25, 2023**

**PRIORITY EMPTY CONTAINER RETURN**

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

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

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

Estimated Number of Pieces.....\_\_\_\_\_

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

---

Sub Total \$ _____
--------------------

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

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

**MID-ATLANTIC STATES  
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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 **\$100.00** will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

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

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

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

MID-ATLANTIC STATES  
CEMETERY & FUNERAL CONFERENCE  
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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.

**MID-ATLANTIC STATES  
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WWW.VISTACS.COM

## SHIPPING INFORMATION

### WHAT YOU SHOULD KNOW:

- \*As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.
- \*Please prepay all shipping charges. Vista Convention Services cannot accept or be responsible for collect shipments. All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista for such shipments. Shipments without certified weight documents will be estimated by Vista. This estimate will be binding on both parties and no adjustments will be made after the show closes.
- \*Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at show site only. Uncrated shipments received at show site are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.**
- \*Separate mixed van shipments between crated and uncrated, and clearly identify the weights of each on the bill of lading. Otherwise, Vista Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust charges later.
- \*Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.
- \*All shipments for the show received either in advance or at show site will be charged material handling by Vista Convention Services. Refer to the **MATERIAL HANDLING SERVICE AND RATES** form in this manual.
- \*All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the **MATERIAL HANDLING SERVICE AND RATES** form in this manual.
- \*If granted permission for early move-in (off-target move-in) by show management and Vista, the exhibitor is required to use Vista Convention Services' labor for booth installation.

### MATERIAL HANDLING INCLUDES:

- \*Storing your booth in our warehouse for up to 30 days in advance of the show. (*Advance shipments only*)
- \*Delivering materials to your booth at show site.
- \*Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.
- \*Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your show site bill of lading.

### MATERIAL HANDLING DOES NOT INCLUDE:

- \*Labor and/or equipment for uncrating, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed.
- \*Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**MID-ATLANTIC STATES CEMETERY &  
FUNERAL CONFERENCE  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**MID-ATLANTIC STATES CEMETERY &  
FUNERAL CONFERENCE  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**FOR ADVANCE SHIPMENTS ONLY**  
**DELIVER NO LATER THAN WEDNESDAY, NOVEMBER 1, 2023**  
**RECEIVING 8AM - 3:30PM, MONDAY - FRIDAY, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**MID-ATLANTIC STATES CEMETERY &  
FUNERAL CONFERENCE  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**MID-ATLANTIC STATES CEMETERY &  
FUNERAL CONFERENCE  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**MID-ATLANTIC STATES CEMETERY &  
FUNERAL CONFERENCE  
c/o VISTA CONVENTION SERVICES  
HARD ROCK HOTEL & CASINO - SOUND WAVES  
PENNSYLVANIA AVE. & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**MID-ATLANTIC STATES CEMETERY &  
FUNERAL CONFERENCE  
c/o VISTA CONVENTION SERVICES  
HARD ROCK HOTEL & CASINO - SOUND WAVES  
PENNSYLVANIA AVE. & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**MID-ATLANTIC STATES CEMETERY &  
FUNERAL CONFERENCE  
c/o VISTA CONVENTION SERVICES  
HARD ROCK HOTEL & CASINO - SOUND WAVES  
PENNSYLVANIA AVE. & THE BOARDWALK  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**MID-ATLANTIC STATES CEMETERY &  
FUNERAL CONFERENCE  
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HARD ROCK HOTEL & CASINO - SOUND WAVES  
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ATLANTIC CITY, NJ 08401**

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NOVEMBER 8-9, 2023**



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Pleasantville, NJ 08232  
WWW.VISTACS.COM

**OUTBOUND BILL OF LADING REQUEST**

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

**REQUESTS SHOULD BE SUBMITTED BY: OCTOBER 25, 2023**

**Outbound Shipping Information**

Ship to (Company): \_\_\_\_\_  
Attention: \_\_\_\_\_  
Destination (Street Address): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Shipping Method**

LibertyCFS (Preferred Carrier)  Other \_\_\_\_\_  
 FedEx (Express or Ground)  UPS (ground)

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

**Freight Charges Guaranteed By**

Company/Exhibitor: \_\_\_\_\_  
Attention: \_\_\_\_\_  
Permanent Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Shipping Labels Request**

# of Shipping Labels Requested: \_\_\_\_\_  
Exhibitors using FedEx or UPS must provide pre-printed labels with their account number.

**Notes**

- Please complete one form per shipment.
  - Do not leave Bills of Lading in your booth.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.

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

**Submit request to: [orders@vistacs.com](mailto:orders@vistacs.com) before the deadline date!**



"Delivering Freedom®"



# MOVE YOUR EXHIBIT WITH PEACE OF MIND

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

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



## Transportation Services

- Ground Freight (LTL)
- Full Load
- International Freight Forwarding
- Customs Brokerage Services
- Exclusive Use Full Trailer



## Customized Solutions

- Door to door service
- Catering to your specific needs
- Single point of contact
- 24/7 customer attention
- Committed to excellence

**Dedicated to delivering safely and on time every time.**

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email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us) - [www.libertycfs.us](http://www.libertycfs.us)**

**LAS VEGAS | TORONTO**





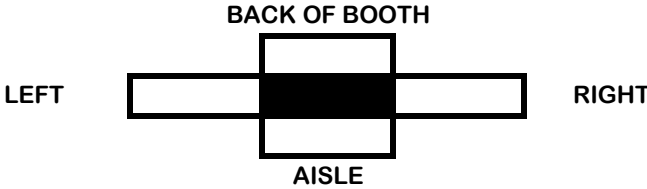




BOOTH NUMBER: \_\_\_\_\_

## APPLICATION FOR ELECTRICAL SERVICE

Convention: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_  
 Exhibiting Company: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



<-- <-- PLEASE INDICATE LOCATION OF ELECTRICAL SERVICE

ADVANCE  
PAYMENT

DAY OF LOAD IN  
PAYMENT

Item	QTY.	Price	QTY.	Price	Total
<b>STEP 1: SELECT ELECTRICAL SERVICE</b>					
120 Volt, 500W Maximum Single Receptacle <i>suitable for laptop, phone charger or single TV</i>		\$100.00		\$150.00	\$0.00
120 Volt, 1800W Maximum Single Receptacle <i>OK</i> <i>for a few electronic devices or single small appliance</i>		\$150.00		\$200.00	\$0.00
120/208 Volt 6 Circuit Drop w/ 6, 20A Edison Outlets		\$800.00		\$850.00	\$0.00
120 Volt Distro Box w/ 9, 20 Amp Circuits		\$1,000.00		\$1,100.00	\$0.00
120/208 Volt Disconnect, 20-30 Amps		\$275.00		\$375.00	\$0.00
120/208 Volt Disconnect, 31-60 Amps		\$320.00		\$420.00	\$0.00
120/208 Volt 30 amp L21-30 Connection		\$390.00		\$490.00	\$0.00
120/208 Volt Three Phase Service, 100 Amps		\$450.00		N/A	\$0.00
120/208 Volt Three Phase Service, 200 Amps		\$775.00		N/A	\$0.00
Hard Line Internet (Please Call Before Ordering)		\$300.00		\$350.00	\$0.00
<b>ADVANCE ORDERS MUST BE PLACED NO LATER THAN 2 WEEKS PRIOR TO THE CONVENTION SET-UP DATE</b>					
<b>STEP 2: ADDITIONAL RENTAL ITEMS</b> (you must select electrical service above to rent the items below)					
10' Extension Cord		\$15.00		\$35.00	\$0.00
25' Extension Cord		\$37.50		\$57.50	\$0.00
50' Extension Cord		\$75.00		\$95.00	\$0.00
20 Amp Quad Box <i>(4 single edison outlets)</i>		\$30.00		\$50.00	\$0.00
Multi Outlet Power Strip		\$35.00		\$55.00	\$0.00
<b>STEP 3: LABOR</b> (required if 100/200 Amps of services are ordered)					
Electrician per Hour		\$75.00		\$75.00	\$0.00
Material & Services Total					\$0.00
6.625% Sales Tax (material & service only)					\$0.00
21% Service Charge (material & service only)					\$0.00
Labor Total					\$0.00
<b>TOTAL</b>					<b>\$0.00</b>

Please return this completed and signed form along with the credit card authorization form to 609-449-5015

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



## ATLANTIC CITY

### NOTICE TO EXHIBITORS

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

Please call (609) 449-5141 or email [richard.petkevis@hrhcac.com](mailto:richard.petkevis@hrhcac.com) for additional services that are not listed on this order form, or for custom quotes for large orders.

Dedicated & 24-hour power will be at 2x the listed price. Please indicate these requirements below if needed.

Installation cannot begin until order is finalized, and payment method has been received.

- No exhibitor shall make any electrical installation, nor shall they make any electrical connection of any appliance or equipment to the building electrical system.

- Wall, column, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise.

- Surge Protectors are recommended for computers and other sensitive equipment.

- All flexible cords shall be 3-wire unless the cord is a component part of an assembly which is specifically approved.

- Electrical code requires that any extension cord in a booth have mechanical protection from abrasion. If such protection is not supplied by the Exhibitor, it can be provided at an additional charge.

- Exhibitors may not run electrical cords under carpets.

- Prices subject to change without notice.

- Pricing is based on a 3-day show, additional days will require a 25% per day charge

- All island booths and additional services require electrical labor.

- Labor rates: Straight time - \$75.00 per hour / Overtime - \$112.50 per hour

- Minimum 1 hour labor install, and minimum ½-hour labor dismantle

- Labor: labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and holidays

will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed to proceed for orders with multiple outlet locations and/or island booths.

•Setup/disconnect labor dates/times are based on the load-in schedule (and space availability) for your event. Hard Rock does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

•Hard Rock Hotel & Casino Atlantic City reserves the right to refuse hookup of any equipment that it deems to be electrically unsound.

•Credit will not be given for electrical service installed and not used.

•AT& T Wireless Internet Access is available in all Exhibit and Meeting Space.

•FAX FORMS to: 609-449-5015

#### **STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS**

**NON-FLAMMABLE MATERIALS:** Flammable or other dangerous fluids, substances, materials, equipment, or other items are prohibited.

All materials used in the Exhibit Hall, Ballrooms, Meeting Rooms, or any other room of the Hard Rock Hotel & Casino Atlantic City **MUST** comply with the Fire Regulations and any other laws and regulations of the State of New Jersey and the City of Atlantic City.

Exhibitors **MUST** have available for inspection a "Certificate of Flame-proofing" for all fabrics, decoration, and other applicable materials.

Electrical wiring and equipment must conform to the National Electrical Code and the Electrical Code of Atlantic City.

Material not conforming with such regulations will be removed immediately at the Exhibitor's expense. Engines, motors, and similar equipment may be operated only with the consent of the Hard Rock Hotel & Casino Atlantic City Manager.

All electrical equipment or appliance connected to the building electrical system or extension thereto in booths or displays shall be: (1) listed and labeled by a Nationally Recognized Standard Testing Laboratory, (2) specifically approved by the Electrical Inspection Section, and (3) all equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.

Hard Rock will not be responsible for voltage fluctuations or power failure.

**RIGGING:** Any hanging of signs, banners, or other materials which require attachment to the building, may only be done by Hard Rock personnel and with the consent of the Hard Rock Hotel & Casino Atlantic City Manager.

**FOOD AND BEVERAGE GIVEAWAYS:** Hard Rock Hotel & Casino Atlantic City must be notified of any food or beverage dispensed or given away at individual exhibit booths.

Food and beverage may be purchased directly from the Catering Department with notice.

**LIABILITY AND INSURANCE-** Hard Rock Hotel & Casino Atlantic City and its officers and employees are not responsible for the safety of the property of the exhibitors from theft, damage by fire, accident or other causes.

Exhibitors are advised to consult their insurance broker for proper coverage on displays. Neither Hard Rock Hotel & Casino Atlantic City nor any of its owners, officers, Directors, managers, members, agents, affiliates, representatives, subsidiaries, successors and assigns and its employees shall be held accountable or liable for, and the same are hereby released from accountability or liability for any damage, loss, harm or injury to the person or any property of the Exhibitor or any of its officers, agents, employees or other representative resulting from theft, fire, water, accident of any or any other cause, and Hard Rock Hotel & Casino Atlantic City is not

required to obtain insurance against any such damage, loss, harm, or injury.

All property destroyed or damaged by Exhibitors must be replaced to its original condition by the Exhibitor or at the Exhibitor's expense.

**INDEMNIFICATION:** Exhibitor shall defend, indemnify, and hold Hard Rock Hotel & Casino Atlantic City and its respective owners, officers, directors, managers, members, agents, affiliates, representatives, subsidiaries, successors and assigns, and employees harmless from any claim(s), injuries, losses, damages, and expenses arising out of or related to the Exhibitor's exhibit and/or breach of any of obligations hereunder.

**MOVE-IN / MOVE-OUT:** All exhibitors are required to load-in and out exhibits through the Pennsylvania Avenue Loading Dock. Under no circumstances will the exhibitor be allowed to move in or out through the Hotel Lobby or Porte Cochere area.

**ALL BOOTH FURNITURE - I.E. CHAIRS, TABLES, ETC., MUST BE ORDERED THROUGH THE OFFICIAL EXHIBIT DECORATOR.**

**HARD ROCK HOTEL & CASINO ATLANTIC CITY RESERVES THE RIGHT TO IMMEDIATELY CLOSE ANY EXHIBIT THAT IS NOT IN CONFORMANCE WITH THESE CONDITIONS.**



ATLANTIC CITY

BOOTH NUMBER: \_\_\_\_\_

### APPLICATION FOR TELEVISIONS

Convention: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_  
 Exhibiting Company: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### ADVANCE PAYMENT

Item	QTY.	Price	Total
<b>STEP 1: SELECT SCREEN SIZE</b>			
32"		\$75.00	\$0.00
42"		\$100.00	\$0.00
50"		\$200.00	\$0.00
55"		\$250.00	\$0.00
60"		\$300.00	\$0.00
75"		\$350.00	\$0.00

<b>STEP 2: SELET RENTAL ITEMS</b>			
25' HDMI Cable		\$15.00	\$0.00
50' HDMI Cable		\$30.00	\$0.00
6 Outlet Power Strip		\$35.00	\$0.00
Television Rolling Stand		\$40.00	\$0.00

SUB-TOTAL	\$0.00
6.625% Sales Tax	\$0.00
21% Service Charge	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

Please return this completed and signed form along with the credit card authorization form to 609-449-5015

**YOU MUST PURCHASE ELECTRICAL SERVICE IN ADDITION TO THE TELEVISION**

Please refer to the Electrical Form for pricing

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date





ATLANTIC CITY

BOOTH NUMBER: \_\_\_\_\_

### RIGGING + HANGING REQUEST FORM

Convention: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_  
 Exhibiting Company: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

COSTS			
	QTY.	Price	Total
Chain Hoist Includes Motor Rental - Includes All Rigging Hardware + Material (Labor is NOT Included)		\$100.00	\$0.00
LABOR			
Company Banners   Logos   Inflatables   Misc. Scenic Flats Under 105lbs --- \$225 / hour = 3 Techs @ \$75 / hour (1 Hour Minimum)		\$225.00	\$0.00
AISLE SIGNS			
Flat Rate Charge for Numbered Convention Aisle Signs		\$1,000.00	\$0.00
		<b>SUB-TOTAL</b>	\$0.00
		6.625% Sales Tax	\$0.00
		21% Service Charge	\$0.00
		<b>TOTAL</b>	\$0.00

**NOTE:** All rigging hung from catwalks and accessible i-beams, heavy signage requiring specific point locations may require the rental of a high reach lift at an additional charge. Advance notice is required and charges quoted on a per job basis.

#### SPECIAL REQUIREMENTS

Please return this completed and signed form along with the credit card authorization form to 609-449-5015

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

## **NOTICE TO EXHIBITORS**

1. Under no circumstances shall anyone other than HARD ROCK ENTERTAINMENT RIGGING technicians may rig any equipment & material in venue
2. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors to be used by exhibitors
3. HARD ROCK ATLANTIC CITY reserves the right to refuse rigging of any unsound equipment
4. Wireless Internet Access is available in all Exhibit & Meeting Space
5. Labor rates: Straight time - \$75.00 per hour / Overtime - \$112.50 per hour
  - Minimum 1 hour labor install, and minimum ½-hour labor dismantle
  - Labor: labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

## **STANDARD CONDITIONS FOR EXHIBITS AND DISPLAYS**

**NON -FLAMMABLE MATERIALS:** All materials used in the Exhibit Hall, Ballrooms, Meeting Rooms, or any other room of the Hotel MUST be non-flammable to conform with the Fire Regulations of the State of New Jersey and the City of Atlantic City. Exhibitors having said materials MUST have available for inspection a "Certificate of Flame-proofing" while attending the trade show. Electrical wiring and equipment must conform to the National Electrical Code and the Electrical Code of Atlantic City. Material not conforming with such regulations will be removed immediately at the Exhibitor's expense. Engines, motors, or any kind of equipment may be operated only with the consent of the HARD ROCK ENTERTAINMENT PRODUCTION MANAGER.

- **RIGGING:** Any hanging of signs, banners, or other materials which require attachment to the Building, must be done by HARD ROCK personnel.
- **FOOD AND BEVERAGE GIVEAWAYS:** The HARD ROCK ATLANTIC CITY must be notified of any food or beverage dispensed or given away at individual exhibit booths. Food and beverage may be purchased directly from the Catering Department with notice.
- **SPECIAL NOTICES:** No nails or bracing wires used in erection of displays may be attached to the building without the written consent of the HARD ROCK Production Manager. All property destroyed or damaged by Exhibitors must be replaced to its original condition by the Exhibitor or at the Exhibitor's expense.
- **MOVE-IN / MOVE-OUT:** All exhibitors are required to load-in and out exhibits through the Pennsylvania Avenue Loading Dock. Under no circumstances will the exhibitor be allowed to move in or out through the Hotel Lobby or Porte Cochere area.
- **LIABILITY:** Hard Rock Atlantic City will not be responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's employees or property, or to any other person, prior, during, or subsequent to the period covered by the exhibit contract; providing said injury, loss, or damage is not caused by the willful negligence or wrongful act of any employee of the Hotel. Each Exhibitor expressly releases the Hotel from such liabilities and agrees to indemnify the Hotel against any and all claims for such injury, loss or damage.
- **INSURANCE:** Exhibitors who desire to carry insurance on their exhibits must place it at their own expense.
- **STORAGE:** The Hotel has no facilities for the storage of exhibits.

**ALL BOOTH FURNITURE - I.E. CHAIRS, TABLES, ETC., MUST BE ORDERED THROUGH THE OFFICIAL EXHIBIT DECORATOR. THE HOTEL RESERVES THE RIGHT TO IMMEDIATELY CLOSE ANY EXHIBIT THAT IS NOT IN CONFORMANCE WITH THESE REGULATIONS.**



BOOTH NUMBER: \_\_\_\_\_

## APPLICATION FOR WATER + DRAINAGE SERVICE

Convention: \_\_\_\_\_

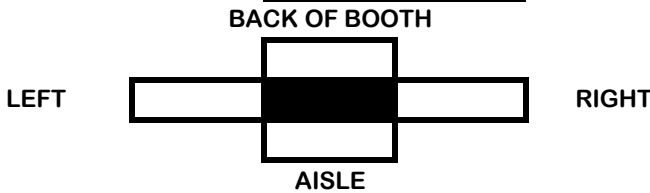
Event Dates: \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_



<-- <-- PLEASE INDICATE LOCATION OF WATER + DRAINAGE

ADVANCE  
PAYMENT

DAY OF LOAD IN  
PAYMENT

Item	QTY.	Price	QTY.	Price	Total
WATER (cold)		\$100.00		\$150.00	\$0.00
DRAINAGE		\$100.00		\$150.00	\$0.00

SUB-TOTAL	\$0.00
6.625% Sales Tax	\$0.00
21% Service Charge	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**NOTE:** CONNECTION CHARGES LISTED COVER RUNNING SERVICE FROM MAIN LINES TO BOOTH ONLY. ALL WORK PERFORMED WITHIN THE BOOTH IN ATTACHING LINES TO EQUIPMENT WILL BE CHARGED ON A TIME AND MATERIAL BASIS. A SEPARATE CHARGE WILL BE MADE FOR EACH PIECE OF EQUIPMENT USING CONNECTED SERVICES, WHETHER CONNECTED OR OTHERWISE.

Please return this completed and signed form along with the credit card authorization form to 609-449-5015

**SPECIAL REQUIREMENTS:**

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



BOOTH NUMBER: \_\_\_\_\_

## LABOR | ICE | EQUIPMENT ORDER FORM

Convention: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_  
 Exhibiting Company: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Qty.	Service Required	Price	Total
	Chef to Prepare Product*	\$250.00	\$0.00
	Bartender to Pour Product*	\$250.00	\$0.00
	Server to Assist Serving Product*	\$200.00	\$0.00
	Steward to Assist Running Product from Kitchen to Booth / Refilling Ice*	\$150.00	\$0.00
	Bag of Ice w/ Bus Tub of Ice + Scoop	\$10.00	\$0.00
	Serving Utensil (pricing is based on each)	\$5.00	\$0.00
	<i>Type:</i>		
	Platter	\$10.00	\$0.00
	Dishes	\$10.00	\$0.00
	Bowls	\$10.00	\$0.00
	Plastic Knives (per 100)	\$5.00	\$0.00
	Plastic Forks (per 100)	\$5.00	\$0.00
	Plastic Spoons (per 100)	\$5.00	\$0.00
	Plastic Tasting Cups (per 100)	\$5.00	\$0.00
	Hard Rock Logo Cocktail Napkins (per 100)	\$5.00	\$0.00
<b>SUB-TOTAL</b>			<b>\$0.00</b>
21% Service Charge			\$0.00
6.625% Sales Tax			\$0.00
<b>TOTAL</b>			<b>\$0.00</b>

Please return this completed and signed form along with the credit card authorization form to 609-449-5015  
 No checks accepted | Credit card payments only | Must be paid in advance  
 A 72 hour cancellation policy is applicable

\*Up to 4 hours of service. \$50 /hour for each additional hour

\_\_\_\_\_

Customer Signature

\_\_\_\_\_

Date



BOOTH NUMBER: \_\_\_\_\_

## CATERING SERVICES ORDER FORM

Convention: \_\_\_\_\_  
 Event Dates: \_\_\_\_\_  
 Exhibiting Company: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Qty.		Item	Price	Total
	DOZEN	Assorted Mini Breakfast Pastries	\$36.00	\$0.00
	DOZEN	Assorted House-Made Muffins	\$42.00	\$0.00
	DOZEN	Assorted Large House-Made Cookies	\$36.00	\$0.00
	DOZEN	House-Made Brownies + Blondies	\$36.00	\$0.00
	DOZEN	Assorted Mini Desserts	\$42.00	\$0.00
	DOZEN	Soft Philly Pretzels w/ Mustard	\$48.00	\$0.00
	BOWL	Whole Seasonal Fruit (serves 15)	\$50.00	\$0.00
	BAG(s)	Assorted Chips   Popcorn   Pretzels	\$4.00	\$0.00
	BAG(s)	Individual Bags of Trail Mix or Nuts	\$5.00	\$0.00
	POUND(s)	Potato Chips   Pretzels   Popcorn   Tortilla Chips   Vegetable Chips	\$25.00	\$0.00
	QUART	French Onion Dip   Salsa   Guacamole   Blue Cheese Dip	\$20.00	\$0.00
	EACH	Soft Drinks (Assorted Pepsi Products)	\$3.50	\$0.00
	EACH	Bottled Spring Water	\$3.50	\$0.00
	GALLON	Coffee   Decaffeinated Coffee   Tea	\$69.00	\$0.00
	GALLON	Iced Tea   Lemonade	\$49.00	\$0.00
	PLATTER	Imported + Domestic Artisan Cheese Platter (serves 25)	\$350.00	\$0.00
	PLATTER	Crudité - Seasonal Vegetable Platter (serves 25)	\$200.00	\$0.00
	TRAY	Sliced Fresh Fruit Tray (serves 25)	\$250.00	\$0.00
<b>SUB-TOTAL</b>				\$0.00
21% Service Charge				\$0.00
6.625% Sales Tax				\$0.00
<b>TOTAL</b>				\$0.00

Please return this completed and signed form along with the credit card authorization form to 609-449-5015  
 No checks accepted | Credit card payments only | Must be paid in advance  
 A 72 hour cancellation policy is applicable.

\_\_\_\_\_

Customer Signature

\_\_\_\_\_

Date



BOOTH NUMBER: \_\_\_\_\_

### CREDIT CARD AUTHORIZATION FORM

PLEASE FAX THIS FORM TO 609-449-5015

Convention: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

I hereby authorize Hard Rock Hotel & Casino Atlantic City to charge the provided credit card for the requested services.

Card Type:	Credit Card Number:	Expiration:	CCV
AMEX			
DISCOVER			
MASTERCARD			
VISA			
<b>CARD HOLDER NAME:</b>			

Cardholder Signature: \_\_\_\_\_

The above authorized signature(s) is authorized to bill the above-named company for the charges incurred at Hard Rock Hotel & Casino Atlantic City.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date of Arrival