



## ***Complete Exhibitor Kit***



**THE NEW JERSEY CANNABIS CONVENTION**

**ATLANTIC CITY CONVENTION CENTER  
HALL A  
ATLANTIC CITY, NEW JERSEY  
SEPTEMBER 14-15, 2019**

# THE NEW JERSEY CANNABIS CONVENTION

ATLANTIC CITY CONVENTION CENTER  
HALL A  
ATLANTIC CITY, NEW JERSEY  
SEPTEMBER 14-15, 2019



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

## SHOW CONTACT INFORMATION

Dear Exhibitor:

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

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

*NECANN  
11 Toner Blvd.  
Suite 5 #331  
North Attleboro, MA 02760  
Tel: (774) 254-5073  
Email: [info@necann.com](mailto:info@necann.com)*

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

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

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

***Thank you!***

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## SHOW INFORMATION

Your 10'x10' booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

### BOOTH PACKAGE

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

**NOTE: EXHIBIT FLOOR IS CARPETED**

### INSTALLATION

Friday	September 13, 2019	2:00 pm - 8:00 pm
Saturday	September 14, 2019	8:00 am - 10:00 am

### EXHIBIT HOURS

Saturday	September 14, 2019	11:00 am - 5:00 pm
Sunday	September 15, 2019	10:00 am - 3:00 pm

### DISMANTLE

Sunday	September 15, 2019	3:00 pm - 8:00 pm
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**\*Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense\***

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**DISCOUNT  
DEADLINE DATE:  
AUGUST 30, 2019**

## PAYMENT & CREDIT CARD AUTHORIZATION FORM

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

Standard Booth Furnishings & Accessories Order Form .....	\$ _____
Carpet/Carpet Padding Order Form .....	\$ _____
Perfboard & Grid Walls Order Form .....	\$ _____
VCS Modular Rental Unit Order Form .....	\$ _____
Estimated Labor Order Form .....	\$ _____
Priority Empty Container Return Order Form.....	\$ _____
Estimated Rigging Labor Order Form.....	\$ _____
Estimated Sign Hanging Order Form.....	\$ _____
Estimated Material Handling Order Form.....	\$ _____
SUB TOTAL	\$ _____
*ADD 6.625% NJ SALES TAX	\$ _____
NET AMOUNT DUE VISTA	\$ _____

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

**INDICATE PAYMENT METHOD:**

Check # \_\_\_\_\_ Dated \_\_\_\_\_ Amount \$ \_\_\_\_\_

Charge to:  MasterCard  VISA  American Express

Indicate:  Personal Credit Card  Company Credit Card

Account # 

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

Expiration Date 

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

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

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

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

Signature \_\_\_\_\_

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

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

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

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

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

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

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



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

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

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**DISCOUNT  
DEADLINE DATE:  
AUGUST 30, 2019**

## PAYMENT POLICIES

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

## WIRE TRANSFER

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

## CANCELLATIONS & ADJUSTMENTS

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

## TAX EXEMPTION

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

## THIRD PARTY PAYMENT BILLING

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

## MISCELLANEOUS

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

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## THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

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

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

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

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

\_\_\_ All Services \_\_\_ Material Handling/In and Out \_\_\_ I&D Labor \_\_\_ Rental Furniture & Carpet

\_\_\_ Signs Other (Please specify) \_\_\_\_\_

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

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

Account Number 

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

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

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

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

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

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

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

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

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

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## STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

QTY. DISCOUNT RATES STANDARD RATES AMT.

### SEATING

___ Upholstered Arm Chair ( <b>black only</b> ).....	\$71.05	\$89.95	___
___ Side Chair ( <b>black only</b> ).....	58.55	71.05	___
___ Padded Stool ( <b>black only</b> ).....	76.45	93.90	___

### ACCESSORIES

___ Cocktail Table (Rectangle-46"l x 24"w x 16"h).....	77.25	96.65	___
___ Round Pedestal Table (30"h x 30"rd).....	106.75	132.65	___
___ Round Pedestal Table (42"h x 30"rd).....	128.45	159.55	___
___ Wastebasket.....	22.25	26.80	___
___ Easel.....	44.90	53.25	___
___ Chrome Sign Frame (22" x 28").....	84.95	106.50	___
___ Bag Holder.....	106.50	132.20	___
___ 8' Stanchion.....	33.00	41.25	___
___ Crossbar.....	33.00	41.25	___
___ Garment Rack.....	92.65	114.75	___
___ Literature Rack.....	171.75	197.90	___
___ 3' Black Stanchion/Pull out Tape.....	64.15	82.45	___
(7 1/2 ft. lengths)			
___ 8' Special Background.....	15.00ft.	20.00ft.	___
___ Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			
___ 3' Special Siderails.....	10.00ft.	15.00ft.	___
___ Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green			

### DRAPED RISERS

<b>White Vinyl</b>			
___ 4' One Step .....	51.80	62.85	___
___ 6' One Step.....	61.35	76.05	___

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".....	\$113.60	\$141.65	___
___ 2' x 6' x 30".....	134.20	167.75	___
___ 2' x 8' x 30".....	157.30	195.70	___
___ 4th Side Drape.....	30.00	40.00	___

### DRAPED DISPLAY TABLES - 42" COUNTER HIGH

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

___ 2' x 4' x 42".....	150.40	181.05	___
___ 2' x 6' x 42".....	172.30	205.50	___
___ 2' x 8' x 42".....	184.95	231.10	___
___ 4th Side Drape.....	30.00	40.00	___

### UNDRAPED DISPLAY TABLES - 30" HIGH

___ 2' x 4' x 30".....	52.25	65.00	___
___ 2' x 6' x 30".....	61.60	76.35	___
___ 2' x 8' x 30".....	73.60	89.30	___

### UNDRAPED DISPLAY TABLES - 42" HIGH

___ 2' x 4' x 42".....	67.45	81.90	___
___ 2' x 6' x 42".....	75.75	93.90	___
___ 2' x 8' x 42".....	87.75	107.20	___

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

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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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'	165.00	200.00	_____
_____	9'x 20'	330.00	400.00	_____
_____	9'x 30'	495.00	600.00	_____
_____	9'x 40'	660.00	800.00	_____
_____	9'x 50'	825.00	1000.00	_____

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

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

CUSTOM CARPET

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

\_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$3.45 sq. ft. \$4.65 sq. ft. \_\_\_\_\_

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

CARPET PADDING

INDICATE OVERALL DIMENSION:

\_\_\_\_\_ ft.x \_\_\_\_\_ ft. (100 sq. ft. minimum).....\$1.60 sq. ft. \$1.95 sq. ft. \_\_\_\_\_

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

PLUSH CARPET - 28 OZ.

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

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

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

**QTY**

\_\_\_\_\_ Square feet (**100 sq.ft. minimum**).....\$4.65 sq. ft. \$6.10 sq. ft. \_\_\_\_\_

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

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

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

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

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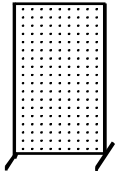


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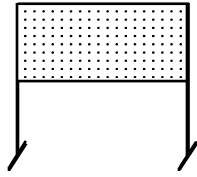
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## PERFBOARD & GRID WALLS ORDER FORM

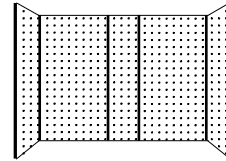
**PERFBOARD**



**STYLE A**



**STYLE B**



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

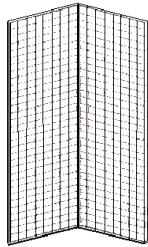
Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

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

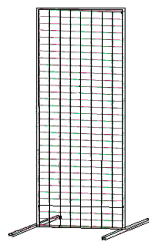
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.

QUANTITY OF FRAMED PANELS REQUIRED:	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____ 4' x 8' Panel (white).....	\$169.85	\$209.90	_____
_____ 2' x 8' Panel (white).....	119.45	149.50	_____
Perfboard Shelving - 8" Wide			
_____ 4' Long (hardware supplied).....	45.70	56.65	_____

**GRID WALLS**



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



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

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

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

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

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

HOOKS TO BE SUPPLIED BY EXHIBITOR

QTY		DISCOUNT RATE	STANDARD RATE	AMOUNT
_____	Style A 2' x 8' Grid (Minimum order (2) Grids).....	\$69.20	\$85.85	_____
_____	Style B 2' x 6' Grid (w/feet).....	81.35	103.35	_____

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

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

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

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## VCS MODULAR RENTAL UNITS

**VCS Table-Top Unit contains:**

- lighted header
- 1 - 8' draped table

DRAPE COLOR: BLUE BLACK BURGUNDY PURPLE GRAY RED TEAL WHITE HUNTER GREEN

\* Check One  
 White Panel  
 Blue  
 Gray

**Price: \$575.00**

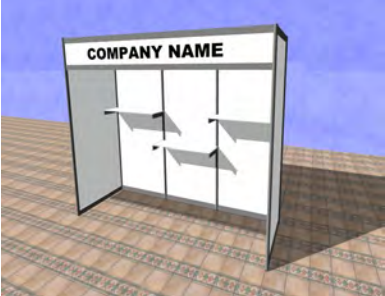


**VCS A-10 Unit contains:**

- (3) Shelves
- (6) Brackets

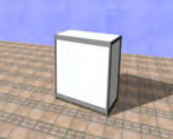
\* Check One  
 White Panel  
 Blue  
 Gray

**Price: \$1600.00**



**COUNTERS:**

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

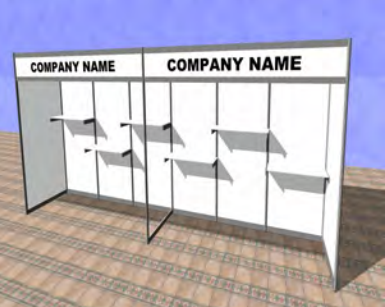
 Counter Colors: (\*check one)  
 White  Blue  Gray

**VCS B-20 Unit contains:**

- (6) Shelves
- (12) Brackets

\* Check One  
 White Panel  
 Blue  
 Gray

**Price: \$2800.00**



**OPTIONAL RENTAL ACCESSORIES:**

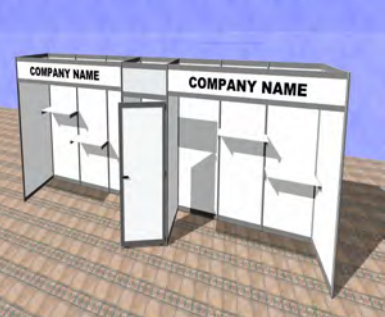
Side Rail (each)	_____	<b>\$85.00</b>	_____
Extra Shelves (1) shelf & (2) brackets	_____	<b>\$45.00</b>	_____

**VCS C-20 Unit contains:**

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

\* Check One  
 White Panel  
 Blue  
 Gray

**Price: \$3400.00**



**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.**

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

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

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

# THE NEW JERSEY CANNABIS CONVENTION

ATLANTIC CITY CONVENTION CENTER  
HALL A  
ATLANTIC CITY, NEW JERSEY  
SEPTEMBER 14-15, 2019



**DISCOUNT  
DEADLINE DATE:  
AUGUST 30, 2019**

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

## INTENT TO USE NON-OFFICIAL CONTRACTORS

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

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

**NOTIFICATION DEADLINE DATE: See Above.**

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

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

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

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

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

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

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

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

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

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

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

*Retain one copy for your files.*

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AUGUST 30, 2019**

## HANGING OF CEILING SIGNS ORDER FORM

VISTA Convention Services reserves the right to assemble, install, and dismantle "Hanging Signs", non-electrical with approved devices and type of cable to safely hang sign.

- \* All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
- \* All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.
- \* Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

### RATES FOR HANGING NON-ELECTRICAL SIGNS:

*If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. Any materials used for the hanging of signs, will be invoiced accordingly.*

There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

### HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required

**Straight Time** \$395.00 per hr. - 2 man crew & lift.

8:00 AM - 4:30 PM Monday through Friday

### Overtime

Before 8:00 AM and after 4:30 PM \$592.50 per hr. - 2 man crew & lift.

Monday thru Friday, and all hours on Saturday and Sunday

### Double Time

All Holidays \$790.00 per hr. - 2 man crew & lift.

### THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:

DATE REQUIRED \_\_\_\_\_

TYPE OF SIGN:  Wood  Metal  Cloth Banner  Other \_\_\_\_\_

SIZE OF SIGN: \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Width \_\_\_\_\_ Weight \_\_\_\_\_

SHAPE OF SIGN:  Square  Rectangle  Circle  Triangle  Other \_\_\_\_\_

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

NUMBER OF FEET IN FROM FRONT OF BOOTH \_\_\_\_\_

NUMBER OF FEET IN FROM LEFT EDGE OF SIGN \_\_\_\_\_

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

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

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

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

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

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

#### Credit Card Information

M/C  VISA  AMEX / ACCOUNT # \_\_\_\_\_

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

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

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

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

# THE NEW JERSEY CANNABIS CONVENTION



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**DISCOUNT  
DEADLINE DATE:  
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## RIGGING LABOR ORDER FORM

Order rigging labor *only* if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

**PLEASE NOTE:** Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function. However, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00AM, will be assigned after finishing earlier requests.

Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for rigging labor or material handling equipment must be at least 24 hours in advance.

<b>Rigging crew consists of:</b>	<b>Forklift w/Operator 1 or 2 Riggers</b>				
There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM - 4:30 PM weekdays, overtime before 8:00 AM and after 4:30 PM weekdays and all hours on Saturday and Sunday, and double time on holidays.					
	<u><b>STRAIGHT TIME</b></u>	<u><b>OVERTIME</b></u>	<u><b>DOUBLE TIME</b></u>		
<b>RIGGER</b>	\$101.00 per hour	\$151.50 per hour	\$202.50 per hour		
<b>FORKLIFT w/OPERATOR - (up to 5,000 lbs. capacity)</b>	\$171.00 per hour	\$221.50 per hour	\$272.00 per hour		
<i>Larger forklift and/or crane service is available by advance request.</i>					
<b>RIGGING LABOR REQUEST</b>					
	5,000 lbs. forklift w/operator	# Riggers 1 or 2	Date	Time	Approx. Hours
<b>SET-UP:</b>					
<b>DISMANTLE:</b>					
	<b># Pieces to be spotted</b> _____		<b>Heaviest Pieces</b> _____		

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

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

**Credit Card Information**  
 M/C  VISA  AMEX / ACCOUNT # \_\_\_\_\_  
 EXPIRATION DATE: \_\_\_\_\_  
 CUSTOMER CODE #: \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_ CARDHOLDER'S NAME: \_\_\_\_\_

# THE NEW JERSEY CANNABIS CONVENTION

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**DISCOUNT  
DEADLINE DATE:  
AUGUST 30, 2019**

## LABOR ORDER FORM

### CARPENTER LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

#### Carpenter Rates:

Straight Time:		OverTime:		Double Time:	
Advance Rate	Standard Rate	Advance Rate	Standard Rate	Advance Rate	Standard Rate
\$118.00/hr.	\$147.50/hr.	\$177.00/hr.	\$221.25/hr.	\$236.00/hr.	\$295.00/hr.
one hour minimum per worker thereafter 1/2 hr. increments ST: 8:00 AM to 4:30 PM Monday through Friday		one hour minimum per worker thereafter 1/2 hr. increments OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday		one hour minimum per worker thereafter 1/2 hr. increments OT: All Holidays	

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

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

PLEASE INDICATE SERVICE REQUIRED:

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

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

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

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

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

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

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

VIA \_\_\_\_\_

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

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

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

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

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

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

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

#### Credit Card Information

M/C  VISA  AMEX / ACCOUNT # \_\_\_\_\_

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

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

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

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

# EXHIBITOR RIGHTS

## ***TEAMSTERS UNION***

Teamsters handle freight in the exhibit hall. They unload all trucks or vehicles. In addition, they deliver freight to exhibitors' booth(s) after it has been unloaded and handle the reverse movement of this freight at the conclusion of the show. They also deliver furniture and floor covering. Teamsters also install rental carpet and handle all empty containers. **Any exhibitor may move material that is hand-carriable by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment. When exhibitors choose to hand-carry in accordance with the foregoing, they must unload their vehicles (POV's) in an area designated by the show contractor.**

## ***CARPENTERS UNION***

Carpenters handle the set-up and dismantling of displays and exhibit booths and hang all exhibitor ceiling signs. This includes all display work. Carpenters also un-skid, re-skid, uncrate and re-crate machinery. Carpenters also install all exhibitor owned floor covering, including carpeting, wood flooring and rubber mats. The only exception being where the exhibit flooring is actually manufactured by the exhibitor and is being installed by full time company employees.

## ***DECORATORS UNION***

Decorators handle installation of all drape, table skirting, floor marking and other items of a decorative nature. Decorators also hang signs from drape.

## ***ELECTRICAL UNION***

Electricians handle all electrical work, which includes supplying power lines to your booth(s), connecting equipment to the proper outlets and installing any signs or headers that are lighted.

### ***Full-time Exhibitor personnel have the right to perform the following work:***

#### ***Unload their own vehicle in an area specified by the show contractor for the unloading of privately owned vehicles provided:***

- They utilize the space designated by the ACCC for said purpose.
- They provide their own dollies or hand trucks.
- They utilize no motorized lift equipment.
- The vehicle is no larger than a van.

#### ***Hand carry exhibit materials through public doorways, provided:***

- They do not utilize material handling equipment other than personal luggage carriers.

#### ***Set up their own display in Exhibit Booths that are no larger than 400 net square feet:***

- The installation can be accomplished by full time company employees.
- Set up and handle their own product; including but not limited to the installation, interconnection, calibration, and operation of equipment.

#### ***The following work shall be performed by Union Labor:***

- In-Line booths larger than a 10'x 40'
- Island booths larger than a 20'x 20'
- Installation of Display
- Laying Exhibitor owned carpet
- Crating & uncrating of show materials



# THE NEW JERSEY CANNABIS CONVENTION

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SEPTEMBER 14-15, 2019



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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.

# THE NEW JERSEY CANNABIS CONVENTION

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SEPTEMBER 14-15, 2019



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## LIMITS OF LIABILITY FOR MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

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**WAREHOUSE  
DEADLINE DATE:  
SEPTEMBER 6, 2019**

## 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 **\$88.00**

Show Site Rate **\$88.00**

### CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

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

Per CWT (100 lbs.)

**Minimum charge (200 lbs.)**

Warehouse Rate **\$110.00**

Show Site Rate **\$110.00**

### 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 **Friday, September 6, 2019** will be charged in addition to the above rates.

**\*FIRST PACKAGE**

**\$40.00**

### SMALL PACKAGE SHIPMENTS

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

**\*\*Each additional package \$24.00**

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

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**WAREHOUSE  
DEADLINE DATE:  
SEPTEMBER 6, 2019**

## MATERIAL HANDLING RECAP

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

<b>COMPUTATION OF ORDER: When recording weight, round up to the next 100 pounds.</b>	
<b>A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS</b> <b>Warehouse</b> We will ship _____ lbs. @ \$88.00 per 100 lbs. (200 lb. minimum/\$176.00)	\$ _____
<b>Showsite</b> We will ship _____ lbs. @ \$88.00 per 100 lbs. (200 lb. minimum/\$176.00)	\$ _____
<b>B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS &amp; CRATED SHIPMENTS REQUIRING SPECIAL HANDLING</b> <b>Warehouse</b> We will ship _____ lbs. @ \$110.00 per 100 lbs. (200 lb. minimum/\$220.00)	\$ _____
<b>Showsite</b> We will ship _____ lbs. @ \$110.00 per 100 lbs. (200 lb. minimum/\$220.00)	\$ _____
<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.  <b>Delivery After Deadline Date:</b> Shipments received at the warehouse after 3:30pm or after <b>Friday, September 6, 2019</b> and any shipment received at showsite after show opening will be charged 35% in addition to the above rates.	
<p><i>Note: Due to possible move-in on overtime and move-out on overtime, overtime fees will be applied</i></p> <p style="text-align: right;"><b>6.625% Sales Tax</b> \$ _____</p> <p style="text-align: right;"><b>Payment Enclosed</b> \$ _____</p>	

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

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

MAIL OR FAX TO VISTA CONVENTION SERVICES

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AUGUST 30, 2019**

## 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.**

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

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

**Credit Card Information**

M/C  VISA  AMEX / ACCOUNT #

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

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

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

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

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

# THE NEW JERSEY CANNABIS CONVENTION

ATLANTIC CITY CONVENTION CENTER  
HALL A  
ATLANTIC CITY, NEW JERSEY  
SEPTEMBER 14-15, 2019



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

## MATERIAL HANDLING SPECIAL SERVICES

### EMPTY STORAGE

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

### MOBILE UNIT SPOTTING

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

### SHIPMENTS RETURNED TO WAREHOUSE

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

### SPECIAL RATES AND SERVICES

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

### UPS & FEDEX SHIPMENTS

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

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



# THE NEW JERSEY CANNABIS CONVENTION



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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**

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

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

#### Credit Card Information

M/C  VISA  AMEX / ACCOUNT #

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

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

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

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

**SUBJECT TO NJ SALES TAX 6.625%**

# THE NEW JERSEY CANNABIS CONVENTION

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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.

# THE NEW JERSEY CANNABIS CONVENTION

ATLANTIC CITY CONVENTION CENTER  
HALL A  
ATLANTIC CITY, NEW JERSEY  
SEPTEMBER 14-15, 2019



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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 pickup or delivery of your materials, if other than the official show carrier(s).

# THE NEW JERSEY CANNABIS CONVENTION

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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: THE NJ CANNABIS CONVENTION  
(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, August 12, 2019.**
- Shipments received after the deadline of **Friday, September 6, 2019** 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: THE NJ CANNABIS CONVENTION  
(Exhibiting Company's Name & Booth Number)  
Atlantic City Convention Center  
Hall A  
c/o Vista Convention Services  
Bacharach Blvd.  
Atlantic City, NJ 08401**

- Show site shipments will be received beginning **Friday, September 13, 2019 at 2:00 pm.**
- Shipments arriving at show site prior to this date and time may be **REFUSED** or charged an overtime rate.

# THE NEW JERSEY CANNABIS CONVENTION

ATLANTIC CITY CONVENTION CENTER  
HALL A  
ATLANTIC CITY, NEW JERSEY  
SEPTEMBER 14-15, 2019



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WWW.VISTACS.COM

## OUTBOUND SHIPPING INSTRUCTIONS

### SHIPPING OUTBOUND FROM SHOW SITE

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

#### Label each item as follows:

**From:** (Your Company Name)  
**Booth #:**  
**Show Name:** THE NJ CANNABIS CONVENTION  
**Location:** Atlantic City Convention Center - Hall A  
**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 **7:30 pm on Sunday, September 15, 2019.**

### 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 **7:30 pm on Sunday, September 15, 2019.**



**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**THE NEW JERSEY CANNABIS CONVENTION  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**THE NEW JERSEY CANNABIS CONVENTION  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**FOR ADVANCE SHIPMENTS ONLY**

**DELIVER NO LATER THAN FRIDAY, SEPTEMBER 6, 2019  
RECEIVING 8AM - 3:30PM, MONDAY-FRIDAY, CHECK IN BY 3PM**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**THE NEW JERSEY CANNABIS CONVENTION  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ADVANCE WAREHOUSE SHIPMENTS ONLY**

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

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

**THE NEW JERSEY CANNABIS CONVENTION  
c/o VISTA CONVENTION SERVICES  
300 COMMERCE DRIVE  
EGG HARBOR TOWNSHIP, NJ 08234**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**THE NEW JERSEY CANNABIS CONVENTION  
c/o VISTA CONVENTION SERVICES  
ATLANTIC CITY CONVENTION CENTER  
HALL A  
BACHARACH BLVD.  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**THE NEW JERSEY CANNABIS CONVENTION  
c/o VISTA CONVENTION SERVICES  
ATLANTIC CITY CONVENTION CENTER  
HALL A  
BACHARACH BLVD.  
ATLANTIC CITY, NJ 08401**

**FOR ON-SITE DIRECT SHIPMENTS ONLY**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**THE NEW JERSEY CANNABIS CONVENTION  
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ATLANTIC CITY CONVENTION CENTER  
HALL A  
BACHARACH BLVD.  
ATLANTIC CITY, NJ 08401**

**ON-SITE DIRECT SHIPMENTS ONLY**

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

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

**THE NEW JERSEY CANNABIS CONVENTION  
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HALL A  
BACHARACH BLVD.  
ATLANTIC CITY, NJ 08401**



SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	

**Order Online at [www.MeetAC.com](http://www.MeetAC.com)**  
**Deadline for advance rate is 15 days prior to show opening**

**ELECTRICAL SERVICE ORDER FORM**

QTY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
<b>120V LIGHTING &amp; UTILITY OUTLETS</b>				
	Up to 1000 watts	\$124.00	\$185.00	
	Up to 2000 watts	\$154.00	\$229.00	
<b>208V 1Ø MOTOR AND EQUIPMENT OUTLETS</b>				
	20 Amp	\$320.00	\$480.00	
	30 Amp	\$390.00	\$585.00	
	60 Amp	\$680.00	\$1020.00	
	100 Amp	\$845.00	\$1270.00	
	200 Amp	\$1320.00	\$1990.00	
<b>208V 3Ø MOTOR AND EQUIPMENT OUTLETS</b>				
	20 Amp	\$395.00	\$590.00	
	30 Amp	\$465.00	\$690.00	
	60 Amp	\$745.00	\$1100.00	
	100 Amp	\$895.00	\$1300.00	
	200 Amp	\$1550.00	\$1950.00	
<b>LIGHTS</b>				
	Stem Lights	\$100.00	\$130.00	
	Single 120 W Flood	\$105.00	\$150.00	
	Double 120 W Flood	\$135.00	\$205.00	
	Overhead Quartz	\$355.00	\$540.00	
Specialty Lighting Available. Call for details.			1. SUB TOTAL	\$
			2. SALES TAX 6.625%	\$
			3. TOTAL	\$

**Atlantic City Convention Center**  
 1 Convention Boulevard  
 Atlantic City, NJ 08401  
 Phone: 609-449-2291  
 Fax: 609-449-2464

**120 V CONNECTIONS**

- Two outlets per connection.
- If you require 24 hour power please note with an (\*). Please add 50% to the total.

**208 V CONNECTIONS**

- Requires labor. Please submit a floor plan indicating location in booth.
- Maximum of one connection per outlet.
- Please call for 480 V connections.

**LIGHTS**

- Price includes outlet and labor.
- Placement of floodlights is at the front corner(s) of your in-line booth.
- Any other location(s) or installation time may require an additional labor charge.

**BY RETURNING THIS FORM  
 CUSTOMER AGREES TO ALL  
 TERMS AND CONDITIONS.  
 (See terms and conditions.)**

**VACUUMING SERVICE ORDER FORM**

All Rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)

ONE TIME \_\_\_\_\_ Vacuum carpet before initial opening of event      **Advance Rate 30¢/sq. ft.**      **Regular Rate 42¢/sq. ft.**

DAILY \_\_\_\_\_ Vacuum carpet before initial opening of event and daily thereafter      **Advance Rate 25¢/sq. ft.**      **Regular Rate 37¢/sq. ft.**

Exhibit Space \_\_\_\_\_ ft. (x) \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft. (x) days \_\_\_\_\_ (x) \$ \_\_\_\_\_ + Tax (6.625%) \_\_\_\_\_ = **TOTAL \$** \_\_\_\_\_

**PORTER SERVICE ORDER FORM**

Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.      **Advance Rate \$99.00**      **Regular Rate \$140.00**

Please check preference:      ONE TIME \_\_\_\_\_      DAILY \_\_\_\_\_

Specify Day: \_\_\_\_\_ Date: \_\_\_\_\_ Porter Service: \_\_\_\_\_ days (x) amt. per day \$ \_\_\_\_\_ +Tax(6.625%)= **TOTAL \$** \_\_\_\_\_

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp.Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Holders Name \_\_\_\_\_ Card Holders Signature \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

## ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with National Electrical Code, all Federal, State and local safety codes.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center Electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
- No credits will be issued on unused services installed as ordered.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.

## ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: \$107.00 per hour - Regular Time / \$215.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of total installation time. This service will be billed at the tear out rate of \$158.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus \$275.00 lift rental.
- Boom Lift Rental: Prevailing Labor Rates (one hour minimum) plus \$500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

## OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of In-Line and Peninsula Booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

## ACCC ELECTRICAL JURISDICTION

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc. The distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wired connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect pre-wired equipment plugged into our system.





SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	
<b>Order Online at <a href="http://www.MeetAC.com">www.MeetAC.com</a></b> <b>Deadline for advance rate is 15 days prior to show opening.</b>			

**LABOR REQUEST FOR ELECTRICAL/PLUMBING DISTRIBUTION**

MUST CHECK ONE:

OK to Proceed without Supervision per Attached Floor Plan

DO NOT Proceed — Exhibitor will Call for Labor

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DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**SELECT THE CORRECT BOOTH TYPE AND FILL-IN THE PROPER ORIENTATION AROUND YOUR BOOTH.**

In-Line Booth       Peninsula Booth       Island Booth

**LEGEND FOR MARKING GRID—PLEASE USE THESE SYMBOLS:**

- = Main Drop Location
- = 1000 watt/10amp
- = 2000 watt/20amp
- = 208 volt
- = Plumbing
- (1 Square = 1 Foot)

Adjacent Booth or Aisle #: \_\_\_\_\_


Adjacent Booth or Aisle #:

Adjacent Booth or Aisle #:

Adjacent Booth or Aisle #: \_\_\_\_\_

**Atlantic City Convention Center**  
 1 Convention Boulevard  
 Atlantic City, NJ 08401  
 Phone: 609-449-2291  
 Fax: 609-449-2464

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This Labor Order will not be processed until we receive a completed Electrical/Plumbing Service Order Form.

Please indicate neighboring booth and aisle numbers.

Every effort will be made to facilitate all requests, however start time can only be guaranteed when labor is requested to start at 8:00am.

We request that a floor plan be submitted prior to your arrival onsite.



SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	

**Order Online at [www.MeetAC.com](http://www.MeetAC.com)**  
**Deadline for advance rate is 15 days prior to show opening.**

**PLUMBING SERVICE ORDER FORM**

QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
<b>COMPRESSED AIR LINES</b>				
	1/4" Air Line 15CFM	\$245.00	\$370.00	
	3/8" Air Line 30CFM	\$395.00	\$555.00	
	1/2" Air Line 50CFM	\$495.00	\$620.00	
	Add'l Connections	\$95.00	\$150.00	
<b>WATER LINES</b>				
	1/4" Water Line	\$160.00	\$245.00	
	3/8" Water Line	\$190.00	\$285.00	
	1/2" Water Line	\$215.00	\$295.00	
	3/4" Water Line	\$245.00	\$325.00	
	Add'l Connections	\$95.00	\$150.00	
<b>DRAIN LINES</b>				
	3/4" Drain Line	\$150.00	\$165.00	
	1" Drain Line	\$185.00	\$206.00	
	Add'l Connections	\$95.00	\$150.00	
<b>NATURAL GAS LINES</b>				
	1/2" Gas Line	\$495.00	\$740.00	
	3/4" Gas Line	\$615.00	\$925.00	
	1" Gas Line	\$770.00	\$1130.00	
	Add'l Connections	\$105.00	\$160.00	
<b>WATER FILL &amp; DRAIN</b>				
	Up to 100 Gallons	\$120.00	\$165.00	
	Add'l 100 Gallons	\$40.00	\$55.00	
				SUB TOTAL \$
				SALES TAX 6.625% \$
				TOTAL \$

**Atlantic City Convention Center**  
 1 Convention Boulevard  
 Atlantic City, NJ 08401  
 Phone: 609-449-2291  
 Fax: 609-449-2464

- ALL CONNECTIONS**
- Plumber to make all connections.
  - One connection per line.
- 
- Prices do not include labor.
  - These charges will be applied to the card on file.
- 
- Water Pressure may vary.
  - If pressure is critical, a pressure regulator valve maybe installed.
  - All Gas Lines are overhead.

**COMPRESSORS THAT ARE NOT AN  
 INTERNAL/PERMANENT PART OF  
 YOUR MACHINE WILL NOT BE  
 PERMITTED IN FACILITY.**

**BY RETURNING THIS FORM  
 CUSTOMER AGREES TO ALL  
 TERMS AND CONDITIONS.  
 (See terms and conditions.)**

Company Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp.Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Card Holders Name \_\_\_\_\_ Card Holders Signature \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_



## PLUMBING LABOR

- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Plumber Labor Rates: \$85.00 per hour - Regular Time / \$170.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation labor. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Gas Lines and labor will be charged from point of attachment to inside of booth.
- Official Show Plumber will make all interconnections between exhibitor owned machines/equipment.
- All plumbing connections require labor. These charges will be applied to the card on file.

## COMPRESSED AIR

- The Official Show Plumber will not be responsible for moisture or water in air line. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber requires fifteen (15) days notice if special regulators and/or filters need to be ordered. Rental charges apply. Call for quote.
- Compressed air lines are 1/4", 1/2" and 3/8". Any other size is considered a special request. Call for quote.
- Air is available during show hours only. There will be an additional charge for use after hours. Call for quote.
- All connections must be made by the Official Show Plumber.
- **ANY COMPRESSOR THAT IS NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE IS NOT PERMITTED IN FACILITY.**

## WATER LINES AND DRAINS

- Water and drain lines are priced by the foot; depending on location of booth and distance from plumbing service. 25 feet of line is included in the initial cost. Additional footage may be necessary in order to reach your booth and to avoid crossing aisles.
- Standard water lines are 1/4", 3/8", 1/2" and 3/4". Any other size is considered a special request. Call for quote.
- Certain types of installations may require additional labor.
- Ramping will be available on a time and material basis.
- All connections must be made by The Official Show Plumber.
- **HAND CARRYING OF WATER IS PROHIBITED IN THE FACILITY.**

## PLUMBING TERMS AND CONDITIONS

- All equipment must comply with all Federal, State and local safety codes.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.
- All materials and equipment furnished by the Convention Center for this service shall remain the property of the Convention Center and shall be removed only by the Convention Center Plumbers at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Air and water pressures may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulation valve installed.
- Unless otherwise directed, Convention Center Plumbers are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for any services installed and not used.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.



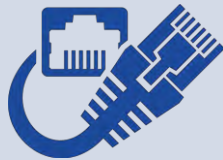
## New Jersey Cannabis Convention

September 14<sup>th</sup> – 15<sup>th</sup>, 2019

Order 14 days prior to the 1<sup>st</sup> day of the event move-in for incentive rate.

**Incentive deadline for the above event is August 29<sup>th</sup>, 2019**

Smart City is the exclusive telecommunications service provider for the Atlantic City Convention Center.



### Hardwired Internet Service

- Dedicated Bandwidth Services



### Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



### Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



To review and order our services visit

<https://orders.smartcitynetworks.com>

Questions? Contact us at (888) 446•6911 or [csr@smartcity.com](mailto:csr@smartcity.com).



# Smart City Wireless Services

## Atlantic City Convention Center



### Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

Exhibitor Internet
Available in all facility areas
*Connectivity speeds up to 1.54Mbps up/down
5 GHz wireless frequency only
<b>1 day for \$79.99</b>
<b>3 day for \$227.97</b> <i>5% discount</i>
<b>5 day for \$359.95</b> <i>10% discount</i>

Instant Internet
Available in all public spaces and meeting rooms
*Connectivity speeds up to 768k up/down
<b>1 day for \$12.95</b>

Free Internet
Available in public spaces
*Connectivity speeds up to 256k up/down

\* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

### Questions

For questions regarding wireless services of any of the other wired internet and telephone services we provide, please call Smart City at 888-446-6911 or visit us online at [www.smartcitynetworks.com](http://www.smartcitynetworks.com)

- CONNECT**  
 Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.
- OPEN BROWSER**  
 Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.
- BUY NOW**  
 If this is your initial purchase click BUY NOW. Follow prompts to complete your purchase. Refer to service options and limitations shown to the right.
- LOGIN**  
 If you have already created an account and are returning for additional sessions, enter your username and password, then click LOGIN.

